

**ERRATUM No. 13**  
For the electronic updating of the  
**Plans Preparation Manual (U. S. Customary Units)**  
December 08, 2016

**Chapter 2: PROJECT PLANS**

Section 2-2.4 Project Orientation

The verbiage under subsection Key Map and Line Index was revised to provide more clear instruction for use of clip frames on key maps and use of the various types of key maps and their coordination. Minor revisions were made to subsection Project Control to make it current and to support the updated project control example plan.

END of ERRATUM No.13

**ERRATUM No. 12**  
For the electronic updating of the  
**Plans Preparation Manual (U. S. Customary Units)**  
November 16, 2016

**Chapter 2: PROJECT PLANS**

Sections 2-2.13 Utilities

There have been significant updates and additions to the entire section. These updates and additions support revisions to the Project Development Procedures Manual, Chapter 17, Encroachments and Utilities. A checklist was added in the section to help remind designers and reviewers of appropriate information to be shown on the plans.

Section 2-2.22 Landscape, Planting and Irrigation

The text in subsection Quantities was changed to support revised cell NOTE3 to read “(N) NOT A SEPARATE BID ITEM”; deleting the portion that read “FOR INFORMATION ONLY.”

Section 2-2.23 Electrical Systems

The text in subsection Quantities was changed to support revised standard note to appear with a lump sum bid item quantity table; "FOR INFORMATION ONLY. ELECTRICAL SYSTEMS QUANTITY TABLES SUMMARIZE SIGNIFICANT COMPONENTS. SEE ELECTRICAL SYSTEMS PLANS AND SPECIFICATIONS TO DETERMINE ALL MATERIALS NEEDED FOR EACH SYSTEM."

END of ERRATUM No.12

**ERRATUM No. 11**  
For the electronic updating of the  
**Plans Preparation Manual (U. S. Customary Units)**  
September 14, 2016

**Chapter 2: PROJECT PLANS**

Section 2-2.8: Erosion Control

There have been significant updates and additions to the entire section. These updates and additions support the 2015 Standards Plans and Specifications. A checklist was added in the section to help remind designers and reviewers what appropriate information is to be shown on the plans.

Section 2-2.23: Electrical Systems

There have been significant updates and additions to the entire section. These updates and additions support the 2015 Standards Plans and Specifications. A checklist was added in the section to help remind designers and reviewers what appropriate information is to be shown on the plans.

END of ERRATUM No.11

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**ERRATUM No. 10**  
For the electronic updating of the  
**Plans Preparation Manual (U. S. Customary Units)**  
March 30, 2016

**Chapter 2: PROJECT PLANS**

Section 2-2.22: Landscape, Irrigation and Planting

There have been significant updates and additions to the entire section. These updates and additions reflect what is in the 2015 Standards Plans and Specifications plus the variety of plan sheet names listed in the CADD Users Manual. A checklist was included in the section to help remind designers and reviewers what appropriate information is to be shown on the plans.

END of ERRATUM No.10

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**ERRATUM No. 9**  
For the electronic updating of the  
**Plans Preparation Manual (U. S. Customary Units)**  
July 31, 2015

**Chapter 3: PRELIMINARY PROJECT DEVELOPMENT DRAWINGS**

Section 3-2.3: Route Adoption Map

The new address for the web link to the DGN templates was updated.

Section 3-2.4: Freeway/Controlled Access Highway Agreement Exhibit

The new address for the web link to the DGN templates was updated. There is a new Symbolic Exhibit (3-2.4F) added, so the last paragraph was updated to reflect that.

Section 3-2.6: PUC Exhibits

There were a couple corrections to the labeling of the exhibits.

**Chapter 4: RIGHT OF WAY ENGINEERING MAPPING**

Section 4-5.2.5: Parcel Data and R/W Lines

For the 5<sup>th</sup> bullet, the last half of the sentence was struck-out and replaced with “if applicable.”

Section 4-5.2.7: Ownership Record

For the 4<sup>th</sup> bullet, brackets replaced parenthesis.

For the 5<sup>th</sup> bullet, the phrase “or is indeterminate” was added to the 1<sup>st</sup> sentence. The word “possible” was added to the 2<sup>nd</sup> sentence.

For the 7<sup>th</sup> bullet, it was deleted and totally re-worded.

END of ERRATUM No.9

**ERRATUM No. 8**  
For the electronic updating of the  
**Plans Preparation Manual (U. S. Customary Units)**  
May 1, 2015

**Chapter 3: PRELIMINARY PROJECT DEVELOPMENT DRAWINGS**

This is the first time in a long time that the entire of Chapter 3 has been made available. Sections include Photogrammetric Maps, Route Adoption Maps, Freeway/controlled Access Highway Agreement Exhibits, New Public Road Connection Location Maps and Public Utilities Commission (PUC) Exhibits.

END of ERRATUM No.8

**ERRATUM No. 7**  
For the electronic updating of the  
**Plans Preparation Manual (U. S. Customary Units)**  
October 10, 2014

**Chapter 2: PROJECT PLANS**

Section 2-1: Policies and Procedures for Preparing Project Plans

There are numerous updates and additions throughout this section. Added were updated figures, blank pages for future additions and more descriptions explaining Caltrans standards.

Section 2-2: Project Plan Sheet Specific Data and Examples

There are numerous updates and additions throughout this section. Added were blank pages for future additions and more descriptions explaining Caltrans standards.

With this erratum, page numbering was affected, so starting with Section 2-1 page numbering will change for all future subsequent sections. The Table of Contents reflects the new page numbering for the sections just updated. Older sections not yet update, will still reflect the old page numbering for that section. This creates an overlapping of numbers, so just refer to the page numbers of each individual posted section, not the entire manual.

END of ERRATUM No.7

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**ERRATUM No. 6**  
For the electronic updating of the  
**Plans Preparation Manual (U. S. Customary Units)**  
July 30, 2014

**Chapter 1:**

There have been minor updates and additions to several parts of this section. The biggest change is the addition of noting Authority to Advertise District Delegation (AADD) in addition to the existing method of Authority to Advertise Office Engineer (AAOE).

With this erratum, there is no change to the page numbering or section titles.

END of ERRATUM No.6

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**ERRATUM No. 5**  
For the electronic updating of the  
**Plans Preparation Manual (U. S. Customary Units)**  
November 8, 2013

**Chapter 2:**

Section 2-2.23 Electrical Systems:

There have been significant updates and additions to the entire section. The biggest change to note is that Electrical Systems plan sheets must now comply with the 2010 Construction Contract Standards. Another big item is that **only one** bid item (lump sum) can be shown for each plan sheet.

The past practice of having a bid item (lump sum) for each plan sheet did not clearly define the work to be paid per plan sheet. A cost breakdown of each bid item was not provided by the electrical designer. All of the burden was placed on the Contractor to submit a schedule of values to discern and segregate the materials and quantities for each bid item. This led to costly Contract Change Orders (CCOs) during the construction phase of the project.

With the November 8th, 2013 Memorandum signed by both the Division of Traffic Operations and the Division of Design, this past practice of not quantifying the materials and components of the electrical design on the Electrical Systems plans sheets will need to change. The Electrical Systems project plans must now include a quantity table listing the materials and components of work and bid item quantities.

This change is effective November 8th, 2013. In certain situations District Office Engineer may allow an exception, but the exception process ends on July 1st, 2014. Exceptions are only granted where including the quantifying of materials and components would impose a significant delay in the project schedule or a significant increase in the support costs.

END of ERRATUM No.5

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**ERRATUM No. 4**  
For the electronic updating of the  
**Plans Preparation Manual (U. S. Customary Units)**  
September 10, 2013

**Chapter 2:**

Section 2-2.6 Construction Details:

There have been significant updates and additions to the entire section. There are two new sub-sections (curb ramps and driveways). These new sub-sections were included because the design and/or construction of curb ramps and driveways must meet current policy and standards developed in accordance with the Americans with Disabilities Act (ADA) of 1990.

There are new Revised Standard Plans (RSPs) for curb ramps and driveways as well as an update to DIB 82. The design for all curb ramps should meet the conservative design standards now shown in the Caltrans Standard Plans.

END of ERRATUM No.4

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**ERRATUM No. 3**  
For the electronic updating of the  
**Plans Preparation Manual (U. S. Customary Units)**  
November 7, 2011

**Chapter 2:**

Section 2-2.5 Layouts, Profiles and Superelevation Diagrams:

There have been significant updates and additions to the entire section. The new standards identified in this section or clarifications to old standards should be incorporated on all projects currently in the design phase, but for all projects that will PS&E after April 1<sup>st</sup>, 2012.

END of ERRATUM No.3

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**ERRATUM No. 2**  
For the electronic updating of the  
**Plans Preparation Manual (U. S. Customary Units)**  
November 4, 2010

**DIGEST OF CHANGES:**

**Chapter 2:**

Section 2-2.3 Typical Cross Sections:

This section has some sentences deleted, added or reworded for clarifying the purpose of the Typical Cross Section sheets.

The checklist for Typical Cross Sections was also updated for clarifying what should be shown on the sheets and in some cases how. The “EA” was updated to reflect the Project Number and Phase. The note concerning superelevation diagrams should NOT state “as directed by the engineer” (this is an outdated note). The new note is to say, “superelevations are shown on the superelevation diagrams.” The note is only to appear if there is superelevation diagrams included in the project plans set.

## Section 2-2.4 Project Orientation:

### Key Map and Line Index

The first paragraph was reworded for clarifying the purpose of the Key Map and Line Index sheet. A second paragraph was added concerning which plan view sheets may be associated with the clip frames defining the key map.

A third paragraph was added concerning Stage Construction and Traffic Handling Plans having their own key map. Electrical Systems Plans should also have their own key map if necessary, because many of their projects consists of spot locations and plan sheets plotted at a different scale than the layout sheets.

### Project Control

The first paragraph was split into two paragraphs with further explanations on the sheet name and identification code and the note that is to appear on the sheet.

A third paragraph was added concerning the plotting scale and the statement saying what the sheet is for. A fourth paragraph was added concerning showing the coordinate values in tabular format.

### Monumentation

This section was added to describe what monumentation is. If monumentation has to be perpetuated, it is to be shown on the Layout sheets.

END of ERRATUM No.2

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**ERRATUM No. 1**  
For the electronic updating of the  
**Plans Preparation Manual (U. S. Customary Units)**  
May 15, 2009

**DIGEST OF CHANGES:**

**Chapter 1:**

The new title of Chapter 1 is: "INTRODUCTION OF THE PLANS PREPARATION MANUAL." This Chapter 1, dated May 2009, supersedes and replaces previous U. S. Customary Unit versions of Chapter 1.

Section 1-1 General:

The sections have been rearranged, renumbered, and updated to accommodate the new text for Section 1-1.1, "Purpose," and Section 1-1.2, "Application of Plan Preparation Standards."

Section 1-1.2 - Establishes and defines categories of standards for plan preparation (mandatory, advisory, and permissive) similar to those used in other Caltrans manuals

Section 1-1.6 - Updated to reflect the current status of the versions of the MicroStation software used to prepare final contract plans

Section 1-1.7 - Added additional reminder to designers that early coordination with the drafting unit and the DOE unit can avoid project delays during final project review

Section 1-1.8 – Under the subheading, "Contract Plan Files," the various subjects covered in this manual that are related to policy and procedures for design and construction of a project have been listed.

## Chapter 2:

The opening paragraphs of Chapter 2, Section 2-1 and Section 2-2, all dated May 2009, supersede and replace previous U. S. Customary Unit versions of this material.

The purpose of Chapter 2 has been redefined in the opening paragraphs of the chapter.

### Section 2-1:

Section 2-1 has been renamed to: "Policies and Procedures for Preparing Project Plans." Sections of Section 2-1 have been rearranged, renumbered, and updated to accommodate the new Section 2-1.0, "Application of Plan Preparation Standards." Section 2-1.0 states the categories of standards for plan preparation (mandatory, advisory, and permissive) similar to those used in other Caltrans manuals. The subject matter of the other sections of Section 2-1 has been rearranged, updated and the wording revised to reflect which applicable plan preparation standard applies to the instructions in the manual.

#### Specific Section Changes:

Section 2-1.1 – This section has been renamed to: "Composition of Project Plans and General Preparation Procedures." Subheadings for "Right of Way" and "Railroad Involvement" have been added which discuss how and when project right of way is to be shown on the project plans and a means of determining if a project has railroad involvement.

Section 2-1.7 – This section has been revised to include the use of Project Case Designation Numbers for the purpose of cross-referencing instructions related to the development of project identification block information and its associated title sheet project description.

### Section 2-2:

The subject matter of sections of Section 2-2 has been rearranged, updated and the wording revised to reflect which applicable plan preparation standard applies to the instructions in the Section 2-2.

**Chapter 2 (cont'd):**

Specific Section Changes:

Section 2-2.2:

Additional instructions have been added regarding title sheet mapping (strip map versus other mapping such as road system maps), identifying post miles, and identifying the various types of structures.

Additional instructions for developing title sheet project description have been added under the subheading, "Title Sheet Descriptions." This includes the use of Project Case Designation Numbers for the purpose of cross-referencing instructions to develop title sheet project descriptions and the associated project identification block information.

Additional instructions have been added regarding the identification of begin and end points of project construction and work.

The Checklist for the Title Sheet has been revised.

**Title Sheet Examples:**

Changes to Title Sheet Examples "A," and "A1" through "N" include:

- Use of the most current border sheet applicable to each example sheet
- A new release date of 5/15/2009
- Additional instructions for preparation of title sheets
- Added instructions to title sheet examples to be consistent with changes made in the text portion of the manual

Changes to the Locations of Construction sheet for Title Sheet Example "K" include:

- Use of the most current border sheet for this example sheet
- Added or revised instructions for table title, column titles, line widths in table, spacing between rows and text sizes within the table

No changes have been made to the sheet titled: "Examples of State Locations Maps for Title Sheets."

END of ERRATUM No.1