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## *Inter-Departmental Memorandum*

**Date:** March 5, 2008  
**To:** Design Team Leaders  
**From:** John Reese   
Assistant Roadway Design Division Engineer  
**Subject:** Form Grades

Form grades are an important part of roadway design that helps ensure smooth pavement transitions and proper drainage at interchange ramps and channelized intersections. A recent survey of recently developed projects indicated form grades were left out of a large percentage of the plans. Form grades should be included in the final contract plans on projects that contain the following:

- Interchange entrance and exit ramps
- Interchange loop ramps
- Channelized intersections

Review page 15-10 of the Roadway Design Manual for additional guidance on the preparation of form grades.

Before small blues are printed on future projects, please ensure that any needed form grade sheets have been included in the contract plan assembly.

pc: Roadway Design Division Engineer (Purvis)  
Special Projects Engineer (Boteler)  
Quality Control Engineer (Reeves)  
Roadway Design Section Engineers  
Active Consultants

