

APPENDIX A

GEOTECHNICAL REPORT
(NOT USED)

APPENDIX B

ROAD CLOSURE POLICY



**Nassau County Engineering Services Department
96161 Nassau Place
Yulee, Florida 32097**

*J. Scott Herring, P.E.
Public Works Director*

Road Closure Policy

1. Submit a written request to the Public Works Director for the road closure. In the request you must explain the following:

- a) Why the road needs to be closed and the duration of the closure?
- b) What are the benefits to public for closing the road?
- c) Include a draft detour plan.

After the road closure request and draft detour plan have been approved, the following information shall be submitted to the Nassau County Engineering Services Department for review and approval.

2. Submit to Nassau County Engineering Services Department: A Maintenance of Traffic (MOT) Plan that was prepared by or approved by Florida Advanced Maintenance of Traffic (AMOT) certified personnel referencing the latest editions of the Florida Department of Transportation (FDOT) Design Standards Section 600 and the Manual on Uniform Traffic Control Devices (MUTCD). These plans shall include the Worksite Traffic Supervisor as per the latest edition of the FDOT Standard Specifications for Road & Bridge Construction Section 105-8.3. Variable Message Boards (VMB) will be required and shall be installed 7 days prior to the detour taking place and remain throughout. Any signed detour that will be within FDOT Right-of-Way (or on portions thereof) shall have prior FDOT approval.

A Maintenance of Traffic Plan proposing a change to any approved documents, including contract documents and approved construction plans must be signed and sealed.

3. Provide a public notification advertisement to an approved local newspaper. To appear no less than fourteen (14) days prior to the scheduled closure. Submit the draft notification to Nassau County Engineering Services for review and approval prior to advertising. This notification will clearly describe the name of the project and contractor, scope of the detour, scope of construction, the name of all roads that will be affected, official detour routes, duration of closure and the Worksite Traffic Supervisor's telephone number. Attach a diagram showing the surrounding area and detour routes. Diagram must be clear and depict road names and route direction. The size of advertisement in newspaper shall be a minimum of 2 columns wide by 12 inches long (tall) or one fifth (1/5) of a page with a minimum of 24 point font for the heading and 10 point font for the body and detour plan. Flyers with the same information may be required. With the Engineering Services Department's written approval, local roads may not require publishing of the advertisement in the paper; however, all other criteria must be adhered to.



Road Closure Policy
Page 2 of 3

4. Submit notification to the following departments and agencies prior to the road closure. A confirmation of notification to the Engineering Services Department must be provided prior to road closure.

- Nassau County Sheriff's Office:
 - Ricky A Rowell, TAC
Phone – (904) 548-4000
Fax – (904) 225-5737
Email – rickyr@nassauso.com
 - L. Rene Graham, Lt.
Phone – (904) 548-4000
Fax – (904) 548-4128
Email – lrgraham@nassauso.com
- Nassau County Emergency Management:
 - Martha Oberdorfer
Phone – (904) 548-4094
Fax – (904) 548-4194
Email – mlwagaman@nassauso.com
- Nassau County Fire Department:
 - Scott Hemmingway
Phone – (904) 530-6600
Fax – (904) 321-5748
Email – shemmingway@nassaucountyfl.com
- Nassau County School Bus Transportation:
 - Amy Bell
Phone – (904) 225-0127
Fax – (904) 255-9404
Email – amy.bell@nassau.k12.fl.us
- Nassau County Road & Bridge Department:
 - Jennifer Kirkland
Phone – (904) 530-6175
Fax – (904) 530-6901
Email – jbeaver@nassaucountyfl.com
- Nassau County Manager's Office
 - Sabrina Robertson
Phone – (904) 530-6010
Fax – (904) 321-5784
Email – SRobertson@nassaucountyfl.com
- United Postal Service (Yulee)
 - Beverly Dye
Phone – (904) 225-5331
Fax – (904) 225-9733
Email – beverly.a.dye@usps.gov
- United Postal Service (Fernandina)
 - Edwin Lang
Phone – (904) 491-8102
Fax – (904) 277-7947
Email – edwin.p.lang@usps.gov
- United Postal Service (Callahan)
 - Kim Vojtech
Phone – (904) 879-2131
Fax – (904) 879-6737
Email – kim.k.vojtech@usps.gov
- United Postal Service (Hilliard)
 - Heather Ackerman
Phone – (904) 845-2151
Fax – (904) 845-7738
Email – heather.r.ackerman@usps.gov

Depending on the location of the project/detour, notification to other agencies may be required.



5. Signage will be in place prior to road closure. They will be bagged/covered until needed. VMBs, will be installed and operating a minimum of seven (7) calendar days prior to any closure/detour.
6. Visual inspection of the VMB by the Engineering Services Department is required at installation or relocation. Visual inspection of all road/detour signage shall be accomplished prior to road closure. Contact Engineering Services 48 hours prior to installation for inspection.

APPENDIX C

AS-BUILTS REQUIREMENTS



Nassau County Engineering Services Department
96161 Nassau Place
Yulee, Florida 32097

J. Scott Herring, P.E.
Public Works Director

AS-BUILT REQUIREMENT CHECKLIST:

The following list is intended to highlight the majority of the as-built requirements for Construction projects in Nassau County. This list should not be considered to be all-inclusive as each project is unique in nature and may require additional information that can only be determined during the course of the project's completion. Generally, however, the AS-BUILT information shall contain the following:

1. AS-BUILTS should be based on the design plans as approved through the DRC process. The submitted as-builts should be at the same scale and have the same orientation as the design files.
2. AS-BUILTS should have the same page numbering as the design plans, and the cover of the AS-BUILT plans should have all sheets from the design plans listed with sheets not "AS-BUILT" stricken through.
3. AS-BUILTS should display the original design information as displayed on the plan sheets with the design information stricken through and the as-built information displayed in bold adjacent to the design information.
4. AS-BUILTS shall be accompanied by an "Engineer's Certification" form from the Engineer of Record. (Exhibits 3 & 4)
5. Three (3) sets of fully signed and sealed AS-BUILTS should be submitted along with CD containing the PDF file(s) and CADD file(s) of the AS-BUILT information. CADD files should be in State Plane coordinates (NAD 83) with a vertical datum of NAVD88 or NGVD 1929 (with the datum shift noted). Furthermore, CADD files should only be submitted in ACAD version 2013 or later.
6. Northing and Easting of all drainage structures should be included.
7. The plans should be clearly legible and all structure notes, distances, angles and elevations should be clearly readable.
8. If the plan represents a phase of a development, then that phase should be clearly identified for clarity and avoid confusion with future phases.
9. There should be a north arrow and scale on each sheet.
10. A legend should be included explaining the symbols used in the plans.
11. ALL sheets must be signed and sealed by a surveyor licensed in the State of Florida.



12. There should be sufficient "plan" and "as-built" elevations shown to verify that the streets were constructed substantially in accordance with the approved construction plans. Generally, the County will review all low points and high points in the street and verify that the minimum grade exists for each street. On straight sections between high and low points elevations should be taken every 200 feet.
13. All street curve radii should be shown on the plans or in a table.
14. Street widths and curb type should be identified for each street on each sheet.
15. Whenever there are islands within the streets the as-builts should include dimensions for these islands.
16. The paved radii of all Cul-de-Sacs should be listed and Cul-De-Sac center and edge of pavement or gutter elevations at quarter points shall be shown.
17. All underdrains should be shown with size, lengths, inverts and cleanouts all shown.
18. Where swales are utilized there should be sufficient flow line elevations and ditch cross sections to verify capacity of the channel.
19. There should be a comparison table of design and as-built pipe sizes, lengths, invert elevations, and pipe slopes.
20. The as-built surface area of the pond(s) at Normal Water Level (design) and Top of Bank (as-built) should be included.
21. The bottom elevation and area should be shown (2 locations min. per pond).
22. The surveyor shall certify by note (for each pond) that no slope is greater than 1:4 above the design NWL, unless the pond is fenced.
23. All structures in the pond (overflow weirs, etc.) should be included.
24. All water main and sewer main locations, size, lengths, inverts, etc.
25. All easements required (or on a plat) should be shown on the "As- BUILTS" and improvement located so as to verify improvements are within the easement. Easement not recorded as part of the recorded plat including drainage and right-of-way easements shall also be identified as "as-built". For these easements the book and page of their record, property to whom easement is dedicated and date of filing should be shown on as the "as-built". All improvements intended to be within these easements shall be shown as the "as-builts" to verify the improvements are within the easement. Wetlands are not reviewed by Nassau County and need not be shown.

APPENDIX D

PLANS/DRAWINGS