

# HOW TO READ MUNICIPAL PLANS



**Baystate  
Roads  
Program**

Sharing the Best in Transportation Technology

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Baystate Roads Program  
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## HOW TO READ MUNICIPAL PLANS

Dates Requested: \_\_\_\_\_  
Location (city/town): \_\_\_\_\_  
REGISTRATION FEE  
\$50.00 municipal/\$50.00 private sector.  
Light breakfast, lunch and course  
materials are included.

Cancellations must be received 4 days  
prior to the workshop or you  
will be invoiced.



## Why Register Online?

- Instantly confirm registration!
- View how many seats are left!
- View all courses currently accepting registrations!
- View workshop flyers as well as Newsletters and Tech Notes!
- Save paper and time!



### Description

The class will cover the basics of reading construction plans primarily for infrastructure improvement projects including but not limited to: Property lines, subdivision plans (includes plan and profiles for roadway, stormwater drainage, sanitary sewer), site plans, conservation commission plans, and other plans that may be considered appropriate.

Participants will learn to:

- Use a scale
- Read notes
- Understand topography
- Read plan and profile sheets
- Interpret property lines (metes and bounds).

### Who Should Attend

This class is designed for anyone who needs to find information in a set of plans. From new foremen and inspectors, to office personnel who answer questions from the public, this introductory class breaks the code.

Please bring a calculator (nothing fancy is needed) and a pencil.

### Speaker

**Daniel M. Dulaski, PhD, PE**, is a licensed professional engineer in Massachusetts. He has worked for private firms in varying capacities and two municipalities - he was the town engineer for Amherst, MA. He has over 19 years of experience in reviewing, designing, and managing infrastructure improvement projects. Dr. Dulaski has created and presented many workshops and short courses for municipalities and agencies in Massachusetts.

## How To Read Municipal Plans

*Maximum Class Size is 30*

*\*\*Maximum Class Size in Marlborough is 24*

**April 23, 2013**

Crowne Plaza  
1 West St., Pittsfield

**April 24, 2013**

Hotel Northampton  
36 King St., Northampton

**April 25, 2013\*\***

Marlborough Embassy Suites  
123 Boston Post Rd. W, Marlborough

**April 30, 2013**

Holiday Inn Taunton  
700 Myles Standish Blvd, Taunton

**May 1, 2013**

Holiday Inn Hotel & Suites  
1 Newbury St, Peabody

*This Baystate Roads Program (LTAP) workshop is a cooperative effort of the Federal Highway Administration, Massachusetts Executive Office of Transportation and the University of Massachusetts Transportation Center.*

### Agenda

8:30 am	Breakfast/Registration
9:00	Introduction to Scales, Plan Generation, Legends, and Various Plan Types
10:00	Break
10:15	Reading Infrastructure Plans, Site Plans, and Conservation Commission Plans
12:00-1:00	Lunch
1:00	Independent and Group Plan Reading & Problem Solving Exercises
2:00	Break
2:15	Problem Solving Exercises (cont.)
3:00	Review & Wrap Up
3:15	Evaluations/Certificates
3:30	Adjourn

*This Course counts towards  
1 Roads Scholar Credit/0.5 CEUs  
AICP credits pending*

## Workshops Coming Soon!

- OSHA - 10
  - Right of Way for Complete Streets
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  - Grader Operation
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