

Chapter 3

Key Sheet and Signature Sheet

3.1	General	3-1
3.2	Key Sheet	3-1
3.2.1	Financial Project ID, Federal Funds, County Name and State Road Number.....	3-1
3.2.2	Fiscal Year and Sheet Number	3-2
3.2.3	Length of Project Box.....	3-2
3.2.4	Project Location Map.....	3-3
3.2.5	North Arrow	3-4
3.2.6	Components of Contract Plans Set	3-4
3.2.7	Index of Roadway Plans.....	3-5
3.2.8	List of Revised Index Drawings	3-7
3.2.9	Professional Responsibility.....	3-7
3.2.10	Governing Standards and Specifications.....	3-8
3.2.11	Railroad Crossing.....	3-9
3.2.12	Revisions	3-9
3.2.13	Key Sheet Notes	3-10
3.3	Signature Sheet	3-11
3.3.1	Digital Signature Placement	3-11
3.3.2	Digital Signature Appearance.....	3-11
3.3.3	Seal.....	3-12
3.3.4	Statement of Responsibility.....	3-12
3.3.5	Index	3-12
3.3.6	Revisions	3-12

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Chapter 3

Key Sheet and Signature Sheet

3.1 General

The key sheet is the first sheet of the contract plans. This sheet describes the project and the contents of the plans. The key sheet cell can be found in the FDOT Engineering/CADD Systems Software.

See *Exhibits KS-1 and 2* for examples of a key sheet.

The signature sheet is the second sheet of the contract plans. This sheet defines a professional's area of responsibility for those portions of the document being digitally signed. The signature sheet shows the Digital Signature Appearance of the Professional(s) of Record.

See *Exhibits SS-1 and 2* for examples of a signature sheet.

3.2 Key Sheet

3.2.1 Financial Project ID, Federal Funds, County Name and State Road Number

The Financial Project ID is the main number identifying each individual project within the Department. Place the number immediately under the heading "CONTRACT PLANS" in the top center of the sheet. When the project involves Federal funds, place the words "(Federal Funds)" under the Financial Project ID. Place the county name and the state road number under the Financial Project ID or "(Federal Funds)". Place within parentheses the county and roadway section number associated with the Straight Line Diagrams to the right of the county name.

When strung projects are independently prepared but are let in the same construction contract, place the strung project note, as shown in *Section 3.2.13*, on the right side of the key sheet. The strung project note is to be shown only on the lead component key sheet.

On projects which have one Contract plans set, but multiple Financial Project ID's, place all of the Financial Project ID's immediately under the heading "CONTRACT PLANS" on the key sheet. On all other plan sheets, show only the lead Financial Project ID in the title block.

3.2.2 Fiscal Year and Sheet Number

Place the fiscal year for which the Letting is scheduled in the fiscal year box on the bottom right corner. For example, enter 16 for a project that has a Letting date during the July 2015 to June 2016 fiscal year.

The key sheet of each component of the plans set will be numbered as the first sheet of that component.

3.2.3 Length of Project Box

Place the length of roadway, bridges, bridge culverts, exceptions, and the net and gross lengths of the project in a box in the center of the sheet below the location map. The length of the project is computed as follows:

1. Roadway = End Project - Begin Project - Exceptions - Bridges (not including bridge culverts) adjusted for Equations
2. Net = Roadway + Bridges (not including bridge culverts)
3. Gross = End Project - Begin Project (adjusted for Equations)

Compute the roadway and bridge lengths in feet and converted to miles, rounded to three decimal places. Use the baseline of survey to compute the length of the project unless:

- the construction line is substantially different in length (100 feet or more), or
- the baseline of survey is outside the right of way, or
- the baseline of survey bridge length is different from the baseline or centerline of construction bridge length.

When a line other than the baseline of survey is used to compute the length of a project, a note stating which line was used must be placed adjacent to the length of the project box.

If divided highways have significantly different lengths for the left and right roadways, base the project length on the longer roadway. A note stating which roadway was used must be placed adjacent to the project length box.

The "Begin Project" and "End Project" stations are the basis for computing the length. Begin and end construction stations are not to be used in computing the length of the project.

The length of project box is to be shown only on the lead component key sheet.

3.2.4 Project Location Map

Place the project location map in the center of the key sheet. The map consists of a reproduced portion of one or more county maps showing the project location. County maps in Microstation (*.dgn) format or in Portable Document Format (PDF) can be downloaded at:

<http://www.dot.state.fl.us/surveyingandmapping/countymap.shtm>

A utility to download the county map and clip out the project location area is provided in the **FDOT Engineering/CADD Systems Software**.

The intent of the project location map is to provide enough information so that the project location is easily understood. Show Section, Township, and Range lines and numbers to provide clarity and scale to the project location map. Show county, city and urban limits where applicable.

Designate roads by name and State Road number or U.S. Highway number. Show the name of the next incorporated city at the edge of the map to which these roads lead. Use standard symbols as shown in the **Design Standards, Index 002** and FDOT Engineering/CADD Systems Software.

Indicate project location using a heavy solid line of substantial width. It is sometimes advantageous to show station numbers at regular intervals, particularly with city street projects. Flag and station the following:

- Begin and end project limits. Provide milepost, correct to three decimals, under the project stations.
- Begin and end limits of bridges and bridge culverts. When an existing structure is being replaced, indicate the proposed structure and not the existing.
- Station equations

- Project exception limits (mileposts excluded from project)
- Rail crossings (see **Section 3.2.11** of this chapter)

Calculate the end milepost by adding the distance in miles between begin and end project to the begin milepost. Plans are to be prepared using stationing in linear feet. A project may be prepared using mileposts when linear foot stationing is unavailable. All station information is to be consistent with the station information entered into the Work Program Administration system during final design. See **Volume 1, Section 14.2**.

When several projects are covered by the same set of plans, flag and station begin and end project limits for each Financial Project ID.

The project location map is to be shown only on the lead component key sheet.

Show a small-scale state map at the upper right portion of the lead key sheet and indicate the location of the project thereon. Show the Construction Contract Number in the upper right corner above the State Map.

3.2.5 North Arrow

Place a north arrow on the right side of the project location map. An optional map scale may be shown directly below the north arrow. If provided, use a bar scale with the scale distance shown between the ticks. Orient the map so that the north arrow points toward the top of the sheet. If the north arrow cannot be oriented toward the top of the sheet, then orient the map so that the north arrow points to the right.

3.2.6 Components of Contract Plans Set

List component plans included in the contract plans set in the upper left corner in the following order:

1. Roadway
2. Signing and Pavement Marking
3. Signalization
4. Intelligent Transportation Systems (ITS)
5. Lighting
6. Landscape

7. Architectural
8. Structures
9. Toll Facilities

When sheets covering items such as signing and pavement markings, signalization, ITS, lighting and landscape are included and numbered consecutively within the roadway plans (or structures plans if lead project), do not show these as components of the contract plans set.

Structure plans may become the lead plans set when there is no work on the approach roadway. Any other sheets incidental to the project typically found within the roadway plans or other component plans (e.g. traffic control plans, signing and marking, etc.), may be included in the structures plans and numbered consecutively in accordance with the ***Structures Manual, Volume 2 – Structures Detailing Manual***.

Another component set of plans (e.g. signals, landscaping, etc.), may become the lead plans set when there is no Roadway component. Any sheets incidental to the project typically found within the roadway plans or other component plans, may be included in the lead plans set and numbered consecutively. Sheet number prefixing is not required for the lead plans set; i.e. "IT-#" not required for ITS Plans when they are the lead plans set.

3.2.7 Index of Roadway Plans

Place an index of roadway plan sheets on the left side of the key sheet. Each component plans set will have an index of sheets on its respective key sheet.

Assemble roadway plans in the following order:

1. Key Sheet
2. Signature Sheet
3. Summary of Pay Items
4. Drainage Map
5. Interchange Drainage Map
6. Typical Section
7. Summary of Quantities
8. Summary of Drainage Structures
9. Optional Materials Tabulation
10. Project Layout

11. Project Notes
12. Roadway Plan-Profiles
13. Traffic Monitoring Site
14. Special Profiles
15. Back-of-Sidewalk Profiles
16. Interchange Layout
17. Ramp Terminal Details
18. Intersection Layout/Detail
19. Drainage Structures
20. Three-Sided/Box Culvert Details
21. Outfall/Lateral Ditch Plan-Profiles
22. Outfall/Lateral Ditch Cross Sections
23. Special Details
24. Cross Section Pattern
25. Roadway Soil Survey
26. Cross Sections
27. Stormwater Pollution Prevention Plans (SWPPP)
28. Temporary Traffic Control Plan
29. Utility Adjustments
30. Project Network Control Sheet
31. Selective Clearing and Grubbing
32. Developmental Design Standards
33. Signing and Pavement Marking Plans*
34. Signalization Plans*
35. ITS Plans*
36. Lighting Plans*
37. Landscape Plans*
38. Mitigation Plans
39. Miscellaneous Structures Plans
40. Toll Facilities*

* When not separate component plans.

The roadway plans may contain sheets which were prepared separately (perhaps by a sub-consultant) and incorporated into the roadway plans early in the design process (prior to the establishment of sheet numbering). As an option, these may be identified with the following prefixes and placed at the end of the numbered sequence of the roadway plans:

CTL-# Project Survey Control Sheets

GR-# Soil Survey and Report of Core Borings normally associated with the roadway plans set (including miscellaneous structures but excluding bridges and walls)

TR-# Tree Survey Sheets

UTV-# Verified Utility Locate Sheets

Note: Other component plans may also utilize the sheet prefixes defined in their respective chapters.

3.2.8 List of Revised Index Drawings

When Design Standards Revisions (DSR) are released by Design Bulletin, the engineer must determine which revised Index drawings apply to the project and incorporate those index drawings into the plan set. Those revised index drawings must be listed on the lead Key Sheet beneath the “List of Revised Index Drawings” header. If no applicable revised index drawings are included in the plans, the “List of Revised Index Drawings” header on the Key Sheet is not required.

3.2.9 Professional Responsibility

Place the name of the Engineer of Record, Architect or Landscape Architect of Record and registration number on the right side of the sheet.

When applicable, place the name, address, consultant contract number, certificate of authorization number, and vendor number of the consultant firm on the right side of the sheet.

Place the name of the Department Project Manager below the length of project. For key sheets where length of project is not required, show the name in the same relative location on the key sheet.

Place the name and address of the Delegated Engineer for shop drawing reviews on the right side of the sheet.

3.2.10 Governing Standards and Specifications

Insert the year of the governing **Design Standards** and the month and year of the governing **Standard Specifications for Road and Bridge Construction** in a note at the lower left corner of the contract plans lead key sheet. Do not show the Governing Specifications and Standards note on the key sheet of component plans. Show the note only on the lead key sheet and the Structures General Notes (see the **Structures Detailing Manual, Section 5.2 Typical General Notes**).

The **Design Standards** are published and released annually on July 1, as an **eBook** posted on the Roadway Design Office web site. The release of the **Design Standards eBook (DSeB)** is announced by **Design Bulletin** which specifies the effective date for implementation of January 1, each year.

Revisions to the **DSeB** produced by the Department between regularly scheduled releases are implemented by issuing **Design Bulletins** for all applicable revised **Index Drawings**. List the appropriate revised Index drawing number with associated sheet number on the lead key sheet.

Revisions to the **DSeB** will be issued by Design Bulletin on an “as needed” basis to affect changes of immediate concern. The Design Bulletin will specify effective date of implementation. The revised **Index Drawings**, any applicable **Instructions for Design Standards (IDS)** and the **Design Bulletin** which implement these revisions are issued and posted on the Roadway Design Office web site under the **Design Standards** webpage and under the Design Standards Revisions (DSR).

Insert **Developmental Design Standards (DDS)** at the end of each component plan sets as applicable. When included in bridge plan sets, insert **DDSs** before existing bridge plans if they are present. List **DDSs** in the index of sheets for the plans component in which they are included. Follow the process shown in the “Developmental Design Standards Usage Process for Design-Bid-Build Projects” located in the link provided on the top of the DDS Webpage for requesting and using a **DDS**.

<http://www.dot.state.fl.us/rddesign/DesignStandards/Standards.shtm>

3.2.11 Railroad Crossing

Flag and station any railroad crossing within the limits of construction on the key sheet, including name of railroad, DOT/AAR crossing number, and railroad milepost.

3.2.12 Revisions

Show a complete record of all plans revisions on the lead key sheet (usually the roadway component) in the lower left corner under the “Revisions” Header. Include the component (such as roadway, structures, signing and pavement marking), the sheet numbers revised, and the date when the sheet was revised. List the unique numbered symbol that corresponds to the Revision Number on the Revision Memo and modified sheets as well.

List revisions to strung project on the lead key sheet in the lower left corner, under the respective Financial Project ID.

If there are no revisions to the plans, the “Revisions” Header is not required.

Show revisions to the Key sheet in a Key Sheet Revisions block placed on the right side of each component key sheet. List the revision date and a brief description of the revision. These revisions will also be noted in the “Revisions” area. If there are no Key Sheet revisions, the Key Sheet Revisions block is not required.

If the only change to a key sheet is a recorded revision under the “Revisions” Header, no entry is made in the Key Sheet Revisions block. The Key Sheet Revisions block is only used to record changes to the Key Sheet other than “Revisions” area notes.

3.2.13 Key Sheet Notes

Include the following notes on the Key Sheet as applicable:

1. The following note to be used for strung projects:

NOTE: THIS PROJECT TO BE LET TO CONTRACT WITH FINANCIAL PROJECT ID(S) _____.

2. The following note to be used on all projects:

NOTE: THE SCALE OF THESE PLANS MAY HAVE CHANGED DUE TO REPRODUCTION.

3. The following notes to be used on all projects:

GOVERNING STANDARDS AND SPECIFICATIONS:

Florida Department of Transportation, 20__ Design Standards and revised Index Drawings as appended herein, and ___ 20__ Standard Specifications for Road and Bridge Construction, as amended by Contract Documents.

For Design Standards click on the “Design Standards” link at the following web site:

<http://www.dot.state.fl.us/rddesign/>

For the Standard Specifications for Road and Bridge Construction click on the “Standard Specifications” link at the following web site:

<http://www.dot.state.fl.us/programmanagement/>

3.3 Signature Sheet

A Signature Sheet is required for all contract plan sets, even when there is only one Professional of Record. The title block of this sheet is to contain the information for the EOR that is designated on the Key Sheet, showing either:

1. The printed name, address, and license number of the engineer, or
2. If practicing through a duly authorized engineering business, the name and license number of the engineer, and the name, address and certificate of authorization number of the engineering business.

3.3.1 Digital Signature Placement

By placing a digital signature on the Signature Sheet of a multi-sheet plan set, the Professional of Record associates their professional signature with the entire plan set. The Signature Sheet provides a Statement of Responsibility delineating the extent of the professional's responsibility and identifies the component set and specific sheets for which the professional is accepting responsibility. See the ***FDOT CADD Manual*** for more details.

Large or complex projects may be delivered as individual signed and sealed components of the contract plans set (e.g. Roadway plans, Signing and Pavement Marking Plans, Structure Plans, etc.). With this option, each component must have a Signature Sheet following the component Key Sheet. Coordinate this option with the District Specifications and Plans Processing Offices.

In cases where time of delivery necessitates that a sheet be signed and sealed in advance of plans assembly, the Professional of Record will place their Digital Signature on the sheet being signed and sealed in a separate PDF document. This separate PDF must be included in the Digital Delivery. The Digital Signature for this sheet will not appear on the Signature Sheet of the lead project. Coordinate this process with the District Specifications and Plans Processing Offices.

3.3.2 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 must include the professional's name and the date/time of signing stamp as the minimum. See ***Exhibit SS-1*** for an example of Digital Signature Appearance.

3.3.3 Seal

The professional(s) will include a representation of their Seal next to the Digital Signature Appearance. Seal representations are provided with the FDOT Engineering/CADD Systems 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. See **Exhibit SS-1** for Seal representations.

3.3.4 Statement of Responsibility

The Statement of Responsibility is used to define the professional's limits of responsibility and any exculpatory language. Place this statement below the Seal and Digital Signature Appearance and above the sheet index. The Statement of Responsibility must indicate the applicable Rule of the Florida Administrative Code (F.A.C.). The Notice of Official Record note, as described in **Section 19.2** of Volume I, will not be placed on the right border for the Signature Sheet. See **Exhibit SS-1** for an example of Statement of Responsibility.

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.

3.3.5 Index

The Index is a list of sheets that the professional is responsible for signing and sealing. Place a separate Index below the Statement of Responsibility 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. See **Exhibit SS-1** for Index examples.

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.

3.3.6 Revisions

A revision Signature Sheet is created for revisions and is numbered using an alpha suffix (2A, 2B, etc.). Since revisions to digitally delivered plans only include added, removed and modified sheets, only the affected Signatories need to be included on the revision Signature Sheet. See **Exhibit SS-2** for an example of a revision Signature Sheet.