914 General Notes

914.1 General

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 notes 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. Product and material requirements must be included in the applicable 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 commands.

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 when applicable:

(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) The location(s) of the utilities shown in the plans (including those designated Vv, Vh, and Vvh) are based on limited investigation techniques and should be considered approximate only. The verified locations/elevations apply only at the points shown. Interpolations between these points have not been verified.

(3) Utility/Agency Owners for this project include:

{List Company Name, Contact Name, and Phone Number. As a best practice, the contact email may also be included}.

Also include:

- Contact information for persons responsible for the maintenance of FDOT infrastructure such as traffic counters, lighting, signal components, and ITS.
- Transportation Data and Analytics Office when there is a traffic monitoring site on the project or within one half mile of the construction. The contact person is the Traffic Data Section Manager.

(4) SR XX is an Emergency Shoulder Use (ESU) route between _____ and _____. Maintain a usable shoulder during all phases of construction that can be open to ESU traffic when directed by the Department.

914.2.3 Bridge Clearance

For projects affecting an existing bridge (e.g., bridge widenings or resurfacing) that propose a minimum design vertical clearance between 16’-0” and 16'-2", or if a Design Variation or Design Exception is required, place the following general note in the plans:

When construction is complete, submit a certified survey confirming the as-built minimum vertical clearance is equal to or greater than the minimum design vertical clearance called for in the plans.

914.3 Pay Item Notes

Place pay item notes on the General Notes sheet.

Information on how quantities are determined is 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 the 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 to Reviewer is optional. However, these notes are particularly useful in documenting a project's status when the plans are to be "shelved".

Notes to Reviewer provide relevant information to reviewers, such as:

(1) Special directives and project details.

(2) Status of utility, R/W, and permit activities that may have a bearing on the level of completion for plan sheets.

(3) Clarification of Department commitments or agreements that reviewers should be apprised of.

(4) List of Design Exceptions, Design Variations, or Design Variation Memorandums being processed.

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

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.: 12345
   MAPS R US, INC.
   678 COMPASS ROAD
   MIAMI, FL 33179

2. THE LOCATION(S) OF THE UTILITIES SHOWN IN THE PLANS (INCLUDING THOSE DESIGNATED Vv, Vh AND Vvh) ARE BASED ON LIMITED INVESTIGATION TECHNIQUES AND SHOULD BE CONSIDERED APPROXIMATE ONLY. THE VERIFIED LOCATIONS/ELEVATIONS APPLY ONLY AT THE POINTS SHOWN. INTERPOLATIONS BETWEEN THESE POINTS HAVE NOT BEEN VERIFIED.

3. UTILITY/AGENCY OWNERS:

COMPANY	CONTACT	TELEPHONE NUMBERS	EMAIL (IF PROVIDED)
SHINRA POWER	CLOUD CROSS	(407) 555-1234	ccross@shinra.com
ENCOM	NOLEY McGEE	(407) 555-2345	mcgeen@encom.com
SILPH CO.	GIO KOALA	(407) 555-3456	giokoala@gmail.com
MAKO COMMUNICATION	ROB CUE	(407) 555-4567	not provided
BAY COUNTY UTILITIES	CHESTER DIGGER	(407) 555-5678	diggerc@bay.county.gov

4. SR 22 IS AN EMERGENCY SHOULDER USE (ESU) ROUTE BETWEEN I-10 AND US 319. MAINTAIN A USABLE SHOULDER DURING ALL PHASES OF CONSTRUCTION THAT CAN BE OPEN TO ESU TRAFFIC WHEN DIRECTED BY THE DEPARTMENT.

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 2022.

Exhibit 914-1
General Notes
Date: 1/1/2026

REVISIONS				ENGINEER OF RECORD	STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION			GENERAL NOTES	SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION	LUKE S. WALKER, P.E. LICENSE NUMBER: 12345 ROADWAY ENGINEERS, INC. 123 MAIN STREET TALLAHASSEE, FL 32301	ROAD NO.	COUNTY	FINANCIAL PROJECT ID		11
					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.

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