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Bridge Design Section  
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John Bel Edwards, Governor  
Shawn D. Wilson, Ph.D., Secretary

MEMORANDUM

TO: ALL CONSULTANTS  
ALL DESIGNERS

FROM: ZHENGZHENG "JENNY" FU, P.E. *ZJF*  
BRIDGE DESIGN ENGINEER ADMINISTRATOR  
DAVID SMITH, P.E. *DS*  
ROAD DESIGN ENGINEER ADMINISTRATOR

SUBJECT: BRIDGE DESIGN TECHNICAL MEMORANDUM NO. 89 (BDTM.89)  
NEW PLAN SHEET BORDER AND STANDARD PLAN SHEET BORDER

DATE: April 17, 2020

Following direction from the Chief Engineer, this BDTM details the publication of new title blocks for use with Louisiana DOTD plan sheets and Louisiana DOTD Standard Plans.

The purpose of the changes to the current title blocks are as follows:

1. Create consistency in the title block format and appearance throughout project plan sets
2. Create a consistent dedicated location on the sheet (within the title block) for the preliminary stamp and the engineer's stamp and signature. Related to this, please note:
  - a. This applies to full-sized plan sheets only. Letter-sized plan sheets will not have a dedicated stamp field within the title block, as it would force the title block to be larger than necessary.
  - b. In the rare case of letter-bid projects that require drawings to expand to "ledger-sized" sheets, the designer shall use the full-sized border, print to 11" x 17" sheets, then stamp the "ledger-sized" sheets with the properly sized engineer's stamp to meet LAPELS rules (1-5/8" or 2").
  - c. If an engineer chooses to use a 2" desk seal for full-sized plan sheets, they should still use the dedicated field in the title block. Some of the seal will project out of the title block into the plan sheet, but this should be acceptable.

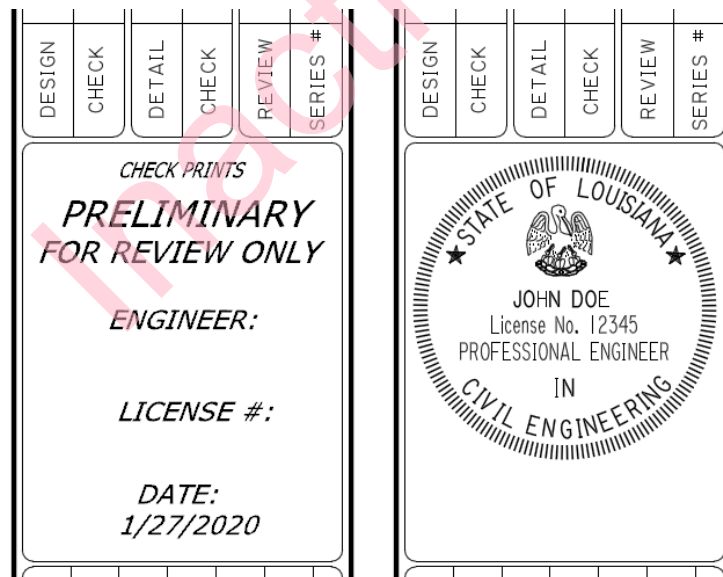
For a side-by-side comparison of the old and new title blocks for full-sized plan sheets and standard plan sheets, see Attachment 1 of this BDTM.

The major changes made to the title blocks includes:

1. The black and white DOTD logo was drafted from the color logo previously being used on plan sheets. The new version will print better, particularly when it comes to photocopies. **Note that for consultant projects, the DOTD logo is to remain in place.** The consulting firm may remove the text below the logo (examples for BRIDGE AND STRUCTURAL DESIGN and ROAD DESIGN shown here) and use that space for their company name and/or logo.

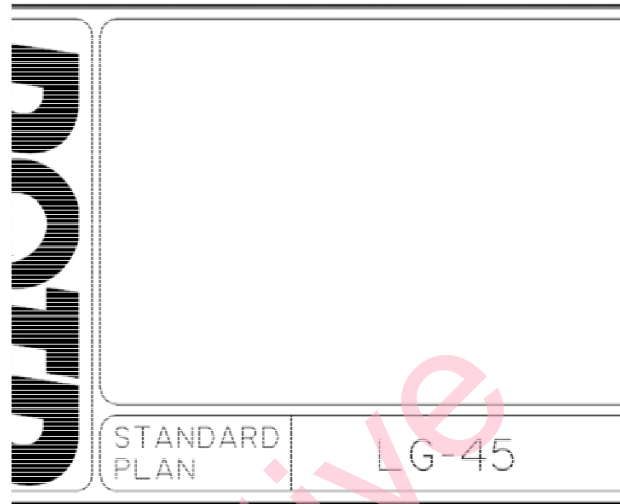


2. There is now a dedicated location with the title block for the placement of either the preliminary stamp or the engineer's stamp and signature. This not only clears up space for details within the border, but it also eliminates the possibility that a stamped and signed sheet could accidentally be issued with the preliminary stamp still placed somewhere on the sheet.



3. The previous version of the standard plan title block included space for revision descriptions and dates adjacent to the Chief's signature block. Because revisions to standard plans are not tracked or kept in this manner, those lines were removed.

- On the standard plan title block, underneath the main title field, the sub-title field has been annotated to indicate that this is a standard plan sheet. This field will be used for the shortened title as a unique and easy-to-use identifier of the standard. Examples of this include LG-45, SWBS-100, FR-01, FN-01, and CP-01.



- For disciplines mechanical, plumbing, electrical and architectural with a need for additional sheet numbering information, a block shall be placed in the bottom right hand corner of the border sheet. The first letter in each block shall be as follows: “M” for Mechanical Sheets, “P” for Plumbing Sheets, “E” for Electrical Sheets and “A” for Architectural Sheets. These letters shall be followed by the discipline’s sheet number (for example M1, M2, M3, etc.) and, if required, a second number (for example E1.1, E1.2, E1.3, etc.). See the example below:






- Official borders are stored on the DOTD S:\ drive. For help with DOTD borders and CADD Standards, contact the CADD Standards Engineer in the Road Design Section.

Please contact Kelly Kemp (225-379-1809, [kelly.kemp@la.gov](mailto:kelly.kemp@la.gov)) if you have questions or comments.



ZZF/DS/abl

Cc: Chris Knotts (Chief Engineer)  
Chad Winchester (Chief, Project Development Division)  
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Jacques Deville (Contracts and Specifications)  
Art Aguirre (FHWA)  
District Administrators, ADA Engineering, ADA Operations, and District Bridge Engineers  
and Area Engineers



Inactive

 CHECK PRINTS <b>PRELIMINARY</b> Louisiana Department of Transportation and Development FOR REVIEW ONLY ENGINEER: LICENSE #: DATE: 4/17/2020		< PROJECT NAME >		 DOTD BRIDGE DESIGN	
		APPROVED BY CHIEF ENGINEER:			
		REVISION OR CHANGE ORDER DESCRIPTION NO. DATE		DESIGNED CHECKED DETAILED CHECKED REVIEWED SERIES #	
PARISH CONTROL SECTION STATE PROJECT		SHEET NUMBER		PARISH CONTROL SECTION STATE PROJECT	



OLD PLAN SHEET

		REVISION OR CHANGE ORDER DESCRIPTION NO. DATE		DESIGNED CHECKED DETAILED CHECKED REVIEWED SERIES #	
APPROVED BY CHIEF ENGINEER:		REVISION DESCRIPTION NO. DATE		BY	
		REVISION OR CHANGE ORDER DESCRIPTION NO. DATE		DESIGNED CHECKED DETAILED CHECKED REVIEWED SERIES #	
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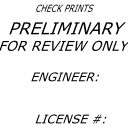
OLD STANDARD PLAN



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APPROVED BY CHIEF ENGINEER:		REVISION DESCRIPTION NO. DATE		BY	
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PARISH CONTROL SECTION STATE PROJECT		SHEET NUMBER		PARISH CONTROL SECTION STATE PROJECT	

NEW PLAN SHEET

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NEW STANDARD PLAN

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