

ENGINEERING DESIGN STANDARDS

VOLUME 2 DRAWING STANDARDS GUIDE

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CHAPTER 1 INTRODUCTION

1.1 PURPOSE

The purpose of these standards is to establish uniformity in the preparation of Contract Drawings and enhance consistency in drafting methods, symbology, and abbreviations. Design Engineers and Contractors are required to be familiar with these uniform standards.

1.2 SCOPE

This guide provides guidance and procedures for completion of engineering drawings for the Owner. The following sections of this guide address topics such as project folder setup and organization, sheet layout requirements, presentation graphics, layer-naming conventions, file naming conventions, and standard symbology. This guide addresses the production of design drawing sets using Computer Aided Design and Drafting (CADD).

The issuance of these standards does not relieve the Engineer from assuring that the standard details are correct and applicable to their specific project.

The latest revision of the Drawing Standards will be available at LVVWD.com and SNWA.com.

1.3 STANDARDS

The list below includes industry standards that may be referenced or used during design.

- American Institute of Architects (AIA) CAD Layer Guidelines
- National CAD Standards (NCS)

The list below includes local standards that may be referenced or used during design.

- Owner's Engineering Design Standards (EDS)
- Uniform Design & Construction Standards for Wastewater Collection Systems (DCSWCS)
- Uniform Standard Drawings for Public Works Construction, Offsite Improvements, Clark County Area (USD)
- Hydrologic Criteria & Drainage Design Manual, Clark County Regional Flood Control District
- State of Nevada, Department of Transportation, Standard Plans for Road and Bridge Construction
- State of Nevada, Occupational Safety and Health Administration Standards for General Industry

- State of Nevada, Occupational Safety and Health Administration Standards for Construction
- NV Energy Construction Standards

1.4 CLASSIFICATION OF DRAWINGS

The following are the various types of drawings used.

- Contract (Commitment) Documents (Drawings) - The drawings which show the scope, extent, and character of the Work to be furnished and performed by the Contractor.
- Conformed Set (Drawings) – Contract Documents modified to include addenda, request for clarifications, and bid questions during the bid process, prepared and stamped by the Design Engineer. Conformed drawings may not be required for small projects. Exceptions may be approved by the Engineering Division Manager.
- Shop Drawings - All drawings, diagrams, illustrations, schedules, and other data or information which are specifically prepared or assembled by or for the Contractor and submitted by the Contractor to illustrate some portion of the Work.
- As-Built Drawings (Red-Line Drawings) - Drawings marked up in the field to reflect changes to the design documents compiled by the Inspector / Contractor (modifications, field changes, shop drawing changes, design changes, extra work and every change that was approved and made during construction).
- Record Drawings – Drawings compiled from the as-built drawings submitted by the contractor, as a record of the work.
- Site (Living) Drawings – Drawings compiled from one or more contracts, or generated from field verification for maintenance purposes, which reflect the most current information about the facilities at a project site.

CHAPTER 2 ORGANIZATION

2.1 GENERAL

A Deliverable file is a drawing that contains information unique to specific drawing:

- Title block/information, such as: title, drawing number, sheet number, filename
- Specific notes, subtitles
- XREFs, Images
- Text, callouts, dimensions, scale bar, north arrow

Master files may contain background information, such as:

- Existing topographic features
- Proposed topographic features
- Proposed topographic features (contours or spot elevations)
- Roadways/sidewalks
- Yard piping
- Site electrical
- Facility grid/coordinate system
- Boring locations
- Existing facility outlines
- Proposed facility outlines at ground level
- Erosion and sedimentation control plan
- Project specific attribute file

XREF files are allowed within all AutoCAD deliverable files except for the Final Submittal. XREF files within the final AutoCAD deliverable files are to be incorporated using the XREF bind/insert function.

2.2 PRODUCTION SOFTWARE

Owner uses a current “production” version of AutoCAD software. Design Engineer may use other CADD systems, but it is their responsibility to provide all CADD file translation services. The deliverable AutoCAD format computer file and Bond plot must meet all the quality requirements of the CADD Guidelines.

2.3 FILE NAME

Each drawing file that represents a drawing sheet must be named in the following manner.

Project Number – Sheet Number - Discipline Code – Drawing Number

- Project Number – eBuilder generated Project Number.

- Sheet Number - A sequential number assigned to a sheet (within a set of sheets) for a drawing number. The Cover Sheet (Vicinity and Location Map) will be counted as the first sheet of the contract set. All sheets included in the contract set must be included in the sheet count. Alpha characters are not allowed as part of the sheet number.
 - For Contract Drawings, Sheet Number is a number of a sheet out of total number of sheets in the drawing set
 - For Site (Living) Drawings, Sheet Number is a number of a sheet out of total number of sheets in the specific discipline of a drawing set
- Discipline Code – An alphabet designated to discipline (C – Civil, E – Electrical, G - General etc.). See **Appendix A** for a sample list of Discipline codes.
- Drawing number - A sequential alpha numeric number assigned to a sheet (within a set of sheets) to indicate the sequence of drawings within a discipline.

Hyphens are to be used to delineate between fields (do not use underscores).

The following examples illustrate the standard for drawing file naming:

3223L-1-G-G1.dwg
3223L-1-G-G1.pdf

2.4 SHEET ORDER

Drawing sets shall be arranged in a logical manner to minimize confusion. When detailed sheets are needed, they always start with a specific discipline, followed by that discipline's details. See **Appendix A** for a general guideline of the drawing sheet order.

2.5 STANDARD TEMPLATES

Standard templates shall be provided by the Owner. This will create efficiency and uniformity through all projects. All drawings shall use standard title-block (Contract-shell.dwg). If the title-block is exploded or modified, the submittal will not be accepted.

When AutoCAD files are prepared for submittal, the paper copy and the electronic view on the screen must be the same. Drawings shall be assembled in a consistent manner throughout the contract.

AutoCAD drawing deliverable sheet files may contain multiple layout tabs at any submittal except for the Bid set Submittal. Bid Set submittal shall contain both a single ACAD and PDF file of each signed original individual sheet and an overall combined PDF of the signed set.

CHAPTER 3 CONTENT

3.1 LAYERS

Layers serve to organize information within the design file in both sheet deliverables and referenced files. The uniformity of the layer name is critical to the organization and the structure of the drawing. Layers are used to group information in a drawing by function and to enforce line type, color, and other standards.

Every drawing includes a layer named 0. This layer cannot be deleted or renamed.

Layer names consist of distinct data fields separated from one another by a dash.

Discipline– Category– Status – User Defined (optional)

Discipline (1 character) - see **Appendix A** for the Drawing/Layer Disciplines.

Category (3-characters) - See **Appendix B** for layer prefix grouping

Status (1-character) – This is a mandatory field that distinguishes the data contained on the layer according to the status of the work or the construction phase. The following are some of the characters used.

P = Proposed
F = Future
B = By Others
D = Demolition
R = Removed
A = Abandoned
T = Temporary Work
M = Items to be moved
X = Existing
1-9 = Phase Numbers

The following example illustrates the layer naming for Civil Roadways proposed East Road:

C-RDSP-EAST

Appendix B shows a master layer list used in a contract drawing. This list is not considered final or expected to have all the layers necessary for each individual contract. Any layers not found in the master list shall conform to the above standard convention for their naming. Any layer not consisting of a single color or line type is up to the discretion of the user while still in accordance with the Plot Styles (see **Appendix D**).

3.2 TEXT STYLES

All text shall follow these parameters:

- All text shall be upper case, unless approved otherwise by Owner
- Make every reasonable effort to place text horizontally and consistently use the justification left
- Text should never be scaled, stretched, or compressed to fit a specific situation
- Text width is always 1 or 100%. If the width needs to be modified to fit, a minimum of .8 or 80% is permitted
- Typical text font shall be ARIAL
- Typical title font shall be ARIAL
- Line spacing will be equivalent to the AutoCAD default
- Fractions should be written horizontally and have slanted midlines (i.e., 1/2, 1-1/2)
- Uniformity in text size as well as style will be maintained

Text Style examples are shown in **Appendix C**.

Text shall be placed to facilitate reading from the bottom or the right-hand edge of the drawing. The guide for reading is as follows:

- Horizontal lettering shall be read from left to right
- Vertical lettering shall be read from bottom to top
- Diagonals shall read from left to right, bottom to top for text oriented 0-90 degrees, and top to bottom or text oriented >90-180 degrees

Two types of notes appear in the drawing: general notes which apply to all the drawings and view notes which apply to specific features on a specific drawing.

General notes convey information common to the components of an entire drawing, process area, discipline, or to all the drawings in the package. General notes are presented either in the drawing which they apply (i.e., General Structural Notes), or on the General Sheet, titled "General and Project Notes". General note sheets contain multiple columns of notes.

- General notes should be placed in a column with single-spaced lines within each note (1/16-inch apart) and double-spaced (1/4-inch apart) between notes.
- The general note columns should be no wider than 5-3/4 inches plus a 1/4-inch margin between the notes and the drawing border. These columns should be left justified whenever possible.

View notes convey information about a specific component of a specific drawing. The view notes should be located 1/4-inch between the lettering and the drawing and should

be left justified. The right-hand side of a drawing, if required, is designated for items other than plans, sections, elevations, and details (such as notes, legend, key map).

3.3 DIMENSION STYLES

A dimension style is a named collection of dimension settings that control the appearance of different elements, such as arrowhead style, text location, and lateral tolerances. Like Text Styles, Dimension Styles are annotative as well.

All the dimensions shall follow these parameters:

- If an object has dimensions that are too long to be shown on the scale being used, the object should be broken or jogged using the application functions and never exploded.
- The scattering of dimensions across the sheet should be avoided.
- Place text/callouts in an organized manner before placing leaders.
- The overall dimension and string dimensions should be located away from the object drawing as possible to ensure uniformity and clarity, in addition to providing space for any future notations.
- Where several closely spaced parallel lines occur (i.e., pavements, shoulders, curbs, medians), the dimensions are placed between the parallel lines without using arrows.
- Enlarged details shall be used where dimensioning would be congested or crowded.
- Leader or callout lines are drawn at an angle of 30 to 60 degrees, with an arrowhead at the drawing feature being annotated. Where straight-line leaders are used, leader lines should start at the note, with a short line (1/8-inch minimum) parallel to the note's base. When the note is to the right of the object, the leader line should start with the first word of the note. When the note is to the left of the object, the leader lines should start with the last word of the note. Leader lines in the same area should be parallel.
- Avoid leader lines that are:
 - Horizontal or vertical
 - At the same angle as cross hatching
 - At very small angles to the terminating surface
 - Parallel to extension or dimension lines
 - Crossed or cross design features
 - Too long

Acceptable practices for dimensioning and leader lines are as follows:

- Dimensions of 12 inches or more are shown as feet and inches (e.g., 1'-0", 36'-3", 16'-3 3/8"). See the exceptions below.
- Dimensions less than 12 inches are shown as inches only (for example, 1", 4", not 0'-4").

- Exceptions to the above are as follows: pipe diameters (e.g., 30"DIA), weld dimensions (e.g., 4-16), column sizes (e.g., 24-inch SQUARE), reinforcing spacing (e.g., #4 at 12 #5 at 16), and structural steel (e.g., L5x3x1/4x0'-6", PL 1/2x12, BAR 2x1).
- Civil drawing using engineering scales shall use dimensions in decimal feet (e.g., 1.75', 23.25', 16.00'). Road and street grades shall be shown in percentages (e.g., 4.50%).
- Sewer and waterline grades shall be shown in feet per foot (e.g., 0.0450). Minus signs shall precede grades with negative slopes, and plus signs shall precede grades with positive slopes.
- Every reasonable effort should be made to avoid double dimensioning. Do not repeat dimensions in additional views of an object, unless repetition is required for clarity.

Line terminators shall be used on dimension lines and leader lines. The type of line terminator used depends on the feature to be emphasized and available space. Line terminators can be used as follows:

- Arrowheads should be used to terminate the dimension and leader lines. If a dimension is required inside a space less than 3/8-inch, external dimension lines and arrowheads can be used.
- Slashes should be used to terminate dimension lines inside a space less than 3/8-inch. Slashes are approximately 1/8-inch long.
- Loops should be used to determine leader lines at reinforcing steel bars, electrical wires, single-line piping, and schematic lines. Their approximate radius is 1/16-inch, and they start and stop one radius from the line identified.
- Avoid crossing dimensions, extensions, or other leader lines. If crossing dimensions lines is unavoidable, always break the leader line using the available application features but never explode the dimension.
- A terminator shall always touch the item to which it is pointing.

3.4 PLOT STYLES

Plotting is achieved through defined layouts, page setups, and plot styles. A plot style controls how an object or layer is plotted by a set of overrides for color, dithering, gray scale, pen assignments, screening, lineweight, endstyles, jointstyles, and fillstyles. See **Appendix D** for plotter pen examples.

All drawings should produce acceptable prints when scanned and reprinted at original, enlarged and/or reduced scales from original records. Special attention should be given to avoid the following problems that cause poor reproduction quality:

- Lettering that is too small on scaled plots
- Smudges, dirt, stains, wrinkles, and creases resulting from careless handling
- Insufficient space between lines and lettering

- Overdrafting, such as excessive cross-hatching and shading

The Owner’s template includes additional plot styles.

3.5 LINE TYPES

Line types represent drawing features. See **Appendices B & E** for line types examples and usage.

3.6 SHEET SIZE

Contract Drawings size shall be ARCH D standard size 24 inch (Width) x 36 inch (Length). Due to the Owner's printing requirements, Model Space and Paper/Layout Space drawings are only permitted. The drawing shell shall always be inserted into Paper/Layout Space at (1:1 scale) 24 inch x 36 inch and drawing "psltscale" to be set at "1".

Addendum, Change Order and other drawings prepared during construction shall be ANSI standard size A (8.5x11), B (11x17) or ARCH D (24x36).

3.7 SCALE

Use the smallest possible scale to show the view without obscuring vital details. Here are some typical drawing scales.

Table 3-1 Typical Drawing Scales

Discipline	Scales
General Plan Views, Site Civil, Yard Piping, etc.	1 inch = 10, 20, 30, 40, 50, 60, 100 feet
Enlarged Plan Views	1 inch = 2, 3, 4, 5, 6, 10 feet
Plan and Profile Views	Horizontal: 1 inch = 40 feet Vertical: 10:1 ratio of horizontal scale only
Architectural Plans, Structural Plans, Mechanical Plans, Sections, Details,	As commonly used and found on Engineer’s or Architect’s scale
Enlarged Sections, Details	As commonly used and found on Engineer’s or Architect’s scale

The rules listed below should be followed to show the scale of a drawing:

- On single or multiple plan views, a scale bar depicting the scale is required to be placed under or near the north arrow.
- On sections and details providing single or multiple views on a drawing, the appropriate scale should be noted below the title of each view.
- When the section or detail has no scale, “NTS” (not to scale) should be noted below the title of each view. The notation “NTS” (not to scale) should be minimized

and used only for specific dimensions or details that are not to scale within the drawing. NTS drawings shall still make every effort to maintain relative sizes and dimensions.

3.8 SYMBOLS / LEGEND

See **Appendix F** for examples.

Follow these standards.

- Uniform Design and Construction Standards for Water Distribution Systems, Latest Edition
- ANSI Y32.2.3-49 Graphics Symbols for Pipe Fittings, Valves, and Piping
- ANSI Y32.2.4-49 Graphics Symbols for Heating, Ventilation, and Air Conditioning
- ANSI Y32.4-77 Graphics Symbols for Plumbing Fixtures for Diagrams Used in Architecture and Building Construction
- ANSI Y32.9-72 Graphics Symbols for Electrical Wiring and Layout Diagrams Used in Architecture and Building Construction
- ANSI Y32.11-61 Graphical Symbols for Process Flow Diagrams
- ANSI Y32.18-72 Symbols for Mechanical and Acoustical Elements as Used in Schematic Diagrams

3.9 ABBREVIATIONS

See **Appendix G** and **Volume 1 General Design Guide Appendix A** for examples. If abbreviations other than those included in the Appendix are used, they must be added to the abbreviations list in the general sheets.

CHAPTER 4 DESIGN

4.1 BORDER (TITLE BLOCK)

All drawings shall use standard title block (contract-shell.dwg) provided by the Owner. All borders shall be inserted in the layout space/paper space at full scale and insertion point of 0, 0. See **Appendix H** for the title block example. The title block on the right side of the border includes:

1. Owner's Logo – Las Vegas Valley Water District, Big Bend Water District or Southern Nevada Water Authority logos and addresses. Owner's logos can be turned on/off using AutoCAD layers within the title block.
2. Design Engineer's Stamp – Design Engineer's electronic PE stamp
3. Project Name – Site Name, Facility Name, Project Title, Discipline, and Sheet Title. The Operations Department maintains a list of current site names and their IDs. The Owner will generate a new site name and ID for a site not listed during Scope of Work. Some projects touch multiple sites, so there will be multiple Site IDs per project. Site names shall not be shown on Legend sheets and sheets which have common details for multiple sites.
4. Consultant's Logo and Signatures – Consultant name, address, and phone number and names of drafters, design engineers, checkers, and approvers. The Owner's logo at the bottom right of the title block shall be replaced with Consultant's logo.
5. Project Numbering – Project Number / Commitment Number, Site ID, Drawing Number and Sheet Number. Refer to file naming requirements in Chapter 2. Commitment No. is expected to be generated by APTTUS and Project No. is expected to be generated by e-Builder and provided by the owner to the Design Engineer.
6. Revisions (changes made after the first approved version) shall be shown as text with Δ (delta) and number on the left side of title block, no box needed.

4.2 SIGNATURES AND STAMPS

Stamps, seals and signatures shall be per regulations NRS 625.610 and 625.611. Electronically locked files (PDF) with encrypted digital signatures may be accepted by these regulations for electronically submitted documents. All PDF files shall be flattened. The design engineer's PE stamp can be digitally placed as a project specific attribute. Final submittals must be hard copies with original signatures in blue ink. Digitally signed or locked files will not be accepted for the Final Submittal.

Signatures for all relevant agencies should be located on the appropriate general sheet and each sheet within the contract should be signed and sealed by the design engineer in responsible charge of that discipline.

4.3 KEY MAP

Key Map is a small plan view of the facility or pipeline alignment. Keymap shall be provided on the general index sheet for a project at a minimum. A keymap shall be provided for all partial plans and matchline sheets.

4.4 NORTH ARROW & STATIONS

A North arrow shall be included in all general plans, site plans, building floor plans, details or other appropriate drawings. The North arrow shall be in the upper right corner of the drawing, orient vertical or up or 90 degrees to the left or right. North arrow and all text are to be oriented to be read from the bottom and right. Any variation from this orientation must be approved by the Owner.

All Stationing is to be oriented from left to right. Stations are to be consistent at matchlines and station equations are not permitted. Pipeline stationing always increases from left to right across each plan and profile drawing. The stationing limit on each sheet shall be 1,000 feet max. for plan and profile sheets and 2,000 ft max. for sheets with no profiles (smaller diameter pipelines).

4.5 VIEWS, SECTIONS & DETAILS

The following guidelines should be followed in placing views.

- The main plan view should be placed in the upper left corner of the drawing such that sections or elevations can be projected directly below or across from the plan. If there is more than one plan view, views should be arranged at the top of the drawing in sequence from left to right.
- Sections (letter), details (numeral), elevations, and schematics (in that order) should be placed directly below the main plan view when space is available; otherwise, they should be placed to the right. Whenever possible, views that relate to one another should be grouped on the same drawing.
- The view notes should be located 1/4-inch between the lettering and the drawing and should be left justified. The right-hand side of a drawing, if required, is designated for items other than plans, sections, elevations, and details (such as notes, legend, key map).
- All views, sections and details shall be orderly and separated by lines.

- For projects with multiple sites, details should be shown for each site even if the details are similar.
- Details, sections and elevations shall be cross referenced to the plan.
- Refer to **Appendix H** for proper section cut direction, arrows, and call out graphic symbology.

4.6 EQUIPMENT NUMBERING SYSTEM TAGS

Numbering system shall be provided for components such as pumping equipment, piping valves, motors, controls, instruments, and other devices necessary to make up a completed facility that can be functionally tested and operated. This component numbering is maintained throughout the drawing lifecycle and is required to be shown even on record drawings.

SCADA tags shall be used for equipment numbering. Please refer to the **Volume 11 Instrumentation and Control Design Guide** for equipment numbering.

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CHAPTER 5 DRAWING REVISIONS

5.1 GENERAL

This chapter provides guidelines for Contract Drawings. All revisions to the drawings are to be clouded in AutoCAD. Numbered or lettered revision triangles will be placed with clouded areas and in the revision area to the left of the drawing title block. A detailed description of the changes shall also be provided in the revision area to the left of the title block.

Revision clouds are not required for any changes during the percentage submittal of the design drawings. Clouding should be utilized for revisions during the bid and construction process (addendum, Change Order, & Updates). Clouding will be saved for permitting set as the permitting agencies require it. Clouding shall be removed for any major version of the contract drawings (Design, Conformed, and Record). Clouding and revision designations will be set up on a separate CADD layer to permit future removal.

Provide AutoCAD drawing files with all the changes. These changes shall not be made to the files in the final design archive. Instead, the final design files shall be restored to a new directory created for services during construction. If necessary, create additional drawing files, and the index to drawings shall be revised accordingly.

5.1.1 Addenda

Addenda are written or illustrated instructions issued to all people on the plan holders (the prospective bidders) list prior to the opening of construction bids. Addenda are used to clarify, review, add to, or delete from the original contract documents package or previous addenda. The primary purpose of an addendum is to correct discrepancies in the drawings and specifications and to clarify questions raised by bidders during the bid process. Example of Revisions is shown in **Appendix I**.

5.1.2 Conformed Set

The conformed set is defined as Contract Documents modified to include addenda, request for clarifications and bid questions during the bid process. The conformed set will be prepared and stamped by the Design Engineer. Clouding, revision deltas (within drawing area only) and the engineer seals shall be removed. Conformed Stamp block to be added (see **Appendix I**).

5.1.3 Change Order

Change orders are written or illustrated changes to the contract documents that are signed by all responsible parties and issued after the execution of the contract. A change order authorizes an addition, deletion, or revision in the work. The purpose of a change

order is to add or delete work, correct discrepancies, or account for changes required by unexpected field conditions encountered during construction. Change order revisions are shown like Addenda revisions. Change order revisions will remain on the record drawing to provide a history of revisions.

5.1.4 As-Built (Red-Line) Drawings

Red-Line Markup Drawings are created during construction. These are drawings marked up in the field to reflect changes to the design documents compiled by the Inspector / Contractor (modifications, field changes, shop drawing changes, design changes, extra work and every change that was approved during construction).

Field redline markups, which are scanned paper copies or Red-Lines created in Redeye are forwarded for As-Built drawings creation in-house or by Design Consultant. After Substantial Completion, the Contractor submits all the Red-Lines for CM review. After approval, the Red-Lines are transmitted either to the Design Consultant or In-house for As-Built/Record Drawing creation.

As-Built drawing stamp shall be as shown in **Appendix I**.

5.1.5 Record Drawings

Record drawings are the Conformed drawings revised to show final construction according to the best records available. The information is typically furnished by the Construction Team in various forms including As-Built (Red-Line) drawings, filed notes, and GPS location records. Record drawings include data from all addenda and change orders, along with any other drawing changes made in response to special conditions encountered during construction. There shouldn't be any clouding on a record drawing.

Signatures for all relevant agencies, located on the general sheet, shall be replaced electronically in the record drawing set with the signers' name and date signed or agency name and date, if name cannot be read. A signature note shall be added to the general sheet explaining the addition (see **Appendix I**).

On each sheet the Design Engineers stamp, and signature shall be replaced with a standard Engineer's Seal note populated with the engineers' name, license number, and date the original sheet was stamped (see **Appendix I**).

Original signed drawings are stored at the Owner's site.

5.2 DRAWINGS WORKFLOW

Drawings are created and managed in-house or by a Design Consultant. The workflow chart published on Hydroweb (Owner's internal website) describes the teams overseeing drawings in various phases of drawing creation.

CHAPTER 6 DELIVERABLES

6.1 GENERAL

Deliverables shall be in accordance with Chapter 2 General Administrative Guidelines of **Volume 1 General Design Guide**.

Project deliverables shall be PDF, AutoCAD files and hard copies as required accompanied by a transmittal. All PDF files shall be unlocked, named, bookmarked, and flattened correctly. In general, the following are deliverables:

- 60% Review submittal – PDF, AutoCAD files, hard copies as required
- 100% Review submittal – PDF, AutoCAD files, hard copies as required
- Bid set – PDF, AutoCAD files, hard copies as required
- Conformed set – PDF, AutoCAD files, hard copies as required
- As-Builts – PDF, hard copies as required (typically prepared by the Owner)
- Record set – AutoCAD files prepared by the Owner only

6.1.1 Hard Copy Sheets

Hard copies shall be of white, Bond paper, 24-lb minimum weight. Mylar plots as required for agency permitting.

6.1.2 Digital Files

All drawings shall be delivered in AutoDesk software (Civil 3D) drawing files and as individual and full set combined PDFs. Verify the AutoCAD version to be used with the Owner prior to the start of the project. File naming conventions shall be per **Chapter 2 Organization**.

6.2 PLOTTING AND REPRODUCTION

All drawings should produce acceptable prints when scanned and reprinted at original, enlarged and/or reduced scales from original records. Special attention should be given to avoid the following problems that cause poor reproduction quality:

- Appropriate layers are set correctly in the deliverable file and in all reference files
- Correct reference files are displayed, and screened colors are used where required

- Lettering that is too small on scaled plots
- Smudges, dirt, stains, wrinkles, and creases resulting from careless handling
- Insufficient space between lines and lettering
- Over drafting, such as excessive cross-hatching and shading
- All mylar plots should be plotted with mirroring option on

APPENDIX A
Discipline Codes and Sheet Order

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Discipline Codes and Sheet Order

Sheet Order	Code	Discipline	Sub Discipline
1	G	General	Cover Sheet, Location Map, List of Drawings
			General Notes
			Abbreviation List
			Legend, Utility Signatures
			Hydraulic Profile, Flow Diagram
2	SV	Survey	Symbols, Legends, Notes
			Horizontal Control Plans
			Topographical Plans
3	D	Demolition	Symbols, Legends and Notes
			Plans
4	C	Civil	Symbols, Legends and Notes
			Site Plans
			Piping Plan and Profiles
			Grading and Paving Plans
5	CD	Civil Details	Piping Sections and Details
			Miscellaneous Civil Details, Standard Plates
6	L	Landscaping and Irrigation	Symbols, Legends and Notes
			Landscaping Plans
			Irrigation Plans
7	LD	Landscaping and Irrigation Details	Details
8	A	Architectural	Symbols, Legends and Notes
			Plans
			Schedules
9	AD	Architectural Details	Elevations
			Sections and Details
10	S	Structural	Symbols, Legends and Notes
			Plans
			Miscellaneous Plans
11	SD	Structural Details	Details
			Sections
12	P	Plumbing	Symbols, Legends and Notes
			Site Plans
13	PD	Plumbing Details	Sections and Details
14	F	Fire Protection	Symbols, Legends and Notes
			Site Plans
15	FD	Fire Protection Details	Details
16	M	Mechanical	Symbols, Legends and Notes
			Piping Plans and Equipment Schedules
			Process Flow Diagrams
			Equipment Arrangement Plans

			HVAC Plans and Schedules
			Cathodic Protection
			Demolition Plans
17	MD	Mechanical Details	Sections and Details
18	E	Electrical	Symbols, Legends and Notes
			Site Plans
			Single Line Diagrams and Switchgear, MCC Elevations
			Pump Schematic, Wiring Diagrams and Logic Diagrams
			Power and Grounding Plans
			Lighting and Heat Trace Plans
			Power and Lighting Panel Schedules
			Power and Control Conduit Schedules
			Miscellaneous Schematic and Wiring Diagrams
			PLC Schematic and Wiring Diagrams
19	ED	Electrical Details	Details
			Panel Layouts
20	I	Instrumentation	Symbols, Legends and Notes
			Process and Instrumentation Diagrams
			Instrument Loop Diagrams
			RTU Wiring Diagrams
			Miscellaneous Schematic and Wiring Diagrams
			Instrument Plans
21	ID	Instrumentation Details	Details
			Miscellaneous Panel Layouts
22	T	Traffic	Symbols, Legends and Notes
			Plans and Elevations
23	TD	Traffic Details	Details
24	H	Hydrology	Symbols, Legends and Notes
			Well Construction Completion
			Well Traffic Barricade and Flush Route
			Well Startup Valving and Yard Piping
25	MU	Multi Discipline	Multi Discipline
26	X	Exhibit/Interpretive	Symbols, Legends and Notes
			Plans
27	XD	Exhibit/Interpretive Details	Details

APPENDIX B

Layers

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MASTER LAYER LIST

LAYER PREFIX GROUPING	STATUS SUFFIX BY PEN COLOR							LINETYPE BY STATUS (● INDICATES ONE LINETYPE FOR ALL STATUS SUFFIXES)											DESCRIPTION
	DEFAULT COLOR (FOR ALL)	P PROPOSED	X EXISTING	F FUTURE	U BY OTHERS	R REMOVED	A ABANDONED	CENTER	CONTINUOUS	DASHED	DASHEDX2	HIDDEN	HIDDEN2	PHANTOM	PHANTOM2	DOT2	CREATED - SEE LEGEND		
0	7								●									MISCELLANEOUS LAYER	
C-WAL	2																●	BLOCKWALL OR FENCE	
* CITYVIEW																		CITY LOCATION MAP MVIEW FOR DISTRICT USE	
* CORNERS																		INTERIOR BORDER OF TITLE BLOCK	
C-BLD		2	1	-	-	-	-		P			X						BUILDING	
C-CEN	1							●										CENTERLINES	
C-CON		3	252	-	-	-	-		P			X						CONTOURS, PROFILE GRADES	
C-DIT	2										●						●	DITCHES, WASHES AND TRENCHES	
C-EAS	3											●						EASEMENTS	
C-GRID-1	4															●		INTERMEDIATE PROFILE LINES PER EXAMPLE	
C-GRID-2	3								●									PROFILE BORDER LINES PER EXAMPLE	
C-PRL	2								●									PROPERTY LINES	
C-RDS	2								P,F	B	X	R,A						ALL SIDEWALK, CURB & GUTTER, DRIVEWAYS, AND ROADS	
C-ROW	4													●				RIGHT-OF-WAY	
C-SEC	3														●			SECTION LINES	
C-SGN	1								●									SIGNS	
C-SLT	2																●	STREET LIGHT	
C-UTL	1										●							UTILITIES	
C-WTR		3,6	3	1	3	1	1		P	B	X	R,A		F				16" AND SMALLER (6), SIZES ABOVE 16" (3)	
E-AGO		3	2	1	2	2	2			●								ABOVE GROUND ONSITE	
E-DET		3	2	1	1	2	2			●								DETAILS	
E-EQP		3	1	1	1	1	1		P	X			F,R	A,B				EQUIPMENT	
E-SIT		3	1	1	1	1	1			●								SITE PLANS	
E-GND		3	1	2	-	1	1			●								GROUNDING	
E-UGO		3	1	2	1	1	1			●								UNDERGROUND ONSITE	
HATCH	1									●								ALL HATCHING	
L-LAN	2									●								ALL LANDSCAPING	
* MTOOLS																		MODEL SPACE	

* - REFERENCE LAYER

MASTER LAYER LIST (DETAILS ONLY)

LAYER PREFIX GROUPING	STATUS SUFFIX BY PEN COLOR								LINETYPE BY STATUS (● INDICATES ONE LINETYPE FOR ALL STATUS SUFFIXES)											DESCRIPTION	
	DEFAULT COLOR (FOR ALL)	D PROPOSED	X EXISTING	T FUTURE	U BY OTHERS	R REMOVED	A ABANDONED		CENTER	CONTINUOUS	DASHED	DASHEDX2	HIDDEN	HIDDEN2	PHANTOM	PHANTOM2	DOT2	FENCELINE1			CREATED - SEE LEGEND
D-CEN		1							●												ALL CENTER LINES
D-CYN		4								●											PROPOSED PIPE LINES
D-GRN		3								●											PROPOSED DETAIL PERTAINING TO TITLE
D-YEL		2												●							PROPOSED HIDDEN LINES OF DETAIL
D-YEL		2								●											PROPOSED DETAIL
D-YEL			2								●										ALL EXISTING
D-RED	1									●											ALL HARD TO SEE SMALL PARTS SUCH AS BOLTS
D-VLT		3	1	-	-	-	-			●											VAULT
I-EQP		2	1	1						●											FIELD INSTR (w/ PWR)/CONTROL DEVICES
I-SIG		3	2	1							●										SIGNAL LINES
I-COM		2	1	1														●			SOFTWARE LINK LINES
I-PWR		2	1	1						●											SUPPLY POWER
I-SYMP		2	1	1						●											INSTRUMENT SYMBOLS (RTU, SCADA, PLC, ETC)
M-EQP		3	2	1						●											FIELD INSTR (w/o PWR)/PUMPS, ETC
I-ENC		3	2	1											●						ENCLOSURE (VFD, LCP, ETC)
E-COMP	3									●											COMPONENTS & SYMBOLS FOR SCHEMATICS
E-EXTW	1													●							EXTERNAL WIRING FOR SCHEMATICS
E-OUTLN	1														●						DEVICE OUTLINE FOR SCHEMATICS
E-WIRE	1									●											INTERNAL WIRING FOR SCHEMATICS

* - REFERENCE LAYER

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APPENDIX C

Text Styles

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AUTOCAD TEXT FORMAT FOR PROJECTS

STYLE: TEXT1
FONT: ARIAL
SIZE: 0.10 x DRAWING SCALE
SCALE: 1
OBLIQUING ANGLE: 0
LAYER: TEXT1
USAGE: ALL OTHER TEXT, DIMENSIONING, LEADERS, ARROWS AND NOTES.
EXAMPLE: 10'-0", (TYP), STA. 10+00.00

ALL TEXT IS TO BE UPPER CASE, UNLESS APPROVED OTHERWISE BY DISTRICT ENGINEER.

STYLE: TEXT2
FONT: ARIAL
SIZE: 0.24 x DRAWING SCALE
SCALE: 1
OBLIQUING ANGLE: 0
LAYER: TEXT2
USAGE: STREET NAMES
EXAMPLE: **RANCHO DRIVE**

ALL TEXT IS TO BE UPPER CASE, UNLESS APPROVED OTHERWISE BY DISTRICT ENGINEER.

STYLE: TEXT3
FONT: ARIAL
SIZE: 0.20 x DRAWING SCALE
SCALE: 1
OBLIQUING ANGLE: 0
LAYER: TEXT3
USAGE: GENERAL NOTES TITLE, OTHER NOTE TITLES, DETAIL AND DRAWING TITLES
EXAMPLE: **SITE PLAN, BLOW-OFF DETAIL**

ALL TEXT IS TO BE UPPER CASE, UNLESS APPROVED OTHERWISE BY DISTRICT ENGINEER.

STYLE: TEXT4
FONT: ARIAL
SIZE: 0.15 x DRAWING SCALE
SCALE: 1
OBLIQUING ANGLE: 0
LAYER: TEXT4
USAGE: MATCHLINES, PROFILE GRID STA. AND ELEV., INTERMEDIATE DETAIL TITLES
EXAMPLE: **DETAIL "C", TRENCH SECTIONS**

ALL TEXT IS TO BE UPPER CASE, UNLESS APPROVED OTHERWISE BY DISTRICT ENGINEER.

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APPENDIX D

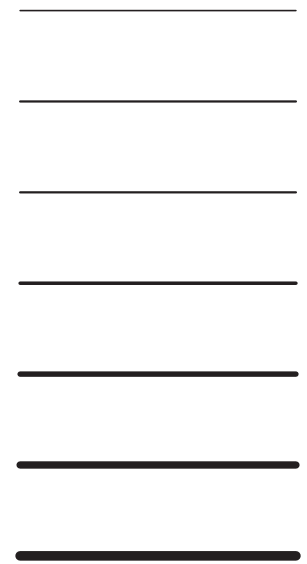
Plot Styles

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BLACK AND WHITE PLOTTER PEN EXAMPLES

PEN NUMBER	COLOR	INCHES
1	RED	0.005
2	YELLOW	0.008
3	GREEN	0.012
4	CYAN	0.018
5	BLUE	0.028
6	MAGENTA	0.038
7	WHITE	0.050
252	GREY	0.010

250 _____
 251 _____
 252 _____
 253 _____
 254 _____



NOTE: COLOR #252 IS TO BE USED FOR CONTOURS AND EXIST. PROFILE GRADES ONLY. OTHER USES AND PEN WIDTHS OF COLOR #252 SHALL BE DETERMINED AND APPROVED BY DISTRICT ENGINEER.










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APPENDIX E

Line Types

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LINETYPES

DESCRIPTION	LINETYPE
CENTER	
CONTINUOUS	
DASHED	
DASHEDX2	
HIDDEN	
HIDDEN2	
PHANTOM	
PHANTOM2	
DOT2	

NOTE: WHEN IN MODEL SPACE LTSCALE WILL ALWAYS BE 0.5 x DRAWING SCALE.
 WHEN IN PAPER/LAYOUT SPACE THE PSLTSCALE IS TO BE TOGGLED TO 1.

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APPENDIX F

Legend

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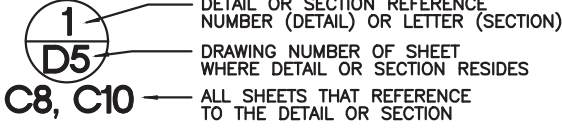

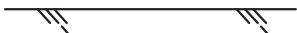
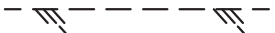





LEGEND

GRAPHIC REPRESENTATION		DESCRIPTION	SYMBOL		NOTES
PROPOSED	EXISTING		PROPOSED	EXISTING	
-		CABLE TV			
*	*	FENCE			
-	*	FIBER OPTICS			
-	*	GAS			
-	*	HIGH PRESSURE GAS			
-	*	OVERHEAD POWERLINES			
-	*	OVERHEAD TELEPHONE LINES			
*	*	CONTOURS			
*	*	DITCH			SHOW THE DIRECTION OF FLOW
*	*	DRIVEWAY			
*	*	DROP INLET IN CURB AND GUTTER			
*	*	CATCH BASIN IN SIDEWALK			
-	*	RAILROAD			
-	*	SANITARY SEWER			
-	*	STORM DRAIN			
-	*	UNDERGROUND POWER			
-	*	UNDERGROUND TELEPHONE			
*	*	WATER (16" AND SMALLER)			16" AND SMALLER WIDTH TO COLOR (MAGENTA)
		WATER (LARGER THAN 16")			LARGER THAN 16" OFFSET TO WIDTH OF PIPE (PIPE - COLOR GREEN W/CENTERLINE SHOWN)
*	*	CURB, GUTTER AND SIDEWALK			
*	*	PROPERTY LINE			
*	*	CENTER LINE			
*	*	BLOCK WALL			PROPOSED: 2 CONTINUOUS LINES, DASHED PLINE W/WIDTH BETWEEN THE 2 CONTINUOUS LINES. EXISTING: 2 CONTINUOUS LINES WITH DOT LINETYPE IN CENTER BETWEEN THE CONTINUOUS LINES, POLYLINE WIDTH OF 0.05.

NOTES: * THIS IS NOT A FILE NOR DOES IT HAVE A FILENAME, LEGEND SHEET ONLY.

- FOR LAYERING CONVENTIONS, SEE MASTER LAYER LIST.
- SCALE LINETYPES APPROPRIATELY PER DRAWING.

LEGEND

FILENAME		DESCRIPTION	SYMBOL		NOTES
PROPOSED	EXISTING		PROPOSED	EXISTING	
ARROW	*	STANDARD LEADER OR DIMENSION ARROW.			ARROWHEADS FOR LEADERS OR DIMENSIONING SHALL BE THE SAME SIZE AS LAYER "TEXT1" (HEIGHT = 0.10) OR PROPORTIONAL TO DRAWING SCALE.
BLOWOFF	*	BLOW-OFF			
CAP	*	CAP/STUBOUT			
COMBAIR	*	COMBINATION AIR VALVE			
DETARROW	*	DIRECTIONAL ARROW SHELL			PLACE THIS AROUND BLOCK "DETBUBL" AT INTERSECTION POINT SHOWN. USE FOR ALL SECTION CUTS AND ROTATE PER DRAWING.
DETARRW2	*	SECTION ARROW			PLACE THIS IN LINE WITH THE DETAIL BUBBLE AND ROTATE PER SECTION CUT.
DETBUBL	*	REFERENCE BUBBLE	 <p style="font-size: small; margin: 0;"> 1 ———— DETAIL OR SECTION REFERENCE NUMBER (DETAIL) OR LETTER (SECTION) D5 ———— DRAWING NUMBER OF SHEET WHERE DETAIL OR SECTION RESIDES C8, C10 ———— ALL SHEETS THAT REFERENCE TO THE DETAIL OR SECTION </p>		
*	EB	ELECTRIC BOX			
EOPP	EOPX	EDGE OF PAVING			
*	EPB	ELECTRICAL PANEL BOX			
*	FAB	FIRE ALARM BOX			
FHP	FHX	FIRE HYDRANT (ASSEMBLY)			
FISHEYE	*	IDENTIFICATION HEXAGON			IDENTIFY ITEMS SUCH AS PIPELINES, FITTINGS, ELECTRICAL EQUIPMENT, ETC. IN HARD TO LABEL AREAS. CREATE A SCHEDULE TO REFER TO.

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1. FOR LAYERING CONVENTIONS, SEE MASTER LAYER LIST.
2. SCALE LINETYPES APPROPRIATELY PER DRAWING.
















LEGEND

FILENAME		DESCRIPTION	SYMBOL		NOTES
PROPOSED	EXISTING		PROPOSED	EXISTING	
-	MH	MANHOLE			
N-ARROW	*	STANDARD NORTH ARROW			ROTATE AND SCALE PER DRAWING.
PIPEBRKP	PIPEBRKX	PIPE BREAK ELLIPSE			SCALE TO FIT PIPELINE.
PIPETERM	*	CONTINUANCE MARKER			MARKER FOR USE ON SITE PLANS AND DETAILS.
*	PP	POWER POLE W/GUY WIRE			
REDP	REDX	REDUCER			REDUCERS FOR PIPELINES LARGER THAN 16" ARE TO BE DRAWN TO ACTUAL SIZE
*	SCO	SEWER CLEAN OUT BOX			
SHRUB	*	SHRUBS			
STDOT		STANDARD DOT			
*	STLTBX	STREET LIGHT BOX			
STLTP	STLTX	STREET LIGHT			
STRBRK	*	BREAK SYMBOL IN PLAN VIEW OR FOR STRUCTURES.			ROTATE PER DETAIL OR STRUCTURE.

NOTES: * THIS IS NOT A FILE NOR DOES IT HAVE A FILENAME, LEGEND SHEET ONLY.

1. FOR LAYERING CONVENTIONS, SEE MASTER LAYER LIST.
2. SCALE LINETYPES APPROPRIATELY PER DRAWING.

LEGEND

FILENAME		DESCRIPTION	SYMBOL		NOTES
PROPOSED	EXISTING		PROPOSED	EXISTING	
*	SURMON	SURVEY MONUMENT			
TESTSTA	*	TEST STATION			
*	TRANPOLE	TRANSMISSION POLE			
TREE	*	TREES			
*	TSBX	TRAFFIC SIGNAL BOX			
*	TSPOLE	TRAFFIC SIGNAL POLE			
TXTBUBL		TEXT BUBBLE			TEXT BUBBLE TO BE USED TO REFERENCE TO ANOTHER DETAIL OR SECTION LOCATION WITHIN THE PLAN OR DETAIL SHEETS. EXAMPLE: BLOW OFF, SEE 
VAULTP	VAULTX	VAULT			
WMP	WMX	WATER METER			
WVP	WVX	WATER VALVE			
—	—	WATER SAMPLING STATION			

NOTES: * THIS IS NOT A FILE NOR DOES IT HAVE A FILENAME, LEGEND SHEET ONLY.

1. FOR LAYERING CONVENTIONS, SEE MASTER LAYER LIST.
2. SCALE LINETYPES APPROPRIATELY PER DRAWING.

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APPENDIX G

Abbreviations

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APPENDIX H
Title Block

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LAS VEGAS VALLEY WATER DISTRICT

Owner Name & Logo

PROJECT NO. 3223L eBuilder Project No.

COMMITMENT NO. 009702 Commitment No.

MISCELLANEOUS PIPELINE REPLACEMENTS, PHASE V

LIST OF DRAWINGS

SHEET NO	DRAWING NO	DESCRIPTION
1	G1	COVER SHEET
2	G2	LVVWD GENERAL NOTES AND LEGEND
3	G3	CLARK COUNTY GENERAL NOTES
4	G4	CITY OF LAS VEGAS GENERAL NOTES I
5	G5	CITY OF LAS VEGAS GENERAL NOTES II
6	G6	ABBREVIATIONS LIST
7	C1	MARYLAND PARKWAY
8	C2	ST LOUIS AVENUE - 6TH STREET TO 10TH STREET
9	C3	ST LOUIS AVENUE - 10TH STREET TO MARYLAND PARKWAY
10	C4	REEDER CIRCLE
11	CD1	STANDARD DETAILS I
12	CD2	STANDARD DETAILS II
13	CD3	STANDARD DETAILS III
14	CD4	STANDARD DEATILS IV



LOCATION MAP
NOT TO SCALE

CAUTION TO CONTRACTOR:
THE CONTRACTOR SHALL BE RESPONSIBLE TO INVESTIGATE AND VERIFY THE ACTUAL LOCATION AND DEPTH OF ALL EXISTING UNDERGROUND FACILITIES AT LEAST 48 HOURS IN ADVANCE OF THE PERFORMANCE OF ANY WORK.

PROJECT LOCATIONS	
1	MARYLAND PARKWAY
2	ST LOUIS AVENUE
3	REEDER CIRCLE

ACCEPTED BY:

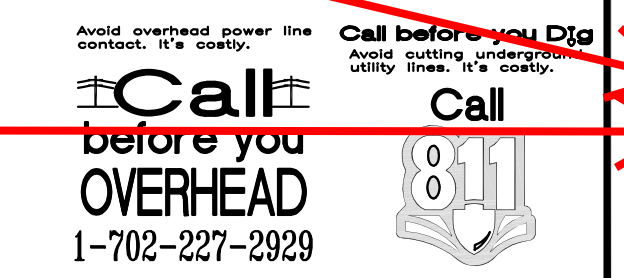
TAHMINEH N. PENNINGTON, PE, SENIOR CIVIL ENGINEER DATE

RYAN C. PEARSON, PE, ENGINEERING DESIGN MANAGER DATE

PETER J. JAUCH, PE, DIRECTOR OF ENGINEERING DATE

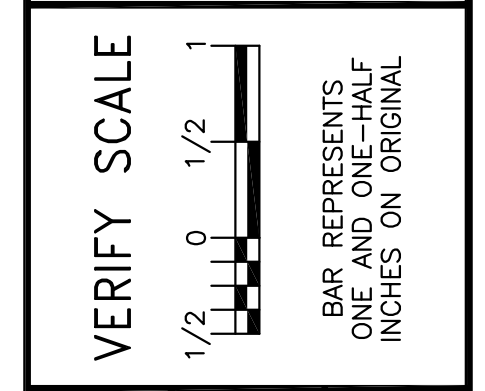
eBuilder Project No.

Commitment No.



CLV DWG # L20-00443
565-546

LAS VEGAS VALLEY WATER DISTRICT



MISCELLANEOUS PIPELINE REPLACEMENTS, PHASE V

COVER SHEET

SCALE NONE

LAS VEGAS VALLEY WATER DISTRICT
1001 S. VALLEY VIEW BLVD, LAS VEGAS, NV 89103

DRAWN BY: STEVE MILLER
CHECKED BY: ROSS W. MAXWELL

ENGINEER STAMP AREA

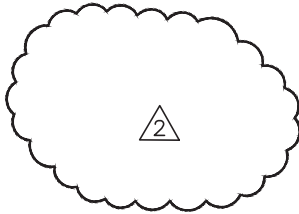
PROJECT: 3223L
COMMIT: 009702
DRAWING/NUMBER
G1
SHEET 1 OF 14

REVISIONS:

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APPENDIX I
Drawing Stamps

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ALL CHANGES TO BE CLOUDED AND REVISION TRIANGLE SYMBOL TO BE PLACED WITHIN THE CLOUDED AREA.

REVISION TRIANGLE NOTE AND DETAILED DESCRIPTION OF CHANGES MADE. THE MOST CURRENT REVISION TO BE NOTED BELOW DRAWING TITLE AND ALL PREVIOUS REVISION NOTES TO BE PLACED IN THE REVISION AREAS OF THE TITLEBLOCK

CREATE NOTE AS SHOWN BELOW STATING THE ENGINEER AND DATE THE ORIGINAL DRAWING WAS SIGNED USING THE STANDARD TEXT1 FONT FORMAT

ORIGINAL CONSTRUCTION DRAWING
WAS SIGNED AND SEALED ON
12/10/19
BY
MICHAEL P. REAGO
UNDER LICENSE NO. 3333

Avoid cutting underground utility lines. It's costly.

Call
before you
Dig

1-800-227-2600

REVISIONS:  DESCRIPTION OF CHANGES

—ASBUILT DRAWING—

INSPECTED BY: XXXXXXXXXXXXXXXXXX DATE: XX/XX/XX

DRAWN BY: XXXXXXXXXXXXXXXXXX DATE: XX/XX/XX

CHECKED BY: XXXXXXXXXXXXXXXXXX DATE: XX/XX/XX

APPROVED BY: XXXXXXXXXXXXXXXXXX DATE: XX/XX/XX

ORIGINAL CONTRACT DOCUMENTS ARE ON FILE WITH THE OWNER. THE DOCUMENTS WERE SIGNED ON THE DATES SHOWN ABOVE BY AUTHORIZED REPRESENTATIVES OF THE IDENTIFIED ENTITIES.

ORIGINAL CONSTRUCTION DRAWING
WAS SIGNED AND SEALED ON
XX/XX/XX
BY
XXXXXXXXXXXXXXXXXXXX
UNDER LICENSE NO. XXXXX

CONFORMED DOCUMENTS:

DELETE ALL REVISION CLOUDS, DELTA IDENTIFICATION FROM WITHIN SHEET PLAN AREAS. KEEP ALL DELTA IDENTIFICATIONS AND REVISION DESCRIPTIONS WITHIN THE BORDER. INSERT CONFORMED DOCUMENTS STAMP AND NOTE SHOWN BELOW AS REQUIRED.

CREATE NOTE AS SHOWN BELOW STATING THE ENGINEER'S NAME AND DATE THE ORIGINAL DRAWING WAS SIGNED USING THE STANDARD TEXT1 FONT FORMAT. DELETE ENGINEER'S STAMP FROM THE BORDER.

THE FOLLOWING NOTE IS REQUIRED ON THE COVER SHEET ONLY. PLACE BENEATH THE CONFORMED DOCUMENTS STAMP

CONFORMED DOCUMENTS
ORIGINAL CONTRACT DOCUMENTS
ARE ON FILE WITH THE OWNER.
THIS DRAWING WAS SIGNED AND
SEALED ON
XX/XX/20XX
BY
XXXXXX X. XXXXX
UNDER LICENSE NO. XXXXX
ISSUED FOR CONSTRUCTION

ORIGINAL DRAWINGS WITH UTILITY AND ENTITY APPROVALS ARE ON FILE WITH THE OWNER

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