



**STATE OF TENNESSEE  
DEPARTMENT OF TRANSPORTATION  
NASHVILLE, TENNESSEE 37243-0350**

**INSTRUCTIONAL BULLETIN No. 05-09**

**Regarding Plans Distribution to the Environmental Planning and Permits Division**

Effective immediately, for all projects requiring permits the following attached distribution sheet is to be used. This is to be done in order to facilitate coordination, simplify plans distribution, and minimize requests for additional sets of prints.

1. Printing at major milestones will include a distribution to Doug Delaney, Director of the Environmental Planning and Permits Division, Suite 900 James K. Polk Building. Refer to the attached schedule for the correct number of prints. This will eliminate separate printings and distributions for permit assessments and technical studies including archaeological, ecological, historical and hazardous waste purposes.
2. Plans should be 2-hole punched to accommodate ecco fasteners / plans hangers.
3. The right-of-way field review prints shall include the proposed erosion control plan sheets. Quantity tabulations are not needed for the field review plans.
4. The plans submitted for permit application purposes shall include mitigation plans and erosion control sheets.
5. Environmental Planning and Permits Division will be responsible for requesting final construction plans from the print shop after plans are submitted.

**Original signed by Jeff C. Jones  
Jeff C. Jones, C. E. Director  
Design Division**

JCJ:mbd  
December 1, 2004