



**STATE OF TENNESSEE  
DEPARTMENT OF TRANSPORTATION**

**ROADWAY DESIGN DIVISION**  
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**INSTRUCTIONAL BULLETIN NO. 13-09**

**Regarding Roadway Design Division Name Change**

**PURPOSE:** This Instructional Bulletin serves as official notice that Design Division has officially been renamed and lists what steps (if any) are required to update plans accordingly. This Instructional Bulletin also serves as notice for all minor revisions necessary to update Roadway Design Division's Documents.

**Effective immediately**, Design Division is now officially **Roadway Design Division**. The Design Guidelines, Drainage Manual, Traffic Design Manual, Letterhead, etc will be revised to reflect this change. As part of the change the following General and Special Notes are revised by inserting the word "Roadway" in front of "Design Division" in each note.

**General Notes**

1 and 2 under Right-of-Way

2 and 5 under Signing

11, 34 and 37 under Erosion Prevention and Sediment Control

**Special Notes**

2, 3 and 4 under Erosion Prevention and Sediment Control.

**Special Instructions to Designers**

- All plans currently turned-in for construction **shall not** be revised for this change.
- Projects that have already been turned in for Right-of-Way but not Construction shall change the Right-of-Way Notes but no Right-of-Way Revision is required.
- All projects that have not been turned-in shall change the notes.

A handwritten signature in cursive script that reads "Carolyn Stonecipher".

Carolyn Stonecipher, PE  
Civil Engineering Director  
Roadway Design Division