

PLAN REVISION DISTRIBUTION

INSTRUCTIONS

Combine revised plan sheets, Form 0291 and this form, all in Adobe Acrobat "PDF" format, name the file PLANREV1.PDF, and insert file in the Plan Revisions folder in ProjectWise.

From ProjectWise, send an email link from PLANREV1.PDF, to all affected "MDOT" staff notifying them that a plan revision is available.

Send a copy of revised plan sheets and Form 0291 to all affected "non-MDOT" agencies as noted below.

DESIGN UNIT	REVISION
CONTROL SECTION	JOB NUMBER
DESCRIPTION	

PROJECTWISE LOCATION:

MDOT DISTRIBUTION	PLANREV1.PDF FILE	
CONSTRUCTION FILES	ProjectWise	
TSC DELIVERY ENGINEER	ProjectWise	
BRIDGE DESIGN UNIT (if structure affected)	ProjectWise	
ROAD DESIGN UNIT (if grade, alignment or drainage affected)	ProjectWise	
BRIDGE MANAGEMENT UNIT – DESIGN DIVISION (Load Rating Engineer) (if change affects load capacity of bridge)	ProjectWise	
STRUCTURAL FABRICATION UNIT – OPERATIONS FIELD SERVICES DIVISION (if change affects beams or other structural elements)	ProjectWise	
UTILITIES-PERMITS SECTION – DEVELOPMENT SERVICES DIVISION (if change in quantities chargeable to a utility company)	ProjectWise	
RAILROAD COORDINATION UNIT – OFFICE OF RAIL (if agency directly affected)	ProjectWise	
NON - MDOT DISTRIBUTION	PLANS	FORM 0291
FHWA (FHWA oversight projects)		
CONSULTANT (if directly affected or consultant designed project)		
CITY OF: (for each city that participates)		
COUNTY OF: (for each county that participates)		
COUNTY DRAIN COMMISSION (if agency directly affected)		
UTILITY (if agency directly affected)		
STEEL REINFORCEMENT FABRICATOR (if revision directly affects Fabricator)		
FABRICATOR (if structural steel or prestressed concrete)		

CC: