

**From:** Pittman, Richard  
**Sent:** Wednesday, October 31, 2012 8:43 AM  
**To:** Design Teams/Active consultants  
**Cc:** District Construction Engineers  
    Bridge Division  
    ROW Division  
    Construction Division  
    Environmental Division  
    Traffic Engineering Division  
**Subject:** Plans Stage Checkbox on Title Sheet

The title sheet now includes a new plans stage stamp that can be used to indicate the active stage in the design process that a current printed set of plans is intended. The purpose of this is to make it clear to other divisions and the districts what stage a specific set of plans is. This should eliminate the possibility of, for example, a district representative meeting with a property owner and viewing Preliminary ROW or Field Inspection plans when they should be viewing Final ROW plans. An image of this cell is shown below.

The stamp includes an X in the box next to CONCEPTUAL and it can be moved to other check boxes as the stages change. A date column is also included by each stage which has a data field that can be filled in with the date the marked plans stage was printed. As the stages change, you move the X to the appropriate stage box and enter a new date. A date next to a previous stage can be removed by entering a "space" in the data field. The entire plans stage stamp is located on the same level as the Preliminary stamp (Sheet\_Prelim). This will turn off this stamp and the preliminary stamp when printing the final set of plans.

For existing title sheets on ongoing projects, this stamp can be manually added by placing the cell called "titleInstg".

Districts/Other Divisions – please forward this email within your offices as necessary.

All – please advise if there are any questions.

**P.E.**

PLANS STAGE	DATE PRINTED
<input checked="" type="checkbox"/> CONCEPTUAL	_____
<input type="checkbox"/> PRE-R.O.W.	_____
<input type="checkbox"/> FIELD INSPECTION	_____
<input type="checkbox"/> FINAL R.O.W.	_____
<input type="checkbox"/> R.O.W. REVISION	_____
<input type="checkbox"/> OFFICE REVIEW	_____

FED. ROAD REG. NO.	STATE	PROJECT NO.	SHEET NO.
4	MISS.		1



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