

Melinda L. McGrath
Deputy Executive Director/
Chief Engineer

Brenda Znachko
Deputy Executive Director/
Administration



Steven K. Edwards
Director
Office of Intermodal Planning

Willie Huff
Director
Office of Enforcement

Larry L. "Butch" Brown
Executive Director

P. O. Box 1850 / Jackson, Mississippi 39215-1850 / Telephone (601) 359-7001 / FAX (601) 359-7110 / GoMDOT.com

Inter-Departmental Memorandum

Date: November 4, 2009

To: Roadway Design Section Engineers
Roadway Design Plan Room
Design Team Leaders
Assistant District Engineers – PreConstruction
Traffic Engineering Division

From: Amy Mood ^{AM}
Assistant Roadway Design Division Engineer

Subject: Preliminary Stamp

*For Highlighted Area, See Memo Published on 8/15/2014 Titled, "Revised Title Sheet."

All sheets in roadway plans shall now have a "Preliminary Not For Construction" stamp except for final construction plans (first order prints). This preliminary stamp has been added to all sheet cells on a new level which needs to be turned off only when plotting final construction plans. When this level is turned off, an MDOT logo appears. **The MDOT logo should be plotted on every sheet of final construction plans prepared in-house.** The MDOT logo should be plotted on the every sheet of final construction plans prepared by consultants except the title sheet and detailed index sheet(s) which will be stamped and signed by the consultant. New cells have also been created to add this preliminary stamp to existing project sheets.

An executable to install the CADD update which contains the new sheet cells and new cells/programs to help place this stamp on existing sheets is available from the MDOT FTP site at the location listed below. A help document is also available there.

<http://ftp.mdot.state.ms.us>
Download a File
Roadway_Design
RWD_Files
2009-02-V8i
Post_Revisions
2009_11_02_Prelim_Stamp



The update has already been loaded for in-house design teams and the help document is available on the Roadway Design Intranet Site.

pc: Assistant Chief Engineer Preconstruction (Purvis)
Roadway Design Division Engineer (Reese)
Special Projects Engineer (Boteler)
Quality Control Section (Reeves, Sutterfield)
Electrical Engineer (Sansing)
Bridge Division (M. Carr, K. Carr)
Active Consultants