

 MARYLAND DEPARTMENT OF TRANSPORTATION STATE HIGHWAY ADMINISTRATION	Office of Structures Guidelines and Procedures Memorandum	PLANS
		Number: OOS-GPM-P-102 (Former P-76-10(G))
		Date: 08-20-2026
Format for Title Sheets of Contract Drawings		Approval: <i>Mauricio Agostino</i>

OVERVIEW

A Title Sheet shall be prepared for each set of Contract Plans for projects to be advertised by the Office of Structures (OOS). The Director, Office of Structures, shall determine whether a Title Sheet is required for an Informal Bid project. If no Title Sheet is required, a Location Plan and Signature Blocks shall be placed on the first sheet of the plans (i.e. projects completed with SIRE open-end contracts). For projects without plans, a Location Plan and Signature Blocks shall be included in the Invitation for Bids book.

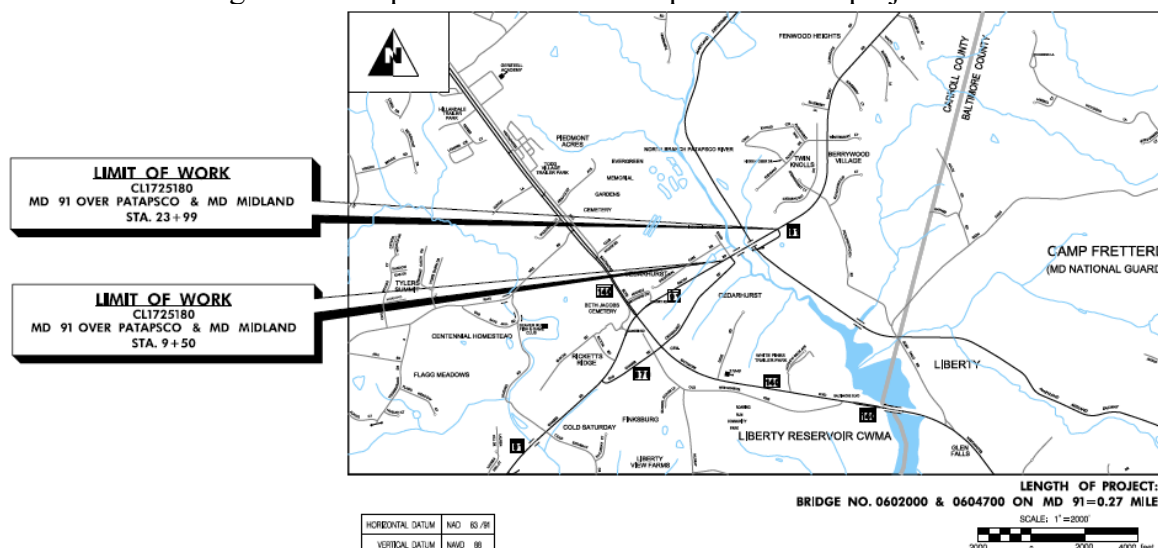
The following information is contained on the Title Sheet for all Maryland Department of Transportation State Highway Administration (MDOT SHA) projects. MDOT SHA CADD Standards provide an up-to-date template for project Title Sheets.

Project Description

Under the heading of Maryland Department of Transportation State Highway Administration, the SHA Contract Number and Federal Aid Project Number (if applicable) shall be placed followed by the description of the project. The project description should closely match the description as noted in the request for funding (Form 42).

Location Map

A project Location Map is included below the project description. For OOS projects, the location map shall clearly identify the location(s) of the structure(s) and contain a north arrow. The appropriate scale shall be shown below the map with the county labeled. Additional information including the length of the project and the horizontal and vertical datum should be included with the map. Maryland, US and Interstate Routes shall be labeled with legible text readable for an 11x 17 print. The following is an example of the location map for an OOS project:



 Office of Structures <i>Guidelines and Procedures</i> <i>Memorandum</i>	PLANS	
	Number: OOS-GPM-P-102 <i>(Former P-76-10(G))</i>	
	Date: 08-20-2026	
Format for Title Sheets of Contract Drawings		Approval: See Page 1

For projects with two or more structures, provides a separate key plan in accordance with OOS-GPM-P-105. If substantial road work is being performed, the limits of work shall be identified by stations.

Sheet Index

Provide a separate plan sheet for the Index of Sheets. This sheet shall be located after the Title Sheet and provide a listing of the titles and sheet numbers for each plan sheet in the Contract.

Standard Notes

MDOT SHA maintains a standard set of notes that shall be included in the upper right-hand corner of the Title Sheet, the notes may include the following but should be checked against the SHA CADD Standards:

- Geometric Design Criteria
- Standard Specifications Book, Book of Standards and Maryland Manual on Uniform Traffic Control Devices (MDMUTCD)
- Right of Way
- Utilities
- ADA Compliance
- Environmental Information
- Standard Stabilization Note
- Owner's/Developer's Certification
- Existing Structure Plans

Stormwater and Sediment Control Approval

A signature block for the Plan Review Division (PRD) approval of the Stormwater and Sediment Control plans is located below the notes. This block includes the PRD number for the project and expiration date. Any PRD modifications will be listed adjacent to the approval during Addenda or Red Line Revisions. The following is an example of the approval block:

STORMWATER AND SEDIMENT CONTROL FINAL APPROVAL APPROVED _____ DIVISION CHIEF, PLAN REVIEW DIVISION PRD NO: <u>23-PR-0036</u> DATE _____ EXPIRATION DATE: _____	<u>MODIFICATIONS</u>
---	---

 Office of Structures <i>Guidelines and Procedures</i> Memorandum	PLANS
	Number: OOS-GPM-P-102 <i>(Former P-76-10(G))</i>
	Date: 08-20-2026
Format for Title Sheets of Contract Drawings	Approval: See Page 1

SHA Approval

A signature block for SHA approval is included in the lower right-hand corner of the sheet. Plans for the Office of Structures shall be signed by the Deputy Director of Structures Engineering or Structures Remedial Engineering, the Director of Office of Structures, and the Chief Engineer. The following is an example of the approval block:

_____ REVIEWED AND APPROVAL RECOMMENDED DEPUTY DIRECTOR, STRUCTURES ENGINEERING	_____ DATE
_____ APPROVAL RECOMMENDED DIRECTOR, OFFICE OF STRUCTURES	_____ DATE
_____ APPROVED CHIEF ENGINEER	_____ DATE

Consultant Certification

For plans prepared by a consultant, the consultant shall include certification blocks in the lower left corner of the Title Sheet; with the seal and written signature of a professional engineer. The certification blocks should identify the elements that were designed and the pertinent sheet numbers. The following is an example of a certification block:

HIGHWAY DESIGN, STORMWATER MANAGEMENT, BRIDGE STRUCTURE, SIGNALS, SIGNING, PAVEMENT MARKINGS, ITS, AND LIGHTING	
SHEET NOS. AND OTHER CLARIFICATIONS	
I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND. MD LICENSE NO. _____ EXPIRATION DATE: _____	

