

## Chapter 2

### Sequence of Plans Preparation

The following are changes, additions or deletions to the January 2003, Topic #625-000-007, Plans Preparation Manual (PPM) - English, for use on Turnpike projects only:

#### 2.3.2 Phases

*Add the following paragraphs*

"All phase and interim submittals will include an additional plan sheet(s) titled 'Notes for Reviewers'". This sheet shall also be added to the phase submittal listings in PPM Sections 2.3.2.1 to 2.3.2.4. To ensure completeness, the 'Notes to Reviewers' sheet(s) shall be submitted to the Turnpike Project Manager two weeks prior to the regular phase submittals.

On Turnpike projects this sheet will also contain Design Variations and Exceptions.

Examples of Variations and Exceptions could say, "The ramp 'A' crest K value of 8 falls below PPM value of 9 due to proximity of R/W and CR 44 (Submitted 6-6-96).

Special directives will note the source and date of the directive. Variations and exceptions shall note the latest current phase submittal status (preparing, submitted, approved/denied), and the appropriate date. Each note is not meant to be more than one or two sentences long. It shall locate and define the issue's impact. Full details are not needed. These notes are to be a log or diary of issues as they occur and shall be updated at least monthly.

Optional Pipe Materials are now a common practice and should be included in the "Summary of Phase Submittals" (Figure 2.1). All projects with optional pipe materials should submit a preliminary sheet (P) at Phase II, a completed sheet (C) at Phase III, and a final sheet (F) at Phase IV.