

## 914 General Notes

### 914.1 General

Place general notes on a 11" x 17" plan sheet available in the FDOT CADD Software. Place the General Notes sheet before the first roadway plan-profile sheet in the plans set. See **Exhibit 914-1** for an example of a General Notes sheet.

Many Department offices may be involved in the determination of the suitability of general or pay item notes added to the plans, however, the final acceptance of the proposed language is the responsibility of the District Specifications Office.

### 914.2 General Notes

General notes provide information and direction to the contractor by clarifying design details or construction practices. General notes are project-specific and must not restate, broaden or curtail requirements in the [Standard Specifications](#) or [Standard Plans](#).

General notes are not a substitute for specifications; refer to the Specifications Handbook for guidance.

#### 914.2.1 Writing General Notes

Notes are written to the contractor and should be written as a command.

Follow the Federal Guidelines for Plain Language when writing notes and use terminology and abbreviations commonly used in the [Standard Specifications](#) and [Standard Plans](#). Other rules to follow include:

- (1) Do not include "Contractor must", "by the Contractor", or similar phrases in notes.
- (2) Use "must" instead of "shall".
- (3) Use active voice and present tense to structure the sentence as a command. "Must" is often not needed when writing in active voice.
- (4) Use short sentences; i.e., be precise and concise.
- (5) Omit unnecessary words such as particularly, somewhat, absolutely, actually, completely, really, quite, totally, all, utmost, and very.

- (6) Avoid using “if-then” sentence structure; e.g., “If base is exposed during milling, immediately place tack coat over area.” A more correct sentence structure is: “Immediately place tack coat over any base that is exposed during milling.”

## 914.2.2 Required General Notes

Place the following notes on the General Notes sheet:

- (1) All survey information was obtained from a licensed Florida Professional Surveyor and Mapper and utilized as supporting data in the production of design plans and for construction on subject project. The professional surveyor and mapper of record is:

{Surveyor name, P.S.M.}  
{P.S.M. NO: #}  
{Company Name}  
{Company Address}  
{Certificate of Authorization: #}

- (2) Utility/Agency Owners for this project include:

{List Company Name, Contact Name, and Phone Number}

## 914.3 Pay Item Notes

Place pay item notes on the General Notes sheet.

Information on how quantities are determined are contained in the Estimated Quantities (EQ) Report and should not be repeated in the plans as a Pay Item Note.

Pay item notes are used to provide unique project information not covered by basis of payment information contained in the [Standard Specifications](#), such as:

- Clarify how incidental work is to be paid for.
- Clarify the purpose, uses, or requirements.

## **914.4 Notes to Reviewer**

The use of Notes for Reviewer is optional. However, these notes are particularly useful in documenting a project's status when the plans are to be "shelved".

Notes for Reviewer provides relevant information to reviewers to provide status on utility, R/W, permit, Technical Special Provision, or other project activities that may have a bearing on the level of completion for plan sheets. They also provide clarification on Department commitments or agreements that reviewers should be apprised of but is not information for the contractor.

Place the Notes for Reviewer conspicuously on the General Notes sheet. Include these notes only with Phase I, Phase II and Phase III submittals.

### **914.4.1 FDM Reference Table**

The FDM Reference Table identifies the FDM 300 or 900 series chapter that was used to develop the plan sheets. An example of an FDM Reference Table is shown in ***Exhibit 914-1***.

PHASE II NOTES FOR REVIEWERS

1. A RRR REPORT HAS BEEN PREPARED AND IS INCLUDED WITH THIS SUBMITTAL.
2. THE TYPICAL SECTION PACKAGE IS COMPLETE AND PENDING SIGNATURE CONCURRENCE.
3. DESIGN VARIATIONS ARE BEING PROCESSED FOR:
  - PAVEMENT CROSS SLOPE
  - SHOULDER CROSS SLOPE
  - SHOULDER WIDTH
  - LATERAL WIDTH TO GUARDRAIL
  - SUPERELEVATION
  - MAXIMUM CHANGE IN CROSS SLOPE BETWEEN ADJACENT LANES
  - 10-FT-WIDE MAINTENANCE AREA FOR RETAINING WALL
  - DEFLECTION IN ALIGNMENT
  - MAXIMUM DEFLECTION THROUGH AN INTERSECTION
  - CLEAR ZONE FOR DRAINAGE FEATURES
 THESE VARIATIONS WILL BE SUBMITTED FOR REVIEW AND APPROVAL PRIOR TO PHASE III SUBMITTAL.
4. MAINTENANCE AGREEMENT FOR ARCHITECTURAL LIGHTING IS BEING PROCESSED.
5. DDI DESIGN FOLLOWS CRITERIA SET BY FDM D217 DATED JANUARY 2021.

GENERAL NOTES

1. ALL SURVEY INFORMATION WAS OBTAINED FROM A LICENSED FLORIDA PROFESSIONAL SURVEYOR AND MAPPER AND UTILIZED AS SUPPORTING DATA IN THE PRODUCTION OF DESIGN PLANS AND FOR CONSTRUCTION ON SUBJECT PROJECT. THE PROFESSIONAL SURVEYOR AND MAPPER OF RECORD IS:  
 ANNA KING, P.S.M.  
 P.S.M. NO.: 9993  
 MAPS R US, INC.  
 678 COMPASS ROAD  
 MIAMI, FL 33179  
 CERTIFICATE OF AUTHORIZATION: 99699

2. UTILITY/AGENCY OWNERS:	COMPANY	CONTACT	TELEPHONE NUMBERS
	SHINRA POWER	CLOUD CROSS	(904) 555-1234
	ENCOM	NOLEY McGEE	(904) 555-2345
	SILPH CO.	GIO KOALA	(904) 555-3456
	MAKO COMMUNICATIONS	ROB CUE	(904) 555-4567
	CITY OF TALLAHASSEE UTILITIES	CHESTER DIGGER	(904) 555-5678

FDM REFERENCE TABLE

SHEET NAME	FDM CHAPTER	NOTES
KEY SHEET	910	
SIGNATURE SHEET	910	
DRAINAGE MAP	918	
TYPICAL SECTIONS	913	
MODEL MANAGEMENT PLAN	911	
PROJECT CONTROL	310	LARGE FORMAT SHEETS.
GENERAL NOTES	914	
ROADWAY PLAN-PROFILE	915	
DRAINAGE STRUCTURES	916	
STORMWATER FACILITIES	917	
DRAINAGE MAP	918	
SOIL SURVEY	318	
TEMPORARY TRAFFIC CONTROL PLAN	321	LARGE FORMAT SHEETS.
UTILITY ADJUSTMENTS	921	CONFLICTS UNDER REVIEW.
SELECTIVE CLEARING AND GRUBBING	323	
MISCELLANEOUS STRUCTURES	923	
STORMWATER POLLUTION PREVENTION PLAN	320	
SIGNING AND PAVEMENT MARKING PLANS	940	
LIGHTING PLANS	943	

**Exhibit 914-1**  
 Date: 1/1/22

REVISIONS				LUKE S. WALKER, P.E. P.E. NO.: 99991 ROADWAY ENGINEERS, INC. 123 MAIN STREET TALLAHASSEE, FL 32301	STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION			<b>GENERAL NOTES</b>	SHEET NO.  11
DATE	DESCRIPTION	DATE	DESCRIPTION		ROAD NO.	COUNTY	FINANCIAL PROJECT ID		
					SR 22	BAY	123456-1-52-01		

THE OFFICIAL RECORD OF THIS SHEET IS THE ELECTRONIC FILE DIGITALLY SIGNED AND SEALED UNDER RULE 61G15-23.004, F.A.C.