Title: Acquisition Plat Creation | 3/28/2018

This engineering instruction was developed in order to document the requirements as well as the steps required in creating an Acquisition Plat. Acquisition Plats should be used in accordance with the guidance found in the Right-of-Way Verification Design Guidance Memorandum. They are only intended for projects which have minor impacts outside of the existing Right-of-Way and as such do not require full Right-of-Way plans to be created. A plat should be created for each parcel with any proposed taking.

Plat Requirements

In order to create the taking deed, several pieces of information are required for acquisition purposes. This information includes the following:

- The current deed record should be shown on the Acquisition Plat.
- A metes and bounds description of the acquisition should be shown on the Acquisition Plat.
- Label the point of beginning which will be described in the taking deed on the Acquisition Plat. The point should be labeled "POB" and should be an existing point on the parcel.
- A distance and bearing should be displayed between the point of beginning to the first point of the acquisition.

Additional information is also required for review and consistency purposes. This information includes the following:

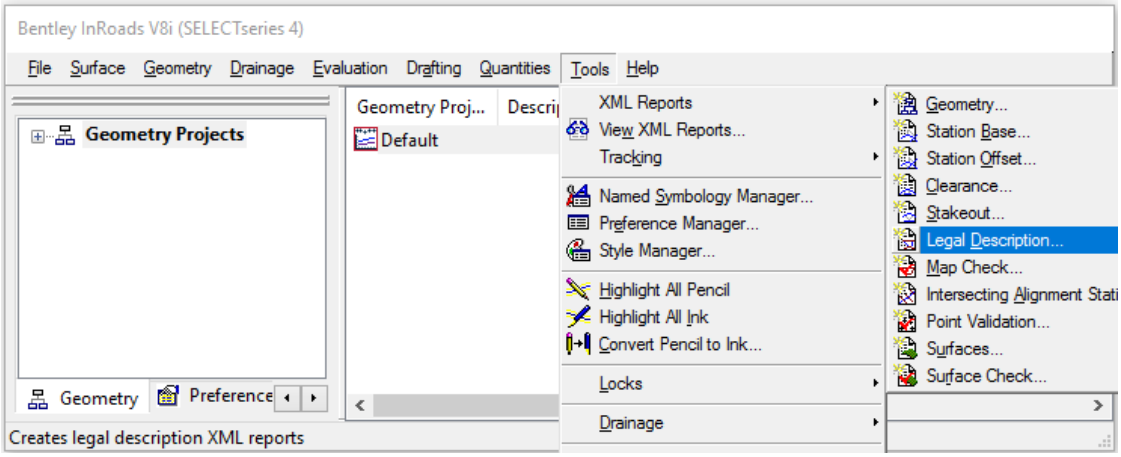
- Sheet border scaled appropriately to show the acquisition area as well as the point of beginning to be referenced in the taking deed. The whole parcel does not need to be shown.
- North arrow.
- Scale bar.
- A visual depiction showing the area to be acquired.
- Pertinent existing topography.
- The existing Right-of-Way and property lines in the direct vicinity of the proposed acquisition.
- Any existing easement lines in the direct vicinity of the proposed acquisition.
- Label the existing roadway name or names.
- Initials of the designer as well as the reviewer.

Plat Creation Guidelines

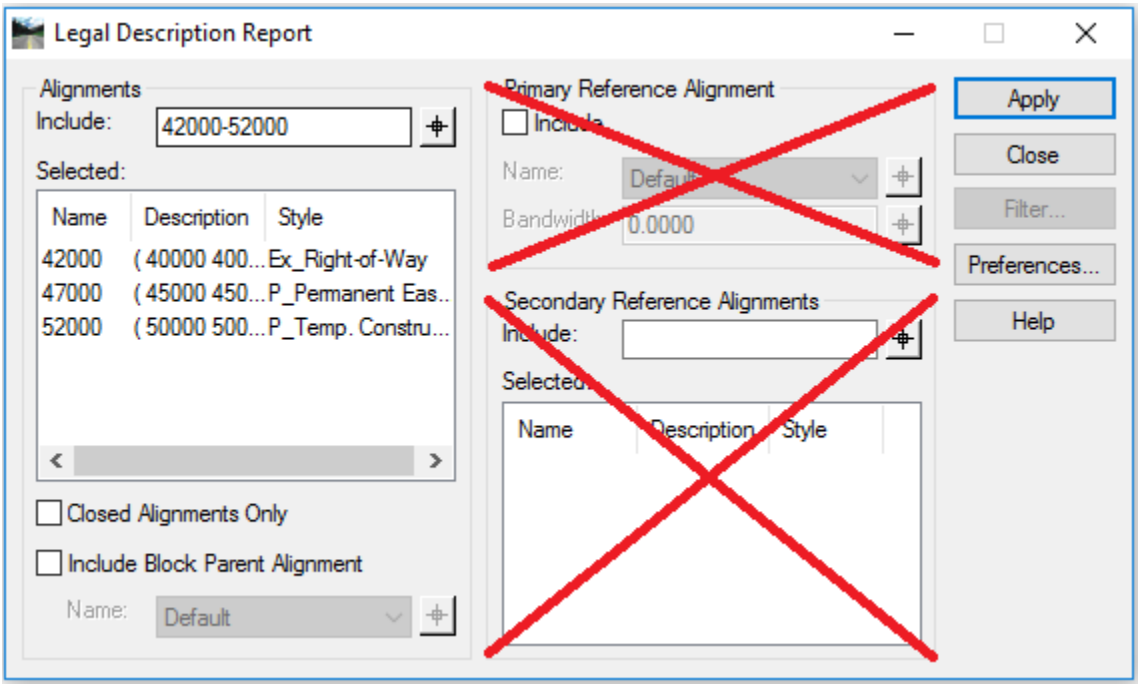
Each Acquisition Plat created for a project should follow the following steps:

Step 1

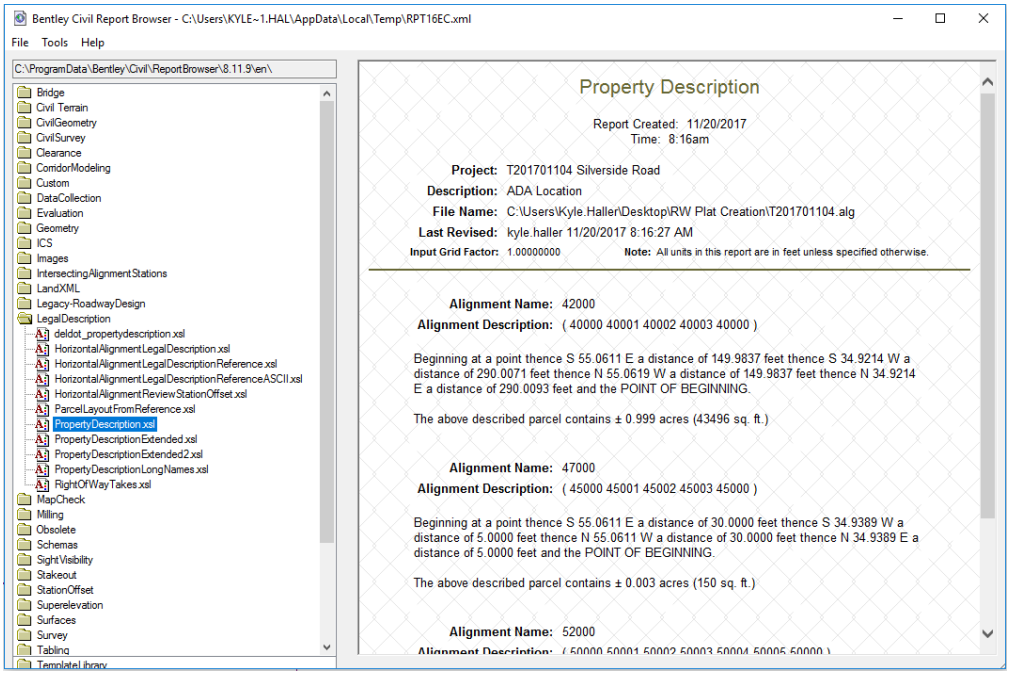
1. Go to InRoads Menu -> Tools -> XML Reports -> Legal Description...



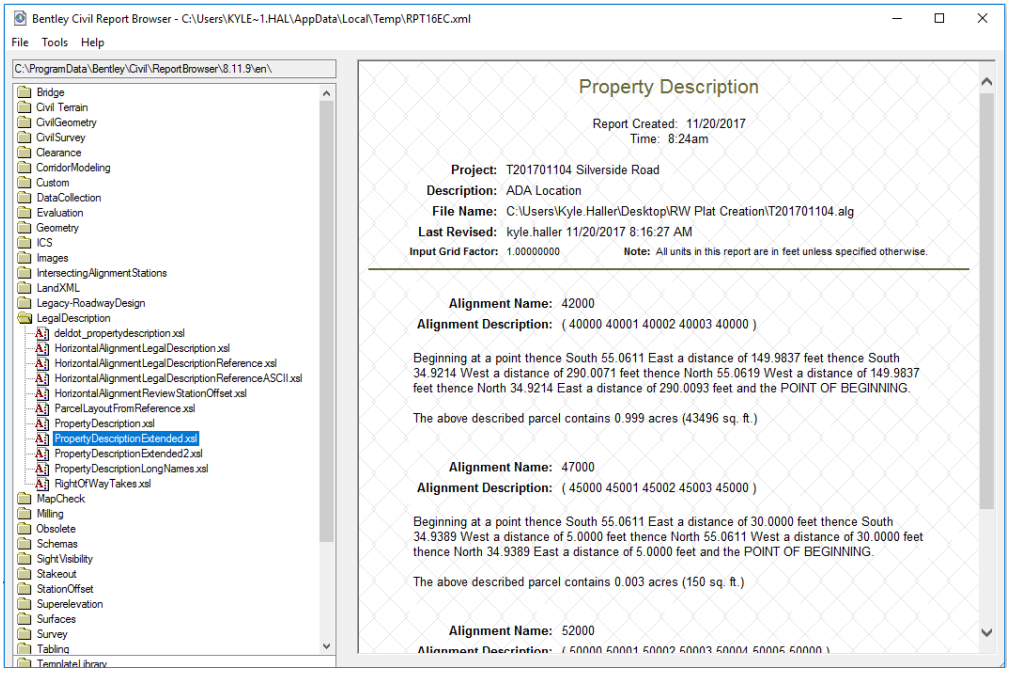
2. In the Legal Description Dialog, there are three sections. Alignments, Primary Reference Alignment, and Secondary Reference Alignments. The Alignments section is the listing of the figures used for the property takes (FEE, TCE, etc.). The Primary Reference Alignment and Secondary Alignments sections should not be used.



3. Once the figures have been included, click the Apply button. This should open the Bentley InRoads Report Browser.

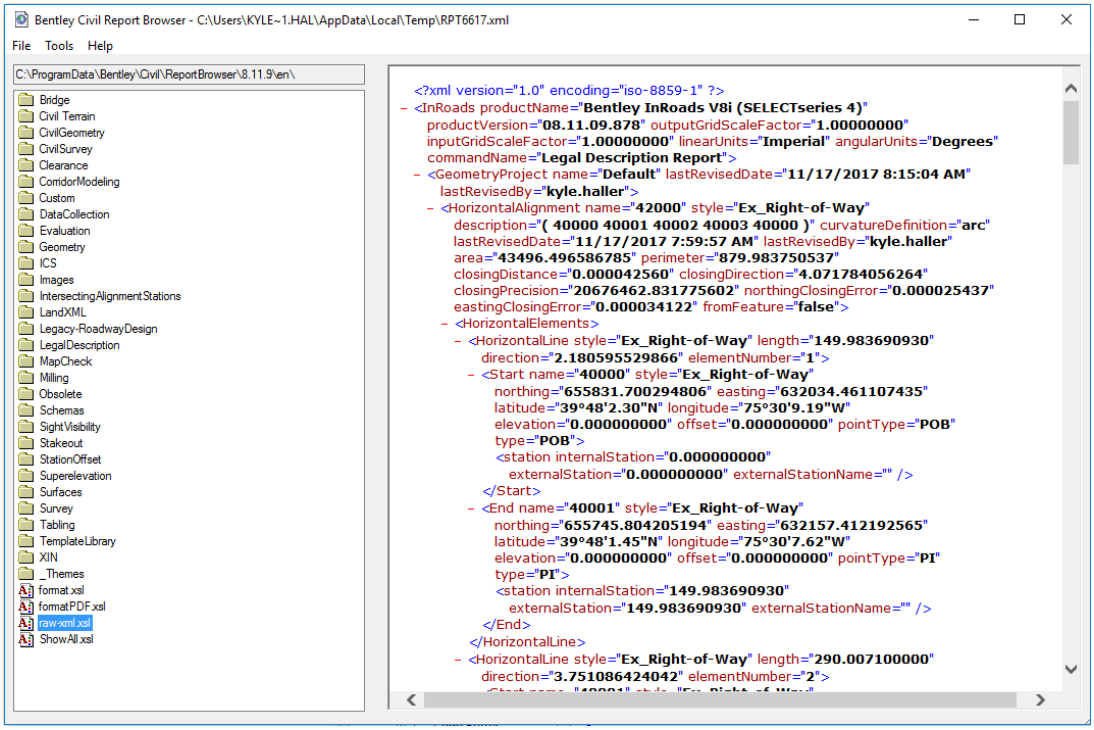


4. Select the "PropertyDescriptionExtended.xsl" file from the left pane.



5. Select File -> Save As... and save the HTML file to your project folder. This file should be submitted at the Final stage of R/W Plans to Design Support.

6. Select the "raw-xml.xsl" template from the bottom of the left pane.



7. Select File -> Save As... and save the XML file to your project folder.

Step 2

The R/W Data Program is currently located at:

Internal Users: \\dotfs08\cadd\web\RWData_Local\
External Users: http://www.seanduphily.com/RWData_Local/publish.htm.

The above listed address is temporary until a permanent location can be found within the DelDOT network. If your computer does not have the required prerequisites to run the program, a message will be displayed on the computer to alert the user to install these prerequisites. Currently the program is only available online.

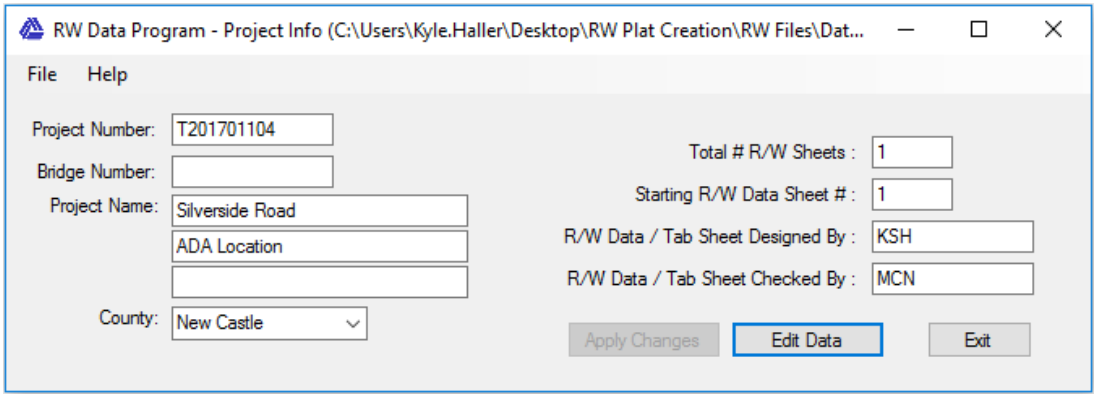
1. After navigating to the web page listed above, select the **"Run"** button (after prerequisites have been installed).

2. The installation will begin and display the **Application Run - Security Warning**. Select **"Run"** to continue. The rest of the installation will continue as needed.

3. The RW Data Program - Project Info dialog will display. Select **File -> New Project** to start a new project, **File -> Open Project**... to open an existing project file, or **File -> Exit** to close the application.

4. Once the project file is opened, you will be able to enter data into the fields.
    a. Project Number - Project number.
    b. Bridge Number - Bridge number for the project.
    c. Project Name - Project name as it appears on the plan sheets.
    d. County - County location for the project.
    e. Total # R/W Sheets - The total number of sheets in the R/W plan set.
    f. Starting R/W Data Sheet # - This is the first sheet that will be generated by the program.
    g. R/W Data / Tab Sheet Designed By - Initials of the person designing the sheets.
    h. R/W Data / Tab Sheet Checked By - Initials of the person checking the sheets.

    There are also three buttons:
        1. Apply Changes - Commits changes to the project database file.
        2. Edit Data - Advances you to the RW Data Program - Project Data dialog.
        3. Exit - Closes the application.

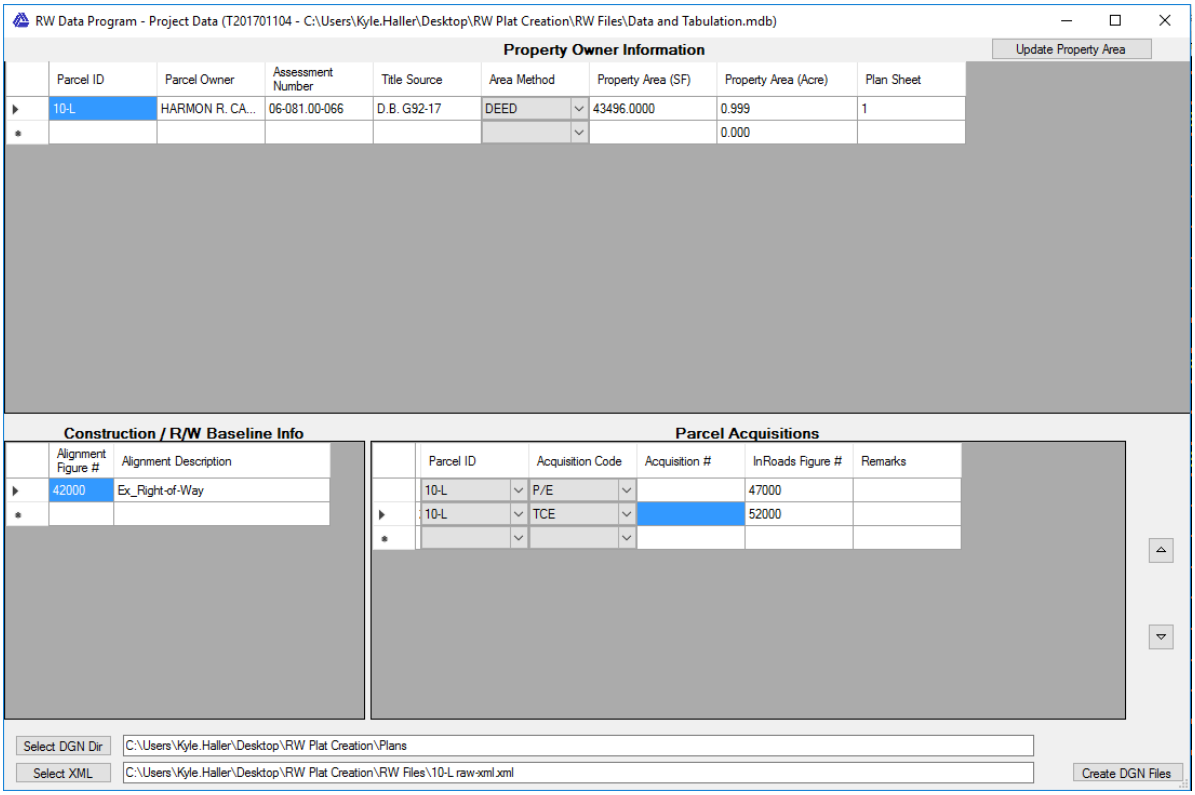


5. Clicking the Edit Data button will open the RW Data Program - Project Data dialog. There are three separate tables for entering data:
    a. Property Owner Information.
        i. Parcel ID - Parcel ID indicated on the R/W plan sheets.
        ii. Parcel Owner - Parcel owner name.
        iii. Assessment Number - Assessment number for the property.
        iv. Title Source - Title source for the property.
        v. Area Method - Method in which the property area was derived.
        vi. Property Area (SF)- Existing property area in square feet.

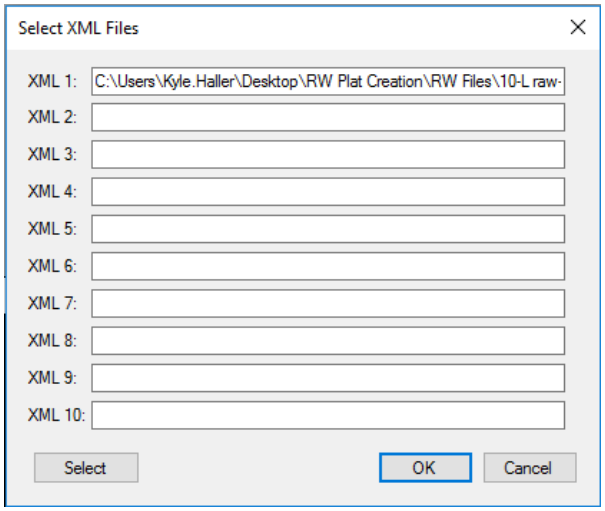
vii. Property Area (Acre)- Existing property area in acres.
viii. Plan Sheet - First R/W plan sheet the property is found on.

b. Construction / R/W Baseline Info.
   i. Alignment Figure # - InRoads figure number for the alignment(s) that stations and offsets for point info will be derived from.
   ii. Alignment Description - Non-technical description of the alignment.

c. Parcel Acquisitions.
   i. Parcel ID - The parcel from the Property Owner Info table that the acquisition exists for.
   ii. Acquisition Code - The type of acquisition.
      1. R/W - Area occupied by existing R/W.
      2. P/E - Permanent Easement.
      3. TCE - Temporary Construction Easement.
   iii. Acquisition # - Utilized if multiple similar takes occur on the same property.
   iv. InRoads Figure # - The InRoads figure number corresponding to the area taking.
   v. Remarks - Required remarks for tabulation sheet.



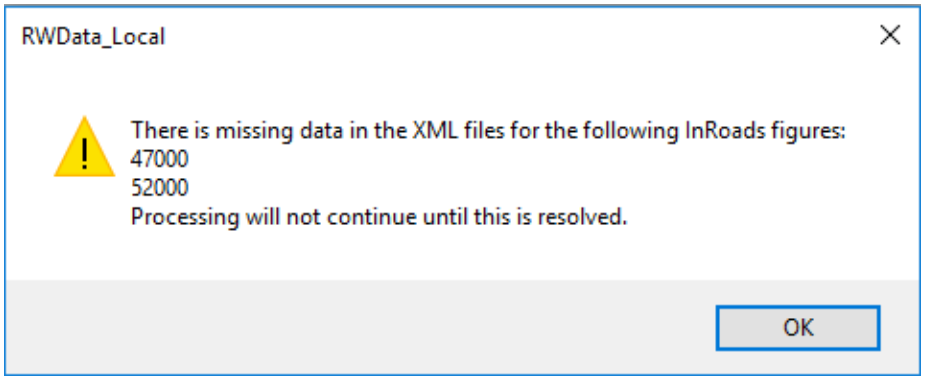
6. There are two fields with buttons associated to them:
   a. Select DGN Dir - Selects the directory that the RW Data and Tabulation sheets will be generated.
   b. Select XML - Selects the XML files that were generated in Step 1. Up to ten different XML files can be selected for processing.



7. There are two arrow buttons to the right of the Parcel Acquisitions table. These are provided to help sort the data. The order of the data in this table determines the order that the data shows on the R/W Data and Tabulation sheets.

8. Property areas will auto compute when the Project Data form is opened and when the user clicks on the Update Property Area button. One entry, either SF or Acre needs to be entered. The Property Area (SF) has control of the Property Area (Acre) column. If you change the Property Area (Acre) entry, you must also empty/delete the (SF) entry for the program to compute properly; otherwise the auto compute will reset the (Acre) entry to equal the existing (SF) entry.

9. The final button is the Create DGN Files button. Clicking on this does a small data validation check and then starts the process of the DGN creation. InRoads figures used in the Parcel Acquisitions section are validated against the figures included in the XML data files. If figures are missing from the XML file(s), then an error message will appear listing the figures that are missing and the program will stop processing.

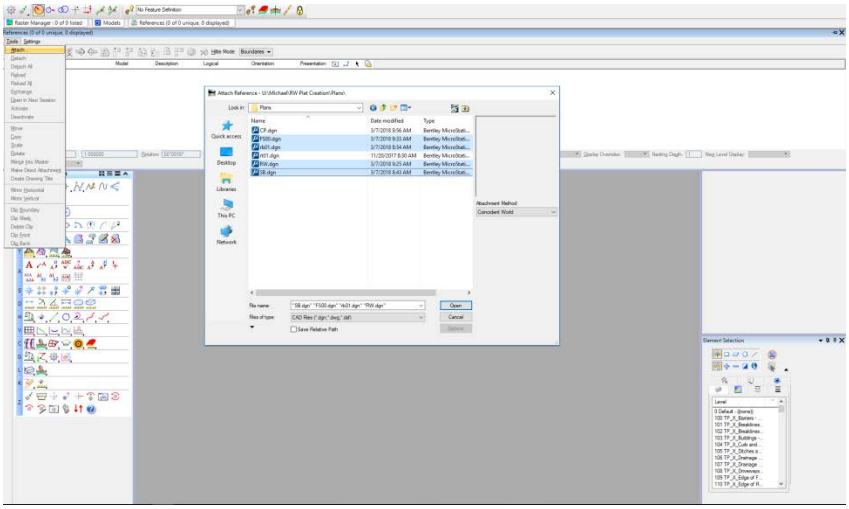


If no errors are detected, then MicroStation will open and you should be able to view the generation of each sheet as it happens.

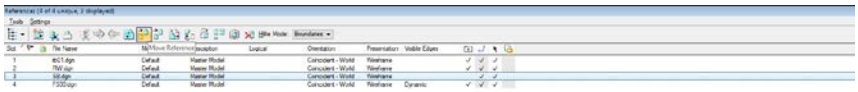
Step 3

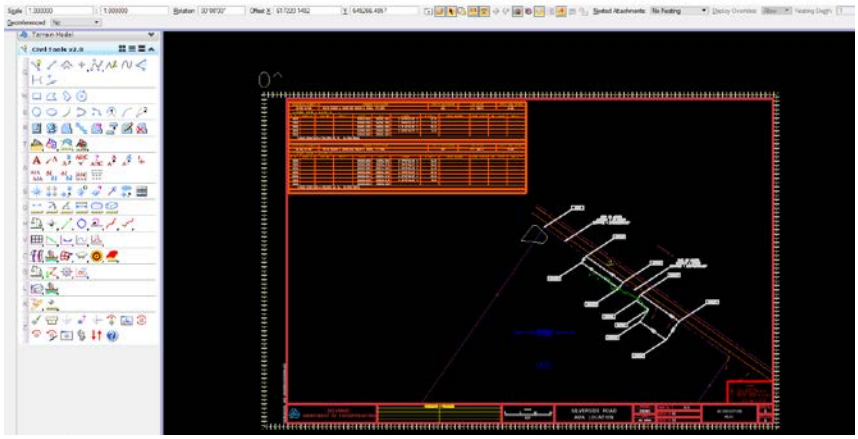
1. Create a microstation file which the user will reference all of the other necessary microstation files into for plan generation.

2. Reference in the strip files necessary to create the Acquisition Plat as described earlier in this document. It is also necessary to reference in the rb.dgn file that was previously generated in these instructions.



3. Make sure to move, scale, and clip the references accordingly.





Example Acquisition Plat

See the attached sheet for an Example Acquisition Plat:

ASSESSMENT NUMBER	OWNERSHIP OF RECORD	TYPE OF ACQUISITION	TITLE SOURCE	PARCEL AREA (ACRES)
06-081.00-066	(10-L) HARMON R. CAREY AND CLAIRE L. CAREY, HIS WIFE	P/E	D.B. G92-17	0.999

ALIGNMENT NUMBER & DESCRIPTION: -

PT. NO.	ALIGN. NO.	STATION	OFFSET *	NORTH	EAST	BEARING	DISTANCE	CHORD BEARING	CHORD LENGTH	ARC LENGTH	RADIUS **
45000				655812.3554	632062.1513	S 55°03'39.89" E	30.00				
45001				655795.1743	632086.7442	S 34°56'20.11" W	5.00				
45002				655791.0755	632083.8807	N 55°03'39.89" W	30.00				
45003				655808.2566	632059.2878	N 34°56'20.11" E	5.00				
45000				655812.3554	632062.1513						

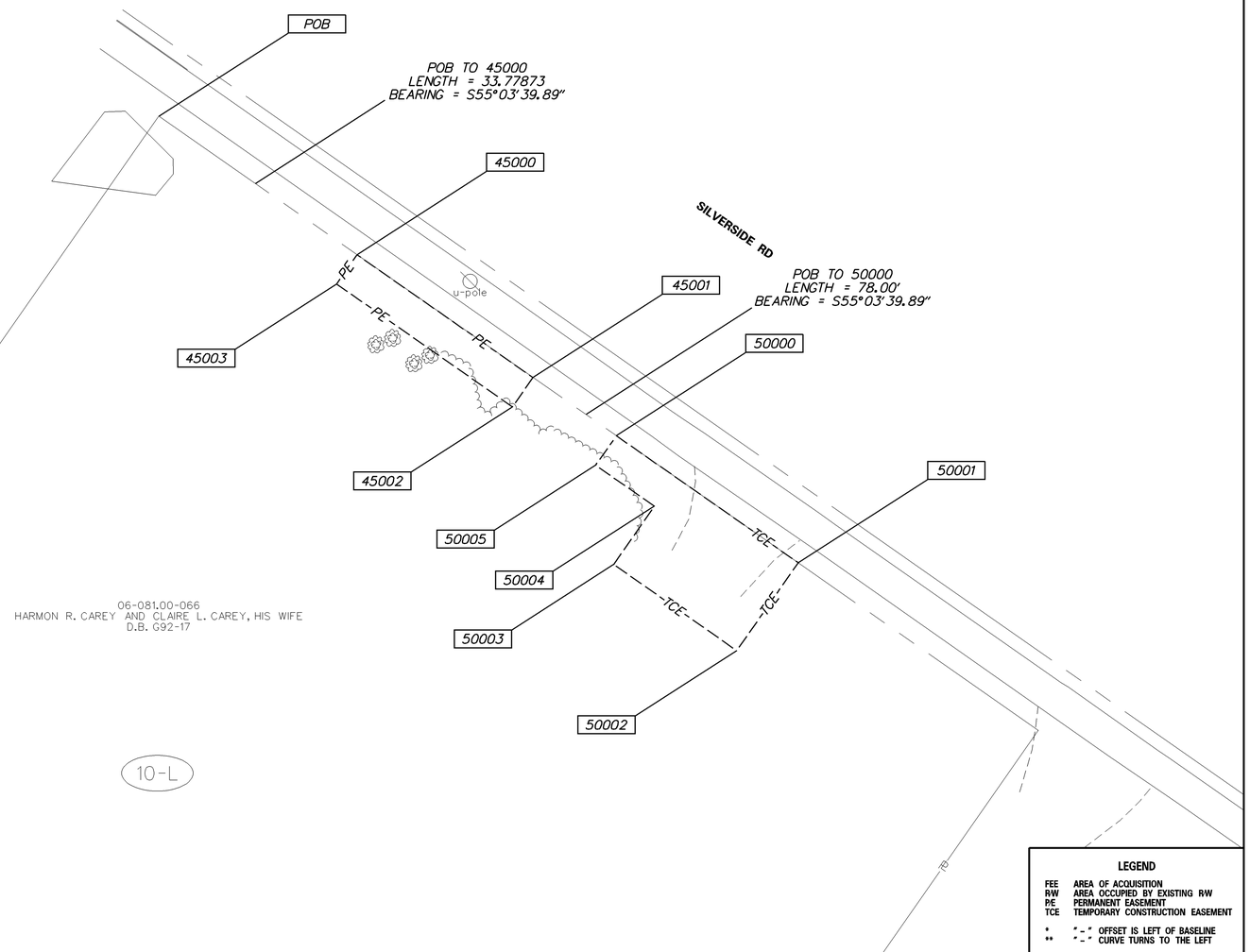
FIGURE 47000 AREA = 150.0000 SQ. FT. (0.0034 ACRES)

ASSESSMENT NUMBER	OWNERSHIP OF RECORD	TYPE OF ACQUISITION	TITLE SOURCE	PARCEL AREA (ACRES)
06-081.00-066	(10-L) HARMON R. CAREY AND CLAIRE L. CAREY, HIS WIFE	TCE	D.B. G92-17	0.999

ALIGNMENT NUMBER & DESCRIPTION: -

PT. NO.	ALIGN. NO.	STATION	OFFSET *	NORTH	EAST	BEARING	DISTANCE	CHORD BEARING	CHORD LENGTH	ARC LENGTH	RADIUS **
50000				655787.0295	632098.4026	S 55°03'39.89" E	31.00				
50001				655769.2757	632123.8153	S 34°56'20.11" W	15.00				
50002				655756.9792	632115.2247	N 55°07'09.85" W	21.00				
50003				655768.9885	632097.9975	N 34°52'50.15" E	10.00				
50004				655777.1919	632103.7162	N 55°07'09.85" W	10.00				
50005				655782.9106	632095.5127	N 35°03'16.74" E	5.03				
50000				655787.0295	632098.4026						

FIGURE 52000 AREA = 365.5654 SQ. FT. (0.0084 ACRES)



LEGEND

FEE	AREA OF ACQUISITION
R/W	AREA OCCUPIED BY EXISTING R/W
P/E	PERMANENT EASEMENT
TCE	TEMPORARY CONSTRUCTION EASEMENT
*	"-" OFFSET IS LEFT OF BASELINE
**	"-" CURVE TURNS TO THE LEFT

U:\MICHAEL\RW PLAT CREATION\PLANS\RB01.DGN

DELAWARE DEPARTMENT OF TRANSPORTATION

ADDENDUMS / REVISIONS

SCALE 0 10 20 30 FEET

SILVERSIDE ROAD ADA LOCATION

CONTRACT	BRIDGE NO. N/A
T201701104	DESIGNED BY: KSH
COUNTY	CHECKED BY: MCN
NEW CASTLE	

ACQUISITION PLAT

SHEET NO. 1

TOTAL SHTS. 1