

## MTI Drafting Standards Quality Assurance Checklist for Location Plans

DATE: \_\_\_\_\_

DRAWING FILENAME: \_\_\_\_\_

PATH IN MTI DATABASE: \_\_\_\_\_

DRAWN BY: \_\_\_\_\_

CHECKED BY: \_\_\_\_\_ Preliminary: \_\_\_\_\_ Final: \_\_\_\_\_

REVISED BY: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:**

- > Not all items on this list will be applicable to every drawing, the **MTI Standard Engineering Drawings for Location Plans** and the **MTI CADD Standards and Plans Preparation Manual for Roadway Projects** should be used in conjunction with this checklist. > CADD personnel should utilize the checklist prior to notifying Regional Management for review.
- > If revisions required, see NOTES on Comments page.

ACCEPTABLE <input type="checkbox"/> N / A <input type="checkbox"/> TO BE ADDED <input type="checkbox"/> REVISE	TITLE BLOCK
1 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><b>Location Plan Title Block</b></p> <p><i>a&gt; Use Standard Title Block cell for Location Plans (cell library).</i></p> <p><i>b&gt; Other.</i></p>
2 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><b>PR / PTH / PA / Main Market Roads etc</b></p> <p><i>a&gt; Identify Road Name and or Number.</i></p> <p><i>b&gt; If Provincial Access Roads, show name &amp; number, e.g. St. Leon Access (02666010)</i></p> <p><i>c&gt; Other.</i></p>
3 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><b>Project Description to be the same on all sheets, if part of set</b></p> <p><i>a&gt; Should match tender as close as possible, abbreviations OK, see CADD Standards Manual.</i></p> <p><i>b&gt; Identify type of work proposed.</i></p> <p><i>c&gt; Other.</i></p>
4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><b>Prepared By, Date Drawn, Scale, Sheet, Plan No.</b></p> <p><i>a&gt; Prepared by Region No. (01, 02, 03, etc.).</i></p> <p><i>b&gt; Date drawn, date to be updated when changes or corrections are made.</i></p> <p><i>c&gt; Date to be in day, month, year, format.</i></p> <p><i>d&gt; Scales shown are correct.</i></p> <p><i>e&gt; Sheet Nos. shown are correct, Plan No. is issued by HPD.</i></p> <p><i>f&gt; Other.</i></p>
5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><b>Sheet Location</b></p> <p><i>a&gt; Ensure legal description is correct, including Administrative Jurisdictions, (RM / Parish / City / Town / etc.).</i></p> <p><i>b&gt; Use standard abbreviations, see CADD Standards Manual.</i></p> <p><i>c&gt; Other.</i></p>

ACCEPTABLE

N / A

TO BE ADDED

REVISE

### TITLE BLOCK (con't)

6     **Environmental Approvals. (This needs to be filled in, before plotting to mylar)**

a> Check with Project Manager for this.

b> The issued number is to be used, not the date of the letter.

c> Other.

7     **Base Data Information**

a> Include this information when available.

b> Date of air photo.

c> Other.

8     **Path in MTI database**

a> File to be done in Working folder and moved to Final after QMS approvals.

b> Filenames to follow MIT naming conventions, see CADD Standards Manual.

c> Other.

9     **Legend**

a> Legend to reflect features as shown and as required.

b> Ensure existing and proposed features are correct (line styles and weights).

c> Other.

10     **Revisions Box**

a> To be completed if applicable.

b> Date of revision to be in day, month, year format.

c> See CADD Standards Manual for procedures on revisions.

d> Other.

### LOCATION PLAN SHEET

11     **Standard North Arrow and Road Shields**

a> Use applicable cells.

b> Other.

12     **Stationing, Match Lines, Orientation of Text**

a> Orientation of stationing / text to follow Standard Drawings, also see CADD Standards Manual.

b> Try to keep Match Lines on Municipal Roads.

c> Ensure text sizes are correct. If on Air Photo base see CADD Standards Manual.

d> Other.

ACCEPTABLE

N/A

TO BE ADDED

REVISE

## LOCATION PLAN SHEET (con't)

- 13     **Legal Description**
- a> Legal description to match drawing, check for accuracy.
  - b> Administrative Jurisdictions, land ownership, (C.T. numbers), hectares, are shown and correct.
  - c> Boundaries; Province, City, RM, Town, Indian Reserves, International, etc.
  - d> Check for appropriate line style, weights and text size.
  - e> Check other legal information for accuracy, Section, Township, Range, River Lots, Plan numbers, etc.
  - f> Other.
- 14     **Mile Roads, Quarter lines, ROW, etc, Stationing, Orientation of Text**
- a> Orientation of stationing / text to follow Standard Drawings, also see CADD Standards Manual.
  - b> Station mile roads, quarter lines and section lines that cross centerline.
  - c> Check for appropriate line style, weights and text size.
  - d> Use shading color CO= 9 for Towns and Villages, see Standard Drawings.
  - e> Other.
- 15     **Road / Street names, Main Market Roads, Railways and Waterways**
- a> Label road names / numbers (use shields for roadways), bodies of water, rivers, floodways.
  - b> Show direction of flow, use cell "flow arrow".
  - c> Identify bridge, overpass and or underpass with site numbers and names.
  - d> Show location and owner of all railways, (use abbreviations).
  - e> Provincial Access Roads, show name & number, e.g. St. Leon Access (02666010)
  - f> Other.
- 16     **Utilities**
- a> Show location and owner of all above and below ground utilities (pipelines, transmission lines, aqueducts, etc.).
  - b> Use applicable cells, line styles and scales.
  - c> Check for utility agreements with local regional office.
  - d> Ensure Utility Disclaimer is shown.
  - e> Other.
- 17     **Topography**
- a> Show existing topographical features, (buildings, fences, trees, etc.).
  - b> Include elevations on features if required.
  - c> Station as required, (see Standard Drawings).
  - d> Use applicable cells, line styles and scales.
  - e> Other.
- 18     **Existing Roadway**
- a> Show curve data if available, including BC/EC stationing.
  - b> Show existing centerline, lane lines, and shoulders (urban) (see Standard Drawings).
  - c> Show curb & gutter, sidewalks, catch basins, etc.
  - d> Show all applicable dimensions for above features.
  - e> Show all existing crossings, identify any to be removed and or proposed. Add Permit No.
  - f> Other.

ACCEPTABLE

N/A

TO BE ADDED

REVISE

## LOCATION PLAN SHEET (con't)

19     **Proposed Roadway**

- a> Centerline, lane widths, shoulders, (urban) (dimensions).
- b> Curve Data (use cell "Curve Data"), including BC/EC stationing.
- c> Show crossings to be removed and or proposed.
- d> Show dimensions at appropriate locations, (i.e. MIT Control Points, quarter lines).
- e> Other.

20     **Proposed Right of Way, (ROW)**

- a> Show proposed ROW and centerline, (line styles, text).
- b> Show appropriate dimensions, angles, etc, (see Standard Drawings).
- c> Show proposed property to be taken and or revested or closed. See CADD Manual for terminology.
- d> Show dimensions at appropriate locations, (i.e. MIT Control Points).
- e> Other.

21     **Sketch of Location**

- a> Show sketch on each sheet, (see Standard Drawings for example).
- b> Use standard North Arrow and Road Shield cells.
- c> Show SEC, TWP, RGE, Administration boundaries, etc.
- d> Show Project area, (see Standard Drawings).
- e> Other.

