

CADD Standards and Procedures Manual



SECTION 4 - TITLEBLOCKS

4.1 Titleblocks

All Drawing Files submitted to the City shall have the standard City titleblock. This titleblock will and should always reside within the Paper Space of each drawing. Each titleblock has attribute tags that are what makes up the records of each drawing. These attribute tags on each titleblock need to be filled out completely for the drawings to be accepted by the City. **Consultants are responsible to stay informed and download the most current City titleblock and coversheet.** There shall be no modifications or additions to the City's titleblock except for the addition of the consultant logo and stamp.

4.2 Titleblock Proprietary

The City's titleblock should be treated like the City's logo and should not be modified or altered in any way without permission from the City.


4.3 Parts of a Titleblock

Cover Sheet

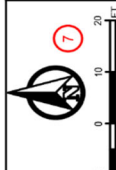
1	Project Name
2	Project Number
3	City of Waco Logo (Flying W)
4	City of Waco department plans prepared for
5	Short explanation of scope of project
6	Vicinity map location
7	North arrow and scale for vicinity map
8	Street Classifications (if applicable)
9	Date of release of plans
10	Current mayor, city council, and city manager
11	Project engineer seal and signature
12	Signature line for City Public Works Director (if applicable)
13	Signature line for City Utility Department Director (if applicable)
14	TDLR approval signature (if applicable)
15	811 locate logo (if applicable)
16	BSW logo (if applicable)
17	"Purpose" of plans (30%, 60% etc); Seal of PE at final set
18	Sheet index or Location Map Key (if applicable)
19	Consultant information (if applicable)
20	Plot by stamp
21	Plot date and time stamp
22	File path
23	11x17 Page outline (on No-Plot layer)
24	Plot area boundary (on No-Plot layer)
25	Drawing revision date– applies to COW Titleblock
26	Insertion point (0,0)
27	Original page size

2023 MILL & OVERLAY PHASE 3 1

(23ST2203C) 2



CITY OF WACO
PUBLIC WORKS
ENGINEERING DIVISION
XX.XX LANE MILES RECLAMATION
UTILITY IMPROVEMENTS
BRIDGE IMPROVEMENTS



10 0 10 20
FEET

MAYOR
DILLON MEEK 10

CITY COUNCIL
ANDREA J. BAREFIELD - COUNCIL DIST. 1
ALICE RODRIGUEZ - COUNCIL DIST. 2
JOSH BORDERUD - COUNCIL DIST. 3
DARIUS EWING - COUNCIL DIST. 4
JIM HOLMES - COUNCIL DIST. 5

CITY MANAGER
BRADLEY FORD

PROJECT ENGINEER
(COMPLETE & CORRECT) 11 _____ DATE _____

PUBLIC WORKS DEPARTMENT DIRECTOR
(APPROVED FOR BIDDING) 12 _____ DATE _____

UTILITY DEPARTMENT DIRECTOR
(APPROVED FOR BIDDING) 13 _____ DATE _____

TDR REVIEW REQUIRED
APPROVED: 14 _____ DATE _____
(TDR#: _____)

60% SUBMITTAL

**PRELIMINARY PLANS
FOR REVIEW PURPOSES ONLY**

THIS DOCUMENT IS RELEASED FOR THE
PURPOSE OF INTERIM REVIEW UNDER THE
AUTHORITY OF PROFESSIONAL ENGINEER
(PROJECT ENGINEER)
IT IS NOT TO BE USED FOR CONSTRUCTION,
BUYING, OR PERMIT PURPOSES.

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SHEET INDEX (20 SHEETS OR LESS)
or
LOCATION MAP KEY

CONSULTANT LOGO & INFORMATION 19

STREET CLASSIFICATIONS:
LAKE AIR DRIVE - ARTERIAL 8
AIRPORT ROAD - COLLECTOR
STEINBECK BEND - LOCAL

DECEMBER 2023 9

PROJECT NAME / DESCRIPTION (PROJECT NUMBER) 27

811
Call Before You Dig
www.811.com

Better Streets WACO 16

PLT DATE: Friday, October 20, 2023 4:05:21 PM
BY: MICA.ZSCHERSCHKE

REVISIONS: 10/19/2023
Engineering: [Name] [Signature] [Date]
Construction & Marketing/CAD Standards/CM/Over-Head: [Name] [Signature] [Date]



Standard Titleblock

1	North Arrow – required on all plan sheets/views
2	Notes area for sheet legend, key notes and general notes
3	Scale Bar – required on all plan and profile views
4	Revision notes: revision number, description and date
5	“Purpose” of plans (30%, 60% etc); Seal and signature of PE at final set
6	Space for consultant logo and information; not required for in house design work
7	City of Waco Logo (Flying W) and department work being done for
8	Main Title of Project (i.e. 2021 Mill & Overlay Phase 3)
9	Plan section
10	Sheet name
11	Initials of the designer, the drawn by and the checker
12	Project number; provided by project manager
13	Month and year the plans are released for review/signatures
14	Sheet number
15	Original Sheet size
16	Drawing space (paper space view port)
17	Plot by stamp
18	Plot date and time stamp
19	File path
20	Drawing revision date – applies to COW Titleblock
21	811 locate logo (if applicable)
22	11x17 Page outline (on No-Plot layer)
23	Plot area boundary (on No-Plot layer)
24	Insertion point (0,0)

