



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
Division Of Highways

1900 Kanawha Boulevard East • Building Five • Room 110
Charleston, West Virginia 25305-0440 • 304/558-3505

Joe Manchin III
Governor

November 1, 2006

MEMORANDUM

TO: ALL HOLDERS OF DESIGN DIRECTIVES

FROM: GREGORY L. BAILEY, DIRECTOR
ENGINEERING DIVISION

SUBJECT: 2006 DESIGN DIRECTIVES MANUAL - ERRATA

Attached for your use are errata sheets that are to be changed in the Engineering Division's newly revised Design Directives (DD) Manual, dated October 1, 2006. These pages will replace the corresponding pages in the October 1, 2006 DD Manual. Please destroy all copies of these pages issued with the 2006 manual.

Remove and destroy pages 2 and 3 of the Letter of Instructions, and replace with the attached pages 2, 3, and 4. This adds the summary of the change to DD-312, Deed Description Preparation For Division of Highways Property Acquisition to the table.

Remove and destroy pages iii and iv of the Index and replace with the attached pages iii and iv. This indicates the above DD is to be changed in the 2006 issue of the DD Manual.

Remove and destroy pages 1 and 2 of DD-312, Deed Description Preparation For Division of Highways Property Acquisition. This DD has been revised to indicate that submission of deed descriptions can be on any electronic media acceptable to the Division.

Any questions concerning this errata information to the 2006 DD Manual should be directed to Mr. Lovell Facemire at (304) 558-9752.

JES:Bj

Attachments

DD Number	DD Name	Change
101	Correspondence	Updated contact information
104	Pre-Bid Conferences	Revised to indicate required scheduling for the conference
105	Specification Approval Process	New DD describing the process to be followed for approval of non-project specific specifications and Special Provisions
200	Project Development Process	Revised to indicate when L & D Approvals and Line and Grade Approvals are obtained in the project development process
202	Field and Office Reviews for Initial Engineering, Preliminary Engineering and Final Design	Revised Distribution Chart to include Project-Specific Special Provision submittal and distribution, Working Time Chart, to indicate when L & D Approvals and Line and Grade Approvals are obtained in the project development process, updated contact information, and to include Design Exception Reports and intersection/interchange calculations in checklists
203	Natural Resources Conservation Coordination	Formerly Design Directive 205 – renumbered and revised to change Soil Conservation Service name
204	Guidance For Use Of CPM Schedules For Projects Under Design	Formerly Design Directive 208 - renumbered. New DD describing the process of using Critical Path Method schedules for design projects, also gives the forms to be utilized
205	Preparation Of Design Studies	New DD describing the preparation and review process for Design Reports and Studies
206	Location And Design Approval Process	New DD describing the process for obtaining Location and Design Approvals at the end of Initial Engineering
207	West Virginia Division of Highways “Context Sensitive Solutions” Policy	New DD which describes the Division’s policy concerning “Context Sensitive Solution”; to be applied throughout the Division of Highways
250	Dust Palliative	Formerly Design Directive 203 – renumbered
251	Temporary Erosion Control	Formerly Design Directive 204 – renumbered and changed contact names
252	Environmental Mitigation Items	Formerly Design Directive 206 – renumbered
253	Noise Analysis and Abatement Guidelines	Formerly Design Directive 207 – renumbered
306	Approval Procedure For Water Supply and/or Sewer Installations or Relocations	Updated to comply with current Department of Health standards
312	Deed Description Preparation For Division of Highways Property Acquisition	Revised to allow submittals on all forms of electronic media
313	Asbestos Inspection Reports	Revised Report Distribution Table on Page 6

DD Number	DD Name	Change
401	Procedure for Core Boring Contracts	Updated contact information
402	Soil and Geologic Data	Updated to require reports to be submitted on CD as well as print
403	Guide for Design in Cut Sections	Updated to include drawings inadvertently left out of the 2004 issue of the Design Directives Manual and to change Soil Conservation Service name
407	Guidelines For Unsuitable Material	Updated for revision of an item number
504	Design Discharge Determination	Revised to change Soil Conservation Service name
601	Geometric Design Criteria for Rural Highways	Updated for new 2004 edition of AASHTO "A Policy on Geometric Design of Highways and Streets", new 2005 edition of AASHTO "A Policy On Design Standards Interstate System", and VLVL bridge widths and approvals
603	Spiral Curves and Superelevation	Updated for new 2004 edition of AASHTO "A Policy on Geometric Design of Highways and Streets"
609	Interstate RRR Standards and Guidance	Updated for new 2004 edition of AASHTO "A Policy on Geometric Design of Highways and Streets", new 2005 edition of AASHTO "A Policy On Design Standards Interstate System".
610	Geometric Design Criteria for Urban Highways	Updated for new 2004 edition of AASHTO "A Policy on Geometric Design of Highways and Streets" and new 2005 edition of AASHTO "A Policy On Design Standards Interstate System"
621	Intersections (Sight Distance)	Updated for new 2004 edition of AASHTO "A Policy on Geometric Design of Highways and Streets"
622	Intersections on Rural Divided Highways	Updated for new 2004 edition of AASHTO "A Policy on Geometric Design of Highways and Streets"
624	Ramp Terminals	Updated for new 2004 edition of AASHTO "A Policy on Geometric Design of Highways and Streets"
644	Hot-Mix Asphalt	Revised the tack coat application rate
687	Existing Roads Used as Detours or Haul Roads	Revised for a spelling correction
711	Guidance For Evaluation of Contractor's Bids	New DD describing the process to be used to evaluate contractor's bids received on projects
805	Use of Corporation Lines	Updated to reflect current practice

DD Number	DD Name	Change
820	Development And Writing of Specifications	New DD describing the format and content required when writing a new specification or special provision

DD NUMBER	DESCRIPTION	DD EFFECTIVE DATE
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SECTION 300 - RIGHT OF WAY/UTILITIES

310	Utility Status Notes, Non NHS Projects	10-01-03
311	Utility Status Report, NHS Projects	10-01-03
312	<i>Deed Description Preparation for Division of Highways Property Acquisition</i>	<i>10-01-06</i>
313	<i>Asbestos Inspection Reports</i>	<i>10-01-06</i>

SECTION 400 - SOILS AND GEOLOGICAL DATA

401	<i>Procedure for Core Boring Contracts</i>	<i>07-01-06</i>
402	<i>Soil and Geologic Data</i>	<i>12-23-05</i>
403	<i>Guide for Design in Cut Sections</i>	<i>07-01-06</i>
404	Typical Fill Bench and Berm Design	11-01-94
405	Grading Transition Detail	02-26-98
406	Earthwork Factors	02-26-98
407	<i>Guidelines for Unsuitable Material</i>	<i>12-23-05</i>
408	Cascades in Rock Cuts	03-04-98

SECTION 500 - DRAINAGE

501	Drainage Manual	10-01-03
502	Maximum Fill Height Tables for Various Types Pipe	10-01-03

DD NUMBER	DESCRIPTION	DD EFFECTIVE DATE
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SECTION 500 - DRAINAGE

503	Pipe Materials, Coatings and Paved Inverts	03-10-03
504	<i>Design Discharge Determination</i>	07-01-06
505	Ditch Linings	05-13-96

SECTION 600 - DESIGN

Geometric Design 601 - 620

601	<i>Geometric Design Criteria for Rural Highways</i>	05-25-06
602	Interchange Ramp Widths	08-01-03
603	<i>Spiral Curves and Superelevation</i>	02-01-06
604	Non-Freeway NHS RRR Policy	07-09-04
605	Design Exception Policy	04-15-04
606	Non-NHS RRR Policy	10-01-03
607	Non-NHS Design Exception Document (See 605 Design Exception Policy)	VOIDED
608	Median and Outside Slopes, Overlay Projects	04-01-04
609	<i>Interstate RRR Standards and Guidance</i>	07-06-06
610	<i>Geometric Design Criteria for Urban Highways</i>	05-25-06

**WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DESIGN DIRECTIVE**

**312
DEED DESCRIPTION PREPARATION FOR
DIVISION OF HIGHWAYS PROPERTY ACQUISITION**
October 1, 2006

Attached is the West Virginia Department of Transportation, Division of Highways policy on "Deed Description Preparation for Division of Highways property Acquisition," dated October 1, 2006.

The following procedures have been established for the preparation of deed descriptions to be used in the acquisition of property on highway projects. It is the responsibility of the designer to prepare and submit deed descriptions per these procedures.

Attachment

DEED DESCRIPTION SUBMITTAL AND PREPARATION REQUIREMENTS**1.0 Submittal Requirements:**

- 1.1** The designer shall submit deed descriptions corresponding to proposed takes shown in the RW-3 "*Ownership Index*." This submittal, and all subsequent revisions shall be in electronic format as described below on media acceptable to the Division. The deed description files shall be formatted per the following:
- 1) Microsoft Word version as required by the Director of Right of Way Division at the time of submission.
 - 2) Disk shall be set up as a continuous document of all tracts within any given parcel.
 - 3) Descriptions shall make use of the "header" feature of Microsoft Word.
 - 4) "Times New Roman" or "Arial" text font.
 - 5) Font shall be 12 point letter size.
- 1.2** All deed descriptions shall be submitted within fourteen (14) calendar days following acceptance of the RW-3 plans. Partial submissions of deed descriptions may be accepted upon approval by the Division.
- 1.3** The designer shall submit all tracts within any given parcel together. Submittals containing part of the tracts for any parcel will not be accepted.
- 1.4** Following review of the submittal, the designer shall make all required revisions to the deed descriptions and resubmit for purposes of property acquisition.
- 1.5** The designer shall submit revised deed descriptions with all subsequent revised right of way plan submissions.
- 1.6** The designer shall submit deed descriptions for all parcels shown in the RW-3 "*Ownership Index*." This includes any parcels identified as owned by the "Public Land Corporation".
- 1.7** The Division will print the hard copy of all descriptions for submittal to the Right of Way Division. Deed descriptions shall be prepared on 8 ½" X 14" redline paper. The top and bottom margins shall be 1½ " and the body of the description shall be double spaced.