

Section 4-01
Title Sheet
Professional Seal Sheet
Legend Sheet

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INTRODUCTION

General: The title sheet, professional seal sheet and legend sheet are the first three sheets in a typical 11-inch x 17-inch [280 mm x 430 mm] plan set for major projects. Reference sheets provide the text type and size and general format to be used. Single-click on specific items for text type and size, line weights, etc. Reference sheets are available through the Project Development Cadd Standards Reference Directory as:

cad_std\wystn\ref\:

- File E_TLS8_1.dgn Master Title Sheet
- File E_TLS8_2.dgn Master Professional Seals Sheet (See Exhibit 3)
- File E_TLS8_3.dgn Master Legend Sheet (See Exhibit 4)

TITLE SHEET

The Master Title Sheet is used to develop a project-specific title sheet as shown in the Sample Title Sheet (Exhibit 2). The title sheet is created prior to the first plan issuance and information is added or modified as the project design progresses. Adding the index of sheets to the title sheet is an ongoing process of updating the index to be current with the progress of each plans issuance (preliminary through final plans). The Sample Index of Sheets (Exhibit 1) shows the general order of sheet placement in the plans for intermediate and final plan issuances. Information added to the title sheet is as follows:

- **Project Heading** (top middle portion of the sheet just below “Wyoming Department of Transportation”). Show the project name, location, and county using the required text type & size directly under the “WYOMING DEPARTMENT OF TRANSPORTATION” heading as shown in (Exhibit 2).
- **Sheet and Project Number Reference Block** (top right hand corner). Plan sheets have a standard reference block, located in the upper right hand corner. In the reference block on the title sheet, the designer is required to input the gross and net project lengths (miles x.xxx), under the heading “PROJECT NUMBER” include the (funding prefix designation, beginning project reference marker number, and seven digit project number), and the sheet numbers. The title sheet is always sheet no.1, and the total sheets is the grand total of all plan sheets (not to include cross section sheets).

Note that the seven digit project number is only shown with the funding prefix and beginning project reference marker number in the sheet reference block in the upper right hand corner of the title sheet and outside

Chapter 4 Section 4-01 Title Sheet, Professional Seal Sheet, Legend Sheet

the title sheet border along the left binding edge. Funding categories are subject to change, therefore they only require modification in those two areas when the funding source changes. All other plan sheets should only show the seven digit project number in the upper right hand sheet header block.

- **State Key Map** (upper right of the title sheet on the state map). On the key map, indicate the project location by showing the seven-digit project number with a leader arrow pointing to the project location within the state. Follow the general format and layout scheme as shown in Exhibit 2.
- **Approval Block** (lower right hand corner of the sheet). The approval block includes the Chief Engineer’s Signature/date and the name of the design squad or consultant responsible for the project design. The Chief Engineer’s signature graphic and date (which is the PS&E date) are added prior to issuing Final Design Plans.
- **Project Site Map** (middle of the sheet). Electronic county map files are generally used to create the base site map. County map files are available through the WYDOT Planning Program’s Mapping Section. On the base map, indicate township and range. Use arrows as shown to indicate the beginning and end of project limits including stationing and reference marker (RM) limits. Indicate the seven digit project number(s), structure locations, roadway length, structure length and total project length.
- **Space for As-Constructed Plan Information** (lower left hand corner of the sheet). When developing a title sheet provide a clear space in the lower left hand corner for the construction division to add the “as-constructed plans” title block. This title block is only placed on the final as-constructed plans and should not be shown on the design or contract plans. The following is a typical title block:

AS - CONSTRUCTED PLANS	
CONTRACTOR.....	add name
DISTRICT ENGINEER.....	add name
DISTRICT CONSTRUCTION ENGINEER	add name
RESIDENT ENGINEER.....	add name
ACTUAL BEGINNING DATE	???
ACCEPTANCE DATE	???

- **Intermediate Plan Issuance and Date** (middle left hand area of the sheet). For intermediate plan issuances, place the name of the plan issuance (i.e. Preliminary Plans, etc.) and the date of issue using the medium text size (all caps) rotated counterclockwise at a forty-five degree angle to horizontal on the sheet and placed in the middle left side of the title sheet as shown in Exhibit 2.

- **Binder Border Project Name and Number** (left hand binder margin outside the sheet border). Place the seven-digit project number along with the funding prefix and starting reference marker number and the project name along the outside of the left binder border. This helps in finding plans in vertical hanging plan racks.
- **Index of Sheets** (upper left portion of the sheet). As previously stated, adding the index of sheets to the title sheet is an ongoing process of updating the index to be current with the progress of each plans issuance (preliminary through final plans). It lists the general category and order of sheets which make up the “plans set” portion of the contract documents. The Sample Index of Sheets (Exhibit 1) shows the sheet order to be followed when preparing and compiling project plans. Also shown at the bottom of the index is the number of roadway and pipe cross-section sheets which are not considered a part of the plans, but they are made available for separate purchase by prospective bidders.

To avoid using an outdated standard plan, check the final design plans index of sheets to confirm that the latest published standards are being referenced. When compiling the index, create the project-specific list of standard plans in the index electronically from an approved master electronic index of standard plans available through WYDOT’S Engineering Services’ Plan Checking Unit. This will eliminate typing errors and ensure that the correct and most current standard plan number and name is referenced. The format and numbering scheme used for various plan sheets is also shown in the Sample Index of Sheets (Exhibit 1) and Sample Title Sheet (Exhibit 2).

PROFESSIONAL SEAL SHEET

Place professional stamps and signatures in the appropriate stamp box as indicated in the Master Professional Seal Sheet (Exhibit 3). For example, the project may require professional seals by only three (3) disciplines such as Project Development, Materials, and Bridge.

At the squad leader's option all unused boxes need to be either removed from the sheet or disclaimed by placing the wording NOT REQUIRED in each unused stamp box. The Master Professional Seal Sheet reference file is set up so that the wording NOT REQUIRED can be tagged and copied into the stamp boxes as needed.

LEGEND SHEET

The Master Legend Sheet (Exhibit 4) provides a standard listing of legends generally used by WYDOT. In special cases to address a specific project need, the designer may add a non-standard legend item for the project.

SAMPLE INDEX OF SHEETS

SHEET NO.	PLANS
1	TITLE SHEET
2	PROFESSIONAL SEALS
3	LEGEND
T1 - T4	TYPICAL SECTIONS
S1 - S12	SUMMARY SHEETS
4 - 18	PLAN AND PROFILES
19 - 23	IRRIGATION DETAILS
24	RIP RAP DITCH DETAILS
25 - 26	INLET AND DIVERSION BOX DETAILS
27 - 32	GUARDRAIL DETAILS
33 - 40	STRIPING DETAILS
41 - 49	SIGN STRUCTURE DETAILS
50 - 55	LIGHTING DETAILS
56 - 60	LANDSCAPING DETAILS
61 - 64	PIT LAYOUT SHEETS

SHEET NO.	DWG NO.	STRUCTURES
B1 - B10	6984	BRIDGE OVER B.N.R.R.
B11 - B21		FOR REFERENCE ONLY
B22 - B30	3789	R.C. BOX EXTENSION
B31 - B33		FOR REFERENCE ONLY
B34 - B40	7006	RAILROAD SEPARATION
B41 - B50		FOR REFERENCE ONLY

STANDARD PLAN NUMBER	NO. OF SHTS	TITLE
106-1	4	FIELD LABORATORY
203-2	1	EARTHWORK
206-1	1	CULVERT AND TRENCH EXCAVATION
215-1	11	TEMPORARY EROSION CONTROL MEASURES FOR STORM WATER POLLUTION PREVENTION
414-1	6	CONCRETE PAVEMENT
603-1	6	PIPE FILL HEIGHT CHART AND INSTALLATION DETAILS
603-2	2	CMP FLARED END SECTIONS
603-3	4	RCP FLARED END SECTIONS
603-4	3	STEEL MITERED END SECTIONS
603-5	4	PIPE COLLARS
606-1	16	CORRUGATED BEAM GUARDRAIL
606-6	9	BOX BEAM GUARDRAIL
606-7	6	BOX BEAM GUARDRAIL FABRICATION STANDARDS
607-1	6	WIRE FENCE
615-1	5	CATTLE GUARDS
625-1	1	INLET TYPE M1 FOR MEDIAN DRAINS
702-1	1	DELINEATORS
703-1A	12	CONSTRUCTION TRAFFIC CONTROL DEVICES
703-2	3	CONSTRUCTION TRAFFIC CONTROL TWO LANE
703-3A	10	CONSTRUCTION TRAFFIC CONTROL FOUR LANE
703-6A	2	TRAFFIC CONTROL DEVICE (TCD) UNIT SCHEDULE
	243	TOTAL SHEETS(<i>Total of all plan sheets - not including cross sections</i>)
		CROSS SECTIONS
	252	ROADWAY
	9	PIPE

EXHIBIT 1
SAMPLE INDEX OF SHEETS

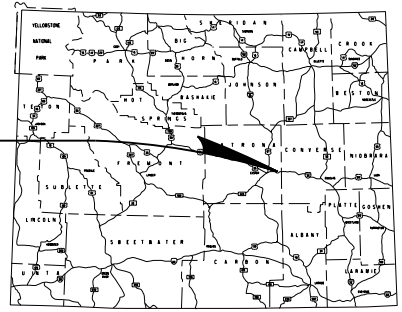
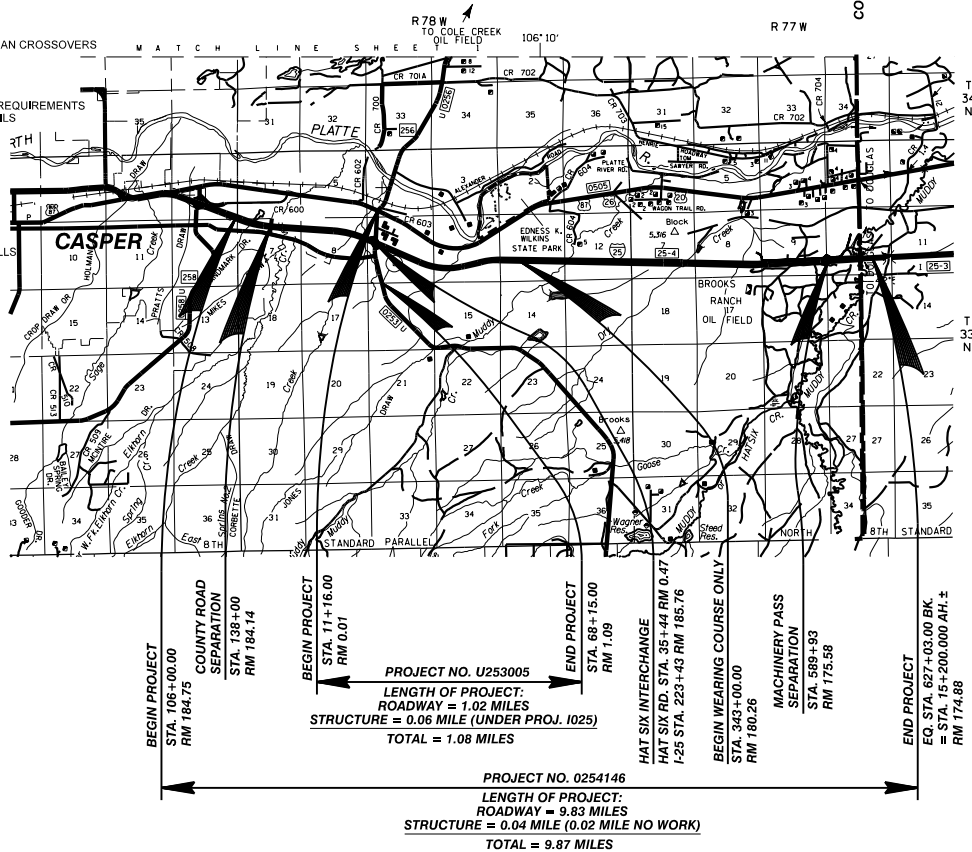
INDEX OF SHEETS

SHEET NO.	INDEX OF SHEETS	TITLE SHEET
1	PROFESSIONAL SEALS & LEGEND	
A1 - A2	TYPICAL SECTION SHEETS	
T1 - T12	SUMMARY SHEETS	
S1 - S32	PLAN AND PROFILE SHEETS	
2 - 22	DETAIL SHEETS	
23 - 37	STRING & INTERSECTION DETAIL SHEETS	
38 - 42	TRAFFIC CONTROL & SIGN DETAIL SHEETS	
43 - 70	ELECTRICAL DETAIL SHEETS	
71 - 115	ROAD CLOSURE GATES & LIGHTING SHEETS	
116 - 121		
SHEET NO.	DWG. NO.	STRUCTURES
B1 - B12	7153	BRIDGE REHABILITATIONS
B13 - B19		REFERENCE SHEETS
B20 - B34	7154	CONCRETE BOX CULVERT EXTENSIONS
B35 - B39		REFERENCE SHEETS
B40 - B44	7089	OVERHEAD SIGN STRUCTURES STA. 100+00 & STA. 139+00
B45 - B56	7082	OVERHEAD SIGN STRUCTURE STA. 137+06
B57 - B58	7090	CONCRETE BOX CULVERT MODIFICATION
B59 - B60		REFERENCE SHEETS
B61 - B111	7012	WIDENING HAT SIX INTERCHANGE
B112 - B121		REFERENCE SHEETS
STANDARD PLAN NUMBER	NO. OF SHTS	TITLE
106-1	4	FIELD LABORATORY
202-1	5	MAILBOX INSTALLATIONS, APPROACHES AND MEDIAN CROSSOVERS
203-2	1	EARTHWORK
206-1	1	CULVERT AND TRENCH EXCAVATION
215-1	11	TEMPORARY EROSION CONTROL MEASURES FOR STORM WATER POLLUTION PREVENTION
400-1	1	PAVEMENT THICKNESS TRANSITION AND MILLING REQUIREMENTS
603-1A	6	PIPE FILL HEIGHT CHART AND INSTALLATION DETAILS
603-3	4	RCP FLARED END SECTIONS
603-6	4	PIPE COLLARS
606-1	16	CORRUGATED BEAM GUARDRAIL
606-6	9	BOX BEAM GUARDRAIL
606-7	6	BOX BEAM GUARDRAIL FABRICATION STANDARDS
607-1A	6	WIRE FENCE
607-2	2	INDUSTRIAL FENCE
607-3	3	INDUSTRIAL GATES
614-1	1	CONCRETE CHECKS, DROPS AND SPILLWAYS
614-2	3	CONCRETE INVERT PAVING
617-1	7	BEVEL END FINISH, CUT-OFF WALLS AND HEADWALLS
625-1	1	INLET TYPE M1 FOR MEDIAN DRAINS
625-3	4	MANHOLES
702-1	1	DELINATORS
703-1C	12	CONSTRUCTION TRAFFIC CONTROL DEVICES
703-2A	3	CONSTRUCTION TRAFFIC CONTROL TWO LANE
703-3C	10	CONSTRUCTION TRAFFIC CONTROL FOUR LANE
703-6B	2	TRAFFIC CONTROL DEVICE (TCD) UNIT SCHEDULE
	411	TOTAL SHEETS
519		CROSS SECTION SHEETS
24		PIPE CROSS SECTIONS SHEETS

STATE OF WYOMING
WYOMING DEPARTMENT OF TRANSPORTATION

CASPER - GLENROCK
HAT SIX SECTION & HAT SIX ROAD
CONVERSE & NATRONA COUNTIES

LENGTH IN MILES		PROJECT NUMBER	SHEET NO.	TOTAL SHEETS
GROSS	9.87	ACIM-174.89-0254146	1	411
NET	1.02	ACSTP-0.00-U253005		
		COMBINED		



**R/W & ENGINEERING
INSPECTION PLANS
2-26-08**

NOTE:
(1) THE APPROVAL DATE IS ALWAYS THE PROJECT PSE DATE

APPROVED: *Dellert A. McOnie* 11/09/07
CHIEF ENGINEER DATE

DESIGNED BY DOUMA'S SQUAD

EXHIBIT 2
SAMPLE TITLE SHEET

FILE: i:\p89\p8\Sheets\i849c0a.dgn
DATE: 20-Nov-07 12:26

PROFESSIONAL SEALS

'AS CONSTRUCTED PLANS'

STATE OF WYOMING	PROJECT NO.	SHEET NO.	TOTAL SHEETS
		2	.

RESIDENT ENGINEER	LAND SURVEY

'DESIGN PLANS'

PROJECT DEVELOPMENT	PHOTOGRAMMETRY & SURVEYS	MATERIALS	BRIDGE DESIGN	TRAFFIC	TRAFFIC (ELECTRICAL)	RIGHT-OF-WAY
GEOLOGY	CONSULTANT	SUB-CONSULTANT	ITS			

LEGEND

** UNDERGROUND UTILITIES ARE APPROXIMATE LOCATION **

SOME TOPOGRAPHIC FEATURES RESEMBLE OTHER FEATURES OR USE THE SAME SYMBOLOLOGY. THAT SYMBOLOLOGY SHOULD NOT BE RELIED UPON SOLELY, BUT TAKEN IN CONTEXT WITH SURROUNDING FEATURES AND VERIFIED IN THE FIELD.

SURVEY CONTROL FEATURES

AUXILIARY CONTROL	
CENTER OF ROADWAY POINT	
ENGINEERING MARKER	
FLIGHT LINE TARGET	
HIGHWAY MONUMENT	
PERMANENT BENCHMARK	

PHOTO CENTER	
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PICKED POINT	
PROJECT CONTROL POINT	
PROPERTY CORNER	
TEMPORARY BENCHMARK	
TEMPORARY CONTROL	
USPLSS CORNER	
WING POINT	

TRAVELED WAY FEATURES

BRIDGE PIER	
BRIDGE RAIL	
CATTLE GUARD	
CONCRETE BARRIER	
CURB	
EDGE OF TRAVELED WAY	
GUARDRAIL	
MAIL BOX	
RAILROAD	
REFERENCE MARKER	
RETAINING WALL	
SURFACED ROAD	
TRAIL	
UNSURFACED ROADS	

SPECIAL TOPOGRAPHIC FEATURES

BRUSH	
BUSH	
CULTIVATED FIELD	
MARSH	
MARSH BOUNDARY	
ROCK OUTCROPPING	
SINGLE TREE	
TREE LINE	

SIGN FEATURES

BILLBOARD	
MAJOR SIGN	
MEMORIAL MARKER	
SMALL SIGN	
STRUCTURAL SIGN	

IRRIGATION & DRAINAGE FEATURES

CHANNEL CHANGE	
DROP INLET	
EARTHEN DAM	
FLARED ENDS	
GUTTER DRAIN	
HEADGATE	
HEADWALL	
INTERMITTENT STREAM	
IRRIGATION BOX	
IRRIGATION DITCH - EXISTING	
IRRIGATION DITCH - PROPOSED	
LARGE PIPE - EXISTING	
LIVE WATER	
SMALL PIPE - EXISTING	
SPRINKLER HEAD	
RIPRAP	
WASTE DITCH - EXISTING	
WASTE DITCH - PROPOSED	
WEIR	
WINGWALL	

MISCELLANEOUS FEATURES

BEE HIVE	
BUILDING	
FOUNDATION	
GAS PUMP	
GRAVE	
PARKING BLOCK	
PROPANE TANK	
STOCK TANK	
STORAGE TANK	
WINDMILL	

CONSTRUCTION LIMITS

CUT	
FILL	
TRANSITION	

UTILITY FEATURES

FIRE HYDRANT	
GAS & OIL VALVE	
GUY ANCHORS	
MANHOLES	
OH COMB POWER/TELE POLE	
OH FIBER OPTIC LINE	
OH POWER LINE	
OH POWER POLE	
OH TELEPHONE LINE	
OH TELEPHONE POLE	
OH UNDEFINED UTILITY POLE	
POLE	
SANITARY SEWER LIFT STATION	
SANITARY SEWER LINE	
STOP LIGHT	
STORM SEWER LINE	
STREET LIGHT	
TELEPHONE BOOTH	
TRANSMISSION TOWER	
UG FIBER OPTIC LINE	
UG GAS	
UG OIL	
UG POWER LINE	
UG TELEPHONE LINE	
UG TELEVISION LINE	
UG UNDEFINED UTILITY	
WATER LINE	
WATER METER BOX	
WATER SPIGOT	
WATER VALVE	
WELL	

R.O.W. BOUNDARY AND LAND LINE FEATURES ①

CITY LIMITS	
CONTINUOUS LAND OWNERSHIP	
CORPORATE LIMIT	
CORRIDOR LIMIT LINE	
COUNTY LINE	
EASEMENT LINE	
GOVERNMENT SURV. TRACT LINE	
HIGHWAY R/W LINE - EXISTING	
HIGHWAY R/W LINE - PROPOSED	
LOT LINE	
NON R/W ACCESS CONTROL LINE	
NON R/W NO ACCESS LINE	

R.O.W. BOUNDARY AND LAND LINE FEATURES CONT'D ①

PROPERTY LINE	
QUARTER SECTION LINE	
1/4 & 1/16 CORNER	
RAILROAD R/W LINE - EXISTING	
RESERVATION, PARK OR FOREST	
R/W ACCESS CONTROL LINE - EXISTING	
R/W ACCESS CONTROL LINE - PROPOSED	
R/W NO ACCESS LINE - EXISTING	
R/W NO ACCESS LINE - PROPOSED	
SECTION CORNER	
1/16 & CENTER SECTION	
SIXTEENTH SECTION LINE	
STATE LINE	
SUB DIVISION BOUNDARY LINE	
TOWNSHIP, RANGE OR SECTION LINE	
URBAN LIMIT	

FENCING FEATURES ①

BARBED WIRE FENCE - EXISTING	
BARBED WIRE FENCE - PROPOSED	
BLOCK FENCE - EXISTING	
BLOCK FENCE - PROPOSED	
BUCK & POLE FENCE - PROPOSED	
CEDAR FENCE - PROPOSED	
DEER FENCE - PROPOSED	
GATE	
INDUSTRIAL FENCE - EXISTING	
INDUSTRIAL FENCE - PROPOSED	
OTHER FENCE - EXISTING	
OTHER FENCE - PROPOSED	
SNOW FENCE - EXISTING	
SNOW FENCE - PROPOSED	
SPECIAL FENCE - PROPOSED	

* FENCE TYPE DESIGNATED BY LETTER T through Z INSIDE BOX.

TEMPORARY FENCE	
WING FENCE - PROPOSED	
WOOD FENCE - EXISTING	
WOVEN WIRE FENCE - EXISTING	
WOVEN WIRE FENCE - PROPOSED	
WW/BW FENCE - EXISTING	

① A FENCING FEATURE MAY BE INTEGRATED WITH A R.O.W. BOUNDARY FEATURE TO PRODUCE A COMBINATION FEATURE IN THE PLANS.