



3.0 - Plan Sheet Title Block General



Contract Plans Manual

3.0 - Plan Sheet Title Block General

Index Number	Subject	Page Number	Page Date
3.1	Plan Sheet Title Block General	3-3	August 15, 2016
3.2	Plan Sheet Title Block Add-ons — Traffic and Drainage	3-5	August 15, 2016
3.3	Plan Sheet Title Block Add-ons — Bridge	3-5	August 15, 2016
3.4	Plan Sheet Title Block Floating Boxes	3-6	August 15, 2016



3.0 - Plan Sheet Title Block General

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3.0 - Plan Sheet Title Block General

3.1 Plan Sheet Title Block General

The ODOT title block will be used on all of the plan sheets. The basic ODOT title block is placed in the lower right corner of each plan sheet in a landscape orientation.

DESIGN APPROVED PLANS FOR REVIEW ONLY	OREGON DEPARTMENT OF TRANSPORTATION		
	PROJECT TITLE PROJECT TITLE PROJECT TITLE HIGHWAY COUNTY		
	Designer: Name		Review: Name
	Drafter: Name		Checker: Name
SHEET TITLE		SHEET NO. 00000	

Each part of the title block will be explained below.



Prior to final plans this box contains a status stamp detailing the stage of the plans. The standard plan review milestones are used as the status and are: Design Approved Plans, Preliminary Plans, or Advance Plans. The status text is on level P_ODOT_PLAN_TBStatus.

When the plans are final, the same space is used for the professional of record's electronic seal that can be digitally signed or can be printed for signature.

OREGON DEPARTMENT OF TRANSPORTATION

The words Oregon Department of Transportation are included in a rectangular area and on level P_ODOT_Plan_TBcoNam. This text is to be used on all projects developed by ODOT staff.

When the design is completed by a consultant this rectangular area is for the consultant logo or business information.



3.0 - Plan Sheet Title Block General

3.1 Plan Sheet Title Block General (Cont.)



The ODOT logo is to appear on all projects using this title block.

<p>PROJECT TITLE PROJECT TITLE PROJECT TITLE HIGHWAY COUNTY</p>

This is the area for the project title, highway name, and county name. Note that there is a construction line in the cell just above the project title to delineate the space requirement for the structure name to be added on bridge sheets. The structure name is on level P_ODOT_PLAN_TBBDSDwg.

The project title is to match the STIP project title. Due to character limits the words “Section” or “Project” might be left off the STIP name but need to be included on the plans. Both of these words can be abbreviated if required by space limits. Use “Sec.” or “Proj.” as the abbreviation. A section is defined as a continuous piece of roadway from one location to another. A project is defined as a single or multiple spot locations.

The highway name is followed by the word “Highway” or “Highways” as appropriate. The county name is followed by the word “County” or “Counties” as needed.

Designer: Name	Reviewer: Name
Drafter: Name	Checker: Name

The names in the signature block for other key members that worked on the plans can be typed in or digital signature applied. If the plan sheet does not have a checker or a reviewer then type in “N/A” .

SHEET TITLE	SHEET NO. 00000
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The sheet title is to use the standard titles that each discipline has developed. See Chapter 5 for the Roadway and Geo-Hydro-Environmental specific sheet titles. See Chapter 1 for links to other discipline specific drafting manuals for the standard sheet titles to use.

See Chapter 2 for the sheet number.



3.0 - Plan Sheet Title Block General

3.2 Plan Sheet Title Block Add-ons—Traffic and Drainage Facilities

Additions to the basic title block are level controlled. These add-ons are for specific information required for internal ODOT filing of the drawings.

HWY: 000 M.P.: 00.00 TRS 00000 DFI/TSSU NO. 00000	DESIGN APPROVED PLANS FOR REVIEW ONLY	OREGON DEPARTMENT OF TRANSPORTATION		
		PROJECT TITLE PROJECT TITLE PROJECT TITLE HIGHWAY COUNTY		
		Designer: Name Review: Name Drafter: Name Checker: Name		
		SHEET TITLE	SHEET NO. 00000	

The add-on for traffic and drainage feature plan sheets is on level P_ODOT_PLAN_TBdfiTSSU. The boxes include information for the state highway number and mile point, the Traffic-Roadway Section (TRS) filing number, and the Drainage Facility Identification (DFI) number or the Traffic Signal Services Unit (TSSU) location number. On drainage facility plan sheets there will not be a TRS number, so the TRS number needs to change to “N/A”. Some traffic plan sheets will not have a TSSU number. When this occurs, the DFI/TSSU No. needs to change to “N/A”

STRUCTURE NO. 00000 BDS DWG NO. 00000 CALC. BOOK 0000 HWY: 000 M.P.: 00.00 TRS 00000 DFI/TSSU NO. 00000	DESIGN APPROVED PLANS FOR REVIEW ONLY	OREGON DEPARTMENT OF TRANSPORTATION				
		STRUCTURE NAME PROJECT TITLE PROJECT TITLE PROJECT TITLE HIGHWAY COUNTY				
		Designer: Name Review: Name Drafter: Name Checker: Name				
					SHEET TITLE	SHEET NO. 00000

When there is a structure, other than a bridge, three additional boxes are used. The boxes are on level P_ODOT_Plan_TBStrBoxes. The text for the structure information in these boxes and the structure name text that is above the project title are all on level P_ODOT_PLAN_TBBDSWg.

The information needed includes the structure number, the Bridge Data System (BDS) drawing number, and the calculation book number. See the Bridge Drafting and Design Manual for structure naming and acquiring structure numbers and BDS Drawing numbers. See [Chapter 1](#) for links.



3.0 - Plan Sheet Title Block General

3.3 Plan Sheet Title Block Add-ons — Bridge

For a bridge there is a different configuration of the add-on boxes than for the other types of structures.

STRUCTURE NO. 00000	DESIGN APPROVED PLANS FOR REVIEW ONLY	OREGON DEPARTMENT OF TRANSPORTATION			
BDS DWG NO. 00000		STRUCTURE NAME PROJECT TITLE PROJECT TITLE PROJECT TITLE HIGHWAY COUNTY			
CALC. BOOK 0000		Designer: Name		Review: Name	
HWY: 000 M.P.: 00.00		Drafter: Name		Checker: Name	
COUNTY County Name		SHEET TITLE			SHEET NO. 00000
DATE MO/YR					

Level P_ODOT_PLAN_TBStrBoxes contains the line work for all six add-on boxes required. Level P_ODOT_PLAN_TBBDSWdg contains the text for structure information. Level P_ODOT_PLAN_TBBgStrInfo contains the text in the bottom three add-on boxes.

The top three add-on boxes are specifically for the structure number, the BDS drawing number, and the calculation book number. The bottom three add-on boxes contain the state highway number and mile point of the structure, the specific county where the structure is located, and the month and year the PDF was created.

Additionally, the name of the structure is to be included above the project title.

3.4 Plan Sheet Title Block Floating Boxes

There are two boxes that do not have specific locations but can be placed just to the left of the add-on boxes or directly above the title block and to the right. These boxes may not fit into either of these locations because of the specific layout of the drawings or notes. It is permissible to use other locations on the plan sheet as necessary.

ACCOMPANIED BY DWGS.: <i>See dwg. 00000</i>
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The accompanied by drawings box is used for listing informational drawings and standard drawings.



3.0 - Plan Sheet Title Block General

3.4 Plan Sheet Title Block Floating Boxes (Cont.)

<hr/> <p>Traffic Section Approval</p>

The Traffic Section Approval box is used on traffic signal drawings. This is signed by the delegate in the office of the State Traffic-Roadway Engineer.