

RESURFACING PLANS CHECKLIST

County:	
Federal Project No.:	
State Project No.:	
Bridge Repair Project No.:	
P.E. No.:	
PIN:	
Description:	
TMP Completion Date:	
Submitted by Designer: (TDOT or Consultant) Date:	
ALL ITEMS HAVE BEEN REVIEWED AND DETERMINED TO BE READY FOR SUBMITTAL BY:	
Name of TDOT Project Manager: Date:	
Comments:	

RESURFACING PLANS CHECKLIST

RESURFACING INDEX OF SHEETS

SIGNATURE SHEETS	ROADWAY-SIGN1
TITLE SHEET	1
ROADWAY INDEX, STANDARD ROADWAY DRAWINGS, AND STANDARD	
TRAFFIC DESIGN DRAWINGS	1A, 1A1, 1A2
PROJECT COMMITMENTS	1B
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TYPICAL SECTIONS AND PAVEMENT SCHEDULE	2B, 2B1, 2B2
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Figure 1: Index of Sheets

RESURFACING PLANS CHECKLIST

This checklist will need to be submitted as part of the Project File in the Final submittal package and must be completed in its entirety. *For more information related to Resurfacing plans, including example sets, letting submittal schedules, seed files, etc., see the [Resurfacing Project Selection and Development](#) webpage.*

The checklist is written to clearly define features and text that shall be shown on Resurfacing Plan sheets to ensure there is consistency throughout the state. Information can be found in the CADDV8 document. **If any of the items are not applicable to your project, then do NOT include and mark N/A. If there are questions, contact your Design Manager.**

For further explanation of defined features, see [CADDV8.pdf](#).

To aid Designers in the creation of the Title Sheet and to ensure the correct features are shown, a sheet level filter has been provided in OpenRoads Designer (ORD). The Designer shall not turn on levels for features at the request of others.

Information for each sheet shall be filled in correctly in the upper right corner including TYPE (RESURF.), LETTING YEAR, FEDERAL or STATE PROJECT NUMBER, and SHEET NUMBER. TDOT 360 PROJECT ONLINE shall be checked for possible changes to project numbers prior to Resurfacing Plan submittal.

Sheet scales for all sheets is set by the seed file used to create that sheet.

- English General Notes, Index and Standard Drawings, and other similar sheets yield an active scale of 1" = 1'.
- Some 2nd sheets like Typical Section sheets are not drawn to scale but shall still use an approved sheet border.

All sheets shall be signed for final construction submittal. See digital signature sheet workflow for more information.

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SIGNATURE SHEET

1. ROADWAY-SIGN1

A signature sheet shall be used for engineers to digitally sign the plan set. An index of sheets should be below each signature listing the sheets that the engineer is responsible for the design. Refer to the [Digital Signature Certification Workflow](#) document for additional information.

SHEET 1 SERIES

1. TITLE SHEET

YES	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	For projects to be let/bundled with another project, include bundle note in upper left corner including PIN(s), route(s) and county(ies) of bundled projects.
<input type="checkbox"/>	<input type="checkbox"/>	Begin/End Resurfacing or Resurfacing & Safety project limits labeled with applicable Resurfacing and Safety project numbers.
<input type="checkbox"/>	<input type="checkbox"/>	For projects with Bridge Repair, include a label for bridge location(s), bridge number(s), and state Bridge Repair project number. See TDOT 360 Project Online for interstate and county log miles.
<input type="checkbox"/>	<input type="checkbox"/>	For state route projects, add the block for traffic counters & weather stations with the station identification and log mile location.
<input type="checkbox"/>	<input type="checkbox"/>	For interstate projects, add the block for traffic counters, embedded detection loops & automatic traffic readers with station identification and log mile location.
<input type="checkbox"/>	<input type="checkbox"/>	Bridge I.D.(s) identified above or below state map
<input type="checkbox"/>	<input type="checkbox"/>	Chapter 86 toggled, Yes or No
<input type="checkbox"/>	<input type="checkbox"/>	County or Counties shaded on the state map
<input type="checkbox"/>	<input type="checkbox"/>	Design Traffic Data Table filled in/updated to current year and projected volumes. List log mile ranges where speed changes (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Design exception data table filled in
<input type="checkbox"/>	<input type="checkbox"/>	Design traffic data table filled in/updated to current year and projected volumes
<input type="checkbox"/>	<input type="checkbox"/>	Engineer's seal with signature and date on Title Sheet for final Resurfacing submittal
<input type="checkbox"/>	<input type="checkbox"/>	Identification block in lower left-hand corner completed with PE-D project number and label (Design) and PIN for project, fill in TDOT Project Manager, Designer, and Checked by data fields. For consultant projects, fill in TDOT Project Manager, Designed by Consultant Firm, Designer, and Checked By data fields.
<input type="checkbox"/>	<input type="checkbox"/>	Location map showing route to be improved, local roads, streams, railroads, and towns
<input type="checkbox"/>	<input type="checkbox"/>	Map Scale
<input type="checkbox"/>	<input type="checkbox"/>	No Exclusions block or Exclusions block with station ranges identified
<input type="checkbox"/>	<input type="checkbox"/>	North arrow
<input type="checkbox"/>	<input type="checkbox"/>	Project Description filled in under County/Counties. Description shall match PPRM including interstate, state route, or local road name and project limits. Type of work shall be changed to Resurface and Safety from just Resurface if Safety budget is warranted Additional type of work should be identified (i.e. Thin

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- Lift D, Pavement Markings, Cold Planing, Curb Ramp, Guardrail, Bridge Repair, etc.). Identify State Route and US route numbers (if applicable).
- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Project length and total lane miles resurfaced (two decimal places) |
| <input type="checkbox"/> | <input type="checkbox"/> | "See Sheet No. 1A for Index" added in upper left corner |
| <input type="checkbox"/> | <input type="checkbox"/> | Sheet title block in upper right corner filled in with letting year, sheet number "1", Federal Project Number (if applicable), State Resurfacing Project Number(s), and State Bridge Repair Project Number (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | Signatures of Commissioner and Chief Engineer in signature block |
| <input type="checkbox"/> | <input type="checkbox"/> | Work Zone Significance toggled, Yes or No |

1A. ROADWAY INDEX, STANDARD ROADWAY DRAWINGS, AND STANDARD TRAFFIC DESIGN DRAWINGS

YES N/A

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Resurfacing Index of sheets (See Error! Reference source not found.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Include a note below the index of sheets that states "No utility sheets are included in this plan set". |
| <input type="checkbox"/> | <input type="checkbox"/> | Project Commitments warrant a call out. If there are no project commitments, include a note below the index of sheets that states "No project commitments sheet included in this plan set". |
| <input type="checkbox"/> | <input type="checkbox"/> | Standard Roadway Drawings listed (check for additional or revised drawings including descriptions and dates as listed in current instructional bulletins) |
| <input type="checkbox"/> | <input type="checkbox"/> | Standard Traffic Design Drawings listed (check for additional or revised drawings including descriptions and dates as listed in current instructional bulletins) |

1B. PROJECTS COMMITMENT

YES N/A

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Check for commitments in TDOT 360 Project Online prior to Resurfacing Plan submittal. If a commitment is pending at the time that plans will be submitted, contact the Division responsible for the commitment to get an update on when or/if it may become active. If a commitment is added after Resurfacing Plan submittal, a plan revision shall be issued. |
|--------------------------|--------------------------|---|

SHEET 2 SERIES

QUANTITIES

All quantities shall be approved TDOT items, descriptions, and units as listed in the Items.dat file. See Chapter 1 of the Roadway Design Guidelines for additional information. Other Divisions are responsible for creating their own estimated quantities sheet and including it in their plan set.

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2. ESTIMATED ROADWAY QUANTITIES

(2-1, 2-2 if needed)

YES N/A

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Check for removal item numbers (examples: pipes, GR, signs) |
| <input type="checkbox"/> | <input type="checkbox"/> | Estimated Roadway Quantities Block with Item Number, Description, Unit and Quantity filled in from most currently updated Excel file |
| <input type="checkbox"/> | <input type="checkbox"/> | Footnotes (add for clarity such as placement, payment, or when used in multiple locations, etc., add to define when substitutions are acceptable, and add to identify maintenance schedules or cycles, etc.) Check against footnotes on other sheets in the "2" Series that contain tabulation blocks and other sheets in the plans |
| <input type="checkbox"/> | <input type="checkbox"/> | Footnotes as specified in Roadway Design Guidelines for certain items |
| <input type="checkbox"/> | <input type="checkbox"/> | Footnotes shall use numbers and be shown in numerical order. Letters from the alphabet shall not be used. If possible, when a footnote applies to several items such as erosion control, a bracket symbol can be used to show that one number applies to the entire group |
| <input type="checkbox"/> | <input type="checkbox"/> | Item Nos listed in numerical order |
| <input type="checkbox"/> | <input type="checkbox"/> | Multiple quantity columns for separating resurfacing and safety quantities (if applicable) |

2B. TYPICAL SECTIONS AND PAVEMENT SCHEDULE

(2B1, 2B2 if needed)

The following checks apply to the mainline. Each typical section shall be defined by route name and log mile limits.

YES N/A

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Mainline typical sections: label widths for applicable elements (travel lanes, turn lanes, shoulders) |
| <input type="checkbox"/> | <input type="checkbox"/> | Pavement schedule block shown with pavement layers including depth and applicable rates defined. Rates shall be checked against current Roadway Design Guidelines for possible changes. Each layer shall be coded on the typical sections for mainline |
| <input type="checkbox"/> | <input type="checkbox"/> | Special details (taper milling, spot leveling, breakouts, OGFC overlay for concrete ramps, or other project specific details) |

2C. GENERAL NOTES

(2C1 if needed)

See Chapter 9 in the Roadway Design Guidelines for all general notes.

YES N/A

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Check all notes for referrals to Roadway Standard Drawings. Ensure all Standard Drawings are shown in the Standard Drawings list and reference the most current drawing |
|--------------------------|--------------------------|---|

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- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Check all notes for referrals to pay items. Ensure all pay items are included in the Estimated Roadway Quantity sheet and in tabulation blocks |
| <input type="checkbox"/> | <input type="checkbox"/> | Description blanks in notes shall be populated |
| <input type="checkbox"/> | <input type="checkbox"/> | Update notes prior to submittal by checking recently issued Instructional Bulletins |

2D. SPECIAL NOTES **(2D1 if needed)**

See Chapter 9 in the Roadway Design Guidelines for all special notes.

- | YES | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Check all notes for referrals to Roadway Standard Drawings. Ensure all Standard Drawings are shown in the Standard Drawings list and reference the most current drawing |
| <input type="checkbox"/> | <input type="checkbox"/> | Check all notes for referrals to pay items. Ensure all pay items are included in the Estimated Roadway Quantity sheet and in tabulation blocks |
| <input type="checkbox"/> | <input type="checkbox"/> | Description blanks in notes shall be populated |
| <input type="checkbox"/> | <input type="checkbox"/> | Special notes shall be added if specific to the job |
| <input type="checkbox"/> | <input type="checkbox"/> | Update notes prior to submittal by checking recently issued Instructional Bulletins |

2E. ENVIRONMENTAL NOTES **(2E1 if needed)**

See Chapter 9 in the Roadway Design Guidelines for all Environmental notes.

- | YES | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Check all notes for referrals to Roadway Standard Drawings. Ensure all Standard Drawings are shown in the Standard Drawings list and reference the most current drawing |
| <input type="checkbox"/> | <input type="checkbox"/> | Check all notes for referrals to pay items. Ensure all pay items are included in the Estimated Roadway Quantity sheet and in tabulation blocks |
| <input type="checkbox"/> | <input type="checkbox"/> | Description blanks in notes shall be populated |
| <input type="checkbox"/> | <input type="checkbox"/> | Scope of Work shall be shown with description of project overview including type of work to be performed, construction details, any project specific expected goals, requirements, and/or limitations that are not project commitments. |
| <input type="checkbox"/> | <input type="checkbox"/> | Special notes shall be added if specific to the job |
| <input type="checkbox"/> | <input type="checkbox"/> | Update notes prior to submittal by checking recently issued Instructional Bulletins |

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2F. TABULATED QUANTITIES (2F1, 2F2 if needed)

Note to Designer: Designer shall use all available tabulation quantity blocks. When specific tabulation blocks are used, it is easier on the contractor and for those checking the plans to understand where quantities were calculated and ensures the Designer does not omit necessary pay items on the Estimated Quantity sheet. Tabulation blocks with “Remarks” columns shall be filled in for clarity.

YES	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Bridge Recommendations
<input type="checkbox"/>	<input type="checkbox"/>	Guardrail Tabulation
<input type="checkbox"/>	<input type="checkbox"/>	Storm Drain Adjustments
<input type="checkbox"/>	<input type="checkbox"/>	Traffic Control Signing
<input type="checkbox"/>	<input type="checkbox"/>	Utility Adjustments (must include utility owner for items not applicable to resurfacing contractor)
<input type="checkbox"/>	<input type="checkbox"/>	Curb Ramps

2G. DETAIL SHEETS (2G1, 2G2 if needed)

YES	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Roadway Pavement Marking Details
<input type="checkbox"/>	<input type="checkbox"/>	Railroad Crossing Details

3. UTILITY NOTES AND UTILITY OWNERS

YES	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Utility notes and utility owner names with contact information confirmed by Project Development Utility personnel

T1 TRAFFIC CONTROL PLAN

Note to Designer: If project specific traffic control plans are necessary, including traffic phasing notes, legend, and tabulation, please refer to the Roadway Design Guidelines Chapter 6 Plan-in-Hand checklist for additional information. Otherwise, Traffic Control Plans shall be listed as Pavement Edge Drop-Off Notes for Traffic Control in the index.

YES	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Traffic control notes and/or pavement edge drop-off notes

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B-1. BRIDGE REPAIR PLANS

If proposed bridge repairs are in the project, sheets shall be completed by the Structures Division and provided to the Design Manager overseeing the project for insertion into the review plan packet. The Structures Division shall seal the sheets for Resurfacing Submittal and follow the Resurfacing letting submittal process. The first sheet of the Bridge Repair Plans, B-1, will contain an index for the rest of the sheets in the Bridge Repair series. The estimated bridge repair quantities shall also be a part of the Bridge Repair series.

OPTIONAL PLAN SETS

If any other Plans sets are needed/provided, attach them to the final set of plans

YES N/A

- | | | |
|--------------------------|--------------------------|------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Bike Lane Plans |
| <input type="checkbox"/> | <input type="checkbox"/> | Multimodal Plans |

FINAL PREPARATION OF RESURFACING PLANS

YES N/A

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Check TDOT 360 Project Online for any changes to the resurfacing project number on all resurfacing plan sheets and project commitments |
| <input type="checkbox"/> | <input type="checkbox"/> | FileNet – Files defined in Roadway Design Guidelines shall be placed on FileNet |

#####-##-FinalPS&EPackage.zip – containing all the following folders/items

#####-##-DesignFiles (in a folder)

All Roadway DGN files for project (both roadway and bridge)

All Bridge DGN files for project

Roadway Estimate spread sheet

Bridge Estimate spread sheet

Any other items needed to recreate project

#####-##-Estimates (in a folder)

Roadway Estimate on file diet

Bridge estimate

#####-##-FinalPS&E.pdf (portfolio)

Title Sheet – sealed - #####-##- FunctionalDesignTitleSheet.pdf

TMP – signed - #####-##-TMP.pdf

Roadway plans – sealed - #####-##PS&E-Roadway.pdf

Bridge plans – sealed - #####-##PS&E-Bridge.pdf

Checklist - #####-##-PS&E-Checklist.pdf

#####-##-FinalPS&E-Flattened.pdf (Flattened Plans sets)-

#####-##-PS&E-Roadway-Flattened.pdf

#####-##-PS&E-Bridge-Flattened.pdf

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Submit for Construction - Construction Distribution letter shall be sent via email to appropriate personnel as defined in Roadway Design Guidelines. The email shall also include the Estimated Roadway Quantities Excel file (nnnnnn-nn-RoadwayConstructionEstimate.xlsm). |
|--------------------------|--------------------------|---|