

## **Plan Notes for January UCC Meeting**

There is no requirement for engineering plan size (see ARS 39-103). This means that all agencies are free to have their own requirements.

State Law (ARS 11-481) requires Subdivision Plats and large-sized Records of Survey to be 24" x 36" in size. This requirement has secondary impact on several agencies' decision on plan sizes.

Several years ago ADOT switch from the accepted standard of 24" x 36" size to 22" x 34". This reduces cost for half-sized plans as tabloid/ledger (11" x 17") is now a universally used paper size and it exactly half the size of the larger plans so they will be still to scale.

Pima County DOT and Oro Valley followed ADOTs' lead and switched to the 22" x 34" size

All of Tucson (Water, TDOT, and PDS) have remained at the original size of 24" x 36" as well as the Towns of Marana and Sahuarita and PC Regional Wastewater Reclamation Department.

PC Development Services has no plan size requirements unless the plans include Subdivision Plats or will go before the Supervisors in which case they are required to be 24" x 36".

Several agencies expressed a desire to have a uniform plan size in the region but this seems unlikely. TDOT notes that printing 24" x 36" plans to 11" x 17" size will cause them to be stretched to fit if not printed to an exact reduction scale factor, but TDOT also expresses it desire that no one scale off half-size plans so views this as not an issue. PDS expressed a desire to have all plans to be the same size as the statutory requirements of Subdivision Plats and TDOT uses Records of Survey as the basis of right-of-plans and both are required to be 24" x 36" size.

### **Change from As-built to Record Documents**

Near the end of 2016 the State Legislature revised ARS 32-132 (Record Documents, Definition) and switched calling post-construction plans denoting changes made during construction from As-builts to Record Documents. All regulatory requirements stayed the same as before. TDOT is requiring all as-built plans to now carry a Record Document label reflecting the change in the law.

## **Possible Digital Requirement for Permanent Records**

Currently State Library regulations require that permanent records, which includes As-built/Record Document plans, to have a properly stored physical copy. Microfilm is the preferred format and the only material viewed as truly permanent by the State Library and the National Archive. Mylars are viewed as second best and paper plans not printed on acid-free paper without acid-free ink as the worst.

Municipalities in the Phoenix region met with the State Library last summer and requested that they be allowed to switch from the requirement of needing a physical copy for permanent records to digital. The State Library said they would take this under review. They still are reviewing this issue. If they were to make the switch the State Library indicated that digital copies would need to be in color at a minimum of 600 PPI (Pixels Per Inch) resolution. PDF-A (PDF Archival) would be the likely format.

Because of this proposed change TDOT is now requiring submitted digital plans to be at a minimum of 600 ppi resolution in both PDF and TIFF formats. PDF is a file format that cannot be checked for resolution but TDOT uses TIFF images as it legacy Plan Library format and this file type can be checked for resolution.