303 Signature Sheet

303.1 General

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 303-1*** and ***303-2*** for examples of a Signature Sheet.

Projects are to be delivered as individual Signed and Sealed components of the contract plans; e.g., Roadway Plans, Signing and Pavement Marking Plans, Structure Plans. A Signature Sheet is required for component plans that are to be Signed and Sealed by more than one licensed professional. When component plans are to be Signed and Sealed by a single licensed professional a signature block can be placed on the Key Sheet in lieu of using a Signature Sheet (see ***Exhibit 303-2***).

303.2 Title Block

The Signature Sheet title block is to contain the information for the licensed professional that is responsible for the creation and content of the sheet. Do not place the Official Record note along the right edge of this sheet.

See ***FDM 130*** for digital Signing and Sealing requirements.

303.3 Digital Signature Placement

By placing a digital signature on the Signature Sheet of a multi-sheet plans set, the licensed professional associates their professional signature with the entire plans set. The Signature Sheet provides a Statement of Responsibility delineating the extent of the professional's responsibility and identifies the specific sheets for which the professional is accepting responsibility.

303.4 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; e.g., dates or text, and other information. The Digital Signature

Appearance must include the professional's name, and the date and time of signing stamp.

303.5 Seal

The professional will include a representation of their Seal next to the Digital Signature Appearance. Seal representations are provided with the FDOT CADD Software. 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.

303.6 Statement of Responsibility

The Statement of Responsibility is used to define the licensed 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.).

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

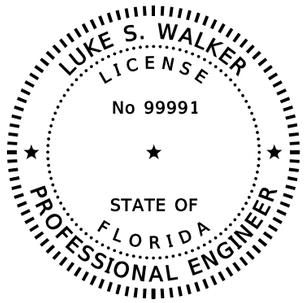
303.7 Index

The Index is a list of sheets that the licensed professional is responsible for signing and sealing. Place the Index below the Statement of Responsibility for each licensed professional. There may be sheets common to more than one licensed professional, and in such case, exculpatory language should be used to differentiate each area of responsibility.

303.8 Revisions

A revision Signature Sheet is created when more than one licensed professional is required to Sign and Seal a revision package. The revision Signature Sheet is numbered using an alphabetic suffix; e.g., 2A, 2B. Only the licensed professionals required to Sign and Seal the revision are to be included on the revision Signature Sheet.

See ***Exhibit 303-2*** for an example of a revision Signature Sheet.



THIS ITEM HAS BEEN DIGITALLY SIGNED AND SEALED BY

Luke S. Walker
2018.10.14 16:52:48 - 4'00'

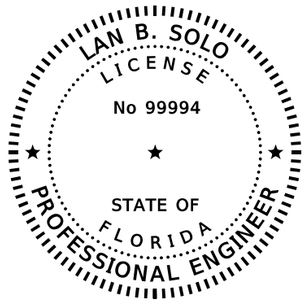
ON THE DATE ADJACENT TO THE SEAL

PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED AND THE SIGNATURE MUST BE VERIFIED ON ANY ELECTRONIC COPIES.

ROADWAY ENGINEERS, INC.
123 MAIN STREET
TALLAHASSEE, FL 32301
CERTIFICATE OF AUTHORIZATION: 12345
LUKE S. WALKER, P.E. NO. 99991

THE ABOVE NAMED PROFESSIONAL ENGINEER SHALL BE RESPONSIBLE FOR THE FOLLOWING SHEETS IN ACCORDANCE WITH RULE 61G15-23.004, F.A.C.

SHEET NO.	SHEET DESCRIPTION
1	KEY SHEET
2	SIGNATURE SHEET
3	SUMMARY OF PAY ITEMS
4	DRAINAGE MAP
5-6	TYPICAL SECTIONS
7	TYPICAL SECTION DETAILS
8	SUMMARY OF DRAINAGE STRUCTURES
9	OPTIONAL MATERIALS TABULATION
10	PROJECT LAYOUT
11	GENERAL NOTES
12	PROJECT CONTROL
13-16	ROADWAY PLAN-PROFILES
17	TRAFFIC MONITORING SITE
18	SPECIAL PROFILES
19	INTERSECTION LAYOUT
20-26	DRAINAGE STRUCTURES
27	LATERAL DITCH PLAN-PROFILES
28	LATERAL DITCH CROSS SECTIONS
29	SPECIAL DETAILS
30-40	CROSS SECTIONS
41	STORMWATER POLLUTION PREVENTION PLANS
46-50	UTILITY ADJUSTMENTS
SQ1 - SQ-6	SUMMARY OF QUANTITIES



THIS ITEM HAS BEEN DIGITALLY SIGNED AND SEALED BY

Lan B. Solo
2018.10.14 16:42:28 - 4'00'

ON THE DATE ADJACENT TO THE SEAL

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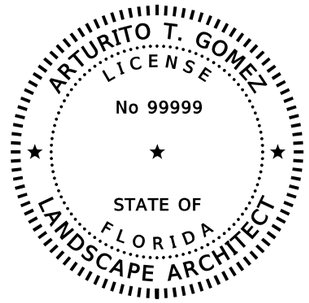
ROADWAY ENGINEERS, INC.
123 MAIN STREET
TALLAHASSEE, FL 32301
CERTIFICATE OF AUTHORIZATION: 12345
LAN B. SOLO, P.E. NO. 99994

THE ABOVE NAMED PROFESSIONAL ENGINEER SHALL BE RESPONSIBLE FOR THE FOLLOWING SHEETS IN ACCORDANCE WITH RULE 61G15-23.004, F.A.C.

SHEET NO.	SHEET DESCRIPTION
2	SIGNATURE SHEET
42-45	TEMPORARY TRAFFIC CONTROL PLANS



THIS ITEM HAS BEEN DIGITALLY SIGNED AND SEALED BY

Arturito T. Gomez
2018.10.14 15:35:15 - 8'00'

ON THE DATE ADJACENT TO THE SEAL

PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED AND THE SIGNATURE MUST BE VERIFIED ON ANY ELECTRONIC COPIES.

LAND DESIGN, LLC.
345 IVY LANE
ORLANDO, FL 32801
CERTIFICATE OF AUTHORIZATION: 98765
ARTURITO T. GOMEZ, L.A. NO. 99999

THE ABOVE NAMED REGISTERED LANDSCAPE ARCHITECT SHALL BE RESPONSIBLE FOR THE FOLLOWING SHEETS IN ACCORDANCE WITH RULE 61G10-11.011, F.A.C.

SHEET NO.	SHEET DESCRIPTION
2	SIGNATURE SHEET
51-55	SELECTIVE CLEARING AND GRUBBING

Exhibit 303-1:
Original Signature Sheet
Date: 1/1/19

REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

LUKE S. WALKER, P.E.
P.E. LICENSE NUMBER 99991
ROADWAY ENGINEERS, INC.
123 MAIN STREET
TALLAHASSEE, FL 32301
CERTIFICATE OF AUTHORIZATION 12345

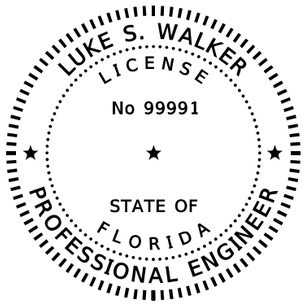
STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION

ROAD NO.	COUNTY	FINANCIAL PROJECT ID
SR 22	BAY	123456-1-52-01

SIGNATURE SHEET

SHEET NO. 2

9/28/2018 11:35:18 AM



THIS ITEM HAS BEEN DIGITALLY SIGNED AND SEALED BY

Luke S. Walker
2018.10.14 16:52:48 - 4'00'

ON THE DATE ADJACENT TO THE SEAL

PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED AND THE SIGNATURE MUST BE VERIFIED ON ANY ELECTRONIC COPIES.

ROADWAY ENGINEERS, INC.
123 MAIN STREET
TALLAHASSEE, FL 32301
CERTIFICATE OF AUTHORIZATION: 12345
LUKE S. WALKER, P.E. NO. 99991

THE ABOVE NAMED PROFESSIONAL ENGINEER SHALL BE RESPONSIBLE FOR THE FOLLOWING SHEETS IN ACCORDANCE WITH RULE 61G15-23.004, F.A.C.

SHEET NO.	SHEET DESCRIPTION
1	KEY SHEET
2A	SIGNATURE SHEET
28A	LATERAL DITCH CROSS SECTIONS

Exhibit 303-2:
Revision Signature Sheet
Date: 1/1/19

REVISIONS				LUKE S. WALKER, P.E. P.E. NO.: 99991 ROADWAY ENGINEERS, INC. 123 MAIN STREET TALLAHASSEE, FL 32301 CERTIFICATE OF AUTHORIZATION: 12345	STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION			SIGNATURE SHEET	SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION		ROAD NO.	COUNTY	FINANCIAL PROJECT ID		
10-14-16	1 ADDED SHEET				SR 22	BAY	123456-1-52-01		2A

8/17/2018 10:19:27 AM