

VIRGINIA DEPARTMENT OF TRANSPORTATION

# LOCATION AND DESIGN DIVISION

## INSTRUCTIONAL AND INFORMATIONAL MEMORANDUM

GENERAL SUBJECT: SEALING & SIGNING OF PLANS AND DOCUMENTS	NUMBER: IIM-LD-243.2
SPECIFIC SUBJECT:  SEALING & SIGNING RESPONSIBILITIES OF THE RESPONSIBLE PERSONS (LICENSED PROFESSIONAL ENGINEER, CERTIFIED LANDSCAPE ARCHITECT & LICENSED LAND SURVEYOR)	DATE: JUNE 26, 2009
	SUPERSEDES:  IIM-LD-243.1
DIVISION ADMINISTRATOR APPROVAL:	Mohammad Mirshahi, P.E. State Location and Design Engineer Approved June 26, 2009

Changes are shaded.

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### EFFECTIVE DATE

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- This memorandum is effective for all RAAP projects starting with a December 2009 advertisement date. The effective date for No Plan RAAP, SAAP projects and for all technical documents requiring to be sealed and signed is July 1, 2009.
- All plans and documents as defined below submitted for Right of Way and Plan Coordination Review on or after July 1, 2009 shall be Sealed and Signed by the Responsible Person(s) (Licensed Professional Engineer, Certified Landscape Architect or Licensed Land Surveyor) or Signed Only by a Responsible Person who is exempt from licensure by Code of Virginia §54.1-402.1 (1950), as amended until June 30, 2010.
  - “Responsible Person(s)” (Licensed Professional Engineer, Certified Landscape Architect or Licensed Land Surveyor or exempt from licensure by Code of Virginia §54.1-402.1 (1950), as amended until June 30, 2010) means the individual designated by VDOT to be responsible and has control of the regulated services offered, or rendered, or both.
  - All **new** surveys completed by or for VDOT **on or after July 1, 2009** shall be Sealed and Signed by a Licensed Land Surveyor.

- All Plans submitted for Right of Way approval **on or after July 1, 2009** shall be Sealed and Signed by a Licensed Land Surveyor.
- All Standard sheets, Insertable sheets and Special Design sheets prepared **on or after July 1, 2009** shall be Sealed and Signed by a Licensed Professional Engineer.
- All existing Standard sheets, Insertable sheets and Special Design sheets modified **on or after July 1, 2009** shall be Sealed and Signed by a Licensed Professional Engineer.
- All plans submitted for Plan Coordination Review in accordance with the Advertisement Cut-Off Chart **on or after July 1, 2009** (December 2009 advertisement and all subsequent advertisements) shall be Sealed and Signed by all appropriate Responsible Persons.

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## POLICY

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- In a letter dated June 15, 2006 the Virginia Department of Transportation (VDOT) requested the Department of Professional and Occupational Regulation (DPOR) to address VDOT's interpretation of Virginia Code Article 54.1-402.1. VDOT's letter inquired whether employees of VDOT who are licensed as professional engineers, landscape architects and/or land surveyors are required to seal and sign their work or if they are exempt from doing so until June 30, 2010.
- In a letter dated September 8, 2006 DPOR provided its response to VDOT stating that professionals employed by VDOT were not exempt from complying with the Board's Regulations.
- Based on this interpretation and ruling VDOT's Chief Engineer formed the Professional Licensure Sealing and Signing Committee, known hereafter as the Committee.
- Information on VDOT's Professional Licensure Sealing and Signing is available at: [http://www.virginiadot.org/business/digital\\_signature.asp](http://www.virginiadot.org/business/digital_signature.asp)
- **The following instructions are also applicable to consultants under contract with VDOT and Design-Build / PPTA Projects.**
- For Locally Administered Projects, see the Locally Administered Projects Manual, which can be accessed at: [http://www.virginiadot.org/business/locally\\_administered\\_projects\\_manual.asp](http://www.virginiadot.org/business/locally_administered_projects_manual.asp) .

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## DIGITAL SIGNATURES / CERTIFICATES / SEALS

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- All plans and documents are to be signed with ACES (Access Certificates for Electronic Services) Digital Certificates. VDOT staff will be supplied certificates purchased from IdenTrust LLC.
  - Adobe Acrobat Standard Version 9 will be the signing solution for the Department.
  - See VDOT's CADD Manual, Appendix F for additional Sealing and Signing requirements, which can be accessed at:  
[http://www.virginiadot.org/business/locdes/vdot\\_cadd\\_manual.asp](http://www.virginiadot.org/business/locdes/vdot_cadd_manual.asp)
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## SEALING & SIGNING OF PLANS AND DOCUMENTS BY THE SURVEY SECTION

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- VDOT has determined that the following Location and Design related Plans and Documents are required to be:
    - **Sealed and Signed** by a Responsible Person (Licensed Land Surveyor) as defined in §54.1-400 of the Code of Virginia Licensed in the Commonwealth of Virginia.
    - or
    - **Signed Only** by a Responsible Person who is not licensed, but exempt from licensure by Code of Virginia §54.1-402.1 (1950), as amended until June 30, 2010.
1. Engineering and Construction Surveys
    - a. Survey Base Mapping
    - b. Photogrammetric Surveys
    - c. As-Built Surveys
    - d. Bridge, large Drainage Structure Stakeout and R/W Monumentation Surveys (See Section 105.13 of VDOT's 2007 Road and Bridge Specifications and Chapter 8 of VDOT's Survey Manual)
    - e. Donated R/W Surveys
    - f. Wetland Mitigation Site Surveys
    - g. Metes and Bounds Surveys

2. Plats
  - a. Individual Property Plats
  - b. U.S. Army Corps of Engineer (USACOE) Plats for Wetlands Mitigation permits
3. Plan Sheets
  - a. R/W Plan Sheets
  - b. Right of Way Data Sheet

- The following documents are required to be Sealed and Signed or Signed Only on the Report Cover Sheet only:
  1. Letter Form Documents or Plats used for RADAR, LADAR or VASCAR Calibration Ranges
  2. High Water Information or Data to be used in FEMA or FIRM Studies
  3. Geodetic Control Data
  4. Reports or Documents establishing Control for Aerial Photography to assure Standards Compliance
  5. FEMA Flood Plain Revisions (Letter Form) including the following:
    - a. CLOMR (Conditional Letter of Map Revision)
    - b. CLOMR-F (Conditional Letter of Map Revision Fill)
    - c. LOMR (Letter of Map Revision)
    - d. LOMR-F (Letter of Map Revision Fill)

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DOCUMENTS **NOT REQUIRED TO BE** SEALED AND SIGNED BY THE SURVEY SECTION

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- VDOT has determined that the following Survey related document will **NOT** be required to be Sealed and Signed.
  - Asset Management Surveys (Inventory Surveys)
- For further information/details, please refer to the Survey Implementation Plan below, which can be accessed at:  
[http://www.virginiadot.org/business/resources/LocDes/4Survey\\_implementation.pdf](http://www.virginiadot.org/business/resources/LocDes/4Survey_implementation.pdf)

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## SEALING & SIGNING OF PLANS AND DOCUMENTS BY THE DESIGN SECTIONS (ROADWAY, HYDRAULICS, TRAFFIC, LANDSCAPE AND UTILITIES)

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- VDOT has determined that the following Location and Design related Plans and Documents are required to be:
  - **Sealed and Signed** by a Responsible Person (Licensed Professional Engineer, Certified Landscape Architect or Licensed Land Surveyor) as defined in §54.1-400 of the Code of Virginia Licensed in the Commonwealth of Virginia.

or

  - **Signed Only** by a Responsible Person who is not licensed, but exempt from licensure by Code of Virginia §54.1-402.1 (1950), as amended until June 30, 2010.
  
- 1. Advertised Construction Plans
  - a. Roadway Plans
  - b. Drainage Plans
  - c. Utility Relocation Plans
  - d. Traffic Plans (signals / lighting / signs / pavement markings and markers)
  - e. Landscape Architecture Plans (Landscaping / Wetland Mitigation / Bio-Retention)
  - f. Minimum Plans
  - g. No Plans - See Scheduling and Contract Division's CD-2009-3 for Requirements for Sealing and Signing No Plan Assemblies for Advertisement, accessible at:  
<http://www.virginiadot.org/business/const/resources-cdmemolist07-10.asp>
  
- See List of Sheets of Right of Way and Construction Plans ("RW", "C", "M") to be **Sealed and Signed** contained in this document.
  
- The following Documents are required to be **Sealed and Signed or Signed Only** on the Report Cover Sheet only:
  - 1. Hydraulics and Hydrologic Analysis
    - a. Official Recommendations and Reports including:
      - All Hydraulic & Hydrologic Analysis (H&HA) and Scour Analysis Reports
      - Hydraulic Analysis and Reports for CLOMR (Conditional Letter of Map Revision),
      - CLOMR-F (Conditional Letter of Map Revision Fill),
      - LOMR (Letter of Map Revision),
      - LOMR-F (Letter of Map Revision Fill)

- b. Drainage Design and Stormwater Management Calculations and Computations
2. Interchange Justification Reports and Interchange Modification Reports
  3. Design Exceptions
    - Shall be Sealed and Signed by the Responsible Person submitting the Design Exception Request (LD-440).
      - Consultants shall Seal and Sign the LD-440 prior to submitting to the District L&D Engineer.
      - District L&D Engineers shall Seal and Sign the LD-440 for all district generated Design Exceptions prior to submitting to the appropriate Assistant State L&D Engineer.
      - The Central Office Roadway Design Program Manager shall Seal and Sign the LD-440 for all Central Office generated Design Exceptions prior to submitting to the appropriate Assistant State L&D Engineer.
  4. Soils Surveys /Geotechnical Reports /Pavement Reports and Minor Structure Foundation Reports – (To be Sealed and Signed by the Materials Engineer.) For additional information, see Materials Division’s Memorandum MD 317-09, which can be accessed at <http://www.virginiadot.org/business/materials-download-docs.asp>
  5. **Transportation Management Plan (TMP) Components** – (e.g. - Operational / Capacity Analysis, Traffic Safety Studies, Accident Analysis and Temporary Traffic Control Plan / **MOT** – To be Sealed and Signed by the **Preparer**), For additional information, see Traffic Engineering Division’s Memorandum TE-362, available at: [http://www.extranet.vdot.state.va.us/locdes/electronic%20pubs/IIM/Sealing\\_and\\_Signing/TE-362-SealingandSigning-of-PlansandDocuments-by-%20Licensed-Professional-Engineers.pdf](http://www.extranet.vdot.state.va.us/locdes/electronic%20pubs/IIM/Sealing_and_Signing/TE-362-SealingandSigning-of-PlansandDocuments-by-%20Licensed-Professional-Engineers.pdf)

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PLANS AND DOCUMENTS **NOT REQUIRED TO BE** SEALED AND SIGNED BY THE DESIGN SECTION

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- VDOT has determined that the following Design related Plans and Documents will **NOT** be required to be Sealed and Signed.
  1. Scoping Report
  2. Preliminary Field Inspection Plans

3. Public Hearing Plans
  4. Field Inspection Plans
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#### PLAN REVISIONS TO BE SEALED AND SIGNED

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1. Any Revisions made to plans between Plan Coordination Review and Advertisement Submission in accordance with the Advertisement Cut-Off Chart shall be Re-sealed and Re-signed.
2. All Right of Way and Construction Revisions made to Plans after Advertisement Submission in accordance with the Advertisement Cut-Off Chart shall be Re-Sealed and Re-Signed.
3. All Right of Way Revisions, Construction Revisions and Field Changes made to Plans after Award and during Construction **on or after July 1, 2009** shall be either Sealed and Signed or Re-sealed and Re-signed by the appropriate Responsible Person(s). For additional information, see Scheduling and Contracts Division's CD-2009-2 for Documentation of Field Changes, which can be accessed at: <http://www.virginiadot.org/business/const/resources-cdmemolist07-10.asp>
4. Standard Sheets and Insertable Sheets
  - If any Standard sheet(s) or Insertable sheet(s) is modified during project development, the Responsible Person modifying the Standard sheet(s) or Insertable sheet(s) shall Seal and Sign the modified sheet(s).

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EXAMPLE OF LIST OF SHEETS TO BE SEALED AND SIGNED

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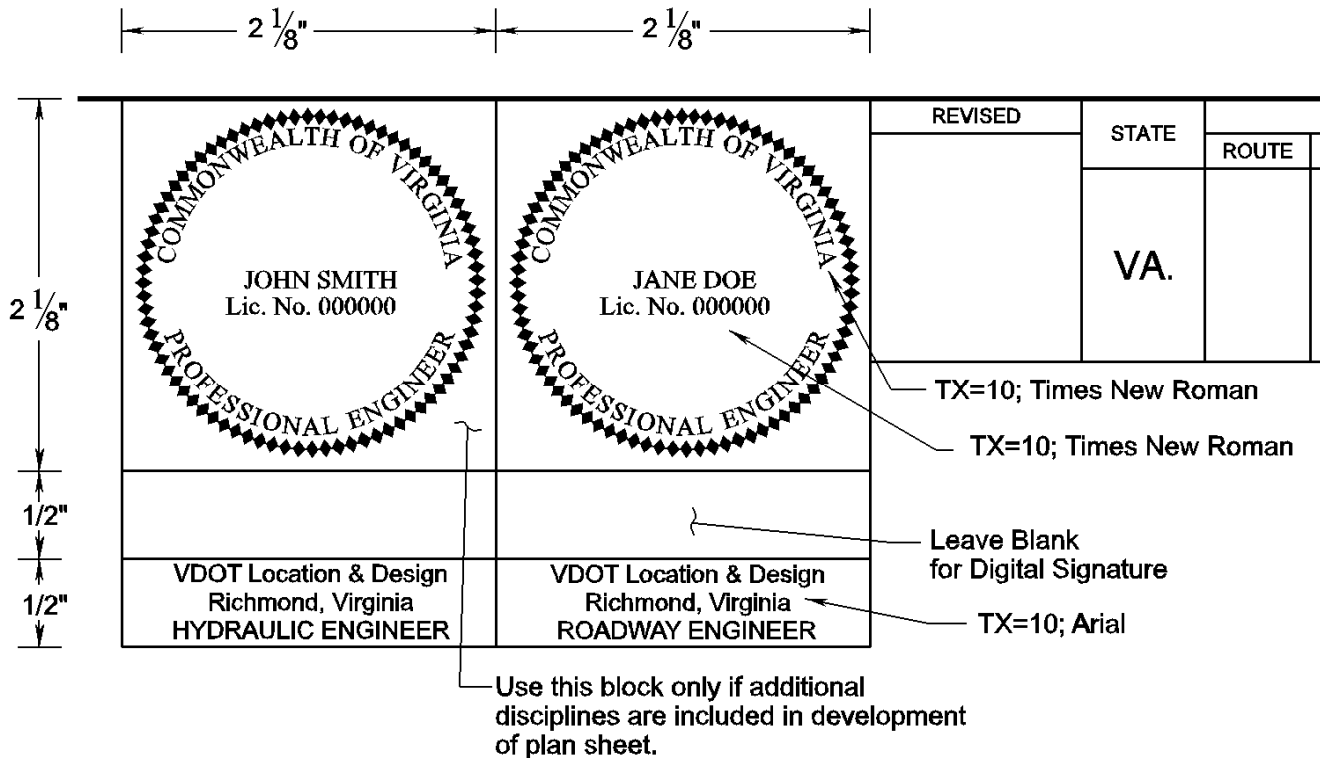
- Based on interpretation of the statutes and regulations, the following engineering sheets/drawings for all "RW", "C", "M" projects prepared by or for the Department shall be Sealed and/or Signed by the Responsible Person(s) listed below:

**EXAMPLE**

<b><u>Sheet No.</u></b>	<b><u>Description</u></b>	<b><u>Responsible Person(s)</u></b>
1	Title Sheet	No Seal or Signature
1A, 1B	Location Map, Index of Sheets	No Seal or Signature
1C	Right of Way Data Sheet	Land Surveyor
1D	Revision Data Sheet	No Seal or Signature
1E	Stream Flow Hydrograph Sheet (If Applicable)	No Seal or Signature
1F	Survey Alignment Data Sheet	Land Surveyor
1G	Construction Alignment Data Sheet	Roadway Engineer
1H	Underground Utility Test Hole Information	Preparer of Sheets, Tech. Discipline
1J	CADD Level Structure Sheet	No Seal or Signature
1K(1) thru 1K(?)	Sequence of Construction	Roadway Engineer
1L(1) thru 1L(?)	Temporary Traffic Control Plan	Preparer of Plans, Technical Discipline
1M	Metes and Bounds Sheet (If Applicable)	Land Surveyor
2	General Notes	No Seal or Signature
2A, 2B, etc.	Typical Sections	Roadway Engineer, Materials Engineer
	Grading Diagram and Summary	Roadway Engineer
	Summary Sheets	No Seal or Signature
	Roadside Development Sheet	No Seal or Signature
	Hydrologic Data Sheet (If Applicable)	No Seal or Signature
	Detail Sheets	Preparer of Sheets, Tech. Discipline
	Special Design Drawings	Preparer of Drawings, Tech. Discipline
3, 4, 5, etc	Plan Sheets	Roadway Engineer, Hydraulic Engineer, Land Surveyor (R/W Submittals and R/W Revisions Only)
3A, 4A, 5A, etc.	Profile Sheets	Roadway Engineer, Hydraulic Engineer (If Applicable)
3B, 4B, 5B, etc.	Drainage Description Sheets	Hydraulic Engineer
3C, 4C, 5C, etc.	Phased Erosion and Sediment Control Plans	Hydraulic Engineer
9(1), 9(2), etc.	Entrance Profiles	Roadway Engineer
10(1), 10(2), etc.	Signing Plans	Traffic Engineer
11(1), 11(2), etc.	Lighting Plans	Traffic Engineer
12(1), 12(2), etc.	Signal Plans	Traffic Engineer
13(1), 13(2), etc.	Pavement Marking and Marker Plans	Traffic Engineer
14(1), 14(2), etc.	Utility Plans	Preparer of Plans, Tech. Discipline
15(1), 15(2), etc.	Landscape Architecture Plans	Landscape Architect
Total Cross Section Sheets * _____. (See Cross Section Index of Sheets)		No Seal or Signature
Bridge Plan Sheets, B-XXX, Plan No._____, ( * ____ Sheets)		Structure and Bridge Engineer

PLACEMENT OF SEALING AND SIGNING ON THE INTERIOR PLAN AND PROFILE SHEETS

**INTERIOR PLAN AND PROFILE SHEETS**



**Notes:**

1. The upper right corner next to the project information block is the preferred location of the blocks for sealing and signing interior plan sheets.
2. While the preferred orientation is horizontal, these blocks may be placed vertically, or in an alternate location if necessary
3. Seal to be placed with Adobe using the "Place Stamp" tool.
4. Digital Signatures/Certificates to be placed with Adobe using the "Place Signature" tool.
5. Signature Blocks are part of the plan and profile sheet cell. They are also separate cells that can be placed inside the sheet file.
  - a. (Company Name) is the name of the company that the Responsible Person is representing.
  - b. (Location) is determined by office location of Responsible Person.
  - c. (Technical Discipline) is defined as the Responsible Person sealing and signing plans and can include Roadway, Hydraulic, Civil, Bridge and Materials Engineers as well as Land Surveyor and Landscape Architect among others.
6. The edit text command can be used to modify text as needed.