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# Title Sheet

**Design Manual****Chapter 1****General Information**

Originally Issued: 02-04-11

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The Title Sheet has the following project, plan, and design information:

- Index of Sheets,
- Design Data,
- Type of Work,
- Project Location,
- Project Number,
- Project Identification Number (PIN),
- R.O.W. Project Number,
- County,
- Design Team,
- Revision Block (if needed),
- Primary Signature Block,
- Index of Seals,
- Total number of sheets within the plan,
- Iowa One Call
- Letting Date, and
- Value Engineering remarks.

These items will vary depending on the type of project.

## Index of Sheets

The Index of Sheets provides a listing of all the sheets included in a project. Section [1F-1](#) explains the numbering system to be used. U sheets may contain several groups of details, e.g. modified 500 series details, modified standard road plans, etc. When listing these in the Index of Sheets, group these together.

## Design Traffic Data

The [Field Exam Engineer](#) obtains Design Traffic Data from the Systems Planning Bureau.

## Type of Work

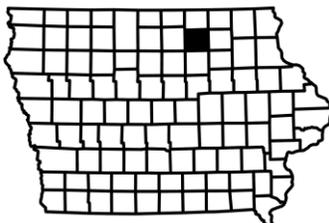
This is a statement that describes the work, for example HMA RESURFACING WITH MILLING, or PCC PAVEMENT - NEW. This statement is tied to the project to a work type code. The project type of work must exactly match the work type in [MasterWorks](#).

## Project Location

This provides a brief statement of the project location. This must exactly match the project description in [MasterWorks](#).

## Project Location Map and Scale

The Title Sheet shows a map of the project location along with a scale. Include a small Iowa state map with the county or counties involved marked, see Figure 1.



**Figure 1:** Sample state map to be used as part of the project location map.

## [Project Number](#) and [Project Identification Numbers \(PINs\)](#)

These numbers must exactly match the project numbers in [MasterWorks](#).

## R.O.W. Project Number

This number must exactly match the ROW numbers in [MasterWorks](#).

## County

If the project is in more than one county, the county in which the project begins is listed first.

## Design Team (Contacts)

The design contacts should be listed at the bottom of the sheet in the following format:

Section Leader's last name\Lead Designer's last name  
or  
DOT contact's last name\Consultant company name

## Revision Block

Include a revision block for revisions. Refer to Section [1E-3](#) for plan revisions.

## Primary Signature Block

The Primary Signature Block should include the name and seal of the engineer who is overall in charge of the project's design. See Section [1E-1](#) for information regarding signature blocks.

## Index of Seals

Project plans often need several engineers' signatures. The index of seals lists the names of those engineers, the types of signature blocks, and the first pages on which their signature blocks appear.

Provide a space after the name of the engineer who is in overall charge of the project's design for revisions. See Section [1E-1](#) for more information regarding signature blocks.

## Total

Tally the number of sheets in the plan.

## Letting Date

Include the letting date for the plan.

## Value Engineering Remarks

A box should be provided referring to the Specifications, similar to Figure 2.



Figure 2: Sample value engineering box.

## Iowa One Call

Provide the Iowa One Call number on the Title Sheet.



Figure 3: Iowa One Call.

## Sample Title Sheet

Click here to view a [Sample Title Sheet](#).

## Plan Quality Checklist

- Does the sheet include the labeled items as shown in the sample sheet, and are they accurate?
- Do the project description, work type, and project number match what is in [MasterWorks](#)?
- Is the letting date correct?
- Seals:
  - Is an Index of Seals included if multiple seals are required?
  - Are all engineers listed and page numbers correct?
  - Are all sheets sealed by a licensed professional?
  - Do all seals within the plans have a signature?
- Are all sheets accounted for on the index?
- Is the traffic information correct?

# Chronology of Changes to Design Manual Section:

## 001F-002a Title Sheet

- 3/18/2024 Revised  
New logo. Removed mileage summary. Replace Project Scheduling System with MasterWorks. Revised figure numbers. Included plan quality checklist from 1F-2.
  
- 2/4/2011 NEW  
Material moved from previous version of 1F-1 and updated to reflect current practices.