302 Key Sheet

302.1 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 is created using the FDOT CADD Software.

See Exhibit 302-1 for an example of a lead Key Sheet with no revisions and Exhibit 302-2 for a lead Key Sheet with revisions. See Exhibit 302-3 for an example of a component Key Sheet.

302.2 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. Although federalized, do not put "(Federal Funds)" on state funded projects that are strung to a federal project. Place the county name and roadway section number associated with the Straight Line Diagrams under the Financial Project ID or "(Federal Funds)". Place the roadway section number within parentheses. Place the state road number under the county name and roadway section number. A description of project limits may be placed under the state road number; e.g., "Crim Boulevard to Washington Street".

On projects which have one Contract plans set, but multiple Financial Project IDs, place all of the Financial Project IDs 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.

302.3 Construction Contract Number, Fiscal Year and Sheet Number

Show the Construction Contract Number in the “Construction Contract No.” box (lower right corner) on all component Key Sheets. Show the fiscal year for which the Letting is scheduled in the “Fiscal Year” box; i.e., enter “18” in the box for a project that has a Letting date during the July 2017 to June 2018 fiscal year.

The Key Sheet of each component of the contract plans will be numbered as the first sheet of that component.
302.4 Project Location Map and North Arrow

Place the project location map in the center of the key sheet with a north arrow on the right side of the map. 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.

The map consists of a reproduced portion of one or more county maps showing the project location. County maps in Portable Document Format (PDF) can be downloaded from the County General Highway Maps web page.

A utility to download the county map and clip out the project location area is provided in the FDOT CADD 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 FDOT CADD 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:

1. Begin and end project limits. Provide milepost, correct to three decimals, under the project stations.
2. Begin and end limits of bridges and bridge culverts. When an existing structure is being replaced, indicate the proposed structure and not the existing.
3. Station equations
4. Project exception limits (i.e., mileposts excluded from project)
5. Rail crossings within the limits of construction, including name of railroad, DOT/AAR crossing number, and railroad milepost.

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. Station information is to be consistent with the station information entered into the Work Program.
Administration (WPA) system during final design. See *FDM 111.2.1* for information on updating the WPA system.

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 typically located on the lead component Key Sheet.

Show a small-scale state map at the upper right portion of the lead component Key Sheet and indicate the location of the project thereon. The map may be shown on other component Key Sheets, but is not required.

### 302.5 Contract Plans Set Components

The Contract Plans Set is typically assembled as component plans that are associated with a primary work type. Roadway plans are typically the lead component of the contract plans. Provide a list of all component plans included in the contract plans in the upper left corner of the lead component Key Sheet 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

Utility Work by Highway Contractor Agreement Plans have a separate Financial Project ID and are typically treated as a strung project. See *FDM 302.11* for additional information on Strung Projects. When utility work is minimal, the District may decide to include these plans as a component set to the lead plans set.

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

See the Structures Manual, Volume 2 – Structures Detailing Manual when Structures plans become the lead component.

### 302.6 Index of Roadway Plans

Place an index of roadway sheets on the left side of the Key Sheet. Each component Key Sheet will have an index of sheets contained in that component. Assemble roadway plans in the following order:

1. Key Sheet
2. Signature Sheet
3. Drainage Map
4. Interchange Drainage Map
5. Typical Section
6. Optional Materials Tabulation Project Layout
7. Project Control
8. General Notes
9. Roadway Plan and Profiles
10. Traffic Monitoring Site
11. Special Profiles
13. Interchange Layout
14. Ramp Terminal Details
15. Intersection Layout/Detail
16. Drainage Structures
17. Outfall/Lateral Ditch Plan and Profiles
18. Outfall/Lateral Ditch Cross Sections
19. Special Details
20. Cross Section Pattern
21. Roadway Soil Survey

302- Key Sheet
(22) Cross Sections
(23) Stormwater Pollution Prevention Plans (SWPPP)
(24) Temporary Traffic Control Plans
(25) Utility Adjustments
(26) Selective Clearing and Grubbing
(27) Tree Disposition Plan
(28) Developmental Standard Plans
(29) Signing and Pavement Marking Plans\(^{(2)}\)
(30) Signalization Plans\(^{(2)}\)
(31) ITS Plans\(^{(2)}\)
(32) Lighting Plans\(^{(2)}\)
(33) Landscape Plans\(^{(2)}\)
(34) Mitigation Plans
(35) Miscellaneous Structures Plans
(36) Toll Facilities\(^{(2)}\)

\(^{(1)}\) Place at the end of the numbered roadway plan sheets.

\(^{(2)}\) When the work for these components is minor, sheets may be included (and numbered sequentially) in the lead component; do not show these as component plans.

Note: Do not place Box Culvert plan sheets in the Roadway component plans. These sheets are to be placed in a Structure component, even when there are no bridge plans.
302.6.1 Early Works

The roadway plans may require insertion of sheets that were prepared early, or prior to the design process. These sheets may be identified and numbered with the following prefixes:

(1) GR-# Soil Survey and Report of Core Borings normally associated with the roadway plans set (including miscellaneous structures but excluding bridges and walls)
(2) TR-# Tree Survey
(3) UTV-# Verified Utility Locate

These sheets appear as the last item in the index of roadway plan sheets. Include an asterisk next to the early works title and a note below the index per Exhibit 302-1.

No plans sheets other than those listed above are to be separated from the component plans.

302.7 Professional Responsibility

An Engineer of Record (EOR) is the lead Florida licensed professional engineer in charge of the preparation of the component plans. Place in the lower right corner the name and license number of the EOR. Also show the name, address, and phone number of the engineering business or agency where the EOR is employed. Include the consultant contract number and vendor number when plans are prepared by an engineering business.

For non-engineering professionals that are in charge of the preparation of the component plans, change title to “Licensed Professional of Record”. Include similar information that applies to their profession.

Place the name of the Department’s Project Manager below the EOR information. Show only the Department’s Project Manager at this location, except for:

(1) When plans are prepared by Department Personnel, the name of the Department’s designer may be placed immediately below the name of the Department’s Project Manager.
(2) When appropriate, the name of the GEC Project Manager may be placed immediately below the Department’s Project Manager.
302.8 Governing Standard Plans and Standard Specifications

Show the governing Standard Plans and Standard Specifications on the lead component Key Sheet as shown on Exhibit 302-1. Do not show this reference on other component Key Sheets. For requirements of the Structures General Notes and inclusion of the relevant bridge related Standard Plans in the structures component plan set, see the Structures Detailing Manual. For additional information on the Standard Plans and Standard Specifications, see FDM 115.

When Standard Plans Interim Revisions (IRs) are released, the engineer must determine if any IRs apply to the project and reference those applicable IRs as shown on Exhibit 302-1.

302.9 Developmental Standard Plans

Insert Developmental Standard Plans at the end of each applicable component plan set as applicable. When included in structure component plans, insert Developmental Standard Plans before existing bridge plans. List Developmental Standard Plans below the “Index of Sheets” for the plans component in which they are included, as shown on Exhibit 302-1.

302.10 Revisions

The process and requirements for completing plan revisions are provided in FDM 132.

Show a complete record of all contract plans revisions on the lead component Key Sheet under the “REVISIONS” header located below the project location map. Include the component (such as roadway, structures, signing, and pavement marking), the sheet number, and the date for each plan sheet that was revised. Show the unique numbered symbol that corresponds to the Revision Number on the Revision Memo and modified sheets as well.

Show revisions to the Key Sheet in the Key Sheet Revisions block placed below the project location map, and to the right of the “REVISIONS” header. List the revision date and a brief description of the revision. The Key Sheet Revisions block is only used to record changes to the Key Sheet other than recorded revisions under the “REVISIONS” header. A new lead component Key Sheet is required when any sheet within the contract plans is revised.
If a sheet is being deleted, note this under the "REVISIONS" header, and revise the Index of Sheets to show "(DELETED)" next to the deleted sheet. Record the change to the Index of Sheets in the Key Sheet Revisions block.

Revisions made after award (i.e., Post-Let Revisions) are to be “clouded” in a conspicuous manner. If there are no revisions to the plans, neither the “REVISIONS” header nor the Key Sheet Revisions block are required.

302.11 Strung Projects

Contract plans that are independently prepared but are let in the same construction contract are referred to as strung projects. When a federally funded project is strung with a non-federal eligible (NFE) project, the federally funded project is typically the lead project. When a federally funded project is strung with a state funded project, the entire contract becomes federalized; i.e., both the state funded project and the federally funded project must comply with all applicable federal laws, rules, and regulations related to the federalized contract. For each set of contract plans that are to be strung, including project numbers without contract plans, place the strung project note on the lead component Key Sheet as shown in Exhibit 302-1. Show the strung project note only on lead component Key Sheets. Include projects without contract plans for informational purposes.

List revisions to any strung project on the lead component Key Sheet of the lead project under the “REVISIONS” header, under the respective Financial Project ID.
STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION
CONTRACT PLANS
FINANCIAL PROJECT ID 123456-1-52-01
(Bay County) (46080)
STATE ROAD NO. 22 (Wewahitchka)

SIGNING AND PAVEMENT MARKINGS PLANS

This item has been digitally signed and sealed by:

Chuy J Jameson
2018.10.14 13:53:01 - 04'00'

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.

ENGINEER OF RECORD:

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TALLAHASSEE, FL 32301
(850) 671-1313
CONTRACT NO.: C0001
VENDOR NO.: 99-999999

FDO PROJECT MANAGER:

BEN K. UWAINI, P.E.

CONSTRUCTION YEAR: 2018
CONTRACT NO.: T0000
FISCAL SHEET NO.: 18 1