910 Key Sheet and Signature Sheet

910.1 General

The Key Sheet is the first sheet of each contract plans. The Signature Sheet, when required, is typically the second sheet of the contract plans.

Projects are to be delivered as individual Signed and Sealed components of the Contract Plans set; e.g., Roadway Plans, Signing and Pavement Marking Plans, Structure Plans.

910.2 Key Sheet

The Key Sheet describes the project and the contents of the Contract Plans set. The Key Sheet is created using the FDOT CADD Software.

The top center of the sheet is to display “STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION” followed by the title of the component contract plans; e.g., “ROADWAY PLANS”, “LIGHTING PLANS”.

See Exhibit 910-1 for an example of a lead Key Sheet with no revisions and Exhibit 910-2 for a lead Key Sheet with revisions. See Exhibit 910-3 for an example of a component Key Sheet.

910.2.1 Work Program Data

Work program data is placed directly below component contract plans designation, and includes the Financial Project ID, Federal Funds designation, County name and roadway section number, and State Road number with local name.

910.2.1.1 Financial Project ID

The Financial Project ID is the main number identifying each individual project within the Work Program. On projects which have one Contract Plans set, but multiple Financial Project IDs, list all the Financial Project IDs on the key sheet. Show only the lead Financial Project ID in the title block on all other plan sheets.
910.2.1.2 Federal Funds

When any of the Financial Project IDs listed on the Key Sheet involves Federal funds, display the words "(Federal Funds)" directly under the list.

Do not display the words "(Federal Funds)" for projects that use only State funds, even when strung with a project that uses Federal funds.

910.2.1.3 County Name and State Roadway Section Number

Place the county name and (in parentheses) the roadway section number directly under the Financial Project ID or “(Federal Funds)”. The roadway section number can be found with the Straight Line Diagrams (SLD). On projects which involve multiple counties, or multiple roadways, list all counties and associated roadway section numbers.

910.2.1.4 State Road Number and Project Description

Place the state road number and (in parentheses) the local road name directly under the county name and roadway section number. Under the state road number display a general description of work type and limits; e.g., “RRR from Crim Boulevard to Kurt Street”.

910.2.2 Project Work Limits and Features

Show project work limits and features directly below the State Road number and project description. This data is reported in milepost (MP), correct to three decimals. A box is typically used as shown in Exhibit 910-1, and includes the following required information:

1. Provide a Project Location URL. The intent of the project location link is to provide a visual of the project location using the Work Program GIS. Create the Project Location URL using the following two steps:
   (a) Create the full URL using a set string, with the first seven digits of the FPID number appended. For example, FPID number 217932-1-52-01 would have the following URL: https://owpbstandardmap.fdot.gov/?query=WorkProgram_Tbl15_Dissolved_2004,itemseg,2179321
   (b) Use https://tinyurl.com/app/ (or equivalent) to create a condensed version of the URL that easily fits onto the plans. For this example, the URL converted to display as: https://tinyurl.com/367v2589.
(2) Begin and end project MP limits. Provide limits for each State Road included in the project.

(3) Begin and end MP limits of bridge structures, including the structure number(s). Do not include bridge culverts. When an existing bridge structure is being replaced, indicate the proposed structure and not the existing.

(4) Begin and end MP limits for each Project Exception (i.e., excluded roadway limits from project)

(5) Center line MP for each railroad crossing within the limits of construction, including name of railroad and DOT/AAR crossing number.

Project work limits must be consistent with milepost information entered into the Work Program Administration (WPA) system during final design. See **FDM 111.2.1** for information on updating the WPA system.

### 910.2.3 Project Location

Show a small-scale state map at the upper right portion of the Key Sheet and indicate with leader line the general location of the project within the state.

### 910.2.4 Construction Contract Number and Fiscal Year

Provide the Construction Contract Number and Fiscal Year in the data block located in the lower right corner of the sheet. The Key Sheet of each component of the Contract Plans set will be numbered as the first sheet of that component.

The Construction Contract Number is typically issued late in the design process and may remain blank until provided. 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.

### 910.2.5 Contract Plans Set Components

The Contract Plans Set is typically assembled as component plans that are associated with a primary work type. List of all component plans included in the Contract Plans Set in the upper left corner of the Key Sheet in the following order:

(1) Roadway
(2) Signing and Pavement Marking

910-Key Sheet and Signature Sheet
(3) Signalization
(4) Intelligent Transportation Systems
(5) Lighting
(6) Landscape
(7) Architectural
(8) Structures
(9) Toll Facilities

Roadway plans are most often the lead component of the Contract Plans set; however, another component 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 component plan; i.e., “IT-#” is not required for ITS Plans when they are the lead component.

Utility Work by Highway Contractor Agreement Plans have a separate Financial Project ID and are typically treated as a strung project (see FDM 910.2.10). When utility work is minimal, Utility Work by Highway Contractor Agreement Plans may be included as component plans within the Contract Plans set.

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

910.2.6 Index of Roadway Plans

Place an index of roadway sheets on the left side of the Key Sheet below the list of component plans. 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) Typical Sections
(5) Typical Section Details
(6) Model Management
(7) Project Control
(8) General Notes (and Pay Item Notes, when appropriate)
(9) Roadway Plan and Profiles
(10) Traffic Monitoring Site
(11) Special Profiles
(12) Interchange Layout
(13) Ramp Terminal Details
(14) Intersection Details
(15) Special Details
(16) Drainage Structures
(17) Roadway Soil Survey
(18) Tree Survey
(19) Verified Utility Locate
(20) Stormwater Pollution Prevention Plans (SWPPP)
(21) Temporary Traffic Control Plans
(22) Utility Adjustments
(23) Selective Clearing and Grubbing
(24) Tree Disposition
(25) If the work is minor, the following may be included as sheets within the Roadway Plans.
(26) Signing and Pavement Marking Plans
(27) Signalization Plans
(28) Intelligent Transportation Systems Plans
(29) Lighting Plans
(30) Landscape Plans
(31) Mitigation Plans
(32) Miscellaneous Structures Plans
(33) Toll Facilities

910-Key Sheet and Signature Sheet
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.

### 910.2.6.1 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

When submitted as early works, list these sheets below the index of roadway plan sheets with an asterisk and a note as shown in *Exhibit 910-1*.

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

### 910.2.7 Engineer of Record (EOR) and Project Manager

Place on the right side of the Key Sheet the following information in the order shown:

1. Name and license number of the EOR, name, address, and phone number of the engineering business or agency where the EOR is employed. Include consultant contract number and vendor number when appropriate. For non-engineering licensed professionals, change title to “Licensed Professional of Record”, and include similar information that applies to their profession.

2. Name of the Department’s Project Manager below the EOR information. Show only the Department’s Project Manager at this location, except for:
   
   (a) When plans are prepared by the Department, the name of the Department’s designer may be placed immediately below the name of the Department’s Project Manager.
   
   (b) When appropriate, the name of the GEC Project Manager may be placed immediately below the Department’s Project Manager.
910.2.8 Governing Standards

Indicate the governing Standard Plans and Standard Specifications in the lower left corner of the Key Sheet as shown on Exhibit 910-1.

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 910-1.

910.2.8.1 Developmental Standard Plans

List Developmental Standard Plans to be included in the component plans below either the “Index of Sheets” or the early works note as shown on Exhibit 910-1.

Insert Developmental Standard Plans sheets at the end of each applicable component plan set as applicable. When included in structure component plans, insert Developmental Standard Plans sheets before existing bridge plans.

910.2.9 Revisions

For information on the process and requirements for completing plan revisions:

- See FDM 132 for revisions prior to Letting
- See FDM 151 for revisions during construction

Show a complete record of all revisions made to the Contract Plans Set on the lead component Key Sheet under a “REVISIONS” header located in the bottom center of the sheet. For each revision, indicate the component (e.g., roadway, structures, lighting), the sheet numbers, and the date of the revision. Show the unique numbered symbol that corresponds to the Revision Number on the Revision Memo and modified plan sheets.

Show revisions to the Key Sheet in the Key Sheet Revisions block placed 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 revision lead component Key Sheet is required when any sheet within the Contract Plans set is revised.
Do not show the “REVISIONS” header or the Key Sheet Revisions block on the Key Sheet until needed.

910.2.10 Strung Projects

Contract Plans sets that are independently prepared but are let in the same construction contract are referred to as strung projects. Show the strung project note only on lead component Key Sheet, which most often it is the Roadway Plans. The note is show in the top right corner above the small-scale state map as shown in Exhibit 910-1. The note must contain all Financial Project IDs (lead project first) being strung together, including project numbers without contract plans.

When a federally funded project is strung with a non-federal eligible (NFE) project, the federally funded project is often 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. Do not put “(Federal Funds)” on the Key Sheet of a state funded project that is being strung with a federal project, even though that project has become federalized.

Record 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.
910.3  Signature Sheet

The Signature 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.

When component plans are 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. When the component plans are signed by more than one licensed professional, or a BIM file manifest is required, a Signature Sheet is often needed.

See Exhibits 910-4 for an example of a Signature Sheet.

910.3.1  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.

910.3.2  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.

910.3.2.1  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.
910.3.2.2 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.

910.3.2.3 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.).

910.3.3 Index of Sheets

List the plan sheets below the Statement of Responsibility that the licensed professional is signing and sealing. Exculpatory language should be included in cases where professionals share responsibility for content on any given sheet.

910.3.4 BIM File Manifest

The BIM file manifest is placed below the Index of Sheets.

910.3.5 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 910-2 for an example of a revision Signature Sheet.
COMPONENTS OF CONTRACT PLANS SET
ROADWAY PLANS
SIGNING AND PAVEMENT MARKING PLANS
SIGNALIZATION PLANS
INTELLIGENT TRANSPORTATION SYSTEMS PLANS
LIGHTING PLANS
LANDSCAPE PLANS
ARCHITECTURAL PLANS
STRUCTURE PLANS
TOLL FACILITIES PLANS

INDEX OF ROADWAY PLANS
SHEET NO.  SHEET DESCRIPTION
1  KEY SHEET
2  SIGNATURE SHEET
3  DRAINAGE MAP
4 - 5  TYPICAL SECTIONS
6  CROSS SLOPE CORRECTION DETAILS
7 - 9  MODEL MANAGEMENT
10  PROJECT CONTROL
11  GENERAL NOTES
12 - 14  ROADWAY PLAN PROFILES
15 - 36  DRAINAGE STRUCTURES
17  LATERAL DITCHES
18  STORMWATER POLLUTION PREVENTION PLAN
19 - 28  TEMPORARY TRAFFIC CONTROL PLANS
27 - 32  UTILITY ADJUSTMENTS
33 - 36  SELECTIVE CLEARING AND GRABBING
37  ROADWAY SOIL SURVEY

DEVELOPMENTAL STANDARD PLANS:
DSWR-001  LANDSCAPE IRRIGATION SLEEVES

* This sheet is included in the Index of Roadway Plans only to indicate that it is part of the Roadway Plans. This sheet is contained in a separate digitally signed and sealed document.

GOVERNING STANDARD PLANS:
Florida Department of Transportation, FY2021-22 Standard Plans for Road and Bridge Construction and applicable Interim Revisions (IRs).

Standard Plans for Road Construction and associated IRs are available at the following website: http://www.fdot.gov/design/standardplans

APPLICABLE IRs: IR539-001-01, IR520-005-01

Standard Plans for Bridge Construction are included in the Structures Plans Component.

GOVERNING STANDARD SPECIFICATIONS:
Florida Department of Transportation, July 2021 Standard Specifications for Road and Bridge Construction at the following website:
http://www.fdot.gov/programmanagement/implemented/SpecBooks

STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION
ROADWAY PLANS

FINANCIAL PROJECT ID 123456-1-52-01
(FEDERAL FUNDS)

BAY COUNTY (46080)
STATE ROAD NO. 22 (WEWA HWY)
ADD LANES AND RECONSTRUCT FROM CRIM BLVD. TO KURT ST.

PROJECT LOCATION URL: https://tinyurl.com/367v2589
PROJECT LIMITS: BEGIN MP 1.560 - END MP 7.560
EXCEPTIONS: NONE
BRIDGE LIMITS: BR#469998 MP 3.422 - MP 3.471
RAILROAD CROSSING: NONE

ROADWAY PLANS
ENGINEER OF RECORD:
LUKE S. WALKER, P.E. NO.: 9999999
ROADWAY ENGINEERS, INC.
123 MAIN STREET
TALLAHASSEE, FL 32301
(850) 671-1234
CONTRACT NO.: C0000
VENDOR NO.: 99999999

FDOT PROJECT MANAGER:
BEN K. UWAIIB, P.E.
STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION
ROADWAY PLANS
FINANCIAL PROJECT ID 123456-1-52-01
(FEDERAL FUNDS)
BAY COUNTY (46080)
STATE ROAD NO. 22 (WEEWA HWY)
ADD LANES AND RECONSTRUCT FROM CRIM BLVD. TO KURT ST.

PROJECT LOCATION URL: https://tinyurl.com/367v2589
PROJECT LIMITS: BEGIN MP 1.560 - END MP 7.560
EXCEPTIONS: NONE
BRIDGE LIMITS: BRF#469998 MP 3.422 - MP 3.471
RAILROAD CROSSING: NONE

Governing Standard Plans:
Florida Department of Transportation, FY2021-22 Standard Plans for Road and Bridge Construction and applicable Interim Revisions (IRs).

Standard Plans for Road Construction and associated IRs are available at the following website: http://www.fdot.gov/design/standardplans

Applicable IRs: 18RS26-001-01, 18RS26-002-01
Standard Plans for Bridge Construction are included in the Structures Plans Component.

GOVERNING STANDARD SPECIFICATIONS:
Florida Department of Transportation, July 2021 Standard Specifications for Road and Bridge Construction at the following website:
http://www.fdot.gov/plan/management/implemented/specbooks

Revisions:
FINANCIAL PROJECT ID 123456-1-52-01
Roadway Sheets 1, 2A, 3, & 3B (Revised 04-20-22)
FINANCIAL PROJECT ID 123457-1-52-01
Structure Sheets B-1 & C-4 CNW 004 (Revised 04-20-22)

KEY SHEET REVISIONS

Date | Description
--- | ---
04-20-22 | Added Sheet Number 2A to the Index and Revised Sheet Numbers 2 & 3B.

Roadway Plans
Engineer of Record:
LUKE S. WALKER, P.E. NO.: 99999
Roadway Engineers, Inc.
123 Main Street
Tallahassee, FL 32305
(850) 621-1234
CONTRACT NO.: C00000
VENDOR NO.: 999999

FDOT Project Manager:
BEN K. SWAB, P.E.

CONSTRUCTION CONTRACT NO. 000000
FISCAL YEAR 2022
SHEET NO. 000222
COMPONENTS OF CONTRACT PLANS SET
ROADWAY PLANS
SIGNING AND PAVEMENT MARKING PLANS
SIGNALLIZATION PLANS
INTELLIGENT TRANSPORTATION SYSTEMS PLANS
LIGHTING PLANS
LANDSCAPE PLANS
ARCHITECTURAL PLANS
STRUCTURE PLANS
TOLL FACILITIES PLANS

INDEX OF SIGNING AND PAVEMENT MARKING PLANS

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STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION

SIGNING AND PAVEMENT MARKING PLANS

FINANCIAL PROJECT ID 123456-1-52-01
(FEDERAL FUNDS)

BAY COUNTY (46080)
STATE ROAD NO. 22 (WEWA HWY)

ADD LANES AND RECONSTRUCT FROM CRIM BLVD. TO KURT ST.

PROJECT LOCATION URL: https://tinyurl.com/367v2589

PROJECT LIMITS:
BEGIN MP 1.560 - END MP 7.560

EXCEPTIONS:
NONE

BRIDGE LIMITS:
BR#469998 MP 3.422 - MP 3.471

RAILROAD CROSSING:
NONE

GOVERNING STANDARD PLANS:
Florida Department of Transportation, FY 2021-22 Standard Plans for Road and Bridge Construction and applicable Interim Revisions (IRs).

Standard Plans for Road Construction and associated IRs are available at the following website: http://www.dot.gov/design/standardplans

APPLICABLE IRs: IR538-001-01, IR521-001-01

Standard Plans for Bridge Construction are included in the Structures Plans Component.

GOVERNING STANDARD SPECIFICATIONS:
Florida Department of Transportation, July 2021 Standard Specifications for Road and Bridge Construction at the following website:
http://www.dot.gov/programmanagement/implemented/specbooks

Exhibit 910-3
Component Key Sheet
Date: 1/1/22
THE ABOVE NAMED PROFESSIONAL IS RESPONSIBLE FOR THE FOLLOWING SHEETS IN ACCORDANCE WITH RULE 61G15-23.004, F.A.C.

FILE NAME | SHEET NO. | SHEET DESCRIPTION
---|---|---
3D Proposed Design for US98 Corridor | 2 | SIGNATURE SHEET
Existing Terrain Model from Survey | 19 - 26 | TEMPORARY TRAFFIC CONTROL PLANS
3D Proposed Intersection and End Conditions for SR61 | 2 | TEMPORARY TRAFFIC CONTROL PLANS
Existing Features Model for SR61 and US98 | 33 - 36 | SELECTIVE CLEARING AND GRUBBING
Finished Subgrade Terrain and 3D Breaklines | 2 | TEMPORARY TRAFFIC CONTROL PLANS
3D Proposed Design for US98 Corridor | 4 - 5 | TYPICAL SECTIONS
**Exhibit 910-S: Revision Signature Sheet**

**Date:** 1/1/22

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**Sheet Description:**
- **SHEET NO.**
- **SHEET DESCRIPTION**
  - 2A Signature Sheet
  - 5 Typical Sections
  - 36 Drainage Structures

---

**BIM Files Identified as Plans**

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<td>Updated Drainage System</td>
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**Signature Sheet**

 LUKE S. WALKER, P.E. NO. 99991

123 MAIN STREET

TALLAHASSEE, FL 32301

---

**Roadway Engineers, Inc.**

STATE OF FLORIDA

DEPARTMENT OF TRANSPORTATION

**SIGNATURE SHEET**

---

**Revision:**

**Date:** 1/1/22

---

**Roadway Engineers, Inc.**

123 MAIN STREET

TALLAHASSEE, FL 32301