

910 Key Sheet and Signature Sheet

910.1 General

The Key Sheet is the first sheet of each component of the Contract Plans Set, e.g., Roadway Plans, Signing and Pavement Marking Plans, Structures Plans. The Signature Sheet, when required, is typically the second sheet. Produce these sheets using FDOT CADD Software.

Projects are to be delivered as individual signed and sealed components of the Contract Plans Set.

910.2 Key Sheet

All Key Sheets, e.g., lead and components, describe the project and the contents of the Contract Plans Set.

The top center of all Key Sheets must display “STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION” followed by the title of the component e.g., “ROADWAY PLANS”, “LIGHTING PLANS”, “LANDSCAPE PLANS”. See **FDM 910.2.5** for a full list of allowable component names.

See **Exhibit 910-1** for an example of a **Lead component** Key Sheet (**typically often** for the Roadway Plans **component**).

See **Exhibit 910-2** for an example of a **Lead component** 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 the component designation, and includes the Financial Project ID, the federal funds designation, the county name and roadway section number, and the state road number with local name.

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 all Key Sheets. Show only the lead Financial Project ID in the title block on all other plan sheets.

Federal Funds

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

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

County Name and State Roadway Section Number

Place the county name and (in parentheses) the roadway section number directly under the Financial Project ID(s) 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.

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 the work type and limits; e.g., "RRR from Crim Boulevard to Kurt Street".

910.2.2 Project Location Map with Project Work Limits and Features

Place a project location map in the center of all lead Key Sheets. The intent of the project location map is for the project location to be easily understood. The project location map contains a portion of one or more county maps which can be downloaded from the **County General Highway Maps** webpage. Use standard symbols as shown in the FDOT CADD Software.

Place a north arrow on the right side of the map. Orient the map so the north arrow points to the top of the sheet. When this is not practical, orient the map so the north arrow points to the right. Show section, township, and range lines and numbers to provide clarity and scale. Show county, city and urban limits where applicable. Designate roads by name and state road number or US highway number. At the edges of the map, show the names of the next incorporated cities to which the roads lead.

Show **and label** the project work limits and features **as follows**: directly below the project description. Show this data in mileposts (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 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 display the following URL: https://owpbstandardmap.fdot.gov/?query=WorkProgram_Tbl15_Dissolved_2004.itemseg.2179321.~~

~~Optional: Convert the full URL to a condensed URL using <https://tinyurl.com/app/> (or equivalent). The converted URL displays as <https://tinyurl.com/367v2589>.~~

- ~~(2)~~(1) Begin and end project project stations (plus mileposts MP limits correct to three decimals below) for each state road included in the project. ~~Use Include~~ Turnpike mile ~~marker~~s ~~(MM) limits~~ for Turnpike projects.
- ~~(3)~~(2) Begin and end bridge stationsMP limits of bridge structures with, including the structure numbers ~~s(s)~~. ~~Do not include bridge culverts. When an existing bridge structure is being replaced, use indicate the proposed bridge structure stations and number (and not the existing).~~
- ~~(4)~~(3) Begin and end stationMP limits for each Project Exception ~~(i.e., excluded roadway limits from project).~~
- ~~(5)~~(4) Centerline stationMP for each railroad crossing within the limits of construction, including the name of the railroad and the DOT/AAR crossing number.

These ~~project work~~ limits ~~must be consistent with the station and 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.~~

When several projects are covered by the same set of plans, show and label the begin project and end project stations for each Financial Project ID.

Component Key Sheets may use a project location URL or a project location map. Create a 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 display the following URL: https://owpbstandardmap.fdot.gov/?query=WorkProgram_Tbl15_Dissolved_2004.itemseg.2179321; or, convert the full URL to a condensed URL using <https://tinyurl.com/app/> (or equivalent). The converted URL displays as <https://tinyurl.com/367v2589>.

910.2.3 General Project Location

Show a small-scale state map at the upper right portion of all Key Sheets 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, the fiscal year, and the sheet number in the block in the lower right corner of the sheet. Number the Key Sheet of each component of the Contract Plans Set 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 “24” in the box for a project that has a Letting date during the July 2023 to June 2024 fiscal year.

910.2.5 Contract Plans Set Components

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

- | | |
|--|---|
| (1) Roadway | (7) Architectural |
| (2) Signing and Pavement Marking | (8) Structures |
| (3) Signalization | (9) Toll Facilities |
| (4) Intelligent Transportation Systems | (10) Utility Work by Highway Contractor Plans |
| (5) Lighting | |
| (6) Landscape | |

No alterations or modifications to the component names listed above are allowed.

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. Details and plan sheets typically found within the Roadway Plans, such as Temporary Traffic Control Plans, may be included in the lead component plans and numbered consecutively.

Utility Work by Highway Contractor 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 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 the Index of Roadway Plans sheets on the left side of the Key Sheet below the list of component plans. Each component Key Sheet must include an index of the sheets included in that component.

Assemble Roadway Plans in the following order:

- | | |
|------------------------------|--------------------------------------|
| (1) Key Sheet | (13) Drainage Network Profile |
| (2) Signature Sheet | (14) Drainage Network Cross Sections |
| (3) Drainage Map | (15) Optional Materials Tabulation |
| (4) Typical Sections | (16) Drainage Special Details |
| (5) Typical Section Details | (17) Soil Survey |
| (6) Model Management | (18) Report of Core Borings |
| (7) Project Control | (19) Roadway Cross Sections |
| (8) General Notes | (20) Verified Utility Locate |
| (9) Roadway Plan-Profile | (21) Temporary Traffic Control Plan |
| (10) Traffic Monitoring Site | (22) Utility Adjustments |
| (11) Special Details | (23) Selective Clearing and Grubbing |
| (12) Drainage Network Plan | (24) Miscellaneous Structures |

Do not place box culvert plan sheets in the Roadway Plans. Place these sheets in a Structure Plans component, even when there are no bridge plans.

910.2.6.1 Early Works

Plan sets 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 Soil Boring Cross Sections or Report of Core Borings
- (2) TR-# Tree Survey
- (3) UTV-# Verified Utility Locate

When submitted as early works, list these sheets below the index of 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 the following information on the right side of all Key Sheets in the order shown:

- (1) The name and license number of the EOR and 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 appropriate. For non-engineering licensed professionals, change the title to “Licensed Professional of Record” and include similar information that applies to their profession.
- (2) The 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 name of the Department’s Project Manager.

910.2.8 Governing Standards

Indicate the governing [Standard Plans](#) and [Standard Specifications](#) in the lower left corner of all Key Sheets 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 the Structures Plans component, 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 a component plans set on the correlating component Key Sheet under a “REVISIONS” header located in the bottom center of the sheet. For each revision, record the revision number, 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 revised plan sheets.

Show revisions to any 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.

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 the Lead Key Sheet for of each~~ the lead component (often the Roadway Plans component) of each project that is being strung together, but not on the Key Sheets of any other components. ~~The note is s~~ Show the note 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.

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 plans are signed and sealed by a single licensed professional, a signature block can be placed on the Key Sheet (in lieu of adding a Signature Sheet). A Signature Sheet is often needed when the plans are signed by more than one licensed professional, and/or when a BIM file manifest is required.

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

910.3.1 Title Block

The Signature Sheet title block must include the information for the licensed professional who 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 plan set, the licensed professional 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 identifying 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 the requirements for the size and representation of a seal in their section of the Florida Administrative Code.

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 Index of Sheets. 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 that the licensed professional is signing and sealing below the Statement of Responsibility. 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 table 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 910-5** for an example of a revision Signature Sheet.

Exhibit 910-1: Lead Key Sheet

Exhibit 910-2: Revision Lead Key Sheet

Exhibit 910-3: Component Key Sheet

Exhibit 910-4: Signature Sheet

Exhibit 910-5: Revision Signature Sheet