



STATE OF TENNESSEE  
DEPARTMENT OF TRANSPORTATION  
Nashville, Tennessee 37243-0348

**INSTRUCTIONAL BULLETIN No. 07-15**

**Regarding Plans Distribution to the Environmental Division**

**Effective immediately**, for all projects requiring permits the following attached distribution sheet has been updated to reflect the distribution of plans to the Environmental Division. This is to be done in order to facilitate coordination, simplify plans distribution, and minimize requests for additional sets of prints.

1. Printing at major milestones will include a distribution to Doug Delaney, Director of the Environmental Division, Suite 900, James K. Polk Building. Refer to the attached schedule for the correct number of prints. This will eliminate separate printings and distributions for permit assessments and technical studies including archaeological, ecological, historical, and hazardous waste purposes.
2. Plans should be 2-hole punched to accommodate ecco fasteners / plans hangers.
3. The right-of-way field review prints shall include the proposed erosion control plan sheets. Quantity tabulations are not needed for the field review plans.
4. The plans submitted for permit application purposes shall include mitigation plans and erosion control sheets.
5. The Design Division shall furnish the Natural Resources Office, Environmental Division with a .PDF file of the title sheet, estimated roadway quantities, drainage map, EPSC notes, EPSC plans, and contours sheets twelve weeks prior to the letting. All construction field review comments shall be incorporated into the plans prior to submittal of the .PDF file (only final erosion control quantities are needed on the estimated roadway quantity sheets). Sheets do not have to be sealed for this submittal. Sheets should be sent as one (1) .PDF file rather than separate .PDF files for each sheet. Design staff should email .PDF files to Environmental.NPDES.TDOT@state.tn.us. The email should include "Final SWPPP Plans" and the PIN number in the subject line. For files too large to email, the designer shall send an email to the above address advising that the files will be sent on a CD to the Natural Resources Office.
6. The Environmental Division will be responsible for requesting final construction plans from the print shop after plans are submitted.

This bulletin voids Instructional Bulletin 07-07.

Original signed by Jeff C. Jones

Jeff C. Jones, C. E. Director  
Design Division

JCJ:MA:ma  
April 20, 2007

Activity	Distribution
<p><b>Hydraulic Grade Approval. <u>(Only Required for Projects with Access Control or when Noise Walls are Proposed)</u></b></p> <p><b>Note:</b> Electronic files (Microstation) to Jim Ozment, ED, 900 James K. Polk Bldg. for noise study</p>	<p>1 set ½ size plans to Doug Delaney, Director of ED, 900 James K. Polk Bldg. 1 set ½ size plans to Region 1 biologist (for Region 1 projects only)</p>
<p><b>Preliminary Field Review</b></p>	<p>5 sets ½ size plans, 1 set ½ size cross-sections to Doug Delaney, Director of ED, 900 James K. Polk Bldg. 1 set ½ size plans to Region 1 biologist (for Region 1 projects only) 1 set ½ size plans, 1 set ½ size cross-sections to Susannah Kniazewycz, ED, 900 James K. Polk Bldg.</p>
<p><b>Design Public Hearing/Meeting</b></p>	<p>No prints required. However, notify Director of ED (by email) of any alignment changes.</p>
<p><b>Right of Way Field Review or combined Preliminary &amp; ROW Field Review</b></p> <p><b>Note:</b> Include all erosion control plan sheets.</p>	<p>6* sets ½ size plans, 2 sets ½ size cross-sections to Doug Delaney, Director of ED, 900 James K. Polk Bldg. 1 set ½ size plans, 1 set ½ size cross-sections to Region 1 biologist (for Region 1 projects only) 1 set ½ size plans, 1 set ½ size cross-sections to Susannah Kniazewycz, ED, 900 James K. Polk Bldg.</p>
<p><b>Permit Sketches, etc. for permit application</b></p>	<p>*Reduce to 5 sets ½ size plans if Preliminary Field Review plans were provided on the project 5 sets ½ size plans, 1 set ½ size cross-sections, 1 set of sketches, response to Permit Assessment &amp; any additional requirements as indicated by the Permit Assessment Report to John Hewitt, Civil Eng. Mgr. 2, ED, 900 James K. Polk Bldg.</p>
<p><b>Construction Field Review</b></p>	<p>5 sets ½ size plans, 2 sets ½ size cross-sections to Doug Delaney, Director of ED, 900 James K. Polk Bldg. 1 set ½ size plans, 1 set ½ size cross-sections to Region 1 biologist (for Region 1 projects only) 1 set ½ size plans, 1 set ½ size cross-sections to Susannah Kniazewycz, ED, 900 James K. Polk Bldg.</p>
<p><b>Final EPSC Plans (12 weeks prior to letting)</b></p>	<p>Electronic file (.PDF) including title sheet, estimated roadway quantities, drainage map, EPSC notes, EPSC plans, and contours sheets) to Susannah Kniazewycz, ED, 900 James K. Polk Bldg.</p>