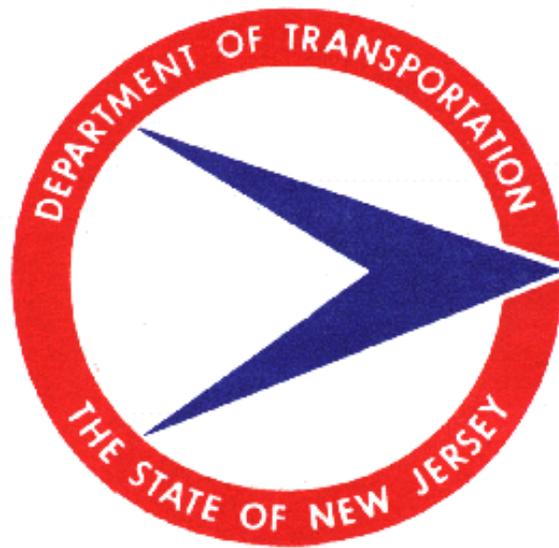


**PROCEDURE  
FOR  
PROCESSING WORKING DRAWINGS**



**MAY 2005**

# Procedure for Processing Working Drawings

## GENERAL:

The procedure for the review and processing of working drawings provide for two primary types of drawings, those requiring "APPROVAL" and those requiring "CERTIFICATION". The working drawings that require APPROVAL are for those items of work that were presented in the contract documents as "conceptual plans," for which the contractor is required to complete the final design. Examples are proprietary walls, temporary sheeting, sheeting left in place, precast concrete culverts, precast structural elements, or when a construction item is temporary, but affects an existing item/structure permanently. An example of this would be a temporary bridge that when removed leaves behind the permanent addition of rebar. Working drawings that require CERTIFICATION apply to the fabrication of all items of work. Examples of working drawings which require Certification are erection plans, temporary shoring, and other items that would commonly be considered the Contractor's means and methods for constructing the project, such as stay-in-place forms and rebar coupling devices.

The review and processing of working drawings will be the responsibility of the designated Design Unit. The Design Unit shall be the designer that prepared the contract documents, either a Consultant firm or in-house design unit, with one exception. The exception is that on Consultant designed projects, Traffic Signal & Safety Engineering (TSSE) will be the designated review unit on all working drawings related to electrical work other than movable bridges and ITS facilities. Therefore, the Contractor shall submit electrical working drawings directly to TSSE on consultant designed projects and to the Engineering Document Unit (EDU) on in-house designed projects. The Project Manager, Resident Engineer and EDU shall be copied on all working drawing correspondence.

## PROCESSING STEPS:

1. Within five working days of the Project Manager receiving notice of Award of Contract for a Project, the Project Manager shall complete and submit Attachment 1 entitled "Working Drawing Input Data" and a copy of the award letter to the EDU.
2. Upon receipt of the "Working Drawing Input Data" form, the EDU will establish a project file and complete the appropriate Contractor Procedure form letter, either Attachment 2 for consultant designed projects or Attachment 3 for in-house designed projects and mail the letter "return receipt requested" to the Contractor. The letter shall be completed by inserting the following:
  - Date of the letter
  - The contractor's address and contact person
  - Route and Contract Number
  - Federal Project Number
  - D.P. Number
  - UPC Number
  - Design Consultant's address and contact person (Attachment 2) or EDU's address and contact person (Attachment 3)
  - The name, address and contact person for involved railroad(s) and other agencies
  - Signature of EDU's representative

The EDU will send copies of the Contractor Procedure form letter to the following:

- On Consultant designed projects, the Consultant, Traffic Signal & Safety Engineering, Movable Bridge Engineering Group (if a movable bridge is included) ITS Engineering and/or

other project specific ITS related unit (if ITS work is included) and Landscape and Urban Design (if street/park furniture or architectural finishes are included)

- On in-house design projects, the in-house designated review units
- Project Manager
- Resident Engineer
- Regional Construction Engineer

The Design Unit, consultant or in-house, and the Resident Engineer, shall upon receipt of the copy of the Contractor Procedure form letter, establish a file for the working drawings.

3. The Contractor, in accordance with directions outlined in the Contractor Procedure Form letter, shall have working drawings developed, reviewed and approved. The working drawings shall be developed in accordance with Final Design Submission Guidelines, Structural Plan Development section of the Procedures Manual using the appropriate plan sheet format, either Sample A or B that is attached herein of this section. Calculations shall be on the appropriate calculation sheet, either Sample C or D that is attached herein.

FOR WORKING DRAWINGS THAT REQUIRE CERTIFICATION, SKIP STEP 4 AND GO TO STEP 5.

4. The Contractor shall submit final working drawings that require approval directly to the Consultant Design Unit or on projects where the Design Unit is an in-house designer, to EDU for distribution. The submission shall include working drawings and calculations that are signed and sealed by a Professional Engineer licensed in the State of New Jersey. EDU shall distribute the working drawings as follows:

#### In-House Distribution Chart

##### In-house Design Units

Structural Design  
Geometrics Design

Traffic Signal & Safety Engineering  
ITS Engineering  
Other ITS related units as specified for project  
Movable Bridge Engineering Group

Landscape and Urban Design

##### Type of Working Drawing

Bridge and Structural Items  
Roadway Items  
Guide Rail and Safety Features  
Electrical, Sign Face Layout,  
Electrical/ITS items  
Electrical/ITS items  
Electrical/Mechanical  
(Movable Bridges)  
Street and Park Furniture  
Architectural Finishes

The number of prints/copies required for most working drawings is seven; however, eight copies are needed when movable bridges and ITS facilities are involved and, for those projects requiring review by railroads and other agencies, furnish an additional four copies per agency. A copy of the transmittal letter for each submission shall be sent to the Resident Engineer and the Project Manager. On movable bridge projects and projects with ITS facilities, a copy of all transmittal letters between the consultant and contractor for each subcontractor shall also be sent to the Department's Movable Bridge Engineering Group and ITS Engineering and/or other project specific ITS related unit, respectively. The Design Unit will review and coordinate the satisfactory resolution of all comments, and make a recommendation to approve the working drawings to the State Transportation Engineer by signing and affixing a stamp indicating "**RECOMMENDED FOR APPROVAL**" (Attachment 4, Stamp A). The State Transportation Engineer will review the recommendation, and where warranted, approve the working drawings by a signature and affixing a stamp indicating "APPROVED" signature/date, State Transportation Engineer (Attachment 4,

Stamp B). The approved working drawings shall be returned to the Design Unit for final processing and distribution according to step 6.

If the State Transportation Engineer does not agree with the “Recommendation For Approval,” the working drawings will be returned to the EDU with a transmittal letter detailing the reason(s) for not approving. EDU will transmit unapproved working drawings to the Design Unit and copies of the transmittal letter shall be sent to the Resident Engineer, Project Manager. The Design Unit will coordinate the resolution of the comments and resubmit the working drawings for approval as described above

FOR WORKING DRAWINGS THAT REQUIRE APPROVAL, SKIP STEP 5 AND GO TO STEP 6.

5. The Contractor shall submit working drawings for fabrication that require certification directly to the Consultant Design Unit or on projects where the Design Unit is an in-house designer, to EDU for distribution for in-house design review. The working drawings shall have been reviewed, approved and signed by the Contractor. EDU will distribute the working drawings in accordance with the in-house distribution chart in step 4 above. The number of prints/copies for most working drawings is seven; however, eight copies are needed when movable bridges and ITS facilities are involved and for those projects requiring review by railroads and other agencies, furnish an additional four copies per agency. A copy of the transmittal letter for each submission shall be sent to the Resident Engineer and the Project Manager.

The Design Unit shall review the working drawings for conformance with design concepts as well as resolve comments from railroads and agencies. The working drawings will be designated either for certification by indicating “**CERTIFIED**” or “**CERTIFIED AS NOTED**” or rejection by indicating “**REVISE AND RESUBMIT**” by affixing a stamp (Attachment 4, Stamp C).

Working drawings that are stamped “**CERTIFIED**” or “**CERTIFIED AS NOTED**” shall continue to be processed according to step 6.

The certification, “**CERTIFIED AS NOTED**” is to be used only when corrections are limited and the drawings fundamentally satisfy the contract. Examples of limited corrections include sporadic, minor dimensional errors, shop notes that are not fully consistent with the specifications but can be easily corrected on the drawings by the Design Unit and format inconsistencies. Working drawings certified as “**CERTIFIED AS NOTED**” permit the Contractor to order materials and perform the work, but the Contractor must submit the required number of revised working drawings to the Design Unit incorporating the noted comments within thirty calendar days to receive a stamp designated “**CERTIFIED**”. The Contractor’s transmittal letter must clearly identify the working drawings that previously received a conditional “**CERTIFIED AS NOTED**”. Revisions that have been incorporated should be noted and that the submission is for certification. If certification is warranted, the Design Unit shall stamp the working drawings “**CERTIFIED**” and follow Step 6 for distribution.

Working drawings shall not be rejected unless the drawings cannot be certified due to nonconformance or poor quality, such as legibility, lack of adequate dimensions, details and or notes, contradictory information or other problems that may lead to significant shop errors. The Design Unit shall return working drawings that are rejected by stamping, “**REVISE AND RESUBMIT**”, directly to the Contractor. A transmittal letter detailing the reason(s) for rejection shall be included with the returned working drawings. A copy of the transmittal letter shall be sent to the Resident Engineer, Project Manager and EDU. These drawings shall be revised, approved and resubmitted by the Contractor according to Step 5 above until certification is given.

6. The Design Unit for in-house projects shall retain one copy for file and send all other copies (minimum of five (5) copies) of the approved/certified (including certified as noted) working drawings to EDU for distribution as per the list below.

After approval or certification by a Consultant Design Unit of the working drawings for sign legends and locations, movable bridges, ITS facilities, and street/park furniture and architectural finishes the consultant shall submit the drawings to Traffic Signal & Safety Engineering, Movable Bridge Engineering Group, ITS Engineering, or Landscape and Urban Design, respectively for their concurrence. These units will have one week to review and submit a letter of concurrence to the Consultant.

The Consultant, Design Unit shall distribute the working drawings after approval/certification (including certified as noted) and when required, the letter of concurrence (for signage, movable bridges, ITS facilities or furniture/finishes) is received as per the list below.

The working drawings shall be distributed as follows:

One copy to the Resident Engineer

Two copies to the Bureau of Materials

One copy to the Design unit's file (consultant design only)

One copy to the Engineering Documents Unit for certification and six copies for approval.

Remaining copies to the Contractor.

7. The Contractor shall submit one (1) complete mylars set of the original approved stamped, signed working drawings prior to completion of the project to the Resident Engineer. An additional set of the mylars are required for each railroad and agency, as well as the Department's Movable Bridge Engineering Group when applicable.
8. The Resident Engineer shall forward (1) complete set of the approved original mylars and required copies to the Engineering Documents Unit for archival purposes, and forward the remaining copies to railroads and agencies, if required.

Use the following addresses only when directed by the above procedure:

Engineering Documents Unit

Attn: Working Drawing Unit,

NJDOT

PO Box 600

1035 Parkway Avenue

Trenton, NJ 08625-0600

Traffic Signal & Safety Engineering

NJDOT

PO Box 613

1035 Parkway Avenue

Trenton, NJ 08625-0613

Movable Bridge Engineering

100 Daniels Way

Freehold, NJ 07728

Geotechnical Engineering Unit

NJDOT

PO Box 615

1035 Parkway Avenue

Trenton, NJ 08625-0615

Bureau of Materials  
NJDOT  
PO Box 600  
1035 Parkway Avenue  
Trenton, NJ 08625-0600

For FedEx/ Express Mail use the following address:  
Bureau of Materials  
NJDOT  
Thiokal BLDG # 2  
930 Lower Ferry Road  
Trenton, NJ 08628-3501

Landscape and Urban Design  
NJDOT  
PO Box 600  
1035 Parkway Avenue  
Trenton, NJ 08625-0600

Structural Design  
NJDOT  
PO Box 615  
1035 Parkway Avenue  
Trenton, NJ 08625-0600

Geometric Design  
NJDOT  
PO Box 600  
1035 Parkway Avenue  
Trenton, NJ 08625-0600

ITS Engineering and/or other project specific ITS related unit  
NJDOT  
PO Box 600  
Trenton, NJ 08625-0600

Superseded

### Working Drawing Input Data

To: Engineering Documents Unit  
 From: \_\_\_\_\_, Project Manager  
 Date: \_\_\_\_\_ Phone: \_\_\_\_\_

### General Project Information

Route: \_\_\_\_\_ Contract Number: \_\_\_\_\_  
 Date of Award: \_\_\_\_\_ Section Number: \_\_\_\_\_  
 Municipality: \_\_\_\_\_ County: \_\_\_\_\_  
 Construction Job Number: \_\_\_\_\_ DP Number: \_\_\_\_\_  
 Federal Project Number: \_\_\_\_\_ UPC Number \_\_\_\_\_  
 Specifications Used (Date): \_\_\_\_\_ English: \_\_\_\_\_ Metric \_\_\_\_\_

Structure Name (s)/Number (s): \_\_\_\_\_

**Movable Bridge Review:** Yes \_\_\_ No \_\_\_

Contact Person: \_\_\_\_\_

Telephone (s): \_\_\_\_\_

**Its Facilities Review:** Yes \_\_\_ No \_\_\_

Contact Person: \_\_\_\_\_

Telephone (s): \_\_\_\_\_

**Design Unit:** In-House \_\_\_\_\_

**Landscape Review:** Yes \_\_\_ No \_\_\_

Contact Person: \_\_\_\_\_

Telephone (s): \_\_\_\_\_

**Structures Review:** Yes \_\_\_ No \_\_\_

Contact Person: \_\_\_\_\_

Telephone (s): \_\_\_\_\_

Consultant \_\_\_\_\_

### Design Unit Information

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone (s): \_\_\_\_\_ Fax: \_\_\_\_\_

Type of Mail Service: Us Mail \_\_\_\_\_ Other (Indicate Name) \_\_\_\_\_

Account Number: \_\_\_\_\_

### Contractor Information

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone (s): \_\_\_\_\_ Fax: \_\_\_\_\_

Type of Mail Service: Us Mail \_\_\_\_\_ Other (Indicate Name) \_\_\_\_\_

Account Number: \_\_\_\_\_

Notify Contractor by Phone for Pick-Up: \_\_\_\_\_

### Resident Engineer Information

Resident Engineer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (s): \_\_\_\_\_ Fax: \_\_\_\_\_

### Railroads and Agencies Information

Railroad Agency/Agencies	Contact Persons	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Special Instructions or Comments: \_\_\_\_\_

ATTACHMENT 2  
CONSULTANT DESIGN UNIT

Date:

Contractor:

Address:

Attention:

Re: Working Drawings  
Route:  
Contract Number:  
Federal Project No.:  
D.P. No:  
UPC Number:

Dear Mr./Mrs./Ms.:

The detailed procedure for the development and processing of working drawings are in Final Design Submission Guidelines, Structural Plan Development section, Procedure for Processing Working Drawings document Dated May 2005 and in the current NJDOT Standard Specifications and can be accessed via the internet: <http://www.state.nj.us/transportation/eng>. The intent of this letter is to provide general direction related to your responsibilities regarding submissions and the approval/certification processes. It is suggested that you review the mentioned documents to get a complete understanding of the entire process.

The procedure for the review and processing of working drawings provide for two primary types of drawings, those requiring "APPROVAL" and those requiring "CERTIFICATION". The working drawings that require APPROVAL are for those items of work that were presented in the contract documents as "conceptual plans," for which the Contractor is required to complete the final design. Examples are proprietary walls, temporary sheeting, sheeting left in place, precast concrete culverts, precast structural elements, or when a construction item is temporary, but affects an existing item/structure permanently. An example of this would be a temporary bridge that when removed leaves behind the permanent addition of rebar. Working drawings that require CERTIFICATION apply to the fabrication of all items of work. Examples of working drawings which require Certification are erection plans, temporary shoring, and other items that would commonly be considered the Contractor's means and methods for constructing the project, such as stay-in-place forms and rebar coupling devices.

The working drawings requiring APPROVAL must be approved in their entirety with no exceptions since only conceptual plans were approved during the design phase of development and the final design must be developed by the contractor and approved by the State Transportation Engineer.

The process for CERTIFICATION of working drawings allows for certification or conditional certification of the working drawings. Conditional certification of working drawings is given when corrections are limited and the drawings fundamentally satisfy the contract. Examples of limited corrections include sporadic, minor dimensional errors and shop notes not fully consistent

with the specifications that can be easily corrected on the drawings by the Design Unit, as well as format inconsistencies. This conditional approval allows the contractor to order materials and perform the work, but the Contractor must submit revised working drawings incorporating the noted comments within thirty calendar days to receive a "CERTIFIED" stamp.

Pursuant to the current NJDOT Standard Specifications, you are required to submit, approved, working drawings to the following Design Units:

All bridge and roadway working drawings including only ITS for electrical:

Consultant:  
Address:

All electrical working drawings (other than movable bridges & ITS facilities):

Manager  
Traffic Signal & Safety Engineering  
NJDOT, PO Box 613  
1035 Parkway Avenue  
Trenton, New Jersey 08625  
Phone No. (609) 530-2600  
Fax No. (609) 530-4567

The general procedure for you to submit working drawings is as follows:

1. Develop working drawings according to Final Design Submission Guidelines, Structural Plan Development section and if warranted approve the working drawings. The approval of each working drawing shall be indicated by a stamp. This stamp must be in original ink contain your company name, signature, date and the word "Approved". Working drawings submitted on 22" x 36" sheets shall include the stamp directly above the Title Block on each original tracing. Working drawings or calculations submitted on 8 1/2" x 11" letter size sheets or 8 1/2" x 14" sheets shall include separate cover sheets for approval stamps. The separate cover sheets shall include Designer Approval & Contractor Approval stamps and signatures in original ink with all minimum required information as per NJDOT Title Block formats. Calculation cover sheets must include an embossed seal with an original signature of a Professional Engineer licensed to practice in the State of New Jersey (the format is set forth in the Procedure for processing Working Drawings document Dated May 2005, Sheet Nos. 13 or 14. For your information we have attached copies of the required Title Block formats.

When using a separate cover sheet, or if 8 1/2" x 14" size drawings are to be included with calculations as one submittal, the whole package (calcs & drawings) must be bound in a booklet form with a cover sheet listing each item in the booklet, permanently attached in the front.

2. Send seven prints/copies of your approved working drawings to the Design Unit. Add an additional copy if a movable bridge or ITS is involved in the project. Four additional copies are required for each railroad and agency whose facility is affected by the project. Send a copy of the transmittal letter to the Resident Engineer, Project Manager and Department's Engineering Documents Unit (EDU).

3. If the submitted working drawings are determined to be in conformity, they will be returned to you stamped either “APPROVED”, “CERTIFIED”, or “CERTIFIED AS NOTED”.
4. Any working drawing that receives a conditional “CERTIFIED AS NOTED”, shall be revised accordingly and resubmitted to the Design Unit within thirty days to receive a “CERTIFIED” stamp. Your transmittal letter must clearly identify the working drawings as previously receiving a conditional “CERTIFIED AS NOTED”, indicate revisions have been incorporated based on the conditional and state the submission is for unconditional certification. Send a copy of the transmittal letter to the Resident Engineer, Project Manager and EDU. If unconditional certification is warranted, the working drawings will be returned to you stamped “CERTIFIED”.
5. You shall correct and approve all working drawings that were stamped REVISE AND RESUBMIT due to non- conformity and resubmit them according to 1 and/or 2 above.
6. You shall not make changes to approved working drawings, without written approval of the appropriate NJDOT authority (Road, Bridge, etc).
7. You shall notify the subcontractors of the working drawing content requirements and approval/certification procedure so the processing of working drawings can proceed with reasonable promptness.
8. You shall indicate the pay item number to which the drawing applies on the working drawing.
9. You shall submit one (1) complete set of the original approved, stamped, signed working drawings mylar prior to completion of the project to the Resident Engineer. Send a copy of the transmittal letter to the Project Manager and EDU.
10. In order to expedite this process you shall indicate in the transmittal letter of each submission your preferred method of receiving returned working drawings. Indicate either US mail or an express mail service or pick up by your staff.

Should there be any questions regarding the information and/or procedures contained herein, call (609) 530-5587.

Sincerely,

Working Drawing Unit  
Engineering Documents Unit

Attachments

c: Project Manager  
Resident Engineer  
Design Unit

ATTACHMENT 3  
IN-HOUSE DESIGN UNIT

Date:

Contractor:

Address:

Attention:

Re: Working Drawings

Route:

Contract Number:

Federal Project No.:

D.P. No.:

UPC Number:

Dear Mr./Mrs./Ms.:

The detailed procedure for the development and processing of working drawings are in Final Design Submission Guidelines, Structural Plan Development section, Procedure for Processing Working Drawing document dated May 2005 and in the current NJDOT Standard Specifications and can be accessed via the internet: <http://www.state.nj.us/transportation/eng>. The intent of this letter is to provide general direction related to your responsibilities regarding submissions and the approval/certification processes. It is suggested that you review the mentioned documents to get a complete understanding of the entire process.

The procedure for the review and processing of working drawings provide for two primary types of drawings, those requiring "APPROVAL" and those requiring "CERTIFICATION". The working drawings that require APPROVAL are for those items of work that were presented in the contract documents as "conceptual plans," for which the Contractor is required to complete the final design. Examples are proprietary walls, temporary sheeting, sheeting left in place, precast concrete culverts, precast structural elements, or when a construction item is temporary, but affects an existing item/structure permanently. An example of this would be a temporary bridge that when removed leaves behind the permanent addition of rebar. Working drawings that require CERTIFICATION apply to the fabrication of all items of work. Examples of working drawings which require Certification are erection plans, temporary shoring, and other items that would commonly be considered the Contractor's means and methods for constructing the project, such as stay-in-place forms and rebar coupling devices.

The working drawings requiring APPROVAL must be approved in their entirety with no exceptions since only conceptual plans were approved during the design phase of development and the final design must be developed by the Contractor and approved by the State Transportation Engineer.

The process for CERTIFICATION of working drawings allows for certification or conditional certification of the working drawings. Conditional certification of working drawings is given

when corrections are limited and the drawings fundamentally satisfy the contract. Examples of limited corrections include sporadic, minor dimensional errors and shop notes not fully consistent with the specifications that can be easily corrected on the drawings by the Design Unit, as well as format inconsistencies. This conditional approval allows the Contractor to order materials and perform the work, but the Contractor must submit revised working drawings incorporating the noted comments within thirty calendar days to receive a "CERTIFIED" stamp

Pursuant to the current NJDOT Standard Specifications, you are required to submit, approved, working drawings to the Department's Engineering Documents Unit (EDU) for in-house distribution at the following address:

Engineering Documents Unit  
Attention: Working Drawing Unit  
NJDOT, P.O. Box 600  
1035 Parkway Avenue  
Trenton, New Jersey 08625  
Phone No. (609) 530-5587  
Fax No. (609) 530-6626

The general procedure for you to submit working drawings is as follows:

1. Develop working drawings according to Final Design Submission Guidelines, Structural Plan Development section and if warranted approve the working drawings. The approval of each working drawing shall be indicated by a stamp. This stamp must be in original ink contain your company name, signature, date and the word "Approved". Working drawings submitted on 22" x 36" sheets shall include the stamp directly above the Title Block on each original tracing. Working drawings or calculations submitted on 8 1/2" x 11" letter size sheets or 8 1/2" x 14" sheets shall include separate cover sheets for approval stamps. The separate cover sheets shall include Designer Approval & Contractor Approval stamps and signatures in original ink with all minimum required information as per NJDOT Title Block formats. Calculation cover sheets must include an embossed seal with an original signature of a Professional Engineer licensed to practice in the State of New Jersey (the format is set forth in the Procedure for Processing Working Drawing document Dated May 2005, Sheet Nos. 13 or 14. For your information we have attached copies of the required Title Block formats.  
When using a separate cover sheet, or if 8 1/2" x 14" size drawings are to be included with calculations as one submittal, the whole package (calcs & drawings) must be bound in a booklet form with a cover sheet listing each item in the booklet, permanently attached in the front.
2. Send seven prints/copies of your approved working drawings to EDU. Add an additional copy if a movable bridge and ITS is involved in the project. Four additional copies are required for each railroad and agency whose facility is affected by the project. Send a copy of the transmittal letter to the Resident Engineer and Project Manager.
3. If the submitted working drawings are determined to be in conformity, they will be returned to you stamped either "APPROVED", "CERTIFIED", or "CERTIFIED AS NOTED".
4. Any working drawing that receives a conditional "CERTIFIED AS NOTED", shall be revised accordingly and resubmitted to EDU within thirty days for distribution to In-house Review, to provide-a "CERTIFIED" stamp. Your transmittal letter must clearly identify the working drawings as previously receiving a conditional "CERTIFIED AS NOTED",

indicate revisions have been incorporated based on the conditional and state the submission is for unconditional certification. Send a copy of the transmittal letter to the Resident Engineer and Project Manager. If unconditional certification is warranted, the working drawings will be returned to you stamped “CERTIFIED”.

5. You shall correct and approve all working drawings that were stamped REVISE AND RESUBMIT due to non- conformity and resubmit them according to 1 and/or 2 above.
6. You shall not make changes to approved working drawings, without written approval of the appropriate NJDOT authority (Road, Bridge, etc).
7. You shall notify the subcontractors of the working drawing content requirements and approval/certification procedures so the processing of working drawings can proceed with reasonable promptness.
8. You shall indicate the pay item number to which the drawing applies on the working drawing.
9. You shall submit one (1) complete set of the original approved, stamped, signed working drawings mylar prior to completion of the project to the Resident Engineer. Send a copy of the transmittal letter to the Project Manager and EDU.
10. In order to expedite this process you shall indicate in the transmittal letter of each submission your preferred method of receiving returned working drawings. Indicate either US mail or an express mail service or pick up by your staff.

Should there be any questions regarding the information and/or procedures contained herein, call (609) 530-5587.

Sincerely,

Working Drawing Unit  
Engineering Documents Unit

Attachments

c: Project Manager  
Resident Engineer  
Design Units

ATTACHMENT 4  
STAMPS

STAMP A

(DESIGN ORGANIZATION)

THE DESIGNER, ACCORDING TO NJDOT STANDARD SPECIFICATIONS, HAS REVIEWED THIS DRAWING, WHICH THE CONTRACTOR DEVELOPED AS THE FINAL DESIGN OF CONCEPTUAL PLANS PRESENTED IN THE CONTRACT DOCUMENTS, FOR GENERAL CONFORMANCE WITH NJDOT DESIGN STANDARDS AND HEREBY RECOMMENDS APPROVAL TO THE ENGINEER.

**RECOMMENDED FOR APPROVAL**

DATE: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_

THIS DOES NOT RELIEVE THE CONTRACTOR FROM COMPLIANCE WITH REQUIREMENTS OF THE CONTRACT DOCUMENTS.

STAMP B

**APPROVED**

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

State Transportation Engineer

**FOR N.J.D.O.T.**  
**USE ONLY**

STAMP C

(DESIGN ORGANIZATION)

THIS DRAWING HAS BEEN REVIEWED BY THE DESIGNER FOR GENERAL CONFORMANCE WITH THE DESIGN CONCEPT OF THE PROJECT ACCORDING TO NJDOT STANDARD SPECIFICATIONS.

- CERTIFIED**
- CERTIFIED AS NOTED**
- REVISE AND RESUBMIT**

DATE: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_

THIS DOES NOT RELIEVE THE CONTRACTOR FROM COMPLIANCE WITH REQUIREMENTS OF THE CONTRACT DOCUMENTS.

Superseded