

KEY

The Key sheet shall include a Key Map indicating the location of the project. The Key Map shall be centered on the sheet and shall be drawn to a scale of about 1"=1000' to 1"=4000', except Local Highway projects which may be submitted at a smaller scale. Contours shall not be shown on the Map. The delineation of the proposed project shall be clearly indicated by BEGIN PROJECT and END PROJECT, with a Federal Project Number (Construction) when applicable, and all STOPS and RESUMES shall be noted and marked by stationing on the Key Map. To delineate BEGIN PROJECT and END PROJECT, provide the mainline BEGINNING and ENDING station at the major construction work limits of the project. Mile marker references should also be included. Do not provide the BEGIN PROJECT or END PROJECT location at proposed signage, striping, or traffic control items installed in advance of, or beyond the major construction work of the project. When the project involves more than one State Highway, provide a BEGIN PROJECT and END PROJECT for each State Highway.

A north arrow, station equations, names and locations of corporate lines, municipalities, counties, streets, structures, railroads, and waterways shall be clearly shown on the map.

The Control Section number, when applicable, shall be shown above the right corner of the Key Map. The type of highway as obtained from the Bureau of Transportation Data Developement shall be indicated below the left corner of the Map. A graphic scale for the Key Map, and the length of the project and length of the Federal project in linear feet and miles shall appear beneath the Map.

The Project Category abbreviation shall be identified on the key sheet for all projects (located at the left corner over the Key Map). The six categories of projects, followed by the accepted abbreviation, are shown below:

- Interstate New Construction or Reconstruction (I - NEWRECON)
- Interstate Resurfacing, Restoration, and Rehabilitation (I - 3R)
- National Highway System New Construction or Reconstruction (NHS-NEWRECON)
- National Highway System Resurfacing, Restoration, and Rehabilitation (NHS - 3R)
- Non National Highway System (Non - NHS)
- Major / Unusual

The following note shall appear below the index of sheets box. Designer shall indicate the year applicable to the project:

Standard Roadway Construction/Traffic Control/Bridge Construction Details Booklet dated (Month and Year) and Standard Electrical Details dated (Month and Year) are applicable to this project except for those details contained herein.

Utilities

All utilities located within the project limits shall be listed in the Utilities box in the upper left corner of the Key sheet regardless of utility involvement. Pole lines, gas mains, transmission lines, rail roads, etc. shall be noted. Electrical installations of the N.J.D.O.T. for Traffic Signals and Lighting, shall also be listed.

Right of Way

When Right of Way is required for the project, the Route and Right of Way Section shall be shown below the right corner of the Key Map.

Proposed Structures

Bridges, walls, sign structures, temporary structures, noise barriers, culverts to be constructed and structures to be demolished as part of the project shall be listed in a box on the left hand side of the Key sheet. The listing shall include a description of the type of proposed structure(s) and a legend to denote the structure(s). Structure numbers shall also be included, if available. The location of the proposed structure(s) shall be indicated on the Key Map by use of the legend.

Design Traffic Data

The Design Traffic Data box shall be shown in the lower left portion of the Key sheet. Information to be included shall be as shown on the sample Key sheet and as described in the N.J.D.O.T. Roadway Design Manual.

The present year to be shown shall be the anticipated date of construction. The future year for new construction and reconstruction projects shall be 20 years beyond the anticipated date of construction, and 10 years beyond the anticipated date of construction for resurfacing, restoration, and rehabilitation projects.

Index of Sheets

All sheets contained in the contract plans shall be listed in the Index of Sheets box provided in the upper right portion of the Key sheet. The listing of the sheets shall follow the order shown in the section titled "General" on Page 1 of these Sample Plans. When the project includes Bridge Plans, the Estimate of Quantities - Bridge sheet shall be included in the plans as shown on the listing included under General Information. If the number of contract plan sheets is large enough to require the sheets to be divided into multiple parts, the Index of Sheets box shall be modified to indicate the various parts as shown on the sample Key sheet. Generally, each part shall consist of approximately 150 sheets.

Consultant Signature

The name of the Designer shall appear in the lower left hand border of the sheet. The following statement shall be added to the Key sheet of all projects designed by Consultants:

"CHANGES MADE TO THESE PLANS SINCE SIGNATURE BY THE CONSULTANT MAY BE DETERMINED BY COMPARISON OF THE PLANS FILED AT THE DEPARTMENT WITH THOSE FILED AT THE OFFICE OF THE CONSULTANT".

(NAME OF CONSULTANT) (CERTIFICATE OF AUTHORIZATION NO.____ OR PROFESSIONAL ASSOCIATION)
(ENGINEER'S SIGNATURE) (DATE)
(ENGINEER'S NAME PRINTED)
(TYPE OF LICENSE AND NO.)

Each sheet in a Consultant designed set of plans, excluding plan sheets provided by the N.J.D.O.T., shall have the name of the consultant (consulting firm) and shall also state "Certificate of Authorization No. ____" or Professional Association" as applicable, in the space adjacent to the name. In the space under "Engineer's name printed" state "New Jersey Professional Engineer License No. ____". Each consultant-designed sheet shall be signed and dated by the consultant in the space provided under the "name of the consultant", just prior to the designer's plans, specifications, and estimate submission.

Project Description

The titling of the Key Sheet shall include the following information and adhere to the format in the following example:

- Approved Project Description
- Route and Contract Number (or local street name when applicable)
- Work Description (i.e. Grading, Paving, Sign Structures, etc.)
- Work Limits (i.e. from Riverdale Road to vicinity of South Main St.)