

Right-of-Way Revision Guidelines



This document will be periodically updated based on latest guidance as well as issues discovered. Any comments, questions or concerns regarding the content of this document should be brought to the attention of:

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The purpose of this document is to provide guidance as to what plan changes require a formal Right-of-Way revision be completed and to also provide a recommended process to follow when completing a Right-of-Way revision. In general, any change made to the Right-of-Way Plans that occur after final signature should be executed expeditiously so as not to delay a project's Right-of-Way acquisition. The following changes require a formal Right-of-Way revision be completed:

- Changes to the plans that will affect the proposed metes and bounds of a proposed property acquisition.
- Changes to the plans that will affect the rights to be acquired during a proposed property acquisition.

Procedure

As soon as it is determined that a Right-of-Way revision may be needed, contact both the Team Support Section as well as the Real Estate Section to alert them to the pending change. The design group should also contact any other support sections which may need to be aware of the proposed change. This includes but is not limited to:

- Utilities Engineer
- Traffic Design Section
- Traffic Safety Programs Section
- Environmental Studies Section
- Stormwater Engineer
- Development Coordination Engineer
- Office of Performance Management
- Materials and Research Section
- Project's Area Engineer
- Legal Section

The designer should prepare the Right-of-Way revision in accordance with the CAD standards that are described in the proceeding discussion. Once the plans have been updated, a memo should also be prepared which will be submitted with the updated Right-of-Way Plans to the Team Support Section who will review the revision before it is finalized. This memo can be found on DelDOT's Design Resource Center (DRC) at this [link](#). The designer must also provide updated Construction Plan sheets with the Right-of-Way Revision for review purposes. If design determines that updated Construction Plan sheets cannot be submitted based on extenuating circumstances they must communicate the circumstances to Team Support to determine an appropriate path forward before submitting. At this point, Team Support can either approve the revision or make comments on the revision. Comments should be addressed and resubmitted.

Once it is determined that the revision needs no corrections, the title sheet for projects with separate Right-of-Way plans can be initialed thus completing the revision. For Right-of-Way plans incorporated into the Construction Plans the title block must be resigned in order to complete the revision. At this point a memo should be prepared by the design group that will be provided to the Team Support and Right-of-Way Section describing the approved revision. The templated version of the memo can be found on the DRC at this [link](#).

Drafting Standards

Revisions to Right-of-Way Plans should be done in accordance with the Model Plans on the DRC. Below are several guidelines that should be followed from a CAD standpoint when creating Right-of-Way revisions:

- Revisions are numbered consecutively starting with the number 1.
- The revision number is to be shown inside of a square block.
- Changes to Right-of-Way Plans should be done via erasures. For example, if the metes and bounds of a permanent easement line are to be changed, the previous permanent easement line should be erased and a new line drawn. In rare situations for clarity purposes, "X's" or "cross outs" are permitted. The use of "X's" and "cross outs" should be confirmed with the Team Support Section prior to their use in a Right-of-Way revision.
- Where any changes are made to the Right-of-Way Plan sheets other than the title sheet, the revision number inside of a square box must be placed next to the location of the change.
- The "ADDENDUMS / REVISIONS" block on the sheet border needs to be completed on each sheet where there is a change that is part of a Right-of-Way revision. The revision number inside of a square box should be shown in the upper left corner of the block followed by a brief description of the change. The design project manager should initial and date each revision in this block.
- Right-of-Way revisions also need to be documented on the Right-of-Way Plans title sheet under the "REVISIONS" block. The revision number inside of a square box should be shown in the upper left corner of the block under the "DESCRIPTION" heading followed by a brief description of the change. The project manager should initial and date the revision under the "NAME & DATE" heading.
- For small projects where the Right-of-Way Plans are incorporated into the Construction Plans, the signature block is shown on the first plan sheet of the Right-of-Way Plans. The original signed title block will need to be regenerated for Team Support signature. The words "RECOMMENDED AS PER REVISION NO. " is to be substituted into the new signature block for "RECOMMENDED AS TO ENGINEERING NEED". In addition, the original signature date is documented below this title block and should state "ORIGINAL SIGNATURE DATE: ". The title sheet of the Construction Plans should not be altered to show the Right-of-Way revision.
- For project's with separate Right-of-Way Plans, when the revision is approved the design Project Manager as well as the Group Engineer of the Right-of-Way Engineering Section will both initial the title sheet under the "NAME & DATE" heading and next to the proposed revision's description.