

All plan revisions shall be reviewed to determine if any utilities are affected. If utilities are affected, indicate on Form [LD-36](#) (Revision Data) how many revised prints are required. See [Electronic Plan Submission Process Flow Chart](#).

Utilities are affected by items such as right of way lines, fences, property lines, property owners' names, median crossovers, easements, service roads, ramps, construction limits, entrances, project termini and numbers, alignment changes, grade or profile changes, guardrail, drainage ditches, storm drainage systems, location of existing utilities, new utility work being included in the plans, location of bridge abutments and pier footings, box culverts, sequence of construction, etc. When in doubt, revised prints are to be sent to utility companies.

Revisions to any project geometrics may affect environmental regulations, hazardous materials, cultural resources or archaeology concerns. Electronic Files will be provided to the Environmental Division except for designation type revisions (i.e. property owner names, parcel number changes, etc.).

## PROCESSING FORMAL PLAN REVISIONS

A [Revision Data Sheet](#) is used by the designer to describe all formal revisions. Care must be taken to be concise, but explicit, in filling out this sheet. The right of way project number is to be shown at the top of the revision.\* List each revised sheet with a concise, but explicit, description of the revision. The description should be detailed enough that anyone reading the revision could determine exactly what is being revised. Use parcel numbers and/or stations as references for the revision. A symbol with the revision number, i.e. R1, inside is to be shown next to the revision. Make sure the revision is carried through all involved plan sheets (including cross sections and profiles) affected by the revision. It is permissible to list a series of sheets in some instances (e.g. cross section sheet numbers 14 through 29) and describe the revision on the Revision Data Sheet. See Sample Revision Data Sheet, Figure 2G-1. Each sheet in the plan assembly that is revised will also show the revised date in the [revision block](#) at the upper right corner of the sheet. See [VDOT CADD Manual](#), Chapter 5 for additional information regarding Right of Way revisions.

When a plan revision is requested by a memorandum, reference is to be made to that memorandum when filling out the Revision Data Sheet. If requested verbally, note this on the Revision Data Sheet. Plan distribution shall be marked in the lower left corner of the Revision Data Form [LD-36](#) which is to accompany the Revision Data Sheet. If a revision is made that affects any information on the Right of Way Data Sheet, then it must also be revised.

The revision date shown in the revision block and Revision Data Sheet is the date the revision is completed. Therefore, the electronic seal and digital signature on the sheets shall be on the same date or after the date the revision was completed.

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\* Rev. 4/16