

EXHIBIT CHECKLIST

The purpose of this checklist is to maintain consistency and minimize revisions for exhibits.

EXHIBIT REQUIREMENTS

- Prepare an 8 ½" X 11" exhibit drawing for inclusion in the application.
(two for a maintenance agreement).
- One inch margins are required on all borders of the exhibit drawing.
- Exhibits are to show right-of-way dimensions; right-of-way lines shall be labeled "ROW".
- Identify dimensions to monuments lines, property lines and other physical references, such as sidewalk or curb.
- Legibility – All exhibits lettering size must be a minimum of eleven (11) point font size.
- Each exhibit drawing shall include the purposed encroachment, providing dimensional location of the encroachment within the public right-of-way.
- Trench cross-section drawings, with dimensions, are required for underground encroachments.
- Elevation drawings with dimension of height, width and length, are required for above ground encroachments.
- Provide a description of the type of material used for the feature (features are distinguishing elements within the right-of-way area).
- In addition* to the exhibit drawing, supplemental photographs and other supportive information can be submitted.
- North arrow, preferably with north up or to the right.
- Identify street names.
- Exhibits will not be accepted with printing or markings that are lighter than the rest of the drawing, have information overlapping, mirrored, have color or shading.
- For a sign in the public right-of-way – a special inspection certificate by a registered design professional will be required.