

**TRANSMITTAL MEMORANDUM 02-01**

**MEMO TO:** Design Consultants  
Bridge Design Staff

**FROM:** Stephen E. Goodpaster, P.E.  
Director, Division of Bridge Design *SEG*

**DATE:** January 28, 2002

**SUBJECT:** Design Memorandum No. 3-2002  
Coast Guard Permits

**Design Memorandum No. 3-2002**

The Division of Highway Design has instructed that the Item No. be added to every sheet in the set of structure plans. This is to be done using the Division of Materials base sheet "Item No." title block as shown on the attachment. The cell name of BASESH in the ebridge.cel library will be updated to include this block. The base sheet is available by emailing [Larry.Graves@mail.state.ky.us](mailto:Larry.Graves@mail.state.ky.us).

All sheet numbers will begin with the upper case S. Therefore, any index of sheets will be labels S1, S2, etc.

Projects with multiple structures are to be handled in the same current system of numbering sheets, but adding the "S" to the sheet numbers and the "Item No." block in the title block. For example, if you have 3 structures on one project, the first sheet of each structure would be labeled "S1".

Bridge only projects will require a totally new cover sheet and will be ready as a cell by Feb. 15, 2002.

Bridge and culvert summaries will be handled in the same manner as is currently in force.

All changes are effective on projects beginning with the March 2002 letting.

**Coast Guard Permits**

Some confusion and lack of coordination has arisen due to contact with the Coast Guard from outside this office. Effective with this memo, all correspondence with the Coast Guard shall be initiated and coordinated through this office.

Attachment

cc: District Preconstruction Engineers

	REVISION		DATE		
DATE:	January 2002	CHECKED BY			
DESIGNED BY:	K. Rehm	E. Praprost			
DETAILED BY:	J. Flood	K. Rehm			
<p align="center"><b>Commonwealth of Kentucky</b>  <b>DEPARTMENT OF HIGHWAYS</b></p>					
<p align="center">COUNTY  <b>JEFFERSON</b></p>					
ROUTE <b>KY 9999</b>	CROSSING <b>Cedar Creek</b>		<b>LAYOUT</b>		
<p align="center">PREPARED BY  <b>Division of Bridge Design</b></p>					
<p align="center"><b>A. Frank Design Section</b></p>					
ITEM NUMBER					
<b>5-1018.00</b>	<p align="right">SHEET NO.  <b>S3</b>  DRAWING NO.  <b>24870</b></p>				