



Miscellaneous

Sample letter to City or County requesting
consent for Visibility Improvement.....F-1

Permit File & Plans Set Microfilming GuidelinesF-2

Minimum clearances of wires above railroads, thoroughfares, buildings, etc.
(Excerpts from the California Public Utilities Commission's General Order
95, Rules 36, 37 and Table 1)

http://www.cpuc.ca.gov/gos/GO95/go_95_section_3.html

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION
ENCROACHMENT PERMIT FILE & PLAN SET MICROFILMING GUIDELINES
(Rev. 12/2006)

The following guidelines are for packaging permit files and plan sets for microfilming.

1. THE LOCATION OF THE INFORMATION STAMP.

Use the following guide to place the information stamp (permit #, plan set #, etc.) on each page of the plan set:

First choice - lower right quarter

Second choice- upper right quarter

Third choice - upper left quarter

Fourth choice- lower left quarter

Note: If the background of the page is a dark color, then place a white stick-on label to the page and then stamp the label.

2. DO NOT PLACE WRITTEN INFORMATION ON THE BACK OF THE PLAN SETS.

3. THE INFORMATION STAMP SHOULD BE PLACED PARALLEL TO THE BOTTOM OF THE PAGE.

4. BE SURE THAT THE PLAN SETS ARE FACE UP (ESPECIALLY WITH REPRODUCIBLES).

5. PRINT IN BLACK OR BLUE INK AND DARK ENOUGH SO THAT IT CAN BE EASILY READ BY OTHERS.

6. IMPORTANT NOTES SHOULD BE TAPED ONTO THE PLAN SET.

These additional pieces of paper are to become part of the plan set. Place the notes over an open space on the plan set and tape them down.

7. REMOVE ALL STAPLES FROM THE PAGES OF THE PLAN SETS.

Exception: Small sheets (8 1/2 x 11 or larger drawings) of the same plan set should be held together with one staple in the upper left hand corner. These sheets should be numbered and included in the plan sets.

8. MULTIPLE PAGES SHOULD BE PLACED IN THE CORRECT SEQUENTIAL ORDER.

9. DO NOT BREAKUP A PLAN SET BETWEEN BOXES.

10. PERMIT FILES AND PLAN SETS ARE TO BE BOXED.

A copy of the "Permit Transfer Sheet shall be taped to the outside of the box. If the documents do not completely fill up the box add packing material to prevent the contents from shifting during transit.

11. CONSECUTIVELY NUMBER EACH BOX WITHIN THE CURRENT CALENDAR YEAR, THE ACTUAL NUMBER SHALL INCLUDE:

A two digit district number – the box number – and the two digit current calendar year.

EXAMPLE: The first box is packaged by DISTRICT 02 in 2001 this box is numbered 02-01-01. Two months later, the second box is packaged and numbered 02-02-01. Then DISTRICT 02 does not package another box until 2002, this box is numbered 02-01-02

By utilizing a standard box numbering system simplifies the process. This system shall be utilized for all box packaging.

12. ARRANGE THE PLAN SETS IN ASCENDING ORDER BY YEAR AND PLAN SET # WITHIN THE YEAR.

The oldest plan set with lowest plan set number will appear first followed by the next, etc..

EXAMPLE:

PERMIT NUMBER	YEAR	PLAN SET #	TOTAL PAGES
0202 - 6CD - 0005	2002	17	1
0202 - NDD - 0180	2002	30	1
0203 - 6MC - 0161	2003	31	1
0204 - 6UB - 0068	2004	35	2
0204 - NUE - 0070	2004	36	3

13. PLACE ALL AS-BUILTS WITH SIGNALS, LIGHTING AND STRUCTURES IN A GROUP AT THE TOP OF THE BOX.

Separate these from all other plan sets with a strip of colored survey ribbon extending beyond the edge of the group of plan sets. Label these as **“AS-BUILTS WITH SIGNALS, LIGHTING AND STRUCTURES.”**

This is necessary to assure that 4 extra duplicate cards are produced for distribution per the 04/19/89 memo from C. D. Bartell, Chief of the Division of Traffic Operations.

14. PLACE THE TRANSFER SHEET AT THE TOP OF BOX CONTENTS.

Use the form titled "PERMIT TRANSFER SHEET" form ADM-0163 (REV 4/91) as a camera-ready master for producing your own supply of transfer sheets. The transfer sheet is an accountability record, used by both the District and Headquarters to track the location of any particular plan set. The district should list the plan sets **in ASCENDING YEAR and PLAN SET # (see item 12 above)** as the plans also appear in the box; the first plan set listed on the sheet is the plan set on top in the box, etc.

KEEP A COPY OF THE TRANSFER SHEET.

PERMIT TRANSFER SHEET (FROM DISTRICT TO HEADQUARTERS)

ADM-0163 (REV. 01/2014)

PAGE _____ OF _____

DISTRICT (Circle District of Origin)

1 2 3 4 5 6 7 8 9 10 11 12

BOX NUMBER

PERMIT NUMBER	YEAR	PLAN # SET	TOTAL PAGES	MICROFILM USE ONLY	
					COMMENTS
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
TOTAL SHEETS THIS PAGE				REVIEWED BY	DATE