

 Office of Structures <i>Guidelines and Procedures</i> <i>Memorandum</i>	PLANS
	Number: OOS-GPM-P-106 <i>(Former OP-75-7(4))</i>
	Date: 08-07-2026
Development of Plans for Bridges Without Existing Contract Documents Approval: 	

OVERVIEW

There are many structures on the Maryland Department of Transportation State Highway Administration (MDOT SHA) System for which there are no contract drawings and others for which only the term "standard structure" appears in the Structure Inventory. As part of our program for Structure Inspection, Evaluation and Appraisal, it is imperative that we have drawings on all structures for reference.

PLAN DEVELOPMENT

Whenever a design team is going to perform work on an existing structure for which no plan data is available, they shall visit the field site and take all necessary measurements essential to develop drawings that would be indicative of the structure as it exists.

After all data is obtained, drawings on standard size plan sheets, utilizing ~~solid~~ long dashed lines, shall be prepared with a notation above the title block as follows and shall appear on all such drawings:

"This drawing prepared from actual field measurements performed by (person) on (date)."

If required to determine the location of the bottom of footings, a test hole/coring investigation shall be requested and this information should be included on the drawings.