

# PLAN READING for MUNICIPAL OFFICIALS



Sponsored by the

## MAINE LOCAL ROADS CENTER

A Cooperative Program by the  
Maine Department of Transportation  
and the  
Federal Highway Administration



U.S. Department of Transportation  
Federal Highway Administration

### RETURN SERVICE REQUESTED

MAINE LOCAL ROADS CENTER  
Maine Department of Transportation  
Community Services Division  
16 State House Station  
Augusta, Maine 04333-0016

## WHO SHOULD ATTEND

- \* Selectmen
- \* Public Works Directors
- \* Road Foremen
- \* Road Commissioners
- \* Public Works Personnel
- \* Municipal Contractors

This course is designed for anyone needing to find information in a set of plans. It may be anyone from a foreman and inspector to office personnel who answer questions from the inquiring public.

Please bring a calculator (nothing fancy needed). The Center will provide a limited quantity.



## WHAT WILL BE COVERED

The class will cover the basics of reading construction plans primarily for infrastructure improvement projects including but not limited to: Property lines, subdivision plans (includes plan/profiles for roadway, stormwater drainage, sanitary sewer), site plans and other plans that may be considered appropriate.

Participants will learn to:

- Use a scale
- Read notes
- Understand topography
- Read plan and profile sheets
- Interpret property lines (metes and bounds)

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## WORKSHOP LOCATIONS 2014

**April 22 (Tuesday)**

**Brewer**

Jeff's Catering  
E/W Industrial Park  
15 Littlefield Way

**April 23 (Wednesday)**

**Portland**

Keeleys Banquet Center  
178 Warren Avenue  
Exit 48 off Tpke., Right on Riverside  
(2nd light, Right on Warren Avenue  
1 mi. on right)

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• **Maximum Class Size is 30!!** •  
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This is a hands-on program and because of this we will be limiting the class size to **30 PEOPLE** per location. We ask that towns **ABSOLUTELY** send no more than **2 PEOPLE** to any one workshop location. We may have to cut back to 1 PERSON if the class gets too large. The Center will adhere to a strict "first-come, first-served" policy. **YOUR BEST BET IS TO CALL THE CENTER A.S.A.P. AT 1-800-498-9133, EMAIL, OR FAX YOUR REGISTRATION FORM TO 624-3301.** If you prefer, mail in the attached registration form, but remember, it may take a couple of days to arrive here!

## PLAN READING AGENDA

**7:30 Registration/Coffee**

**8:00** Introduction to Scales, Plan Generation, Legends and Various Plan Types

**Break**

Reading Infrastructure Plans, Site Plans and Conservation Commission Plans

**11:30 Lunch**

**12:15** Independent and Group Plan Reading & Problem Solving Exercises

**Break**

Problem Solving Exercises (cont.)  
Review and Wrap Up

**3:30 Adjourn**

## INSTRUCTOR

**Daniel M. Dulaski, PhD, PE**

is a licensed professional engineer in Massachusetts. He has worked for private firms in varying capacities and also for two municipalities. In Amherst, Massachusetts he was the town engineer. He has over 19 years of experience in reviewing, designing and managing infrastructure improvement projects. Dr. Dulaski has created and presented many workshops and short courses for municipalities and agencies in Massachusetts.

# PLAN READING for MUNICIPAL OFFICIALS

## REGISTRATION FORM

Please call 1-800-498-9133, Fax us 624-3301, email robert.stevens@maine.gov, or return this form by mail so that we can have it at least THREE working days before the workshop date to:

Municipality: \_\_\_\_\_

Name	Title	Phone #	MCAPWA
1. _____	_____	_____	Y <input type="checkbox"/> N <input type="checkbox"/>
2. _____	_____	_____	Y <input type="checkbox"/> N <input type="checkbox"/>

MAINE LOCAL ROADS CENTER  
(address on reverse side)

REGISTRATION FEE: **\$40** for first registrant and **\$25** for each additional person from the same municipality. **\$10 Discount for MCAPWA individual members!** Please indicate on this form (includes all handouts and lunch).

Make checks payable to:

**Treasurer, State of Maine**

Please **circle** which location: **BREWER** **PORTLAND**

**SORRY, NO REFUNDS**