

## Chapter 30

### Signature Sheet

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## Chapter 30

### Signature Sheet

#### 30.1 General

The Signature Sheet is used to define a professional's area of responsibility for those portions of the document being digitally signed. Signature Sheet(s), in the case of a plan set, is one or more sheets following a Key Sheet which bears the Digital Signature Appearance of the Professional(s) of Record. By placing a digital signature on the Signature Sheet of a multi-sheet plan set, the Professional(s) of Record associates his/her professional signature with the entire plan set. Space is provided on the Signature Sheet for a Statement of Responsibility delineating the extent of the professional's responsibility and an Index of the specific sheets in the plan set for which the professional is accepting responsibility. (See the CADD Production Criteria Handbook for more details).

Because a large plan set may need to be sub-divided into several PDF files, depending upon file size, time of delivery or management of signatories, an effort should be made to create those files along plans component boundaries. For example, one file may represent the Roadway plans and another file represents Signing and Pavement Marking plans, etc. In those cases each component would have a Signature Sheet(s) following the component Key Sheet. This should be coordinated with the District Specifications / Plans Processing Office.

In cases where time of delivery necessitates sheets being signed and sealed well in advance of plans assembly, a Professional of Record may be required to sign a sheet where the Digital Signature will not appear on the Signature Sheet. That Digital Signature will appear on the sheet(s) actually being signed and sealed in the separate PDF document. Note that the Key Sheet Index of Plans is the catalog of all the sheets in the plans and that separate PDF must be included in the Digital Delivery. This should be coordinated with the District Specifications/Plans Processing Office. Note: In cases of a single Professional of Record, a Signature Sheet may not be required. The Seal and Digital Signature Appearance will be placed on the Key Sheet instead.

**Figure 30.1.1 Signature Sheet**

<p style="text-align: center;"><b>JOHN ALAN DOE</b>                  Date: 2013.10.09                  16452448 - 04'00'</p> <p style="text-align: center;">ROADWAY ENGINEERS, INC.                  12345 MAIN STREET                  TALLAHASSEE, FL 32301                  JOHN ALAN DOE, P.E. NO. 99991</p> <div style="text-align: center;">  </div> <p style="text-align: center;">THE ABOVE NAMED PROFESSIONAL ENGINEER SHALL BE RESPONSIBLE FOR THE FOLLOWING SHEETS IN ACCORDANCE WITH RULE 61G5-23.003, F.A.C.</p> <p><b>ROADWAY PLANS</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 15%;">SHEET NO.</td> <td>SHEET DESCRIPTION</td> </tr> <tr> <td>1</td> <td>KEY SHEET</td> </tr> <tr> <td>2</td> <td>SIGNATURE SHEET</td> </tr> <tr> <td>3 - 3A</td> <td>STANDARD SYMBOLS</td> </tr> <tr> <td>4</td> <td>DRAINAGE MAP</td> </tr> <tr> <td>5</td> <td>TYPICAL SECTION DETAILS</td> </tr> <tr> <td>6</td> <td>TYPICAL SECTION DETAILS</td> </tr> <tr> <td>7</td> <td>SUMMARY OF QUANTITIES</td> </tr> <tr> <td>8</td> <td>GENERAL NOTES</td> </tr> <tr> <td>9</td> <td>ROADWAY PLAN PROFILES</td> </tr> <tr> <td>10</td> <td>ROADWAY PLAN PROFILES</td> </tr> <tr> <td>11</td> <td>SPECIAL PROFILES</td> </tr> <tr> <td>12</td> <td>ROADWAY PLAN PROFILES</td> </tr> <tr> <td>13</td> <td>ROADWAY PLAN PROFILES</td> </tr> <tr> <td>14</td> <td>ROADWAY PLAN PROFILES</td> </tr> <tr> <td>15</td> <td>ROADWAY PLAN PROFILES</td> </tr> <tr> <td>16</td> <td>ROADWAY PLAN PROFILES</td> </tr> <tr> <td>17</td> <td>ROADWAY PLAN PROFILES</td> </tr> <tr> <td>18</td> <td>ROADWAY PLAN PROFILES</td> </tr> <tr> <td>19</td> <td>ROADWAY PLAN PROFILES</td> </tr> <tr> <td>20</td> <td>ROADWAY PLAN PROFILES</td> </tr> <tr> <td>21</td> <td>ROADWAY PLAN PROFILES</td> </tr> <tr> <td>22</td> <td>ROADWAY PLAN PROFILES</td> </tr> <tr> <td>23</td> <td>ROADWAY PLAN PROFILES</td> </tr> <tr> <td>24</td> <td>ROADWAY PLAN PROFILES</td> </tr> <tr> <td>25</td> <td>ROADWAY PLAN PROFILES</td> </tr> <tr> <td>26</td> <td>ROADWAY PLAN PROFILES</td> </tr> <tr> <td>27</td> <td>ROADWAY PLAN PROFILES</td> </tr> <tr> <td>28</td> <td>ROADWAY PLAN PROFILES</td> </tr> <tr> <td>29</td> <td>ROADWAY PLAN PROFILES</td> </tr> <tr> <td>30</td> <td>ROADWAY PLAN PROFILES</td> </tr> <tr> <td>31</td> <td>ROADWAY PLAN PROFILES</td> </tr> <tr> <td>32</td> <td>ROADWAY PLAN PROFILES</td> </tr> <tr> <td>33</td> <td>ROADWAY PLAN PROFILES</td> </tr> <tr> <td>34</td> <td>ROADWAY PLAN PROFILES</td> </tr> <tr> <td>35</td> <td>ROADWAY PLAN PROFILES</td> </tr> <tr> <td>36</td> <td>ROADWAY PLAN PROFILES</td> </tr> <tr> <td>37</td> <td>ROADWAY PLAN PROFILES</td> </tr> <tr> <td>38</td> <td>ROADWAY PLAN PROFILES</td> </tr> <tr> <td>39</td> <td>ROADWAY PLAN PROFILES</td> </tr> <tr> <td>40</td> <td>ROADWAY PLAN PROFILES</td> </tr> <tr> <td>41</td> <td>ROADWAY PLAN PROFILES</td> </tr> <tr> <td>42</td> <td>ROADWAY PLAN PROFILES</td> </tr> <tr> <td>43</td> <td>ROADWAY PLAN PROFILES</td> </tr> <tr> <td>44</td> <td>ROADWAY PLAN PROFILES</td> </tr> <tr> <td>45</td> <td>ROADWAY PLAN PROFILES</td> </tr> <tr> <td>46</td> <td>ROADWAY PLAN PROFILES</td> </tr> <tr> <td>47</td> <td>ROADWAY PLAN PROFILES</td> </tr> <tr> <td>48</td> <td>ROADWAY PLAN PROFILES</td> </tr> <tr> <td>49</td> <td>ROADWAY PLAN PROFILES</td> </tr> <tr> <td>50</td> <td>ROADWAY PLAN PROFILES</td> </tr> <tr> <td>51</td> <td>ROADWAY PLAN PROFILES</td> </tr> <tr> <td>52</td> <td>ROADWAY PLAN PROFILES</td> </tr> <tr> <td>53</td> <td>ROADWAY PLAN PROFILES</td> </tr> <tr> <td>54</td> <td>ROADWAY PLAN PROFILES</td> </tr> <tr> <td>55</td> <td>ROADWAY PLAN PROFILES</td> </tr> </table>	SHEET NO.	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<p style="text-align: center;"><b>RODNEY T JONES</b>                  Date: 2013.09.12                  0942338 - 04'00'</p> <p style="text-align: center;">MAPS R US, INC.                  12345 PINE ROAD                  MIAMI, FL 33131                  RODNEY T JONES, P.S.M. NO. 99993                  (305) 999-8888</p> <div style="text-align: center;">  </div> <p style="text-align: center;">THE ABOVE NAMED PROFESSIONAL SURVEYOR AND MAPPER SHALL BE RESPONSIBLE FOR THE FOLLOWING SHEETS IN ACCORDANCE WITH RULE 317.062, F.A.C.</p> <p><b>ROADWAY PLANS</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 15%;">SHEET NO.</td> <td>SHEET DESCRIPTION</td> </tr> <tr> <td>2</td> <td>SIGNATURE SHEET</td> </tr> <tr> <td>3</td> <td>PROJECT NETWORK CONTROL SHEET</td> </tr> </table>			SHEET NO.	SHEET DESCRIPTION	2	SIGNATURE SHEET	3	PROJECT NETWORK CONTROL SHEET																																																																																																																																																																																																																																																																																																																																						
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## 30.2 Digital Signature Appearance

A Digital Signature Appearance is the visual representation of a Digital Signature applied to a document. The Digital Signature Appearance is composed of combinations of informational fields (such as dates or text) and other information. The Digital Signature Appearance shall include the professional's name and the date/time of signing stamp as the minimum.

### Figure 30.2.1 Digital Signature Appearances

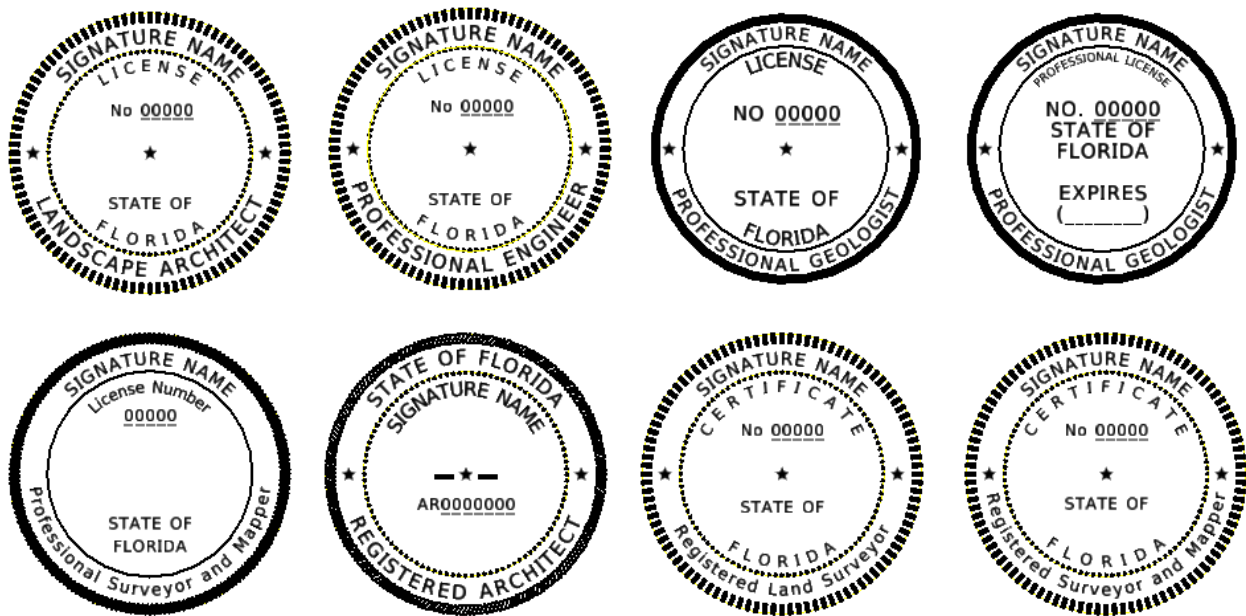
*Jane Ann Smith Sample from Figure 30.1:*

**JANE ANN SMITH**  
**Date: 2013.10.09**  
**16:40:48 - 04'00'**

### 30.3 Seal

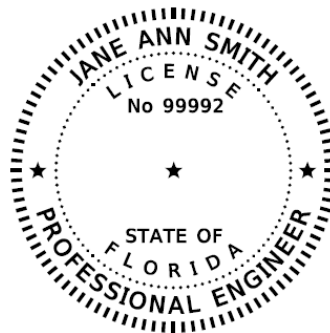
The professional(s) will include a representation of their Seal next to the Digital Signature Appearance. Seal representations are provided with the FDOT CADD software which may be modified for use by Signatories. Each respective Board of Professional Regulation has enacted in their section of the Florida Administrative Code the requirements for the size and representation of a Seal.

**Figure 30.3.1 Seal Representations from FDOT CADD software**



**Figure 30.3.2 Sample Seal Representation**

*Jane Ann Smith Sample from Figure 30.1.1:*



## 30.4 Statement of Responsibility

The Statement of Responsibility is used to define the professional's limits of responsibility and any exculpatory language. This statement should be placed below the Seal and Digital Signature Appearance and above the index listing the sheets the Signatory is taking responsibility for. A reference to the applicable Rule of the Florida Administrative Code shall be included. As such, the Notice of Official Record note, as described in Volume I Chapter 19.2, will not be placed on the right border for the Signature Sheet if multiple Signatories are governed by different Florida Administrative Code.

### Figure 30.4.1 Statement of Responsibility

*Jane Ann Smith Sample from Figure 30.1.1:*

*THE ABOVE NAMED PROFESSIONAL ENGINEER SHALL BE RESPONSIBLE FOR THE FOLLOWING SHEETS IN ACCORDANCE WITH RULE 61G15-23.003, F.A.C.*

Exculpatory language may be included in cases where Signatories share responsibility for content on any given Sheet. In those cases additional text must include the limitations of their responsibility.



## 30.5 Index

The Index is a list of sheets that the professional is responsible for signing and sealing and placed below the Statement of Responsibility. A separate Index is required for each Professional of Record. A Signature Sheet may bear more than one Index, depending upon the number of Professionals of Record responsible for the plans. There may be sheets common to more than one Professional of Record, and in such cases, exculpatory language should be used to differentiate each area of responsibility.

### Figure 30.5.1 Index

*Jane Ann Smith Sample from Figure 30.1.1:*

ROADWAY PLANS

<i>SHEET NO.</i>	<i>SHEET DESCRIPTION</i>
<i>2</i>	<i>SIGNATURE SHEET</i>

SIGNING & PAVEMENT MARKING PLANS



<i>SHEET NO.</i>	<i>SHEET DESCRIPTION</i>
<i>S-1</i>	<i>KEY SHEET</i>
<i>S-2</i>	<i>TABULATION OF QUANTITIES</i>
<i>S-3</i>	<i>GENERAL NOTES</i>
<i>S-4 - S-14</i>	<i>PLAN SHEETS</i>
<i>S-15</i>	<i>GUIDE SIGN DETAILS</i>

## 30.6 Revisions

Additional Signature sheet(s) are created for revisions and are titled "Signature Sheet". The Sheet numbers used for revised Signature Sheet(s) are suffixed with the Letters A, B, etc..

Since revisions to digitally delivered plans only include the added, removed, and modified sheets, only the affected Signatories need to be included on the revised Signature Sheet.

**Figure 30.6.1 Signature Sheet for Revisions**

<p style="text-align: center;"><b>JOHN ALAN DOE</b>                  Date: 2013.12.09                  License No. 13450413 - 04'00'</p> <p style="text-align: center;">ROADWAY ENGINEERS, INC.                  TALLAHASSEE, FL 32301                  CERTIFICATE OF AUTHORIZATION: 12345                  JOHN ALAN DOE, P.E. NO. 99991</p> <div style="text-align: center;">  </div> <p style="text-align: center;">THE ABOVE NAMED PROFESSIONAL ENGINEER SHALL BE RESPONSIBLE FOR THE FOLLOWING SHEETS IN ACCORDANCE WITH RULE 61G15-23.003, F.A.C.</p> <p style="text-align: center;"><u>ROADWAY PLANS</u></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">SHEET NO.</th> <th style="text-align: left;">SHEET DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>KEY SHEET</td> </tr> <tr> <td>2A</td> <td>SIGNATURE SHEET</td> </tr> <tr> <td>3</td> <td>SLIDING &amp; PAVEMENT MARKING PLANS</td> </tr> <tr> <td>50-12 - 50-13</td> <td>SUMMARY OF QUANTITIES</td> </tr> <tr> <td>14</td> <td>ROADWAY PLAN-PROFILES</td> </tr> </tbody> </table>	SHEET NO.	SHEET DESCRIPTION	1	KEY SHEET	2A	SIGNATURE SHEET	3	SLIDING & PAVEMENT MARKING PLANS	50-12 - 50-13	SUMMARY OF QUANTITIES	14	ROADWAY PLAN-PROFILES	<p style="text-align: center;"><b>JANE ANN SMITH</b>                  Date: 2013.12.09                  License No. 13450427 - 04'00'</p> <p style="text-align: center;">ROADWAY ENGINEERS, INC.                  TALLAHASSEE, FL 32301                  CERTIFICATE OF AUTHORIZATION: 12345                  JANE ANN SMITH, P.E. NO. 99992</p> <div style="text-align: center;">  </div> <p style="text-align: center;">THE ABOVE NAMED PROFESSIONAL ENGINEER SHALL BE RESPONSIBLE FOR THE FOLLOWING SHEETS IN ACCORDANCE WITH RULE 61G15-23.003, F.A.C.</p> <p style="text-align: center;"><u>ROADWAY PLANS</u></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">SHEET NO.</th> <th style="text-align: left;">SHEET DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>2A</td> <td>SIGNATURE SHEET</td> </tr> <tr> <td>5-1</td> <td>KEY SHEET</td> </tr> <tr> <td>5-2</td> <td>ADJUSTMENT OF QUANTITIES</td> </tr> <tr> <td>5-6</td> <td>PLAN SHEETS</td> </tr> </tbody> </table>	SHEET NO.	SHEET DESCRIPTION	2A	SIGNATURE SHEET	5-1	KEY SHEET	5-2	ADJUSTMENT OF QUANTITIES	5-6	PLAN SHEETS
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