**Common Issues on Local Program Plans**

It is necessary that designers for Local Program projects download the Roadway Design Checklist to develop sheets and content.

**Forms**

- Local Program form 5-5 is used when it should be 5-3 for a non-motorized facility.

**Title Sheets**

- Project description on title sheet does not match PPRM.
- Traffic and Design Speed are missing.
- Bike speed and facility capacity are not shown for shared use paths.
- No exclusion note is missing.
- Traffic is not for current year.
- For projects not let by TDOT, Local officials should have their signature on title sheet and not TDOT officials.
- Special Notes (Roadway Design Guidelines 2-115.01) are missing.
- Note stating design exception and date of approval is omitted.
- Locally Let note is left off for projects that are not let by TDOT.

**Index sheet titles**

- Sheet titles in the index do not match the sheet titles in the lower right corner of each sheet.

**Notes – General, Special, and EPSC**

- Are not up to date. Instructional Bulletins updates are not being followed.
- Including the blue subheadings that are shown for information purposes only for the designer and not intended to be part of the actual notes in the plan sheets.
- Not including Standard Drawings that are listed in the notes.
- If a reference is made to TDOT, then it should be changed to the local government entity, unless the project is being let by TDOT.
- Misspelled words in Special Notes.
- Font is tiny because all notes are placed on one sheet instead of using additional sheets.
- All notes are used instead of only the notes that apply for the project.
- If a general note is modified, then this note becomes a special note.
- Scope of work is not included.
**Standard Drawings**

- A list of standard drawings used on the project is not provided.
- TDOT Standards are not used, especially curb ramps.
- Necessary drawings are omitted from the plans, especially S-BPR-1.
- Revision dates are wrong.
- Not including item #’s or additional standards that should be included as stated on the drawing. EPSC drawing omissions are the most common.

**Estimated Quantities**

- Item numbers shown in notes are not shown in the Estimated Roadway Quantities list.
- Proprietary items are shown in the plans that are not on the approved list.
- The note that lists a propriety item ‘or approved equivalent’ is still being used even though it is no longer allowed.
- Wrong item number description or the description has been modified.
- Special details show item numbers, but those are omitted from the estimated quantities table.
- Pavement schedule item numbers are omitted from the estimated quantities block.
- See Design Guidelines section 4-209.00 for required footnote for all EPSC items.
- Footnotes are not included when they should be to explain what is included in the item or where this item is being used.
- Item number 209-05 Sediment Removal is omitted when EPSC items are used.
- Table 4-3 (footnotes 1 & 2) in the Design Guidelines for required footnote for all Specialty Striping items is omitted.
- Footnote item 716-12.02 with “Contractor shall use the ribbon method for application” is omitted.
- Prices cannot be shown on the Estimated Quantities Sheet.
- Item numbers can be used once for a project. Footnote if there are multiple places it is used on a project and clarification is needed.

**Typical Sections/Special Details**

- Missing completely from plans – especially sidewalks and shared use paths. Necessary to know what is being done on the project.
- Typical will label a dimension as varies. It should state the range of dimensions instead.
- Special details are unreadable on a half size plan set.
- Show and label all proposed pavement layers on typicals.

**Project Flags**

- Begin/End flags are missing from layout sheets.
- Flags do not show the North/East Coordinates.
**EPSC Plans**

- EPSC Plans are not included.
- EPSC measures are shown outside ROW or easement areas.
- NPDES notes should be part of the SWPPP & are only needed if disturbed area > 1 ac.
- For disturbed areas over 1 acre, provide the drainage area and slope for all outfalls. See TDOT Drainage Manual Chapter 10.
- Erosion control legend and quantity block are omitted.
- EPSC sheets should be labeled as Stage and not Phase. See Chapter 10 of the TDOT Drainage Manual.

**Traffic Control**

- Plans are not included. A traffic control plan must be developed as part of the design process. It cannot be a note that says it will be developed by the contractor. See the Work Zone manual guide for additional information or guidance. This is a requirement of the FHWA Work Zone Safety and Mobility Rule and applies to any agency involved in Federal Aid project development. Depending on the scope of the project, the traffic control plan may only require references to TDOT standard drawings, MUTCD, notes, etc.
- Notes refer to a TN MUTCD that does not exist.
- Pavement Edge drop off notes are omitted.
- Construction Signs quantity block is omitted.

**Non-Motorized Concerns**

- Path edge drop off not designed per TDOT Standard S-PBR-1.
- Curb ramps are not aligned to the crosswalk.
- All references to Handicap Ramps/ADA Ramp should be labeled as Curb Ramp.
- Clear zone is not provided. A 2’ wide clear zone with maximum 6:1 fill slope on each side of the paved surface shall be provided (see Figure S-1, AASHTO’s “Guide for the Development of Bicycle Facilities”, 2012 Fourth Edition). Sections bound by a structure, such as a pedestrian/bicycle rail, may reduce the lateral offset to 1’ (see Design Guidelines Std. Drawing RD01-TS-8).
- Truncated dome color is not specified.

**Plans Sheets**

- Road Names along the centerline are not labeled.
- DHV traffic turning movements at all intersections with ADT>1000 are omitted.
- Profiles are omitted for a shared use path.
- Label tract numbers for all tracts on property map/present layout.
• Add existing ROW dimensions.
• All breaks in Proposed ROW need to be flagged.
• Fill in datum adjustment factor. This should be supplied with your survey.
• Add control points table to the plans.
• Label Begin and End Bridge Stations.
• Add ROW Acquisition Table & total disturbed area table. See TDOT Design Guidelines 3-300.01 & 2-320.00, Figure 2-25.
• If no ROW is being taken from a tract, line it out in the ROW Acquisition Table and on the Property Map.

Signals

• Not including pole data table.
• Not using stations/offsets to locate the poles.
• Not labeling conduit/pull boxes.
• Not using T-M-4 to place turn lane arrows correctly.