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# Title Sheet

**Design Manual**  
**Chapter 1**  
**General Information**  
Originally Issued: 02-04-11

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The Title Sheet should contain the following Design and Tabulation forms:

- Mileage Summary,
- Index of Sheets,
- Design Data,
- Type of Work,
- Project Location,
- Project Number,
- Project Identification Number (PIN),
- R.O.W. Project Number,
- County,
- Design Team,
- Revision Block (if needed),
- Primary Signature Block,
- Index of Seals,
- Total number of pages or sheets,
- Letting Date, and
- Value Engineering remarks.

These items will vary depending on the type of project. If there is room on the Title Sheet itself, a Project Location Map and Scale should also be provided; otherwise, they may be placed on the next sheet.

## Mileage Summary

The mileage summary (see Figure 1) provides a table in linear feet and miles of the lengths of project divisions (when applicable), equation corrections, bridges, and large box culverts. The Office of Transportation Data uses this information. The mileage summary will remain basically the same for a grading, paving, and resurfacing project.

MILEAGE SUMMARY			
DIV.	LOCATION	LIN. FT.	MILES
1	Rural:		
	Sta. 10+00.00 to Sta. 25+32.26	1532.26	
	Equation: Sta. 18+75.00 (Back) = Sta. 18+94.50 (Ahead) (Shortens Line)	19.50	
	Deduct Bridge at Sta. 21+32.00	125.00	
	Total Length of Roadway in Division 1	1387.76	0.263
	Total Length of Bridge in Division 1	125.00	0.024
	Total Length of Division 1	1512.76	0.287
2	Urban:		
	Sta. 25+32.26 to Sta. 35+32.26	1000.00	
	Equation: Sta. 35+32.26 (Back) = Sta. 36+50.00 (Ahead)		
	Sta. 36+50.00 to Sta. 62+50.00	2600.00	
	Omit Bridge at Sta. 53+20.00	498.00	
	Total Net Length of Division 2	3102.00	0.587
	Total Net Length of Roadway in Project	4489.76	0.850
	Total Net Length of Bridge in Project	125.00	0.024
	Total Net Length of Project	4614.76	0.874

**Figure 1:** Sample Mileage Summary with equations.

Divisions terminate where a change in funding occurs across (i.e. perpendicular to) the centerline or when a project identification is changed, for example county lines or city corporate lines. A county or corporate line that borders a roadway (see Figure 4) is not considered a termination point for a division. All project lengths should be given in feet with an accuracy of one hundredth of a foot. The total and net length of each division is also given in to the nearest one thousandths of a mile.

Equation corrections should be shown in the mileage summary. Once they have been determined, they should be added or subtracted to obtain the proper project length of the project.

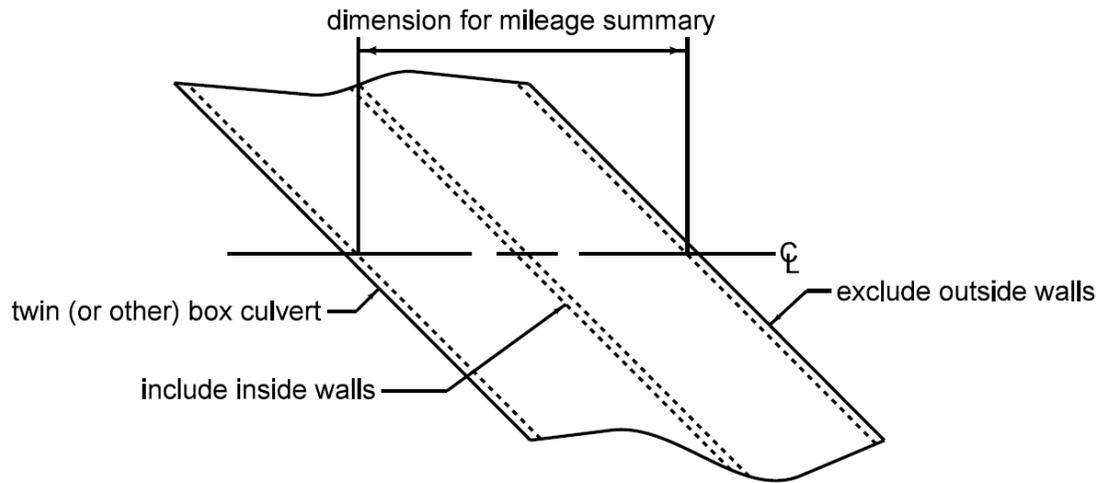
### Bridges

Bridge lengths (either out to out distance or paving notch) should be accounted for in the mileage summary by including, omitting, or deducting their respective lengths. Bridge lengths should be included in the roadway length only when resurfacing of the bridge floor is part of the work being done on the project. Bridge length should be omitted in projects where no work is being done on the bridge.

On projects where a bridge is being built or improved, the length should be deducted from the roadway project length. A total bridge length should be shown for the division and/or project and should be included in the total project length.

**Culverts**

Box culverts which have a span of more than 20 feet measured along centerline between inner faces of outside walls, and including inner walls of any multiple structure (see Figure 2) are treated in the same manner as a bridge.



**Figure 2:** Box culvert dimension for Mileage Summary.

**Projects with no Mileage Summary**

Some projects, for example resurfacing a small intersection or a bridge replacement project, will not have a mileage summary. If a project does not have a mileage summary, use the notation shown in Figure 3. Projects with no mileage summary will be located on the location map by a small circle and a PROJECT LOCATION label.

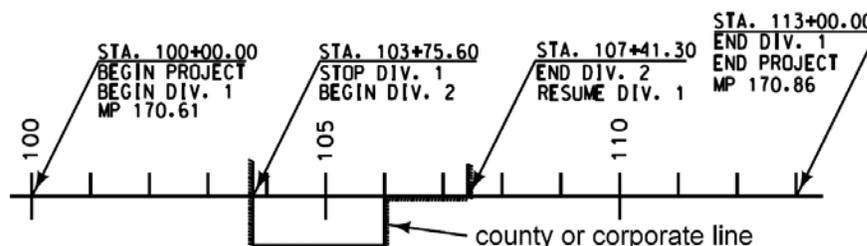
**NO MILEAGE SUMMARY**

**Figure 3:** Notation for projects with no mileage summary.

**Mile Post**

The Iowa Pavement Management System uses the milepost system for project location, data collection, and analysis. In order to ensure the integrity of the project history files, it has been determined that the Office of Design will locate all design projects by milepost limits which have a structural impact on the roadway, for example overlays, widening units, subdrain installation, inlays, reconstruction, etc.

Obtain route milepost number for one or more key locations within project limits and determine appropriate mileposting of beginning and ending points of project. Show these milepost numbers as part of the Project Location Map on the Title Sheet. For metric projects on roadways originally surveyed in English, provide station equations at the beginning and end of the project on the plan and profile sheets. They may also be provided on the Project Location Map. Care must be given to ensure correct mileposting where dual numbered routes exist or where route relocations require equations in mileposting. Figure 4 provides an example.



**Figure 4:** Mileposting example.

## Index of Sheets

The Index of Sheets provides a listing of all of the sheets included in a project. Section [1E-2](#) explains the numbering system to be used.

## Design Traffic Data

The Design Traffic Data consists of major controls or services for which a highway is designed.

## Other Information

The following information should also be included.

### Type of Work

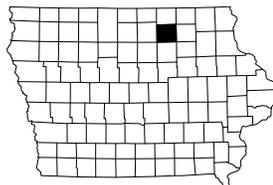
This provides the statement of the work to be performed, for example HMA RESURFACING WITH MILLING, or PCC PAVEMENT - NEW. This statement is tied to the work type code. Refer to a table of work type codes for proper code descriptions. Contact the Office of Contracts for work types not listed in the table of work type codes. This must exactly match the work type in Project Scheduling System.

### Project Location

This provides a brief statement of the project location. This must exactly match the project description in Project Scheduling System.

### Project Location Map and Scale

The Title Sheet should also provide a map of the project location along with a scale. A small Iowa state map with the county or counties involved marked, see Figure 5, should be a part of the project location map.



**Figure 5:** Sample state map to be used as part of the project location map.

If the project is such that a large map is required, or if the tab sheets fill a large enough area that placing a map on the Title Sheet isn't possible, the map and scale may instead be placed on the next sheet. If the map and scale are placed on the next sheet, a note should be placed on the Title Sheet referring to the project location map, see Figure 6.

For Project Location Map  
Refer to Sheet A.2

**Figure 6:** Project map location box.

### [Project Number](#) and [Project Identification Numbers \(PINs\)](#)

The Project Number should be listed in the upper left, upper right and lower right of the Title Sheet. The segment and section PINs should be listed in the upper right of the Title Sheet. These numbers should match the project numbers in the [Project Scheduling System](#).

### R.O.W. Project Number

The R.O.W Project Number should be located in the upper right of the Title Sheet. This number should match the ROW number in the [Project Scheduling System](#).

### County

The county in which the project takes place should be listed in the center and at the bottom of the Title Sheet. If the project is located in more than one county, the county in which the project begins should be listed first.

**Design Team (Contacts)**

The design contacts should be listed at the bottom of the sheet in the following format:

Section Leader's last name\Lead Designer's last name

Or

DOT contact's last name\Consultant company name

**Revision Block**

A Revision Block should be included if there are revisions. Revisions included in this box are generally those made during project construction and are included in the "As-Built" plans.

**Primary Signature Block**

The Primary Signature Block should include the name and seal of the engineer who is overall in charge of the project's design. See Section [1E-1](#) for more information regarding signature blocks.

**Index of Seals**

Since project plans often will require several engineers' signatures, an index of seals should be provided that will list the names of those engineers, the types of signature blocks, and the pages on which their signature blocks appear. A space should be left after the name of the engineer who is in overall charge of the project's design to provide for revisions. See Section [1E-1](#) for more information regarding signature blocks.

**Total**

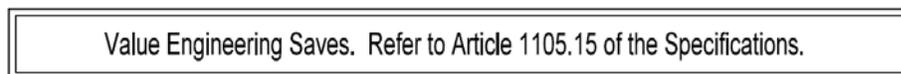
This should appear in the upper right hand corner of the Title Sheet and provide a count of the total number of pages or sheets in the project plan.

**Letting Date**

A box for the letting date should be provided in the upper left hand corner of the Title Sheet. The designer inserts the letting date.

**Value Engineering Remarks**

A box should be provided referring to the Specifications, similar to Figure 7.



**Figure 7:** Sample value engineering box.

**Iowa One Call**

Provide the Iowa One Call number on the Title Sheet.



**Figure 8:** Iowa One Call.

**Sample Title Sheet**

Click here to view a [Sample Title Sheet](#).