

## MEMORANDUM

TO: All ADOT Design Personnel and Consultants

FROM: Michael DenBleyker, Assistant State Engineer, Roadway Engineering Group

CC: Dallas Hammit, State Engineer

DATE: January 3, 2022

RE: CADD Standards and Software for Arizona Department of Transportation  
(ADOT) Administered Projects

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This memorandum serves to provide clarification and direction to engineers, designers and planners using Computer Aided Design and Drafting (CADD) tools and software in the preparation and delivery of planning, design, and construction drawings, exhibits, etc. for ADOT Administered Projects.

Consistent with ADOT CADD Standards and ADOT's "Dictionary of Standardized Work Tasks" (Infrastructure Delivery & Operations - Project Management Group), all projects (including Local Public Agency (LPA) projects) where any work is located partially or fully within the limits of State Highway System (SHS) Right-Of-Way (ROW), shall follow ADOT's CADD Standards and utilize the latest version of ADOT's approved CADD software. Please refer to ADOT'S CADD Standards and ADOT's "Dictionary of Standardized Work Tasks" for additional information and requirements.

Effective for ADOT administered LPA projects of which the project work and limits are located entirely outside the SHS ROW, planners, engineers and designers may utilize published drawing standards, CADD standards, and CADD Software accepted and utilized by the applicable LPA that has jurisdiction over the applicable right-of-way. Upon completion of the design and construction work of that project, ADOT shall be provided with CADD and record drawings in accordance with contract agreements established between ADOT and the LPA. ADOT will retain these documents and files in accordance with intergovernmental agreements (IGA) and State records retention policies only. As owners of the LPA ROW, the LPA will retain these documents and files in accordance with their records retention policies.

This memorandum does not replace any other directions, requirements or instructions outlined in currently executed IGAs or design contracts/agreements. Clarification and direction presented in this email is effective on all projects initiated on or after January 1, 2022.