



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

Design Memorandum No. 21-07

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

FROM: /s/ David Boruff
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Traffic Engineering Division

SUBJECT: Indiana Design Manual Chapter 14 Updates: Traffic Submittal Updates

REVISES: IDM Chapter 14, 14-1.02(09) (new), 14-2.06, 14-2.07, and 14-2.08, and Editable Document 103-02-02

EFFECTIVE: Immediately

To date, Traffic Project submittals have been using old naming conventions, such as Preliminary Plans or Preliminary Field Check. To align Traffic Project submittals with road and bridge projects, the submittal process has been updated to a Stage submittal naming convention. In addition, separate traffic plan submittals will be required at the different stages to ensure that traffic details incorporated with road and bridge projects are being received by the Traffic Division for review.

Traffic Project Submittal Naming Convention

The traffic submittal process had been updated to a Stage submittal naming convention and submittal items have been added to better represent the Stage submission process. Previous submittal naming conventions have been noted in parentheses to assist designers in transferring current projects to the new stage submittal process.

Separate Traffic Plan Submittal

Road and bridge projects that include traffic details must submit a separate set of traffic plans in ERMS for review in accordance with the new IDM section, 14-1.02(09), Traffic Signal, Signing, and Lighting Review Procedure. This new section gives direction on the traffic plan submittal, including when a separate traffic plan set must be uploaded and what is to be included. Note, all traffic plan submittals must include the name and contact information for the Traffic Designer.

Two new ERMS naming conventions have been added, one to depict the stage submittal and the second to incorporate a new submittal item, Lighting Design Model-LtgDgnMod.

The file naming format for a traffic plan submittal into ERMS is as follows:

[Submittal] [Description] [Des No.] for Traffic Services STG1 or STG2 or STG3.

Examples: TRAF Plans 0900010 for Traffic Services STG1

TRAF LtgDgnMod 0900010 for Traffic Services STG2

Subsequent sections of the IDM Chapter 14 have been revised. The table at the end of this memo notes revisions to each section.

The revised Chapter 14 can be viewed on the [IDM webpage](#).

Questions should be directed to the Traffic Division, TrafficIDMInquiries@indot.IN.gov.

Summary of Changes to the Indiana Design Manual (Manual) Chapter 14

Updated Section	Former Section	Title	Revision Description
14-1.02(09)	New	Traffic Signal, Signing, and Lighting Review Procedure	This section was added to direct when a separate traffic plan submittal is required for road and bridge projects and what is to be included with that submittal.
14-2.01(03), 14-2.01(07), 14-2.01(12), 14-2.03(01), 14-2.03(10), 14-2.04(02), 14-2.04(06), 14-2.04(09), 14-2.05(01), 14-2.05(03), 14-2.05(04)	14-2.01(03), 14-2.01(07), 14-2.01(12), 14-2.03(01), 14-2.03(10), 14-2.04(02), 14-2.04(06), 14-2.04(09), 14-2.05(01), 14-2.05(03), 14-2.05(04)	Various Stage 1, 2, and 3 Review Submission for Road and Bridge Projects	Added reference to section 14-1.02(09), when traffic details are part of a road project. This section directs when a separate traffic plan submittal is required and what is to be included in the submittal.
14-2.06(01)	14-2.06(01)	Stage 1 Review Submission (Preliminary Plans)	This section was renamed from Preliminary Plans Submission. The expectation for the sign plan sheets have been restructured to match other sections within the chapter. The Traffic-Maintenance Details and Draft TMP Report for Significant Projects expectations has been added.
14-2.06(02)	14-2.06(02)	Stage 2 Review Submission (Preliminary Field Check Plans)	This section was renamed from Preliminary Field Check Plans Submission. The Traffic-Maintenance Details and Draft TMP Report for Significant Projects expectations has been added.

14-2.06(03)	14-2.06(03)	Stage 3 Review Submission (Final Field Check Plans)	This section was renamed from Final Field Check Plans Submission. Expectations for information on the cross section sheets for each ground-mounted panel sign and each overhead-sign structure have been added. The addition of Design Computations, Special Provisions, Cost Estimate, Traffic Control Plan Checklist, Final Approved IHCP Request, and Final TMP Report for Significant Projects has been added as well.
14-2.06(04)	14-2.06(04)	Final Check Prints Submission	Section was deleted- This section was incorporated into section 14-2.06(03).
14-2.07(01)	14-2.07 (01)	Stage 1 Review Submission (Preliminary Plans)	This section was renamed from Preliminary Plans Submission. The expectations for the signal plan sheets have been restructured to match other sections within the chapter and Traffic-Maintenance Details. The Draft TMP Report for Significant Projects expectations has been added.
14-2.07(02)	14-2.07 (02)	Stage 2 Review Submission (Preliminary Field Check Plans)	This section was renamed from Preliminary Field Check Plans Submission. Expectations for information on the plan sheets for each signal location, cross section for each signal structure, and proprietary material use justification has been added. Design Computations, Special Provisions, Cost Estimate, Traffic Control Plan Checklist, Final Approved IHCP Request and Final TMP Report for Significant Projects has been added as well.
14-2.07(03)	14-2.07 (03)	Final Check Prints Submission	This section was renamed from Final Field Check Plans Submission. Expectations for information on the plan sheets for each signal location, cross section for each signal structure, and proprietary material use justification has been added. Design Computations, Special Provisions, Cost Estimate, Traffic Control Plan Checklist, Final Approved IHCP Request and Final TMP Report for Significant Projects has been added as well.
14-2.07(04)	14-2.07 (04)	Final Check Prints Submission	Section was deleted- This section was incorporated into section 14-2.07(03).
14-2.08(01)	14-2.08 (01)	Stage 1 Review Submission (Preliminary Plans)	This section was renamed from Preliminary Plans Submission. The expectations for the Lighting plan sheets restructured to match other sections within the chapter. Traffic-Maintenance Details, Draft TMP Report for Significant Projects expectations, and the Requirement for Lighting Design File has been added as well.

14-2.08(02)	14-2.08 (02)	Stage 2 Review Submission (Preliminary Field Check Plans)	This section was renamed from Preliminary Field Check Plans Submission. Expectations for information on the Lighting plan sheets, circuit run, and proprietary material use justification has been added. Design Computations, Special Provisions, Cost Estimate, Traffic Control Plan Checklist, Final Approved IHCP Request, and Final TMP Report for Significant Projects has been added as well.
14-2.08(03)	14-2.08 (03)	Final Check Prints Submission	This section was renamed from Final Field Check Plans Submission. Expectations for information on the lighting plan sheets and each circuit run and proprietary material use justification has been added. Computations like voltage drop calculations, Special Provisions, Cost Estimate, Traffic Control Plan Checklist, Final Approved IHCP Request, and Final TMP Report for Significant Projects has been added as well.
14-2.08(04)	14-2.08 (04)	Final Check Prints Submission	Section was deleted- This section was incorporated into section 14-2.08 (03).