

IV. PLAN PREPARATION

This chapter of the Manual discusses how the various elements of the existing right-of-way mosaic and the proposed acquisitions should be shown on both the Construction and Right-of-Way plans.

A. Checklists

There are two checklists that should be followed when determining what is shown on the various types of plan sheets within the Construction and the Right-of-Way plan sets.

1. *Construction Plan Submission Checklist*

The Construction Plan Submission Checklist details the existing and proposed features and information that should be shown on the different sheet types within the construction plan set. Each type of sheet serves a different purpose, therefore the information that is required has been broken out by sheet type within the checklist.

Plan Submission Checklists can be found on the DRC. The Practitioner should check the DRC prior to the initial project setup and any submissions of the construction plans to verify they are utilizing the most current checklists.

2. *Right-of-Way Plan Submission Checklist*

The Right-of-Way Plan Submission Checklist is like the Construction Plan Submission Checklist in that it details the existing and proposed right-of-way features and information that should be shown on the different sheet types within the Right-of-Way plan set. The existing right-of-way mosaic and the proposed acquisitions should be shown on the applicable sheet types, as spelled out in the Right-of-Way Plan Submission Checklist, and as shown on the example plans.

The current Right-of-Way Plan Submission Checklist can be found on DelDOT's DRC. The Practitioner should check the DRC prior to the initial project setup and any submissions of the Right-of-Way plans to verify they are utilizing the most current checklist.



B. DeIDOT CADD Standards

DeIDOT has developed standards for how the various existing and proposed features should be shown on plans. These CADD standards can be found on the DRC under the CADD Wiki.

1. *Linestyles*

A linestyle is a specific pattern of line and text that is used to represent a feature on the plans. The existing and proposed Right-of-Way features can be found on the Legend sheet of the example plans. See the DRC's CADD Wiki for the most current version.

2. *Text Orientation*

Text is generally placed on plan sheets so that the bottom of the text is aligned with the bottom or right edges of the sheet border. When element labeling requires text rotation, follow the examples in the figure below for direction and position of text at the various rotation angles. When it comes to placing text in a file, generally the text should be oriented so that it is square with the sheet(s) it will be displayed on. For labeling linework and match lines, the text should be oriented to be square with the corresponding line. It should also be noted that the placement of text should be considered so overlap is avoided. Text should not be upside down on the plans. For information on text orientation, the Practitioner should refer to the DRC CADD Wiki.

C. Example Plans

The DeIDOT Design Resource Center contains Example Plans that provide plan presentation information for both Construction Plans and Right-of-Way Plans. These example plans show what existing and/or proposed features should be shown on the various types of plan sheets. The example plans also show what the symbology (black, dark gray, light gray, color, etc.) of those features should be on the various types of plan sheets.

1. *Construction Plans*

The example construction plans for roadways and bridges are located on the DeIDOT DRC. The example bridge plans are broken out by type of bridge. The example highway plans are broken out by plan sheet type (construction plans, grades and geometrics, signing and striping, etc.).

2. *Right-of-Way Plans*

The example right-of-way plans are located on the DRC. Example plans are provided for the two scenarios the Practitioner may encounter:

- Stand-alone plan sets
- Incorporated into Construction Plan sets

D. *Formatting/Drafting*

While the aspects of what should be shown on the various plan sheets are specified on the checklists and shown on the example plans, there are a few details that require further discussion with regards to the formatting and drafting of the plans.

1. *Labeling*

There are several features that should be labeled on the various plan sheets. These features and the labeling of them are discussed in more detail in this section.

a. *Baseline*

Existing and proposed baselines should be labeled in accordance with the DeIDOT CADD Wiki and the appropriate plan checklist. The Practitioner should also refer to the R/W Plan Development FAQ that can be found on the DRC.

The Practitioner shall provide the relationship between the existing R/W Baseline and the Proposed R/W and/or Construction Baseline(s) on the Horizontal and Vertical Control Sheets. Also, if there were any differences on how the existing R/W baseline was resolved versus the historic contract plans, this should be discussed in the Project Survey Report that describes how the existing right-of-way was established.

The Practitioner shall reference the Baselines when choosing the type of acquisition. During the establishment of the existing Right-of-Way, a Right-of-Way baseline will be established. The Proposed Right-of-Way corridor will preferably be established off the baseline used for the existing Right-of-Way on archived Right-of-Way Plans. The Proposed Right-of-Way should be even distance offsets from the baseline and that distance maintained throughout the project as much as possible. The offset from the baseline should be noted on the plans at the beginning and end of the project and at all breaks in the baseline alignment (PC's, PT's, etc.), and show all



road widths at breaks along the Right of Way lines. In the case of major roads, corridor baselines should be established to document acquisitions.

In cases where a road alignment is changing, existing and proposed Right-of-Way baselines can be different. Normally Construction and Right-of-Way baselines are the same, but occasionally that may not occur.

b. Property Ownership Information

The current property ownership information should be labeled on the plans for each parcel shown within the project limits, regardless of potential acquisition impacts or not. Note, if a parcel spans more than one plan sheet, that parcel's ownership information should be labeled on each plan sheet. The Project Parcel ID assigned to each property within the project limits should also be labeled on every sheet.

DelDOT's CADD Resources includes a parcel identifier bubble and a property ownership information cell under the RW cell library, see Figure 4-1.

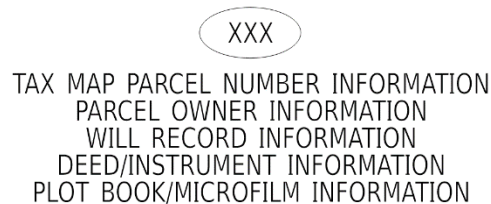


Figure 4-1 Property Ownership Information Identifier

The order of the information under the Project Parcel ID should be Tax Map Parcel number, Property Owner, will record if applicable, current deed of record or instrument, and any recorded plots or microfilm. It is preferred that the tax parcel number be preceded by the abbreviation "T.M." Also, tax map parcel numbers should be labeled as they appear on the Tax Parcel Map viewer for each county. For example:

New Castle County:	12-020.00-003
Kent County:	2-05-077.00-01-18.00
Sussex County:	135-16.00-19.00

The breakdown of each tax map parcel number by county can be seen in Figure 4-2.

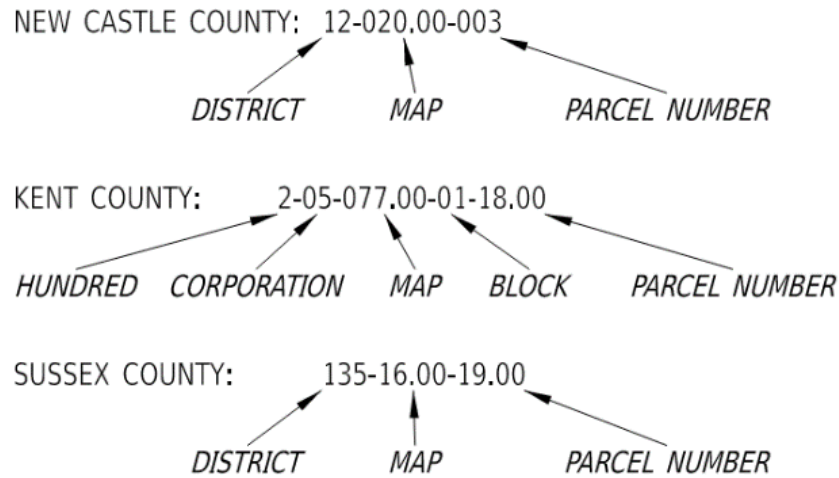


Figure 4-2 Breakdown of Tax Map Parcel Number by County

Note, Kent County also lists three to five digits after the parcel number, called the Suffix, on the map viewer and in Pride, as can be seen in Figure 4-3. These digits are not necessary and should be excluded.

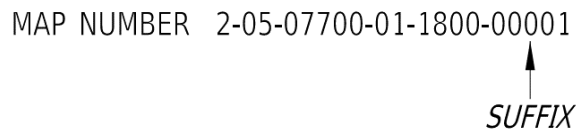


Figure 4-3 Kent County Tax Map Parcel Number

The property owner name and title should match verbatim with what is spelled out in the current deed or will of record. It is also preferred that the current deed of record be preceded by the abbreviation “DR” in all three counties. Will Record references should be preceded by the abbreviation “WR”. If a will record is the most recent document, then the most recent deed/instrument that includes a boundary description should also be listed, below the will record. Any plats should be preceded by the abbreviation “PB” in all three counties.

i. Parcel Numbering

It is preferred that the parcel numbering consist of a series of numbers used for the left side of the road and another series of numbers used for the right side of the road, with the left and right sides relevant to the sequential order of the proposed construction baseline stationing. Parcel IDs must be numbers (i.e., no alpha characters) and cannot exceed 999. Different series of Parcel IDs should be used for each road that is involved with the project, depending on the extent of work on the roads. For example, if a project is improving a main road and improvements on a side road are needed for a short distance, it may be more logical to include any parcels only fronting on that side road in the sequential numbering of the main road parcels.

See Figure 4-4 for an example of project parcel numbering. If a parcel is bisected by the road, the Practitioner should consult with Team Support on how to number.

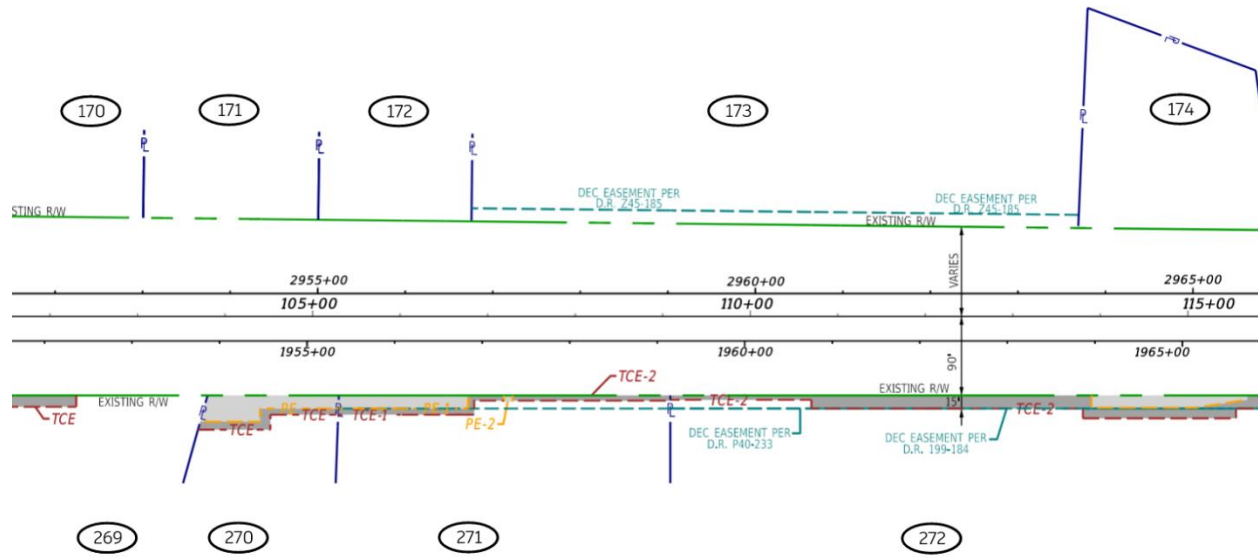


Figure 4-4 Project parcel numbering example

It is recommended that the Parcel IDs be assigned at the research stage of the project. This makes for easier tracking from the research stage through to final right-of-way. This also allows for the numbers to be assigned in sequential order, from start to end. This also reduces the chances of a parcel being missed. Note, Parcel IDs should be assigned to all parcels within the project limits, whether acquisitions will be required from them or not.

The proposed parcel numbering scheme should be submitted to Team Support for review and concurrence. Once assigned, the Parcel ID cannot be changed. The initial parcel numbering should also consider the possibility of the project limits extending during the project development process. If, during the project development process, parcels are added due to extension of the project, the parcel numbering will continue sequentially with the next available number, as shown in Figure 4-5 with Parcels 276-282.

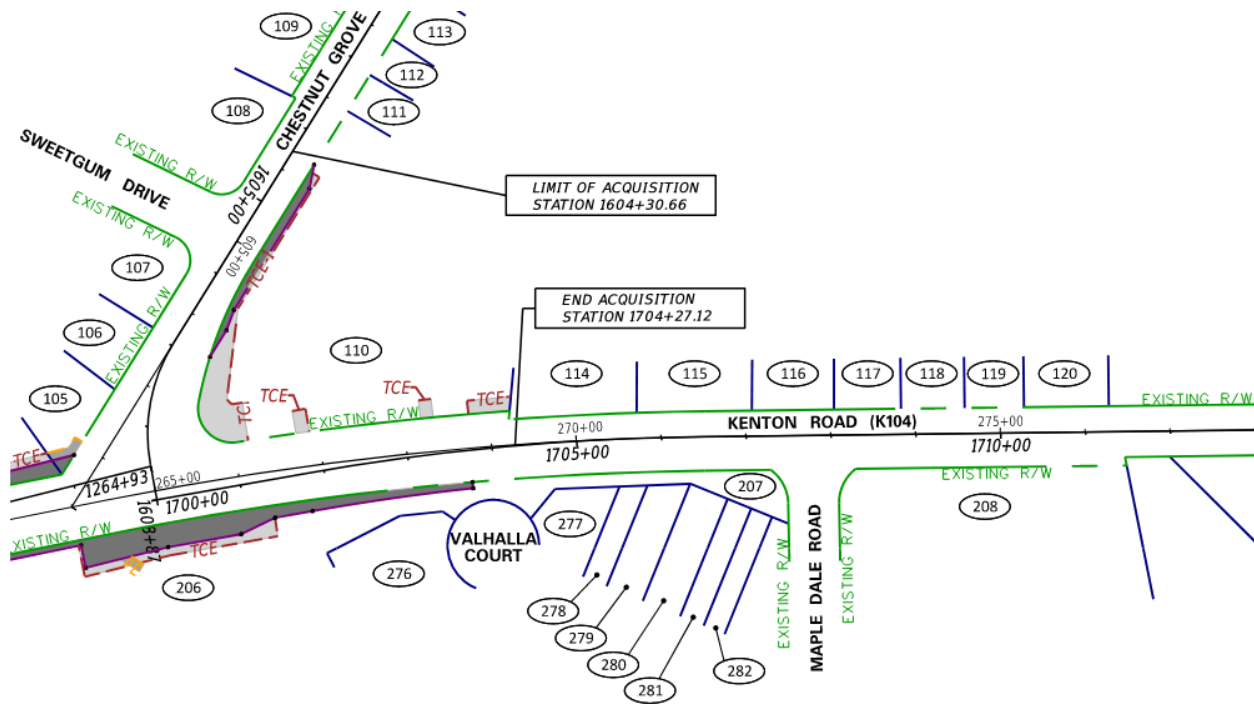


Figure 4-5 Addition of Project Parcels to project example

When new tax parcels are created through the County’s Subdivision Section, the Project Parcel ID assignment should be reviewed with Team Support prior to being finalized. Generally, new parcels that are created by the County would be numbered using the original Project Parcel ID followed by a decimal. For example, Project Parcel 234 is subdivided into several new parcels, as shown in Figure 4-6. The parent tract parcel remains numbered 234 and the newly created parcels are numbered 234.01 through 234.12. Even if any of the parcels have the same ownership, each individual Tax Parcel must be identified with a Project Parcel ID.

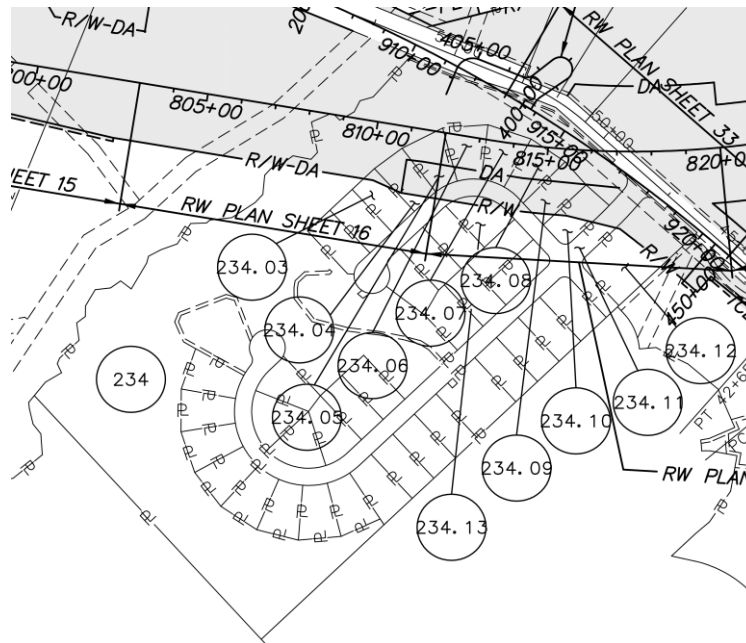


Figure 4-6 Project parcel numbering with parcel creation example

Note, the parcel numbering should not include preceding zeros.

ii. Current Ownership Text

The current property owner information that is shown on the plan sheets should match **verbatim** what is shown in the current deed or will of record. It is understood that there is limited space on the plan sheets and sometimes the ownership information can be lengthy (i.e., multiple owners, trustees, etc.). In these instances, it is acceptable to abbreviate the ownership information that is shown on the plan sheets, but the full ownership text must be included in the R/W data tables and in the Ownership of Record tables on the R/W Mosaic Sheets. If the Practitioner desires to follow this method of using abbreviated text, the Practitioner should submit an excel spreadsheet that documents the full ownership text and the abbreviation that is proposed to be used on the plan sheets to Team Support for review and concurrence. This approved excel spreadsheet should then be included with all subsequent plan submissions.

It should also be noted that when deeds spell out suffixes and extensions, abbreviations are acceptable. For example, “husband and wife”, “his wife”, “her husband”, can be abbreviated “H/W” or “W/H”. Other acceptable abbreviations include Sr., Jr., Inc., L.L.C., Corp., etc.

c. Existing Right-of-Way

The existing Right-of-Way should be shown on all applicable plan sheets, see checklists and example plans. The Practitioner should also refer to the DeIDOT CADD Wiki and the R/W Development FAQ document on the DRC for further guidance.

d. Existing Dedications & Reservations

Existing Right-of-Way Dedications and Reservations should be shown on all applicable plan sheets, see example plans. They should be shown using the existing easement linestyle. They should also be labeled as existing R/W Dedication or Reservation, as applicable, per the recorded source document. See Figure 4-7 for an example of how a R/W Dedication is shown and labeled on plans. To clarify if the intent of the dedication on the record document is as an easement, the label should read “EX 15’ ROW **EASEMENT** DEDICATION TO PUBLIC USE PB 120-216”.

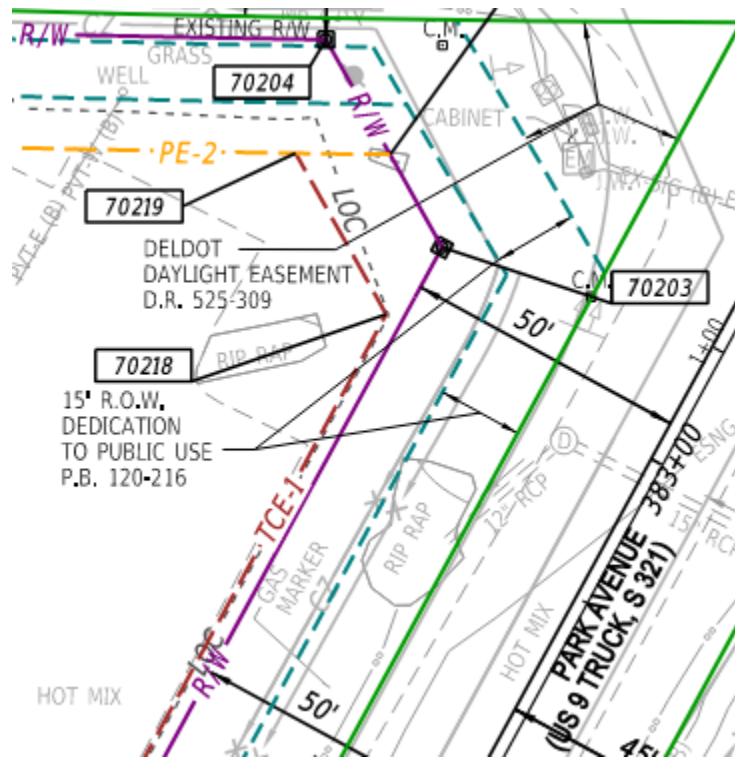


Figure 4-7 Example of existing R/W Dedication

At the R/W Concurrence Meeting, all existing dedications and reservations should be discussed to determine their intent and how they should be included on the plans.

e. Existing Easements

All existing easements should be shown on all applicable plan sheets, see checklists and example plans. If the DelDOT easement acquisition identified is only for a specific purpose, that purpose should be labeled. Existing DelDOT easements, apart from existing R/W by PE, should be shown using the existing Permanent Easement linestyle. All other existing easements (private, utility, access, etc.) should be shown using the existing Easement linestyle with easement type labeled above or below the line. See Figure 4-8 for existing easement linestyles from the Legend Sheet.

EASEMENT - OTHERS	<u> EASEMENT TYPE </u>
PERMANENT EASEMENT	<u> -PE </u>

Figure 4-8 Existing Easement linestyles

All existing easements, DelDOT and other, should be labeled where shown on the plan sheets. Easement labels should include width, if applicable, and the recorded source document. When a width is provided, the standard practice is to label parallel with the dimension. See Figure 4-9 for an example of existing easement labels on plans.

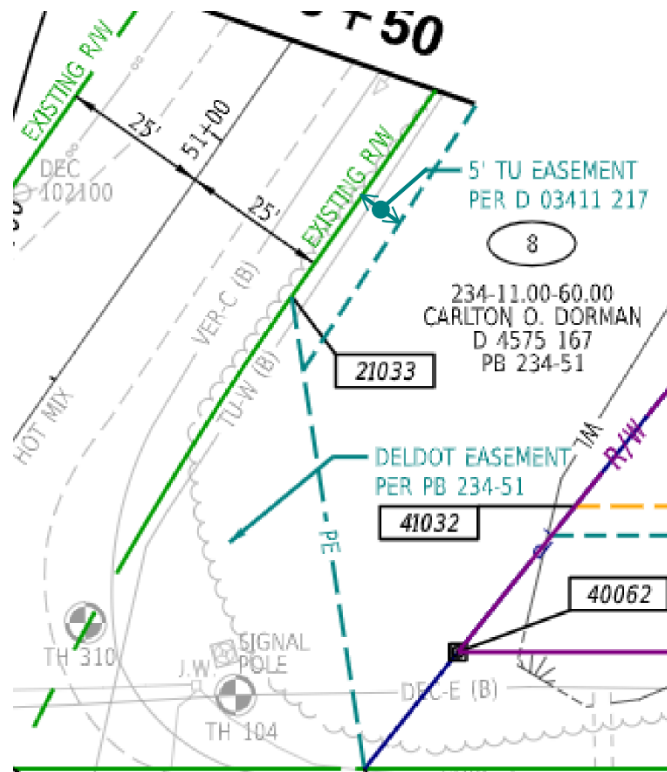


Figure 4-9 Example of existing DelDOT and existing Tidewater Utility (TU) Easement labels

f. Existing Property Boundary Lines

The existing property boundary lines should be shown on all applicable plan sheets, see checklists and example plans. Existing property lines should be shown using the existing Property Line linestyle. Note, the PL on all property lines should be oriented using the same rule of thumb as the text orientation that was discussed in Section B.2 in this chapter.

It should also be noted that if a property boundary line was not required to be resolved for the project but is shown on the plans, the line should be labeled as “approximate”. This situation may occur on a bridge project, for example, where the dividing line between two parcels is outside the area of acquisition but within the project area. The dividing line needs to be shown on the plans but resolving it would be outside the scope of the project, so an approximate location is sufficient. See Figure 4-10 for an example. A discussion of this issue should be included in the Project Survey Report and noted during the Survey Concurrence Meeting.

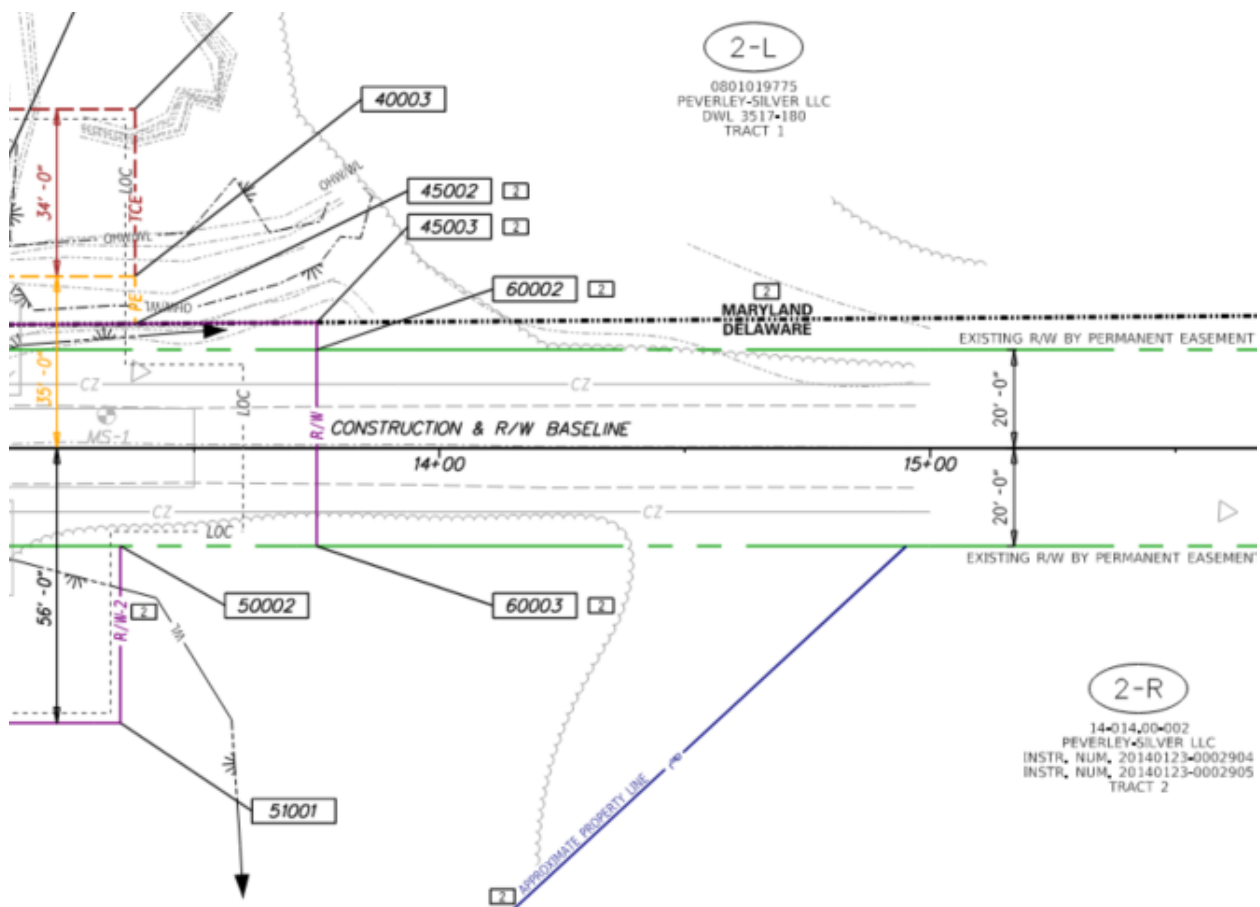


Figure 4-10 Example of an Approximate Property Line



g. Road Numbers

Road Names and Maintenance Road Numbers should be labeled in accordance with the DelDOT CADD Wiki and the appropriate plan checklist. The Practitioner should also refer to the R/W Plan Development FAQ that can be found on the DRC.

The Maintenance Road Number label should include the first initial of the County the project is located in (New Castle, Kent or Sussex) and the Maintenance Road Number, as can be found on the DelDOT Gateway site, under the Road Maintenance Responsibility tab and then the Road Number data (not the Roadway ID). State Route, Interstate and U.S. Route numbering should be included along with the Maintenance Road Number and road name, when applicable. The name of the road should be labeled as shown in the DelDOT Gateway.

2. Dimensioning

On the R/W and Construction plans, both the existing and proposed right-of-way should be dimensioned on all appropriate sheets.

a. Existing Right-of-Way

The existing Right-of-Way should be dimensioned from the existing R/W baseline to the left and right, on both the left and right limits of the plan sheet along the main road and at least once on each side of any intersecting road within the plan limits. At least one dimension for both left and right shall appear on each sheet. Any jogs or transition points from one width to another should also be dimensioned.

b. Proposed Right-of-Way

The Proposed Right-of-Way should be dimensioned preferably from the existing R/W baseline. If this is not feasible, the Proposed R/W baseline or R/W and Construction baseline is to be used. The proposed R/W should be dimensioned to the left and right of the baseline, on both the left and right limits of the plan sheet along the main road and at least once on each side of any intersecting road within the plan limits. At least one dimension for both left and right shall appear on each sheet. Any jogs or transition points, from one width to another, in the proposed right-of-way should also be dimensioned.

3. Match Line Text

For larger or more complex projects, it may be requested that sheet numbers and/or plan sheet designations be included in the match line text on all plan sheets. This is helpful when the Reviewer is trying to navigate between plan sheets, especially when trying to locate where side roads match up on more complex projects.

4. R/W Mosaic Sheet

Per DelDOT CADD Standards, the R/W Mosaic Sheet should display all existing properties and existing right-of-way within the project limits. The project Parcel IDs should be shown in relation to each parcel and a table listing the project Parcel ID, current ownership information and County assessment number should also be included. The owner’s name shall be the full verbatim name from the current deed or will of record. All proposed acquisition linework should also be shown. All mainline and side street baselines, stationing, road names and maintenance road numbers should be shown as well.

See Figure 4-11 for an example of the Ownership of Record table to be included on the R/W Mosaic Sheet.

OWNERSHIP OF RECORD SCHEDULE		
ID	OWNER NAME	COUNTY ASSESSMENT NO.
XXXX	XX	XXXXXXXXXXXXXXXXXX
XXXX	XX	XXXXXXXXXXXXXXXXXX
XXXX	XX	XXXXXXXXXXXXXXXXXX

Figure 4-11 Ownership of Record table

a. Shading Protocol

For larger or more complex projects, shading of the proposed acquisitions on the R/W Mosaic Sheet may be requested. Reviewers find it helpful to quickly see the acquisition areas by parcel and where any total acquisitions are located.

Impacts of the project may require total acquisition of some parcels. The Practitioner should identify any parcels recommended for consideration of total acquisition. Team Support, in conjunction with Right-of-Way, will review and confirm which parcels will be pursued for total acquisition. For total acquisitions, the Parcel ID oval on the R/W Mosaic plan view and the ownership information in the Ownership of Record table should both be shaded to signify the parcel is a total acquisition. See Figure 4-12 for an example of total acquisitions on the R/W



Mosaic Sheet. Note, the Parcel ID oval for a total acquisition is not shaded on the R/W or Construction plan sheets.

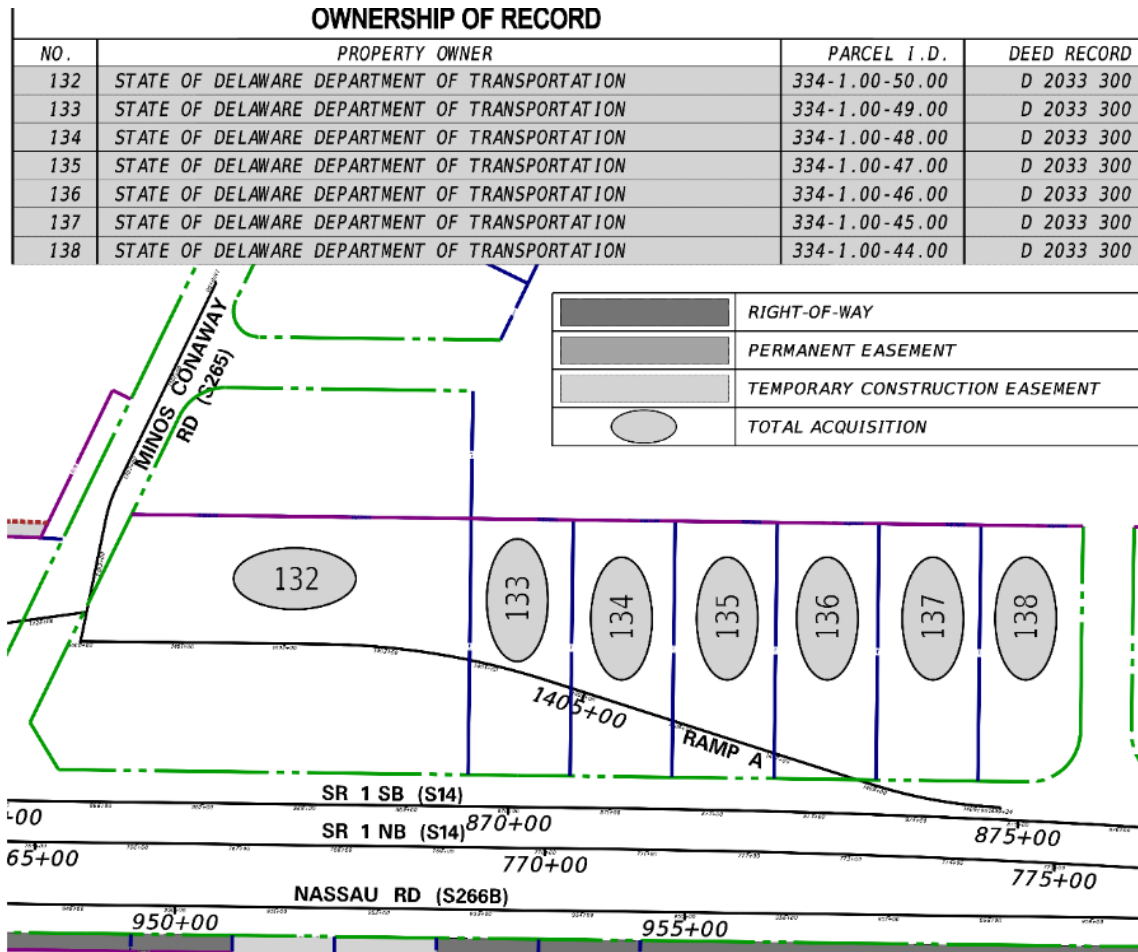


Figure 4-12 Total Acquisitions on the R/W Mosaic Sheet

E. Justifications for all Acquisitions

Every proposed acquisition and the extent of the acquisition needs to be justified. The need for the acquisition should be shown and/or noted on the Construction and Right-of-Way plans.

On the Construction and Right-of-Way plans, the justification for each proposed acquisition can be shown and/or noted in a few different ways. The most common way to justify the need for an acquisition would be to show the limit of construction at the full extent needed for all elements of the proposed construction, access, erosion and sediment control needs, etc. The need can also be noted on the plans. For example, if a TCE is required for a temporary topsoil stockpile, that should be noted on the Construction plans with a callout. Also, if a PE is required

for some element of the proposed construction that is not normally shown on the plans, such as aerial utility lines or clearance for crane operations, the reason for the PE should be noted in the Remarks field in the Data Table.

F. Right-of-Way Colorization

In the Right-of-Way Plan set, the Legend, R/W Mosaic Sheet and all individual R/W Plan Sheets shall be printed in color. This aids the DelDOT Acquisitions, Relocations and Settlements Section in their preparation of the negotiation and acquisition documents for each property. Utilizing the current DelDOT CADD resources, the existing and proposed R/W linework will print in color. Please refer to the Example R/W plans and the CADD Wiki on the DRC.

It should be noted that at this time, the colors do not scan for recordations at each County's Recorder of Deeds.

G. Proposed Right-of-Way Monumentation

Proposed Right-of-Way monuments are required at the start and end points of new R/W and R/W-DA and at all break points (changes in lateral offsets, PC's, PT's, etc.). Where there are long distances between break points, proposed R/W monuments should be included in between at a maximum interval of 500'. Proposed R/W monuments are not required at the intersection between each existing property sideline and the proposed R/W unless there is a break point in the new R/W at that location. R/W monuments should also be set at Begin DA and End DA points if those locations do not already have R/W monuments.

Note, within the construction limits of a project, if the existing R/W is not monumented per the above guidelines, the monumentation should be installed as part of the project.

There are two main types of R/W monuments that are typically used, capped iron pins and concrete monuments. The type, location and scale of the project influences which type of monument is to be used. It is preferred that concrete R/W monuments be placed on proposed R/W and R/W-DA's at Start, End, PC's, PT's, Begin DA, End DA, all breaks in those lines, and at 500' intervals between breaks. Capped iron pins are typically placed on proposed PE's at Start, End and all breaks. Team Support will make the final determination regarding the type of monument to be used. Any alternative monument types shall be agreed upon by Team Support.

Concrete monuments are not typically placed for Permanent Easements but may be if requested by DelDOT or the property owner and approved by Team Support. Monuments are not placed for Temporary Construction Easements. Monument locations should also avoid streams, ditches,



hard surfaces, or other features that would impede the physical placement of the monument. Placing monuments close to R/W break points that fall within such features may be required.

Each R/W monument should be identified on the R/W and Construction Plan Sheets, numbered in ascending order following the project baseline stationing, and included in the R/W Monument Schedule. The R/W Monument Schedule will only be included in the R/W Plans, not in the Construction Plans. See Figure 4-13 for an example of the R/W Monument Schedule.

RIGHT-OF-WAY MONUMENT SCHEDULE					
<i>NO.</i>	<i>TYPE</i>	<i>STATION</i>	<i>OFFSET</i>	<i>NORTHING</i>	<i>EASTING</i>
<i>XXXXX</i>	<i>IRON PIN</i>	<i>XXXX+XX.XX</i>	<i>XXXX.XX</i>	<i>XXXXXX.XXXX</i>	<i>XXXXXX.XXXX</i>
<i>XXXXX</i>	<i>CONCRETE</i>	<i>XXXX+XX.XX</i>	<i>XXXX.XX</i>	<i>XXXXXX.XXXX</i>	<i>XXXXXX.XXXX</i>

Figure 4-13 R/W Monument Schedule

Furnishing and installing the R/W monuments may either be included as a pay item in the construction contract or be furnished and installed by DeIDOT or their representative. The Practitioner should confirm with the DeIDOT Project Manager and Team Support for the desired approach. Either way, the R/W Plans are typically furnished to the road contractor that is awarded the project.

H. DeIDOT Right-of-Way Data Sheets

The Practitioner should refer to the DeIDOT CADD Wiki for the process on how to generate the metes and bounds data for each proposed acquisition area. The CADD Wiki also details how to create the R/W Data Sheets.

It should be noted that when the Practitioner is defining the boundary points within an acquisition figure, the points should be parallel to the proposed baseline at even offsets where possible. Breaks in the R/W line should also be at even stations and offsets where possible. Also, when creating the acquisition figure, the boundary points should start at a point of beginning along the existing R/W line and/or existing property line and run in a clockwise direction.

1. Parcel Order

On the R/W Data Sheets, the proposed acquisitions should be sorted by project Parcel ID, starting at the lowest and continuing in ascending order. For example, Parcel 100, 101, 102, 103, etc.

2. Acquisition Type Order

On the R/W Data Sheets, in addition to being sorted by project Parcel ID, the proposed acquisitions should be sorted by acquisition type for the parcel. The order of the acquisitions should be as follows:

- RW/PE – Existing R/W by PE
- RW – Proposed Area of Acquisition
- PE – Proposed Permanent Easement
- TCE – Proposed Temporary Construction Easement

If acquisitions are required from multiple separate areas on a parcel, then the acquisition types should be numbered sequentially following the proposed baseline stationing. These multiple acquisitions should then be sorted in ascending numerical order on the R/W Data Sheets. For example, RW-1, RW-2, PE-1, PE-2, TCE-1, TCE-2, etc.

The Practitioner should refer to the DelDOT CADD Wiki for further guidance on creating the acquisition figures.

3. Property Area

When determining the Property Area for each parcel and inputting it into the *DelDOT_PW_RW_Parcels* application, there are a few details to note. The Area Method is how the property area was derived; this is either by Deed, Assessment or Calculated. If the entire limits of the parcel were resolved for the project, then the property should be computed as a figure in the design program and the calculated area determined and used. If the property was only partially resolved, then the property area should be pulled from the deed, if given. If the property area is not specified in the deed, then the assessment area should be used. The Practitioner should have a record of the area method used for each parcel on a project, as this information is reviewed during the R/W plan review process and is also independently verified by Right-of-Way during the preparation of the acquisition documents. If using the property area in the deed, the Practitioner must verify if any outsales from the property have occurred since that deed was recorded and adjust the area accordingly. Parent deeds are typically not revised after an outsale.

There are two input options for the Property Area: by square foot or by acre. If the deed specifies the property in square feet, that should be used as the input. If not, then the area in acres should be used. The area should be input to the same level of precision as it was given (do not round). It is important to note all of this because the method in which the area is input in the *DelDOT_PW_RW_Parcels* application will affect the Property Area Remaining in the R/W Data



Table. During the review, the property area will be compared to the total of the R/W and RW-PE acquisition areas plus the property area remaining. If those areas are not equal, those discrepancies will be noted in the review.

4. Remarks

The Remarks data field in the R/W Data Table should be used to note any information that Right-of-Way needs to know relating to the parcel and the proposed acquisitions during the acquisition process. This information should be input in the Remarks data field in the Element Properties for each individual proposed acquisition figure. Refer to CADD Wiki on the DRC for further instruction.

Examples of the information that should be noted in the Remarks column are: the area occupied by an existing private easement within each acquisition area and the owner of the private easement; special property designations; Hazmat information; proposed aerial utility easements; the number of parking spaces impacted; if parcel is a total acquisition; and/or agreements. See Figure 4-14 for an example of Remarks information in the R/W Data Table.

ASSESSMENT NUMBER		OWNERSHIP OF RECORD				
ED-00-056.00-01-09.02-000		(301) STEVEN G. PUDDICOMBE AND SHARON M. PUDDICOMBE, HIS WIFE				
PT. NO.	ALIGN. NO.	STATION	OFFSET*	NORTH	EAST	BEARING
40021	P_BL_E. Central Church	402+32.70	-16.29	434346.6266	605781.8188	S 59°48'14.10" E
40022	P_BL_E. Central Church	402+29.03	-50.00	434375.9340	605764.7641	
40024	P_BL_E. Central Church	403+40.48	-50.00	434421.9085	605865.1232	N 59°48'13.02" W
40025	P_BL_E. Central Church	403+42.97	-21.49	434397.1716	605879.5183	S 27°21'17.55" W
40021	P_BL_E. Central Church	402+32.70	-16.29	434346.6266	605781.8188	
FIGURE 3012 AREA = 3413.223 SQ. FT. (0.08 ACRES). REMAINING AREA = 147069.153 SQ. FT. (3.38 ACRES) CUMULATIVE REMAINING AREA = 147069.153 SQ.FT (3.38 ACRES)						
DEED RECORD OF ACQUISITION:						
REMARKS: 234.56 SF TIDEWATER EASEMENT PER D.R. 2323-59; 4 PARKING SPACES IMPACTED						

Figure 4-14 Example of Remarks information in R/W Data Table

a. Area Occupied by Existing Easement

The area within a proposed acquisition figure that is occupied by an existing public or private easement needs to be noted in the Remarks data field in the R/W Data Table for that figure. The Appraisal Section needs this information to properly establish a value of the proposed acquisition. These areas are also used to extinguish the area of the existing private easement within the proposed R/W and/or PE acquisitions, as applicable. The acquisition figure, area of the private easement within the acquisition (in square feet), the private easement type/ownership and document of record for the easement should all be noted. See Figure 4-9 for an example of how an existing private easement is shown within a proposed acquisition area.

Also see Figure 4-14 for an example of the area of an existing private easement noted in the Remarks data field in the R/W Data Table. Note, the two examples are not correlated.

Existing R/W Dedications and Reservations should be noted in the Remarks data field similarly. Right-of-Way needs to know this information because it affects the valuation of the proposed acquisitions.

b. Special Property Designations

Special property designations that Team Support and Right-of-Way need to be aware of should also be noted in the Remarks data field in the R/W Data Table. Examples of such designations include historic properties/districts, 4f/6f parcels, agricultural preservation areas, transfer of development rights, etc.

c. Hazmat Information

If there is Hazmat information provided for a property within the project limits, it should be noted in the Remarks data field in the R/W Data Table and on the Parcel Information form. Noting “See Hazmat Report” in the Remarks field is sufficient.

5. Number of Decimal Places

The number of decimal places used on the R/W Data Sheets should be consistent. Figure 4-15 shows the precision of the output the DeIDOT CADD resources automatically generates on the R/W Data Sheets.



Data	Decimal Places				
	Zero (0)	One (0.1)	Two (0.01)	Three (0.001)	Four (0.0001)
Bearing	X				
Chord Bearing	X				
Station			X		
Acquisition Area (SF)			X		
Acquisition Area (AC)				X	
Parcel Area (AC)				X	
Offset				X	
Distance				X	
Chord Length				X	
Arc Length				X	
Radius				X	
Northing					X
Easting					X

Figure 4-15 Precision of data on R/W Data Tables.

Note, the same significant digits for similar data should be held for the Horizontal and Vertical Sheets except for Bearings and Chord Bearings. Those values should be held to two (2) decimal places on the H&V Sheets since a higher level of precision is desired on those sheets.

6. Protocol for Bisected Properties

When a project parcel is bisected by the alignment, the Property Area Remaining needs to be separated out into the parcel area remaining left and right relative to the direction of the baseline stationing and noted in the Remarks field in the R/W Data Table. The note should read “Area Remaining Left: XXXX SF/XXXX AC; Area Remaining Right: XXXX SF/XXXX AC”. These areas remaining are not assigned separate project Parcel IDs. Right-of-Way needs this information for use in the valuation of the remnant property areas.

I. Plan Revisions

Revisions to Right-of-Way Plans should be done in accordance with the Example Plans on the DRC. Below are guidelines that should be followed when creating Right-of-Way plan revisions:

- Revisions are to be 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 purposed, “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 a sheet in the Right-of-Way plans, aside from the Title Sheet, the revision number inside of a square box must be placed next to the location of the change.
- The “Revision” signature blocks are placed on the Revision sheet for projects that have standalone Right-of-Way plans, and on the Right-of-Way plan sheet for projects that have Right-of-Way plans incorporated into the Construction plan set. The revision number, sheet number(s) affected, and parcel numbers affected are noted in the “Revision” signature blocks.
- For contracts with standalone Right-of-Way plans, a summary of the revisions are noted in the “Revisions” block on the Revisions Sheet and in the sheet border of each affected plan sheet. The revision notes should include a brief description of the change(s) and should only mention changes that are pertinent to that plan sheet. The Title Sheet would only have revisions noted if changes were made to the Title Sheet itself.
- For contracts with the Right-of-Way plan sheet incorporated into the Construction plan set, the revisions are noted in the “Revisions” block in the sheet border of the plan sheet. The revision notes should include a brief description of the change(s).