



South Carolina  
Department of Transportation

955 Park Street  
Post Office Box 191  
Columbia, South Carolina 29202-0191

Office of the Director  
(803) 737-1302 ♦ Fax (803) 737-2038

Deputy Director of Engineering  
(803) 737-1314 ♦ Fax (803) 737-2038

Deputy Director of Finance and Administration  
(803) 737-1240 ♦ Fax (803) 737-1719

Deputy Director of Mass Transit  
(803) 737-1280 ♦ Fax (803) 737-1862

November 4, 1996

### INSTRUCTIONAL BULLETIN NO. 96-15

**SUBJECT:** Revised Secondary 'C' Project Review Procedures and Title Sheet

**EFFECTIVE DATE:** November 4, 1996

**SUPERSEDES:** Instructional Bulletin No. 96-7

**RE:** Road Design CADD User's Guide - Reference Files

Upon completion of the Road Design Squad Leaders' and Managers' review of secondary road plans, the plans will be delivered to the Design Services Group (DSG). At this time the plans should be statused "R/W - 'C' Plans Complete".

When the DSG receives the plans, they are to perform a quality control (QC) review of the plans and return them to the squad for corrections within ten working days. Within two days, the squad will provide corrected plans back to the DSG who will send them directly to the Secondary Project Manager for review and signatures. If the project shows 2.024 Hectares (5 Acres) or more disturbed area or has a peculiar hydraulic condition, the Project Manager will provide a copy of the plans with a request to the Hydraulic Engineer for a review and to perform any subsequent study as necessary. The plans should continue circulating for signatures and then sent to Right of Way within seven working days after the Road Design Engineer receives the plans.

If a hydraulic study is necessary, the hydraulic design should be sent by the Hydraulic Engineer to the Secondary Project Manager for review to insure that it is compatible with the rest of the project plans. Upon receiving an acceptable design, the Project Manager will forward to the Road Design Section the details of the hydraulic design. The drainage design is then placed on the plans and any right of way and/or quantity revisions are made by the squad within twelve working days. A revised set of plans are then provided to the Right of Way Section through the Road Design Operations Center.

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The secondary project plans will no longer be sealed by the Assistant Deputy Director for Engineering; but will be sealed by the Project Development Engineer and the Road Design Engineer. New secondary project title sheets (metric and english versions attached) have been created to meet this new procedure. They can be found in the Reference File as:

English Project = esec\_ts2.dgn

Metric Project = msec\_ts2.dgn

All plans which have been submitted to the DSG with the old title sheet will not have the title sheet revised. Mr. W. B. Brigman will sign these plans in the signature block as found on these old title sheets. All other plans still in the road squad will use the new title sheet.

Approved: \_\_\_\_\_



E. S. Earle  
Road Design Engineer

INDEX OF SHEETS

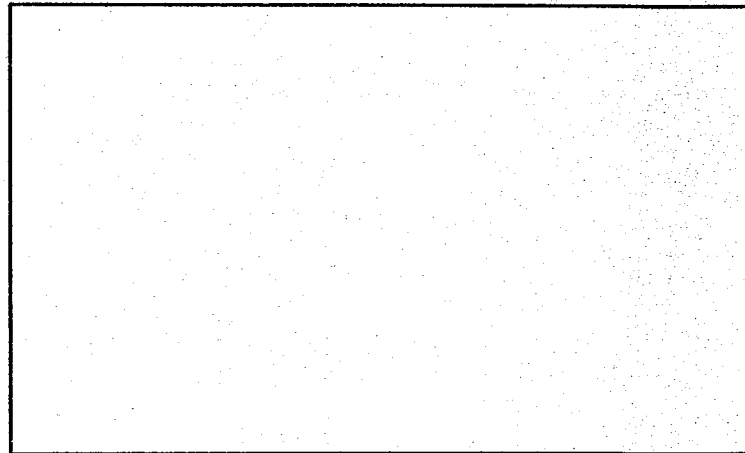


South Carolina Department of Transportation



# PLAN AND PROFILE OF PROPOSED STATE HIGHWAY

PROJECT NO.	STATE	DISTRICT	FILE NO.	PROJECT NO.	DATE	SCALE
3	S.C.					




**NPOES PERMIT INFORMATION**

NPOES Disturbed  
Area - \_\_\_\_\_ Hectare

Approximate Location of Roadway is:  
Longitude \_\_\_\_\_  
Latitude \_\_\_\_\_


**RAILROAD INVOLVEMENT?**  
YES / NO

**PROJECT DEVELOPMENT ENGINEER**



FOR RIGHT-OF-BAY / CONSTRUCTION: \_\_\_\_\_ DATE \_\_\_\_\_

**ROAD DESIGN ENGINEER**



FOR RIGHT-OF-BAY / CONSTRUCTION: \_\_\_\_\_ DATE \_\_\_\_\_

**TRAFFIC DATA**

\_\_\_\_\_ ADT \_\_\_\_\_  
\_\_\_\_\_ ADT \_\_\_\_\_  
TRUCKS \_\_\_\_\_ X

**LEGEND**

PROPOSED PROJECT 

OTHER ROADS 

**3 DAYS BEFORE DIGGING IN SOUTH CAROLINA**  
**CALL 1-800-922-0983**  
PALMETTO UTILITY PROTECTION SERVICE

**LAYOUT**

SCALE

NET LENGTH OF ROADWAY	_____	ft/m
NET LENGTH OF BRIDGE	_____	ft/m
NET LENGTH OF PROJECT	_____	ft/m
LENGTH OF EXCEPTIONS	_____	ft/m
GROSS LENGTH OF PROJECT	_____	ft/m

EQUALITIES IN STATIONING

**NOTE: ALL WORKSHOPS AND MATERIAL ON THIS PROJECT TO CONFORM WITH SOUTH CAROLINA DEPARTMENT OF HIGHWAYS AND PUBLIC TRANSPORTATION STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION LATEST EDITION, AND BOOK OF STANDARD DRAWINGS FOR ROAD CONSTRUCTION.**

**APPROVED FOR** \_\_\_\_\_ **DATE** \_\_\_\_\_

**MAYOR** \_\_\_\_\_

**COUNCIL MEMBERS**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CLEM:** \_\_\_\_\_

	RIGHT-OF-BAY / CONSTRUCTION	
	ENTER	DATE
SOILS LEADER-ROAD DESIGN		
ROAD RESOURCES/IN PRODUCTION SERVICES		
DESIGN SERVICES GROUP		
PROJECT ENGINEER		
HYDRAULIC ENGINEER *		

\* Only as requested by Project Engineer.

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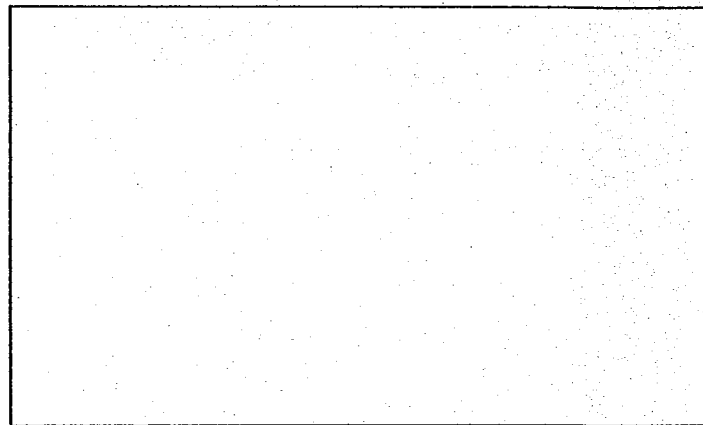


South Carolina Department of Transportation

COLUMBIA

# PLAN AND PROFILE OF PROPOSED STATE HIGHWAY

FILE NO.	DIST.	PROJECT	FILE NO.	PROJECT NO.	DATE	DATE
1	5A					




**HPDES PERMIT INFORMATION**

HPDES Disturbed Area = \_\_\_\_\_ Acres

Approximate Location of Roadway is:  
Longitude \_\_\_\_\_  
Latitude \_\_\_\_\_


**RAILROAD INVOLVEMENT?**  
YES / NO

**PROJECT DEVELOPMENT ENGINEER**



FOR RIGHT-OF-BAY / CONSTRUCTION: \_\_\_\_\_ DATE \_\_\_\_\_

**ROAD DESIGN ENGINEER**



FOR RIGHT-OF-BAY / CONSTRUCTION: \_\_\_\_\_ DATE \_\_\_\_\_

**APPROVED FOR** \_\_\_\_\_ DATE \_\_\_\_\_

MAYOR \_\_\_\_\_

COUNCIL MEMBERS \_\_\_\_\_

CLERK \_\_\_\_\_

**TRAFFIC DATA**

ADT \_\_\_\_\_

ADT \_\_\_\_\_

TRUCKS \_\_\_\_\_ X


**LAYOUT**


SCALE 1 INCH = FEET

NET LENGTH OF ROADWAY	SALES
NET LENGTH OF BRIDGES	SALES
NET LENGTH OF PROJECT	SALES
LENGTH OF EXCEPTIONS	SALES
GROSS LENGTH OF PROJECT	SALES

EQUITIES IN STATIONING

**LEGEND**

PROPOSED PROJECT 

OTHER ROADS 

**3 DAYS BEFORE DIGGING IN SOUTH CAROLINA**  
**CALL 1-800-922-0983**  
PALMETTO UTILITY PROTECTION SERVICE

NOTE: ALL WORKSHIPS AND MATERIAL ON THIS PROJECT TO CONFORM WITH SOUTH CAROLINA DEPARTMENT OF HIGHWAYS AND PUBLIC TRANSPORTATION STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION LATEST EDITION, AND BOOK OF STANDARD DRAWINGS FOR ROAD CONSTRUCTION.

	RIGHT-OF-BAY / CONSTRUCTION	
	START	DATE
SOULD LEADER ROAD DESIGN		
ROAD DESIGN IN PRODUCTION PHASE		
DESIGN SERVICES GROUP		
PROJECT ENGINEER		
HYDRAULIC ENGINEER *		

\* Available only as requested by Project Engineer.

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 28-MAR-1998