



STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION
Nashville, Tennessee 37243-0348

INSTRUCTIONAL BULLETIN No. 07-07

Regarding Plans Distribution to the Environmental Division

Effective immediately, for all projects requiring permits the following attached distribution sheet has been updated to reflect the distribution of plans to the Environmental Division. 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 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. The Design Division shall furnish the Natural Resources Office, Environmental Division with an .PDF file of the title sheet, estimated roadway quantities, drainage map, EPSC notes, EPSC plans, and contours sheets twelve weeks prior to the letting. All construction field review comments shall be incorporated into the plans prior to submittal of the .PDF file (only final erosion control quantities are needed on the estimated roadway quantity sheets). Sheets do not have to be sealed for this submittal.**
- 6. The Environmental Division will be responsible for requesting final construction plans from the print shop after plans are submitted.**

This bulletin voids Instructional Bulletin 05-09.

Original signed by Jeff C. Jones

Jeff C. Jones, C. E. Director
Design Division

JCJ:ma
February 23, 2007

Activity	Distribution
<p>Hydraulic Grade Approval</p> <p>Note: Electronic files (Microstation) to Jim Ozment, ED, 900 James K. Polk Bldg. for noise study.</p>	<p>1 set ½ size plans to Doug Delaney, Director of ED, 900 James K. Polk Bldg. 1 set ½ size plans to Region 1 biologist (for Region 1 projects only)</p>
<p>Preliminary Field Review</p>	<p>5 sets ½ size plans, 1 set ½ size cross-sections to Doug Delaney, Director of ED, 900 James K. Polk Bldg. 1 set ½ size plans to Region 1 biologist (for Region 1 projects only) 1 set ½ size plans, 1 set ½ size cross-sections to Susannah Kniazewycz, ED, 900 James K. Polk Bldg.</p>
<p>Design Public Hearing/Meeting Right of Way Field Review or combined Preliminary & ROW Field Review</p> <p>Note: Include all erosion control plan sheets.</p>	<p>No prints required. However, notify Director of ED (by email) of any alignment changes.</p> <p>6* sets ½ size plans, 2 sets ½ size cross-sections to Doug Delaney, Director of ED, 900 James K. Polk Bldg. 1 set ½ size plans, 1 set ½ size cross-sections to Region 1 biologist (for Region 1 projects only) 1 set ½ size plans, 1 set ½ size cross-sections to Susannah Kniazewycz, ED, 900 James K. Polk Bldg.</p> <p>*Reduce to 5 sets ½ size plans if Preliminary Field Review plans were provided on the project</p>
<p>Permit Sketches, etc. for permit application</p>	<p>5 sets ½ size plans, 1 set ½ size cross-sections, 1 set of sketches, response to Permit Assessment & any additional requirements as indicated by the Permit Assessment Report to John Hewitt, Civil Eng. Mgr. 2, ED, 900 James K. Polk Bldg.</p>
<p>Construction Field Review</p>	<p>5 sets ½ size plans, 2 sets ½ size cross-sections to Doug Delaney, Director of ED, 900 James K. Polk Bldg. 1 set ½ size plans, 1 set ½ size cross-sections to Region 1 biologist (for Region 1 projects only) 1 set ½ size plans, 1 set ½ size cross-sections to Susannah Kniazewycz, ED, 900 James K. Polk Bldg.</p>
<p>Final EPSC Plans (12 weeks prior to letting)</p>	<p>Electronic file (.PDF) including title sheet, estimated roadway quantities, drainage map, EPSC notes, EPSC plans, and contours sheets to Susannah Kniazewycz, ED, 900 James K. Polk Bldg.</p>