DEPARTMENT OF TRANSPORTATION
STATE OF GEORGIA

INTERDEPARTMENT CORRESPONDENCE

DATE November 18, 2016

Meg B. Pirkle

FROM Meg B. Pirkle, P.E., Chief Engineer

TO See Distribution

SUBJECT **Plan Production: Standard File Format and Plotting**

Starting in 2017, the Department will begin transitioning its plan production processes and procedures from large scale plotting to small scale plotting with the intent to reduce plotting costs and improve plan production efficiency and convenience. Large scale plotting refers to the 24" x 36" standard PDF plan sheet size and the production (plotting) of full size (24" x 36") and half size (12" x 18") plan sets for plan distribution and general use. Small scale plotting refers to an 11" x 17" standard PDF plan sheet size and the production (printing) of 11" x 17" plan sets for plan distribution and general use.

The implementation of this transition will be managed by the Statewide Engineering Systems Support section of the Office of Design Policy & Support along with strong support from the Office of Roadway Design, both within the Division of Engineering. A primary component of the implementation will be a significant reduction in the number of large scale plotters statewide and replacing their use with 11" x 17" printers capable of producing high volume plan distributions; at least one large scale plotter will remain in the General Office Print Room. Other components of the implementation include revising the Standard Distribution List, Electronic Data Guidelines (EDG), Plan Presentation Guide (PPG), CAD Standards, and other guidance documents as needed.

Beginning July 1, 2017 all projects which have not progressed through PFPR should begin using the 11" x 17" standard file size for PDFs and plan distributions. For projects already developed with the 24" x 36" standard files size beyond PFPR, the Design Phase Leader will have the discretion to use either size.

Please make sure that all personnel in your office are aware of this information. If you have any questions or concerns, please contact Glenn Williams at 404-631-1532 (glwilliams@dot.ga.gov) or Sam Woods at 404-631-1628 (swoods@dot.ga.gov)

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