

**DOTDFORM. 4**

**Transmittal of Plan Revision Sheets to General Files**

Date

Project Number:

Project Name:

To: General Files

From:

Name

Section

**Please distribute reproductions in accordance with page 2 of this Form.**

Sheet Numbers of Title Sheet and Revised Sheets:

Sheet Numbers Returned but not Modified:

Total Number of Sheets Transmitted:

:

Attachments

C:

Received in  
General Files by:

Name

Signature

Date

Please distribute complete sets of Title Sheet and Revised Plan Sheets as follows:

**22 x 34 (Full Scale) - Stapled**

- ( ) Set(s) District Administrator:
- ( ) Set(s) DOTD Project Engineer:
- ( ) Set(s) District Utility Representative:
- ( ) Set(s) District Lab Engineer:
- ( ) Set(s) Construction Section:
- ( ) Set(s) Contracting Agency:  
Address:
- ( ) Set(s) Parish Government:  
Address:

**11 x 17 (Half Scale) - Stapled**

- ( ) Set(s) DOTD Project Manager:
- ( ) Set(s) Bridge Design Section:
- ( ) Set(s) Road Design Section:
- ( ) Set(s) Pavement & Geotechnical:
- ( ) Set(s) Prime Design Consultant:  
Address:
- ( ) Set(s) Construction Contract Services:
- ( ) Set(s) Federal Aid Unit:  
(For Federal Oversight Plans only)