



VI. ACQUISITION PLAT PREPARATION

In lieu of the plan submissions discussed in previous chapters, an acquisition plat may be utilized on projects requiring minimal Right-of-Way impacts. Projects that typically have limited Right-of-Way impacts include the Pedestrian Accessibility Route (PAR) Program, the Transportation Alternative Program (TAP), the new Active Transportation Community Connections (ATCC) program, the Pavement & Rehabilitation (P&R) Program, installation of traffic control devices, and repairing and maintaining existing transportation assets. If other projects or programs have minimal Right-of-Way impacts, the decision to use a Plat, rather than Right-of-Way plans, will be made on a case-by-case basis. The Practitioner will work in collaboration with the DelDOT Chief of Right-of-Way to consider the scope of the project and degree of Right-of-Way impact to determine if the project is a Tier 2 project. Tier 2 projects have minor impacts outside of the existing right-of-way at isolated locations.

A. Process

Once it is established that an acquisition plat is suitable for the project, research to establish the existing R/W must be conducted by the Practitioner. For information on researching the existing R/W, please refer to Chapter II, Establish Existing R/W Mosaic, for a full discussion on the topic.

For information on the type of acquisition that is required, please refer to Chapter III, Acquisitions. The Team Support Section will provide guidance to the Practitioner on the appropriate type(s) of acquisition for the project. The Practitioner will send the Plat to the Team Support Section for their review. Plats will be reviewed by Team Support for accuracy of the proposed acquisition. After all comments have been addressed, the Engineer of Record is to sign the plat and send to the Team Support Section for signature by the Group Engineer.

B. Plat

Acquisition plats are developed in conformity with the example plat shown on the DRC. Guidance on the establishment of the existing Right-of-Way Mosaic can be found in Chapter II of this manual. Guidance on formatting and drafting can be found in Chapter IV, Part D of this manual. The Data Table can be created using the directions on the DRC CADD Wiki under Plan Production>Right-of-Way.

C. Legal Description

A Legal Description defines the boundary lines of lands, and the boundaries are described as metes and bounds. Metes are the bearing directions and distances from point to point along the boundary, while bounds are a more general description of where the metes are located, such as along the property line of adjacent lands/owner, a road Right-of-Way, a certain watercourse, or other physical feature. A description of any physical feature located at the start and/or end of a boundary line, and any features located in between, are included, such as a found concrete monument, capped iron pin set, etc.

The Practitioner will create a Property Description Report by using the instructions on the CADD Wiki located on the DRC. The procedure is described under the Proposed ROW Acquisition Creation – RW2202. For In-House projects, the Property Description Report is submitted to Team Support in a format that can be edited. The Team Support Section will send to the Acquisitions, Relocations and Settlements Section to create a Legal Description for the property. For consultant projects, the consultant is to create the Property Description Report and edit to create a Legal Description. A sample of an edit to the Property Description Report to create a Legal Description can be found on the DRC. The Property Description and the Legal Description should be sent to Team Support for their review during the Semi-Final and Final plan submissions.