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## MEMORANDUM

August 21, 2007

**TO:** Designers and above, Hydraulics, Landscape Architecture  
and Specifications  
**FROM:** Frank Csiga Jr., Chief Road Design Engineer   
**SUBJECT:** **New 2007 Plan Preparation Guide**

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The Roadway Design Division's 2007 Plan Preparation Guide has recently been completed and is now available for use. This document is intended as a reference for all who prepare roadway design plans, both in-house staff and consultants. It should aid in producing more consistent plans within Roadway Design by showing examples of the most commonly occurring elements that are contained in the contract plans that Roadway Design produces. The manual replaces Appendix "O" of the PDDM and also serves as an updated drafting guide, replacing previous editions.

This manual is laid out in similar order as a set of contract plans with title sheets and location sketches towards the front of the guide and elements such as bridge sheets and structure lists toward the back. The various elements/components of a given sheet are numbered with a corresponding written description that provides additional information regarding those elements/components.

We are working with Information Services to have the guide placed on the NDOT webpage so consultants and others can have access to it. In addition, a link to the guide will be placed on SharePoint under the Design Division home page; Design Policies, Procedures, and Guides.

Since this was a major undertaking to produce, it is likely that there are errors, contradictions, omissions and ambiguities contained within the guide. Should you come across any issues while using this document, please direct questions and comments regarding the written content to Steve Bird at (775) 888-7591 and regarding the CADD Drawings to Monte Bliss at (775) 888-7053.

I would like to thank everyone who had a hand in developing this guide; it will be a valuable resource in putting together contract plans. I would especially like to thank Steve Bird, Monte Bliss and Tony Greene for all their hard work and dedication to see this effort through!

FC:kl

cc: Fred Drees, Safety/Traffic w/attachment (1)  
Mark Elicegui, Bridge w/attachment (1)  
Heidi Mireles, R/W w/attachment (1)  
Ed Miranda, Southern Nevada Engineering Group w/attachment (6)  
Todd Montgomery, Project Management w/attachment (8)  
Dick Yeoman, Administrative Services w/attachment (1)  
Mary Martini, District I w/attachment (1)  
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Jim Souba, Assistant Director, Engineering (1)