



## INSTRUCTIONS TO DESIGNER

1. Project limits description in the title and Index shall be from N to S and E to W for street plans and from downstream to upstream for sewer and storm drain plans.
2. All items under "Notice to Contractors" shall be numbered consecutively beginning with the "Specifications" note, with only the applicable references, followed by the applicable "Improvement" note.
3. A single revision number shall be designated for each group of revisions made on a given date. The revision number shall be shown on the plans enclosed by an inverted triangle, ▽.
4. Freehand lettering may be used in the preparation of all portions of the plans.
5. Lettering size shall be as noted by the encircled lower case letters and correspond to the following table, except that notes may be typed using a minimum size of Pica 10 pitch.

	Freehand Lettering	Transfer Letter	Leroy and Pen Size
Ⓐ	5/32"	0.120"	120-0
Ⓑ	5/32"	0.140"	140-1
Ⓒ	6/32"	0.175"	175-2
Ⓓ	7/32"	0.200"	200-2
Ⓔ	8/32"	0.240"	240-3

6. Typical street sections for street improvement projects shall be shown with N or E on the right side. For sewer and storm drain projects, the street section shall be shown looking upstation.
7. Remove profile grids from portions of the sheet used for typical sections, special details, "Notice to Contractors" etc.
8. Signature blocks for plans to be approved by other governmental agencies, prepared by private engineers and/or "For Grade Only" shall be included in the designated locations when applicable.
9. Key map may be omitted if the plan layout is adequate to identify the vicinity of the project.
10. Standard sheet dimensions shall be as shown on Standard Plan S-622.
11. Standard Plans shall be listed under the "Notice to Contractors" by title and number (including latest revision).
12. Standard Plans of other Agencies shall not be used unless they pertain to work within their jurisdiction.