Existing Right-of-Way Verification Process for Project Development Projects

**Designer Task**

- Request Survey via the Survey Request Memo.

**Team Support Task**

- Submit the Initial Project Research Request Memo.

**Survey Task**

- Initial project research commences.
  - Review title search for monuments called out in the deeds.
  - Submit a Survey Request to locate the monuments described in the title searches as an add-on survey request.
  - Survey files are submitted to the designer.
  - Survey Plan are submitted Department wide. Electronic files are provided for review. Request concurrence meeting with Team Support.
  - Comments provided within 30 days of receipt of Survey Plans.

**Joint Task**

- Hold concurrence meeting with Team Support, and Design. Designer shall review comments and be prepared to discuss the required follow up actions.

- After Concurrence meeting, upload the minutes into the RW Concurrence meeting task in Primavera.

- A survey plan resubmission may be requested in order to receive Existing Right-of-Way Concurrence.
- When possible, Initial Project Research Request should occur before Project Initiation and survey request using design concept funds.