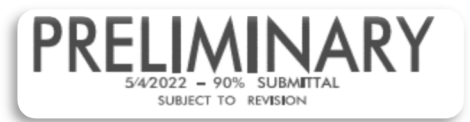# For NEW TITLE SHEET INFORMATION- Addendum 2- *rev. 9/27/2023*

Reference NEW_TitleSheet_STANDARD.pdf and 2020 Plan Preparation Guide -

1. **Title Sheet Milestone Stamp**.
   a. Line 1: Stamp will read "Preliminary" until the set has reached 100% Final design.
   b. Line 2: will be the date the set was processed or printed and is auto generated. Edit the milestone to reflect the submittal type. i.e." 30%, 60%, & 90%
   c. Line 3: Will read Subject to Revision during the Design Phase of the Project
   d. 100% Complete Plans: Before the Title Sheet is signed by the Director and receives a contract number, delete the Preliminary Stamp and insert the "For Construction" Title Sheet Stamp indicating the set is 100% complete and ready to Advertise.
   e. Location of the stamp will be under the project number and county box, in the upper right corner of the title sheet. If you have multiple lines for your project in this location, you may move the stamp above the Design Criteria or above the Director's Signature.
   f. Do not shut the stamp off, only edit the stamp to match/mark the set milestone, see item a, b, & c above.
   g. These Stamps are Available in Microstation, SHEET: Stamps

2. **Design Criteria**- Must be on the title sheet and <u>may include</u> the <mark>Design Designation Criteria</mark> section for Average Annual Daily Traffic (AADT), Volumes, Percent Trucks, etc. For more information/guidance reference the 2020 Plan Preparation Guide, page 4, item 6 and item 7 to see if the Design Designation Criteria applies to your project type.

3. **Project Location**- Adjust title sheets to include "Project Location" and the Project County below. This information is directly related to your project not the route or extensions of the route.
   a. You will have to add "Project Location" via text box, in Large Text, Font 3 and place it above the Project County.

   If your project is in multiple counties, please add them. See Example →

4. **Project Location Description**- Will contain the project location description for your project not the entire route or extensions of the route. It will remain the same text size and font as originally listed in the Plan Prep Guide and in Title Sheet Templates that are used in Projectwise*. The project description is found in PSAMS or in Masterworks (*more detail to follow as Masterworks develops regarding location descriptions*). If you have multiple project locations, please see "Multiple Project Locations Title Sheet" for an Example.

   * Title Sheet Templates in Projectwise are currently being updated to reflect new standards*

   a. The location description must match PSAMS or Masterworks Location Description with <u>ONE (1) exception</u>.
      i. Remove the County, do not include it in your project location description

EXAMPLE: EA 74337 (PSAMS Project)

County Data

County	CH	Project	SPI-080-1(090)	Item #	
Length		STIP	CH20210001	Contract	
Location	I 80, CHURCHILL COUNTY, FROM LYON/CHURCHILL COUNTY LINE TO 8.755 MILES EAST OF NIGHTINGALE INTERCHANGE; MP CH 0.00 TO MP CH 12.823				
Description	1-INCH COLDMILL WITH 2-INCH PLANTMIX BITUMINOUS SURFACE WITH OPEN GRADED SURFACE, 2% PATCH				

Project Location Description will read:

I 80, FROM LYON/CHURCHILL COUNTY LINE TO 8.755

MILES EAST OF NIGHTINGALE INTERCHANGE

CH 0.00 to CH 12.823

5. **Bold Project Location**- Bold the project location route within your project limits. Line Weight = 20. If your project is a point project you do not have to bold your route, see "Point Project Title Sheet" as an example.

6. **Project Limit Circles-** Place project limit circles where your project begins and ends. This should match the project limits in the plans. If it is a point project, you do not have to include these on your title sheets. Project Limit Circles are located in Microstation, SHEET: Border Sheets→ "PI" Drop Circle

7. **Project History Box Lines**- Change the line style to 4 and adjust the weight to 20 as shown.

8. **Scale Bar**- Must be included on your title sheets. Reference 2020 Plan Preparation Guide, page 5, item 18. Please note that if a material site is used on the title sheet, the materials site must have its own scale independent of the title sheet scale. This will only apply if it is a combined Title/Location Sheet.