

## City of Indianapolis - Department of Public Works

height of 3 units for a 200 scale metric drawing would be scaled by taking the text scale factor of 0.2 times the plotted height of 3 units which equals 0.6 units.

- f. Text should be in all capital letters for legibility.

### 4 SCALE FACTORS

For English scaled drawings, all plan drawings should be drawn at a 1:1 scale (1 AutoCAD unit = 1 foot). For Metric scaled drawings, all plan drawings and typical sections should be drawn at a 1:1000 scale (1 AutoCAD Unit = 1000 mm). Drawings in English units should be plotted using the inches setting in the plot command and for Metric units, use the millimeter setting.

Detail sheets and typical sections should be drawn at the appropriate scale.

### 5 EXHIBIT SAMPLES

Typical drawing forms can be found in the "EXHIBIT" section of this manual. The respective sheets and exhibit numbers are listed in the List of Exhibits.

### 6 SAMPLE DPW SHEET NUMBERING SCHEME

Sheets should be numbered in logical groupings, or sections, that would facilitate identifying types of drawings within the plan set. For all DPW projects, this system is as follows:

SV-#	Survey sheets
SD-#	Site Development sheets
EC-#	Erosion Control sheets
SP-#	Street Plan and Profile sheets
SS-#	Sanitary Sewer Plan and Profile sheets
ST-#	Storm Sewer Plan and Profile sheets
UP-#	Utility Plan sheets
CN-#	General Information and Construction Notes sheets
DS-#	Detail sheets
AS-#	Approach and Structure Data Table sheets
CS-#	Cross Section Sheets

The sheets in each section would be numbered using their section number group as a beginning point. For example, three sheets showing street plans and profiles would be numbered SP-1, SP-2, and SP-3. The numbering scheme applied to a plan set need not be grouped exactly as detailed above, but could be organized depending on the project type.

### 7 SAMPLE DMD SHEET NUMBERING SCHEME

Sheets should be numbered in logical groupings, or sections, that would facilitate identifying types of drawings within the plan set. For all private developments submitted to DMD, this system is as follows:

C001 – Cover Sheet

## City of Indianapolis - Department of Public Works

C101	–Title Sheet
C102	–Site Preparation / Demolition
C103	–Development Plan
C201 - C20X	– Street Plan and Profile Sheets
C301 – C30X	– Storm Sewer Plan and Profile, Details and Specifications
C401 – C40X	– Sanitary Sewer Plan and Profile, Details and Specifications
C501 – C50X	– Erosion Control Plan and Detail Sheet
C601 – C60X	– Maintenance of Traffic Plan and Details
C701 – C70X	– Water Plans, Details, and Specifications
L101 – L10X	– Landscape Plan
L201 – L20X	– Landscape Details and Specifications

The sheets in each section would be numbered using their section number group as a beginning point. For example, three sheets showing street plans and profiles would be numbered C201, C202, and C203. The numbering scheme applied to a plan set need not be grouped exactly as detailed above, but could be organized depending on the project type.

### 8 TITLE SHEET REQUIREMENTS

Sample title sheets are shown in “Exhibit 2” and “Exhibit 3”. The following should be included:

- Name of project
- Project address (public development projects)
- DPW project number (public projects) or DMD permit numbers (private development projects)
- Name of Mayor (public projects)
- Name of DPW Director (public projects)
- Names and addresses of Owner and Engineer and their contact information
- Name and address of entity responsible for Erosion and Pollution Control Measures (public development projects)
- Vicinity and location maps
- Site plan map detailing the project
- Seal and signature of a P.E. or L.S., licensed in the State of Indiana
- Index to drawings\*
- Revision block
- On private development projects, include a DMD Compliance Block:

Department of Metropolitan Development  
Division of Compliance  
1200 Madison Ave.  
Indianapolis, IN 46225  
Phone: (317) 327-8700  
Fax: (317) 327-3125