

## Layout and Profile Distribution record

Distribution date: \_\_\_\_\_

T.H. \_\_\_\_\_ S.P. \_\_\_\_\_

Layout Number: \_\_\_\_\_

Termini: \_\_\_\_\_

Staff Approval Date: \_\_\_\_\_ Prepared by: \_\_\_\_\_

Issued to	Address
FHWA Minnesota Division *	380 Jackson Street, Galtier Plaza, Suite 500, St. Paul, MN 55101-4802
District File Copy	Hard copy
District Materials Engineer	Electronic copy (PDF)
District Right of Way	Electronic copy (PDF)
District Surveys	Electronic copy (PDF)
District Traffic Engineering	Electronic copy
District Design Engineer	Hard copy
District Project Manager	Hard copy
District Area Engineer	Check with Area Engineer
District State Aid Engineer *****	Electronic copy (PDF)
Municipalities/Counties **	Electronic copy (PDF)
Bridge Office – Preliminary Plans Engineer ***	Electronic copy (PDF)
Office of Freight, Rail and Waterways – Manager, Rail Administration ***	Electronic copy (PDF)
Office of Technical Support – State Geometrics Engineer	Electronic copy (PDF)
Office of Technical Support – Flexible Design Engineer ****	Electronic copy (PDF)
Office of Transit – Director	Electronic copy (PDF)
ADA Design Program Engineer *****	Electronic copy (PDF)
<b>Table Notes</b>	
*Required if project is a FHWA full oversight project.	
**Project Manager to determine for each municipality/county within the project limits.	
***Required if a bridge or railroad is involved in the project.	
****Only level 2 and 3 layouts together with Design Memo	
*****When appropriate	

## Remarks

1. Layout/profile will be a color copy and folded to fit 8.5 by 11-inch folder
2. Signature copy to be retained by the District
3. Project Manager to make distribution. Keep this form as the file record
4. Blue – Hard Copies Sent To
5. Electronic Copy – Link to Projectwise for MnDOT Offices