

## CHECKLIST FOR RIGHT OF WAY PLANS

Right of Way plans are necessary for the acquisition of the required right of way and easements for projects. Proper representation of the right of way and easements are required to ensure their proper legal interpretation for property acquisition and deed description as well as limits of construction activities and potential environmental and property concerns.

### A. Cover Sheet

1. Show Project Number and County at Bottom Left-Hand corner. Include any phase or section number.
2. Project location map oriented at the top of sheet. (Flag project site and show North Arrow)
3. Limited Access Project Note. (If Applicable)
4. **A signature line for approval by the Right of Way Administrator and date as shown in example A.**
5. Land Lot Numbers and Lines.
6. Land District Numbers and Lines.
7. G.M.D. Numbers and Lines. (If Applicable)
8. North Arrow.
9. Stations on primary centerline used throughout the project.
10. Street Names – all existing locations including Mainline, State Route and U.S. Numbers.
11. Limits of Right of Way Acquisition labeled on cross streets (where station/offset information is taken from cross street centerline).
12. Back Property Lines. (Include Property map if necessary). **Property Maps show the project at a scale between the size of the cover and the plan sheet. No acquisition specifics should be shown. This is used to merely show more detail than the cover but much less than the plan sheets.** On Limited Access Projects, the access to parcel remainders should be shown.
13. Existing and Required Right of Way. (Labeled and shown)

14. Begin and End Right of Way Acquisition. Mile log designation – to the nearest tenth – if available. Project should show one Begin and one End acquisition; with beginning right of way acquisition extending from left to right without regard to the north arrow direction.
15. Use Exceptions when applicable. **Stationing should be continuous on mainline without regard to exceptions (no breaks in stationing or restart of stationing should occur when exceptions are used).**
16. Gross length of right of way project. (Project length from the Beginning of Right of Way Acquisition to the End of Right of Way Acquisition). Net length of Right of Way Project. (Project length less any exceptions)
17. Parcel Numbers. **(No property owners name should be shown on cover.)**
18. Completion date of plans. Do not change completion date of plans with each submission for review and approval. Use original completion date for all subsequent submittals.
19. Designer name should be shown. (Signature no longer required)
20. Program Item Number. (Right of Way P.I. Number)
21. County Line, with counties clearly labeled. (If Applicable)
22. Limited Access labeled and shown required and existing with appropriate symbols.
23. Dual Project Plans, Clearly Identify each project.
24. Scale of the cover sheet. Scale is also Applicable/Appropriate for Metric Plans.

25. Revision block. All revision dates must be included on number one (1) cover sheet. **Revisions listed on the cover should include the date and sheets revised not what was revised, this is listed on the revised sheet itself.** To accommodate numerous revisions a sheet numbered 1A can be added to the plans **but only after the revision blocks on the cover have been filled. Sheet 1A should not be included in a set of plans submitted for approval.**
26. City Limits shown where applicable.
27. Conventional Signs Legend **as shown in example B. DO NOT DEVIATE FROM OR ADD TO THE LEGEND.**
28. Cover sheet **must** include Location and Design approval date **to be considered for approval.**
29. Inform the Right of Way Plans Office in transmittal letter when REVISED COVER SHEET requires stamping with R/W Administrator's signature and original approval date.
30. **Text should be no smaller than 0.15 times the scale of sheet.**

#### B. Plan Sheets – General

1. Land Lot Numbers and Lines. (Shown and Labeled)
2. Land District Numbers and Lines. (Shown and Labeled)
3. G.M.D. Numbers and Lines. (Shown and Labeled)
4. North Arrow.
5. Full Stations and offsets (on Metric Plans include English and Metric offset distances); if more than one centerline is used, state which centerline the information is taken from or provide general note. If general note is provided; please make sure it agrees with centerline stations and offsets are taken from in alignment. Include existing and required right of way points at P.C. and P.T. Stations.
6. Survey Centerline with Bearings. (Labeled)
7. Construction Centerline with Bearing. (Labeled if Applicable)

8. Street Names – all existing locations including Mainline, State Route and U.S. Numbers.
9. Construction Limits. (Labeled or provide legend, include symbols for cut “C” or fill “F”). Symbols should read right side up on each side of centerline **for all roads and side roads. (See example C for Standard Right of Way Legend.)**
10. Sheets may overlap. (For clarity of parcels, however, duplicate information should be kept to a minimum). **Label each Match Line with “See Sheet \_\_\_\_\_” for clarity purposes.**
11. Existing Right of Way and Existing Limited Access labeled or provide legend. **(See example C for Standard Right of Way Legend.)** Existing right of way must be shown on County Roads. If existing right of way cannot be determined, please show area maintained as existing right of way.
12. **All easements, except driveway easement and easement to construct and remove detour, should be shown as permanent unless a letter is provided to this office stating otherwise. Easements are no longer labeled as permanent and/or temporary.**
13. Required Right of Way and Required Limited Access labeled or provide legend. **(See example C for standard Right of Way Legend.)**
14. **Curve Data is to be shown for each curve shown on plan sheet even if the curve data has been shown on another sheet. Curve data is to be shown on each sheet on which the curve is shown.**
15. (BLA) and (ELA) at access break points. Provide station and offset.
16. Dual project plans, clearly shows begin/end each project.

17. Begin and End Right of Way Acquisition. **A leader should be pointed to the corresponding station on the centerline. The beginning point should be the first point, easement or required right of way, which occurs on the mainline. The end should be the very last point, easement or required right of way, which occurs on the mainline.**
18. Title Block. **(Lower right-hand corner. All sheets need to be numbered as “Sheet \_\_\_ of \_\_\_”.)**
19. Standard Right of Way Legend for Limited Access, Required Right of Way, Property Lines **(with property symbol)**, Construction limits, Easements **(Driveway, Construction and Maintenance of Slopes, and Construction of Slopes)**, **Beginning of Limited Access, and End of Limited Access.** Complete Standard Right of Way Legend Required on ALL Plans. Do not deviate from **or add to** Standard Right of Way Legend by Using Additional Symbols. **Line style for Historical Boundary should be added above title block on the sheets on which the Historical Boundary appears. (See example C for Standard Right of Way Legend.) DO NOT DEVIATE FROM OR ADD TO THE LEGEND.**
20. Angles and Stations where centerline crosses streets. **Angles should be given in the DD°MM’S’S” format. This information needs to be shown for all side roads even if station/offsets are not taken from side roads.**
21. Edge of pavement (existing and proposed) on mainline, cross roads and drives.
22. Limits of Rights of Way Acquisition labeled on cross streets. (Where station/offset information is taken from cross street centerline).
23. Equality Stations. (If any)
24. Any Utility Relocation.
25. Major drainage such as culverts, channel changes; particularly all outfalls that affect right of way and/or require easements.
26. Driveways, Tie-ins and Cross Streets.

27. Dual County Projects – County pertaining to individual sheet. Flag County line station on centerline.
28. Sheets must have revision block.
29. The scale of the Right of Way plans should be shown on each plan sheet.
30. **Text should be read horizontal to the orientation of the plan sheet, reading from left to right. When text needs to be vertical, it should be placed on the plan sheet reading from top to bottom (top being the left-hand side of plans).**
31. City Limits should be shown on all projects.
32. Coordinates are required at two points on the centerline for each plan sheet. These points should be referenced points such as PC's, PT's, Side Street centerline intersections or railroad intersections. (If reference points are not available, even stations should be used.
33. Right of Way from railroads should be referenced from both the centerline and to the nearest railroad milepost. Coordinates are required. See TOPPS Policy 6865-9
34. Locating the railroad milepost applies to all areas of right of way and easement which are not contiguous.
35. Do not shade proposed or existing pavement; do not shade existing pavement to be obliterated. **No shading should be used. Also no concrete or brick pattern hatching should be used.**
36. **Text should be no smaller than 0.15 times the scale of sheet.**
37. **Construction information not pertaining to the acquisition of Right of Way or Easement (i.e. NC, RC, Standards, Rip Rap, etc...) should NOT be shown.**

### C. Individual Property (Parcels)

1. Full Station and Offsets at all points. **(Point numbers and data descriptions can be used instead.)** Existing and required right of way, including P.C. and P.T. Stations.
2. On all lines within the required right of way, show bearings and distances, arcs, and radius on all curved lines. ON CURVED LINE, ALSO INCLUDE CHORD LENGTH AND CHORD BEARING. EXCEPTION: Bearings not required on existing right of way.
3. Area for required Right of Way. (Square feet and acres) Acres and hectares should be computed to three decimal places; Square Feet and Square Meters to two decimal places.
4. Remainder(s). Parcels with remainders on each side of the project or cross street on the project should show separate areas for each remainder. **They should be listed as Remainder Left (RL) and Remainder Right (RR).** Areas of less than an acre should be shown as 0.\_ \_ +/-acre, 1 – 10 acres \_.\_ and over 10 acres to the nearest acre plus or minus.
5. Parcels with easement acquisition only (except driveway easement) should give a remainder or total lot size.
6. Easement Area in square feet for each type easement. (Does not include driveway easements).
7. Easement Labeled or provide legend. Full Station and Offset required; hatch construction easements. On railroad parcels, easements should not be closer than 15 feet from the centerline of the tract.
8. Driveway easement should have full station and offsets on all points **(points and description can be used instead)**. Metric Plans should give Both Metric and English Offsets. Specify in Data Table the total number of driveway easements per parcel.

9. Parcel Number on all sheets applicable. Number parcels in a consecutive manner, **there should be no break in the numbering of parcels**. Survey Chain Numbers are NOT acceptable as Parcel Numbers.
10. Property Owner's name on all sheets applicable.
11. Buildings labeled. (If Data is available).
12. Access Rights only, provide parcel number, owner, linear feet of access rights and parcel remainder (total area).
13. Access Breaks. (Also show dimension of Access Breaks and Driveways). ELA and BLA provide station and offset. **The distance for limited access for each parcel needs to be provided in linear feet (LF). This needs to be shown as a point to point distance as well as a total distance for each parcel.**
14. Show paving improvements within required right of way.
15. Show signs, gas pumps islands, pump tanks, permanent light fixtures, septic tanks, sewage field line locations. Signs within the required rights of way should be located and annotated.
16. Reference parcel number to sheet(s) necessary to cover the entire parcel shown in plans.
17. Parcels with tracts should have a total shown for the required right of way and/or easement area (for each type easement excluding driveways). When more than one tract of required right of way exists for a parcel, label each tract as Tract 1, Tract 2, etc, on the plan sheet(s) where the tract occurs.
18. Parcel descriptions should proceed in a clockwise direction when data tables are used.
19. Data table descriptions should specify State Route number or Road name that stations and offsets are located from instead of referencing mainline.
20. Wetland mitigation parcels should be designated with a "W" included in parcel number.



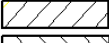

**Example A:**

APPROVED: \_\_\_\_\_  
 HOWARD P. COPELAND, STATE RIGHT OF WAY ADMINISTRATOR      DATE \_\_\_\_\_

**Example B:**

<b>CONVENTIONAL SIGNS</b>	
STATE OR COUNTY LINE .....	----- -----
CITY LIMIT LINE .....	----- -----
LAND LOT LINE .....	----- -----
PROPERTY LINE .....	----- -----
SURVEY OR BASE LINE .....	----- -----
RIGHT OF WAY LINE {	EXISTING .....
	REQUIRED .....
	LIMIT OF ACCESS .....
	R/W & LIMIT OF ACCESS ...
	R/W MARKERS .....
FENCE .....	X-----X
RAILROAD .....	=====
POWER LINE .....	-----P-----P-----
TELEPHONE LINE .....	-----T-----T-----
POWER POLES .....	-----■-----
TELEPHONE OR TELEGRAPH POLES .....	-----◆-----

**Example C:**

PROPERTY AND EXISTING R/W LINE	-----e-----	BEGIN LIMIT OF ACCESS.....BLA
REQUIRED R/W LINE	=====	END LIMIT OF ACCESS.....ELA
CONSTRUCTION LIMITS	---e---f---	LIMIT OF ACCESS
EASEMENT FOR CONSTR & MAINTENANCE OF SLOPES		REQ'D R/W & LIMIT OF ACCESS ---   ---   ---
EASEMENT FOR CONSTR OF SLOPES		
EASEMENT FOR CONSTR OF DRIVES	