

CONSTRUCTION NOTES GUIDANCE

The table below lists some of the more common design features that would typically require construction notes and labeling on a project and where they would be found in the plan set. Every possible construction note that might be needed on a project is not listed here. Judgment is needed. All work should be noted either in construction notes or general notes as to how it will be paid for – either with specific pay items or work to be incidental to certain pay items or the contract.

Generally the type of information required would be:

- Location (stations and offsets as needed)
- Description of work
- Pay item (if applicable)
- Quantity (in some cases)

Examples showing formats and information needed in some commonly used construction notes may be found in the Sample Plans on the Highway Program website.

Proposed construction action and feature	Plan / Profile Sheet	Cross Sections	Construction Notes
Begin / End Project	<i>Show, label</i>	<i>Note</i>	
Approaches	<i>Show, label</i>	<i>Note</i>	
Clearing	<i>Show, label</i>		<i>Note</i>
Remove Single tree	<i>Label</i>	<i>Label “Remove”</i>	<i>Note</i>
Removing stump	<i>Label</i>	<i>Label “Remove”</i>	<i>Note</i>
Building removal	<i>Label</i>		<i>Note</i>
Drives and Entrances Paved Gravel Field / Woods Entrances Grass Ent Curb Openings Crushed Stone Entrances	<i>Show</i>	<i>Show and note</i>	<i>Note</i>
Paved / Concrete Walk	<i>Show</i>	<i>Show and note</i>	<i>Note</i>
Proposed Drainage Items Roadway Culverts Driveway culverts Underdrain Pipes Catch Basins and Manholes	<i>Show and label</i>	<i>Show and note</i>	
Removing Manhole or Catch Basin	<i>Label “Remove” and note</i>	<i>Label “Remove”</i>	<i>Note</i>
Grubbing in Fill		<i>Show and note</i>	
Topsoil Salvage		<i>Show and note</i>	<i>Note</i>
Benching			
Muck Excavation		<i>Show and note</i>	
Guard Rail items	<i>Show</i>	<i>Show and note</i>	<i>Note</i>
Fencing – Proposed and Reset Remove	<i>Note</i> <i>Label “Remove”</i>	<i>Note</i>	<i>Note</i>

Pedestrian Ramps	<i>Show and note</i>	<i>Note</i>	<i>Note</i>
Truncated Domes	<i>Note</i>		<i>Note</i>
Curbing ^{1,2}	<i>Show</i>	<i>Show</i>	<i>Note</i>
RipRap Culvert end protection Riprap Aprons	<i>Show</i>	<i>Show</i>	<i>Note</i>
Stone Ditch Protection	<i>Show</i>	<i>Show</i>	<i>Note</i>
Erosion Control Blanket			<i>Note</i>
Downspouts	<i>Show</i>	<i>Show</i>	<i>Note</i>
Retaining walls	<i>Show and note</i>	<i>Show and note</i>	<i>Note</i>
Landscaping items ³	<i>Show and note</i>		<i>Note</i>
Concrete steps	<i>Note</i>	<i>Show and note</i>	<i>Note</i>
Ditching	<i>Show</i>	<i>Show and note</i>	

1. On projects requiring geometric sheets with extensive curb notes the curb notes may be placed on either the geometric sheets or separate curb note sheet
2. If more than one type of curb mold is used on a project the construction notes should specify the stationing for each mold
3. Landscaping may be included in the project as a separate plan set instead of showing on the highway construction plan sheets or be described in a special provision.