



**INDIANA DEPARTMENT OF TRANSPORTATION**  
*Driving Indiana's Economic Growth*

**Design Memorandum No. 15-08**  
**Technical Advisory**

April 7, 2015

**TO:** All Design, Operations, and District Personnel, and Consultants

**FROM:** /s/Kathy Eaton-McKalip  
Kathy Eaton-McKalip  
Director  
LPA & Grant Administration

**SUBJECT:** Title Sheet Signatures for Local Public Agency (LPA) Projects

**EFFECTIVE:** Lettings on or after August 5, 2015

Recently there have been questions regarding the need for signatures on the title sheet of an LPA set of plans. Historically the signatures were those of the LPA's board or administrative body.

Effective with lettings on or after August 5, 2015 the title sheet for an LPA set of plans must include the following signatures:

1. The LPA's board or administrative body. The minimum number of signatures is that which represents a quorum. The LPA's fiduciary representative may sign in lieu of the board members or administrative body.
2. The LPA's Employee in Responsible Charge (ERC).

The person's name and title should be printed below the signature. The respective signatures must be obtained prior to the Final Tracings submittal.

Questions should be directed to the appropriate INDOT LPA project manager.

KEM/jer:ewp

[P:\Structural Services\Design Memos\SIGNED\2015\15-08ta LPA title sheet signatures.doc]