

# ROAD DESIGN MANUAL REVISIONS

## April, 2016

### CHAPTER 2F

- Page 2F-11 – Revised the following language in the first paragraph under “FORMAL PLAN REVISIONS” from; “*Ideally, a project should not require revisions or changes after receiving approval for right of way acquisition. Realistically, most projects do require revisions and some are revised numerous times. It is important that each plan revision be properly documented as to what has been revised and the reason for the change. It is preferable that all revisions affecting the right of way line will be requested by letter; but in some situations, time limitation requires that the revision be made on a verbal request. In all cases, however, this type of revision is to be processed formally. Revisions in alignments, grades, side slopes, property lines, and/or drainage require formal plan revisions, even though the right of way lines may not have changed. Whenever a change is made and the designer has any doubts as to whether the Right of Way Division has an interest in the change, a formal revision is to be made. See VDOT CADD Manual for Right of Way revisions.” To; Ideally, a project should not require revisions after receiving approval for right of way acquisition “(Notice to Proceed (NTP)). However,” most projects do require revisions and some are revised numerous times. It is important that each revision be properly documented as to what has been revised and the reason for the “*revision clearly noted on the Revision Data Sheet.*” It is preferable that “*any*” revisions affecting the “*project*” right of way will be requested by letter; but in some situations, time limitation requires that the revision be made on a verbal request. “*After NTP, a formal revision is required for changes in alignments, grades, side slopes, property lines, and/or drainage as well as names of property owners, parcel numbers, building and sign numbers, even though the right of way lines may not have changed and are to be processed as such. (Please note that this list is not exhaustive). Right of Way Division shall be notified of any revisions even though the right of way lines may not have changed.*” See VDOT CADD Manual, Chapter 5 for additional information regarding Right of Way revisions.*

Revised the following language in the first sentence of the second paragraph under “FORMAL PLAN REVISION” from; “*Before making a change that requires a formal revision, the designer should contact the District Right of Way Manager...*” To; “*Before making “a revision,” the designer should contact the “Regional” Right of Way Manager ...*

Revised the following language in the last sentence of the second paragraph under “FORMAL PLAN REVISION” from; “*If negotiations have been completed, review the revision again to make sure the change is,...*” To If negotiations have been completed, “*the designer should*” review the revision again to make sure the “*revision*” is...

Revised the following language in the first sentence of the third paragraph under “FORMAL PLAN REVISION” from; “*If a change is made affecting the limits of a Construction project (or projects) within the original Right of Way project termini, that would affect the Right of Way Acquisition, Utility Adjustments or Railroad Agreements, the Right of Way Division should be advised accordingly as soon as possible in order that they can arrange to clear the desired segment and subsequently certify to the Construction Division that a project is clear for advertisement.*” To;

If a “revision” is made affecting the limits of a Construction project (or projects) within the original Right of Way project termini, “*and the revision*” affect the Right of Way Acquisition, Utility Adjustments or Railroad Agreements, the Right of Way Division “*shall*” be advised accordingly as soon as possible in order to clear the desired segment and subsequently certify to the Construction Division that a project is clear for advertisement.

Deleted the following language in the fourth paragraph; “*If one set of plans is being used for both Right of Way Acquisition and Construction, a Right of Way Revision is to be submitted providing Right of Way Division with the new construction project termini.*”

Revised the following language in the first sentence in the new fourth paragraph from; “*When a separate set of plans is being used for Acquisition,...*” To; When a separate set of plans is being used for “*Right of Way*” Acquisition...

- Page 2F-12 – Revised the following language in the first paragraph from; “*All plan revisions shall be reviewed to determine if any utilities are affected by the changes. If utilities are affected, determine how many utility companies are affected and on Form LD-36 (Revision Data) indicate in the proper space how many revised prints are required. See Electronic Plan Submission Process Flow Chart.*” To; All plan revisions shall be reviewed to determine if any utilities are affected. If utilities are affected, “*indicate*” on form LD-36 (Revision Data) how many revised prints are required. See Electronic Plan Submission Process Flow Chart.

Revised the following language in the first sentence in the third paragraph from; Revisions to any project geometrics may affect environmental regulations, hazardous materials, or archaeology concerns. To; Revisions to any project geometrics may affect environmental regulations, hazardous materials, “*cultural resources*” or archaeology concerns.

Revised the following language from; “PROCESSING OF PLAN REVISIONS” To; PROCESSING “*FORMAL*” PLAN REVISIONS.

Revised the following language in the first paragraph under PROCESSING FORMAL PLAN REVISIONS from; “A Revision Data Sheet is used by the designer to describe all formal revisions. Care must be taken to be concise but explicit in filling out this sheet. List each revised sheet with a concise but explicit description of the change. The description should be detailed enough that anyone reading the revision could determine exactly what is being changed. Use parcel numbers and/or stations as references for the change. Make sure the revision is carried through all involved sheets (including cross sections and profiles) and items affected by the revision. It is permissible to list a series of sheets in some instances (e.g. cross section sheet numbers 14 through 29) and describe the change on the Revision Data Sheet. Each sheet in the plan assembly that is revised will also show the revised date in the revision block at the upper right corner of the sheet.”

To;

A Revision Data Sheet is used by the designer to describe all formal revisions. Care must be taken to be concise, but explicit, in filling out this sheet. “The right of way project number is to be shown at the top of the revision.” List each revised sheet with a concise, but explicit, description of the “revision”. The description should be detailed enough that anyone reading the revision could determine exactly what is being “revised.” Use parcel numbers and/or stations as references for the “revision. A symbol with the revision number, i.e. R1, inside is to be shown next to the revision.” Make sure the revision is carried through all involved “plan” sheets (including cross sections and profiles) affected by the revision. It is permissible to list a series of sheets in some instances (e.g. cross section sheet numbers 14 through 29) and describe the revision on the Revision Data Sheet. “See Sample Revision Data Sheet, Figure 2G-1.” Each sheet in the plan assembly that is revised will also show the revised date in the revision block at the upper right corner of the sheet. See VDOT CADD Manual, Chapter 5 for additional information regarding Right of Way revisions.

Revised the following language in the second paragraph under “PROCESSING FORMAL PLAN REVISIONS” from; “When a plan revision is requested by a memorandum, reference is to be made to that memorandum when filling out the Revision Data sheet. If requested verbally, note this on the data sheet. Plan distribution shall be marked in the lower left corner of the Revision Data Form LD-36 which is to accompany the Data Sheet. If a revision is made that affects any information on the Right of Way Data Sheet, then it must also be revised.”

To; When a plan revision is requested by a memorandum, reference is to be made to that memorandum when filling out the Revision Data Sheet. If requested verbally, note this on the “Revision” Data Sheet. Plan distribution shall be marked in the lower left corner of the Revision Data Form LD-36 which is to accompany the “Revision” Data Sheet. If a revision is made that affects any information on the Right of Way Data Sheet, then it must also be revised.

- Page 2F-13 – Revised the following language in the last sentence in the first paragraph on this page from; “*If a revision is of substantial nature, such as a location change or addition to the scope of the work, it may be necessary to repeat the public process.*”  
To; If a revision is of substantial nature, such as a location change or addition to the scope of the work, it may be necessary to repeat the public involvement process.

Added the following language after the first paragraph; “*Note: Right of Way Division will bundle Formal Revision request together weekly or every two weeks except in special cases, such as condemnation suits. All **Right of Way Revisions shall be completed and processed no later than two weeks of receipt.***”

Revised the following language from; “*INFORMAL REVISIONS – MINOR CHANGES*”  
To; “*PLAN CHANGES*”.

Revised the following language in the first paragraph under “PLAN CHANGES” from;  
“*The Location and Design Division has a working agreement with the Right of Way Division whereby certain types of plan changes can be made with a written request (via email) and without formal processing. This type of plan change includes changes in names, parcel numbers, building and sign numbers. Make sure changes are made on all sheets. If a revision is made that affects any information on the Right of Way Data Sheet, then it must also be changed.*”  
To; “*Plan changes are any changes made to plans except those changes mentioned under **FORMAL PLAN REVISIONS**. Communication is a key factor when plan changes are being made. When changes to plans occur, the design team will make the plan changes and coordinate with Survey. The Project Manager and all disciplines should be notified of all changes to the plans.*”

Revised the following language in the new second paragraph under “PLAN CHANGES” from;  
“*Email requests for informal revisions can be initiated by the Central Office or District Right of Way personnel.*”  
To; Email requests for “*plan changes*” can be initiated by the Central Office or District Right of Way personnel.

Deleted the following language in the third paragraph; “*If the need for a plan change is determined by someone other than from the Right of Way Division, the revised plans are to be distributed formally, regardless of whether the revision is considered to be a major or minor change.*” This was the third paragraph.

Revised the following language in the (new) third paragraph under “PLAN CHANGES” from;  
“*Informal revisions are handled via email and the Right of Way Division is responsible for obtaining the prints.*”  
To; “*Plan changes*” are handled via email and the Right of Way Division is responsible for obtaining the prints.

Revised the following language in the first sentence under “PROPOSED CONVEYANCES OF RESIDUE PARCELS” from;  
“*Right of Way Division will request that Location and Design Division and determine the need...*”  
To; Right of Way Division will request that Location and Design Division and “*Maintenance Division*” determine the need...

## **CHAPTER 2G**

- Page 2G-45 – Replaced FIGURE 2G-1 REVISION DATA SHEET (RIGHT OF WAY) with an updated version.
- Page 2G-47 – Replaced FIGURE 2G-3 REVISION DATA SHEET (CONSTRUCTION) with an updated version.