

Delaware Department of Transportation  
**Right-of-Way Plan Submission Checklist for Division of Transportation Solutions Projects**

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**Directions for Completing the Checklist**

- This checklist indicates what content shall be included in the Right-of-Way Plan Submission.
- Sections marked with an “\*” do not need to be produced for projects that include the proposed right-of-way information within the Construction Plan set.
- The checkboxes  indicate that information is required and must be included in the plan submission.
- Indicate that the required information has been included in the plan submission by placing an “✓” in the appropriate checkbox.
- Items may need to be added for some projects and may not be required for others. If the Project Manager determines an item is not required, place a strikethrough line through the item that is not required.
- DelDOT's Project Manager shall review this checklist with the Designer/Consultant at each submission to verify that all necessary information has been included in the plans and shall sign below for each submission to attest to the completeness of the plan submission. (Electronic Signature is Acceptable)

Project Information	
Contract Number:	
Contract Name:	
Primavera ID:	
Semi-Final Plan Submission	
Date of Submission:	
Engineer of Record (Point of Contact):	
Project Manager:	
Consultant Firm (If Applicable):	
Final Plan Submission	
Date of Submission:	
Engineer of Record (Point of Contact):	
Project Manager:	
Consultant Firm (If Applicable):	

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Title*		
	Semi-Final	Final
<b>General Location of Contract</b>		
Highlight contract location on statewide map using “General Location of Contract” line work settings included in the DeIDOT Ribbon (Ex: B-Spline leader line to project location, project area circle, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Central Title Block</b>		
Plan Submission Stamp (Semi-Final) <b>Note: Prior to “Recommend as to Process” signature, remove all stamps.</b>	<input type="checkbox"/>	
Project Title (Obtained from project initiation form)	<input type="checkbox"/>	<input type="checkbox"/>
Contract Number (Obtained from the project initiation form)	<input type="checkbox"/>	<input type="checkbox"/>
Federal Aid Project Number (Obtained from the project initiation form)	<input type="checkbox"/>	<input type="checkbox"/>
County (Obtained from the project initiation form)	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance Road Number, including County Code (N, K, or S) (Obtained from the project initiation form)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Location Map</b>		
Highlight contract location on map using “Location Map” line work settings included in the DeIDOT Ribbon	<input type="checkbox"/>	<input type="checkbox"/>
Location Map Scale set accordingly	<input type="checkbox"/>	<input type="checkbox"/>
North Arrow Displayed	<input type="checkbox"/>	<input type="checkbox"/>
Major Routes and Roadways Labeled	<input type="checkbox"/>	<input type="checkbox"/>
Begin Contract, End Contract, and Limit(s) of Contract Identified	<input type="checkbox"/>	<input type="checkbox"/>
<b>Index of Sheets</b>		
Sheet Numbers	<input type="checkbox"/>	<input type="checkbox"/>
<b>Revisions</b>		
Description		<input type="checkbox"/>
Name and Date (First Initial & Full Last Name, XX-XX-XXXX)		<input type="checkbox"/>
<b>Associated Contracts</b>		
Contract Number (Obtained from Archives)	<input type="checkbox"/>	<input type="checkbox"/>
Contract Name (Obtained from Archives)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Signature / Seal Blocks</b>		
“Prepared By” Stamp, Signature, and Date		<input type="checkbox"/>
“Recommended as to Process” Signature and Date		<input type="checkbox"/>

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All Sheets - Except Title Sheet		
	Semi-Final	Final
<b>Title Block</b>		
Scale Bar (If Applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Contract Name	<input type="checkbox"/>	<input type="checkbox"/>
Contract Number	<input type="checkbox"/>	<input type="checkbox"/>
County	<input type="checkbox"/>	<input type="checkbox"/>
Bridge Number or "N/A" if no bridge involved	<input type="checkbox"/>	<input type="checkbox"/>
Designed By (First Initial & Full Last Name)	<input type="checkbox"/>	<input type="checkbox"/>
Checked By (First Initial & Full Last Name)	<input type="checkbox"/>	<input type="checkbox"/>
Sheet Type Label (Ex: "LEGEND", "RIGHT-OF-WAY MOSAIC", etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Section that prepared the sheet (BD, MO, PD, TD, TS or Consultant Abbreviation)	<input type="checkbox"/>	<input type="checkbox"/>
Sheet Number in numerical order	<input type="checkbox"/>	<input type="checkbox"/>

Revisions *	
NOTE: Revisions only occur after the Right-of-Way Plans have been signed by the Group Engineer – ROW Engineering	
Revision Stamp, Signature, and Date information for each revision	

Legend *		
	Semi-Final	Final
NOTE: The "LEGEND" sheet for Right-of-Way Plans is NOT the same "LEGEND" sheet used for Construction Plans. The Right-of-Way Plan set does not include proposed construction line work; therefore, the proposed construction symbology items have been removed from the "LEGEND" sheet to be used in the Right-of-Way Plan set. The "LEGEND" sheet seed file to be utilized for the Right-of-Way Plans is entitled "RL.dgn"		
Applicable Right-of-Way line work shall appear in the appropriate color scheme when plotted	<input type="checkbox"/>	<input type="checkbox"/>

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<b>Horizontal and Vertical Control</b>		
	<b>Semi-Final</b>	<b>Final</b>
<b>Sheet Layout</b>		
North Arrow (Upper right corner of sheet)	<input type="checkbox"/>	<input type="checkbox"/>
Horizontal and Vertical Datum Reference Note (Obtained from HV.cel cell library)	<input type="checkbox"/>	<input type="checkbox"/>
Match Line Labels and Stationing	<input type="checkbox"/>	<input type="checkbox"/>
<b>Traverse Points</b>		
Label all traverse points with traverse point number and type. (DelDOT Cap, Capped Rebar, PK Nail, GPS Marker, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Horizontal / Vertical Control Data Schedule</b>		
All traverse points of a permanent nature within the project should be listed in this schedule and include the following pieces of information for each traverse point: Traverse Point Number, Station, Offset, Northing, Easting and Elevation	<input type="checkbox"/>	<input type="checkbox"/>
<b>Construction Alignment Control Schedule</b>		
<b>NOTE: Do not duplicate point information included in Curve Data Schedule</b>		
Point of Beginning (POB)	<input type="checkbox"/>	<input type="checkbox"/>
Point of Intersection (PI) for Non-Curve PIs	<input type="checkbox"/>	<input type="checkbox"/>
Point of Ending (POE)	<input type="checkbox"/>	<input type="checkbox"/>
Point on Tangent (POT) and Point on Curve (POC) – On long tangent sections, and long curves, POT and POC point information is provided in the Construction Alignment Control schedule at intervals of 500 feet (Point numbers for these POTs and POCs shall not be annotated on the graphical alignment)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Construction, Proposed Right-of-Way, and Historic Right-of-Way Baselines</b>		
Alignment stationing for mainline and side streets	<input type="checkbox"/>	<input type="checkbox"/>
Baseline Labels (Construction, Proposed Right-of-Way, and Historic Right-of-Way)	<input type="checkbox"/>	<input type="checkbox"/>
Tangent Bearing(s)	<input type="checkbox"/>	<input type="checkbox"/>
Point of Beginning (POB)	<input type="checkbox"/>	<input type="checkbox"/>
Point(s) of Curvature Stationing and Curve Identification Number(s)	<input type="checkbox"/>	<input type="checkbox"/>
Point(s) of Intersection Stationing and Curve Identification Number(s)	<input type="checkbox"/>	<input type="checkbox"/>
Point(s) of Tangency Stationing and Curve Number Identification Number(s)	<input type="checkbox"/>	<input type="checkbox"/>
Point of Ending (POE)	<input type="checkbox"/>	<input type="checkbox"/>
Station Equations, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
Baseline offsets or association dimensioning (Ties between the various baselines)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Curve Information – Tabular Schedule</b>		
Curve Identification Number	<input type="checkbox"/>	<input type="checkbox"/>
Curve Type (Circular)	<input type="checkbox"/>	<input type="checkbox"/>

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Horizontal and Vertical Control		
Point of Curvature (PC)	<input type="checkbox"/>	<input type="checkbox"/>
Point of Intersection (PI)	<input type="checkbox"/>	<input type="checkbox"/>
Center of Curve (CC)	<input type="checkbox"/>	<input type="checkbox"/>
Point of Tangency (PT)	<input type="checkbox"/>	<input type="checkbox"/>
Radius	<input type="checkbox"/>	<input type="checkbox"/>
Delta	<input type="checkbox"/>	<input type="checkbox"/>
Degree of Curvature	<input type="checkbox"/>	<input type="checkbox"/>
Curve Length	<input type="checkbox"/>	<input type="checkbox"/>
Tangent Length	<input type="checkbox"/>	<input type="checkbox"/>
Chord Length	<input type="checkbox"/>	<input type="checkbox"/>
Middle Ordinate	<input type="checkbox"/>	<input type="checkbox"/>
External	<input type="checkbox"/>	<input type="checkbox"/>
Chord Bearing	<input type="checkbox"/>	<input type="checkbox"/>

Right-of-Way Mosaic		
	Semi-Final	Final
<b>Sheet Layout</b>		
<b>NOTE: Right-of-Way Mosaic should be scaled smaller than plan sheets to show a greater portion of the project on each sheet</b>		
“Right-of-Way Plans” sheet boundaries, with corresponding sheet identifiers. Sheet identifiers shall represent the actual sheet number within the Right-of-Way Plan set	<input type="checkbox"/>	<input type="checkbox"/>
North Arrow (Upper right corner of sheet)	<input type="checkbox"/>	<input type="checkbox"/>
Mainline and side street alignments, stationing, common road name, and Maintenance Road (MR) number <b>(NOTE: MR numbers are only to be displayed on this sheet, and no other sheets within the Right-of-Way Plan set)</b>	<input type="checkbox"/>	<input type="checkbox"/>
Existing right-of-way and property lines.	<input type="checkbox"/>	<input type="checkbox"/>
Include all parcel identifiers (Ex: 100, 101, 102, etc.), these identifiers should not change after initial assignment. Numbers shall follow a sequential numbering scheme	<input type="checkbox"/>	<input type="checkbox"/>
<b>Ownership of Record Schedule</b>		
Parcel Identification Number (ID) for all parcels	<input type="checkbox"/>	<input type="checkbox"/>
Owner Name (As listed on the deed record) for all parcel	<input type="checkbox"/>	<input type="checkbox"/>
County Assessment Number for all parcels	<input type="checkbox"/>	<input type="checkbox"/>

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<b>Right-of-Way Plan</b>		
	<b>Semi-Final</b>	<b>Final</b>
<b>Sheet Layout</b>		
North Arrow (Upper right corner of sheet)	<input type="checkbox"/>	<input type="checkbox"/>
Match Line Labels and Stationing	<input type="checkbox"/>	<input type="checkbox"/>
<b>Proposed Construction and/or Right-of-Way Baselines (Mainline and Side Streets)</b>		
Construction and/or Right-of-Way Baseline Layout, Stationing and Label	<input type="checkbox"/>	<input type="checkbox"/>
Construction and/or Right-of-Way Baseline Common Road Name Label	<input type="checkbox"/>	<input type="checkbox"/>
Construction and/or Right-of-Way Baseline Bearing(s) Labels	<input type="checkbox"/>	<input type="checkbox"/>
<b>Historic Right-of-Way Baseline (Mainline and Side Streets if Applicable)</b>		
Historic Right-of-Way Baseline Layout, Stationing and Label	<input type="checkbox"/>	<input type="checkbox"/>
Label and Dimension Existing Right-of-Way Lines to Historic Right-of-Way Baselines, if different than the Proposed Construction and Right-of-Way Baseline	<input type="checkbox"/>	<input type="checkbox"/>
Label, Dimension and Provide Source for Existing Easements (PE, Denial-of-Access, Drainage, Sewer, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Property Information</b>		
Label Property Lines (PL or "Z" Land Hooks if same parcel is on both side of roadway or waterway)	<input type="checkbox"/>	<input type="checkbox"/>
Tax Parcel Identification Number	<input type="checkbox"/>	<input type="checkbox"/>
Parcel Owner Information listed the same as the deed	<input type="checkbox"/>	<input type="checkbox"/>
Deed Record Information / Instrument Number / Will Record / Plat Record	<input type="checkbox"/>	<input type="checkbox"/>
Blanket Easement Information (Record Number and Easement Owner)	<input type="checkbox"/>	<input type="checkbox"/>
Label, Dimension and Provide Source for Right-of-Way Dedications and Reservations	<input type="checkbox"/>	<input type="checkbox"/>
Label Historic Districts and 4f/6f parcels within those Districts	<input type="checkbox"/>	<input type="checkbox"/>
<b>Existing Topography Features</b>		
Rotate existing features to the appropriate orientation (Ex: Alignment or sheet orientation –vs.– Direction sign panel faces)	<input type="checkbox"/>	<input type="checkbox"/>
Pattern and Label Linear Features (Fences, Woods Lines, Ditches, Guardrail, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Label Surface Materials (Bituminous, Concrete, Stone, Grass, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Label Landscape Materials (Woods, Impacted Tree Sizes, Wall Heights, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Label Drainage Features (Curb Types, Pipe Material & Size, Direction of Flow)	<input type="checkbox"/>	<input type="checkbox"/>
Label Structure Features (1-Story Frame House, Shed, Deck, Porch, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Label Utility Features (Owner, Material, Size, ASCE Quality Level, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Label Traffic Features (Poles, Cabinets, Junction Wells, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Proposed Right-of-Way</b>		

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<b>Right-of-Way Plan</b>		
Dimension Proposed RW lines from Proposed or Historic Right-of-Way Baseline	<input type="checkbox"/>	<input type="checkbox"/>
Fee Acquisitions and Easements Patterned and Labeled (RW, RW/DA, PE, TCE, RW by Easement)	<input type="checkbox"/>	<input type="checkbox"/>
Show all RW point identifiers referenced on the RW Tab Sheets	<input type="checkbox"/>	<input type="checkbox"/>
Applicable Right-of-Way line work shall appear in the appropriate color scheme when plotted.	<input type="checkbox"/>	<input type="checkbox"/>

<b>Right-of-Way Data Sheet</b>		
	<b>Semi-Final</b>	<b>Final</b>
Create Right-of-Way Data Sheets using the latest guidance found on the DelDOT Design Resource Center	<input type="checkbox"/>	<input type="checkbox"/>
Metes and Bounds Descriptions should be listed in clockwise direction	<input type="checkbox"/>	<input type="checkbox"/>
Point identifiers in the metes and bounds should match the points displayed on the Right-of-Way Plan sheet	<input type="checkbox"/>	<input type="checkbox"/>
List impacts to each parcel in order (FEE, R/W, PE, and TCE)	<input type="checkbox"/>	<input type="checkbox"/>

<b>Right-of-Way Tabulation Sheet</b>		
	<b>Semi-Final</b>	<b>Final</b>
Create Right-of-Way Tabulation Sheets using the latest guidance found on the DelDOT Design Resource Center	<input type="checkbox"/>	<input type="checkbox"/>
Use the "Remarks" column to call out any pertinent information for acquisition purposes. (Areas occupied by existing easements for each acquisition; agricultural, 4f, 6f, etc., impacted parking space information)	<input type="checkbox"/>	<input type="checkbox"/>
Provide area of existing easements to be extinguished	<input type="checkbox"/>	<input type="checkbox"/>