



VII. AS-ACQUIRED

As-Acquired Plans document the acquisitions associated with a project. The As-Acquired Plans also provide information to support the identification and sale of excess real property after the completion of the project.

Team Support serves as the lead in the effort of creating As-Acquired Right-of-Way plans and will initiate data collection, plan updates, coordinate deed recordations if necessary, and coordinate the archiving of the plans. The final As-Acquired Plans are uploaded to ProjectWise archives and Gateway.

A. Process

Following completion of all acquisitions for a project, the Acquisitions, Relocations and Settlements Section will issue a Project Closeout Letter to the Finance Section with the Team Support Section copied in. This letter informs the Team Support Section that all Right-of-Way has been acquired and that the deeds and/or easements are in the project file. Team Support begins the process of collecting all files, plan revisions, deeds, and any other pertinent information about the acquisition process. Other information can include Town Agreements, Utility Easement Extinguishment Documents, Tax Ditch Agreements or Railroad Agreements. The data gathering is an important part of the process as it will determine the quality of the final As-Acquired Plan.

Team Support will begin the data gathering with support from the Practitioner, Right-of-Way Section, Environmental Stewardship Section, Railroad Coordinator and Utility Engineer. The following information is involved:

Team Support will contact the Acquisitions, Relocations and Settlements Section for:

- all acquisition files, to include copies of the recorded deeds.
- all documents that extinguished private easements within the acquired Right-of-Way.
- any lands that were acquired under the Advance Acquisition process.
- any lands that are excess along with the status of the excess land. Is the land still considered to be excess, or has the land been sold? If sold, then the name of the person sold to, as well as the Deed of Record and copy of the deed are needed.
- any lands deemed uneconomic remnants either through Court order or through the Right-of-Way negotiation process.
- The Environmental Stewardship Section is contacted for documents that have since, or will be recorded, to fulfill environmental permit conditions for the project.

- The Practitioner is contacted for all Right-of-Way plans and Right-of-Way Plan Revisions in a pdf format.
- All Town Agreements, Railroad Agreements, Tax Ditch Agreements, Property Owner Agreements, Transportation Improvement District Agreements, and any other pertinent agreements are identified.
- In cases where the land is State owned and has been converted to R/W, Team Support will notify the DelDOT GIS Section and the appropriate County GIS mapping team of the new Right-of-Way line or Parcel Boundary.
- Other information as may be pertinent to depict the current status of the acquired Right-of-Way and excess lands.

B. Plans

The Team Support Section will develop the As-Acquired plans starting with the Final Right-of-Way plan set, including all revisions. The plans are updated to reflect changes that have occurred after the issuance of the last Revised set. The following information will be updated on the plans with Bluebeam using a .pdf format. All changes on the plans will be made in red and if space permits, circled with a red cloud symbol.

- Clearly show on the cover sheet of the Right-of-Way plans or on the sheet of the Construction Plans where acquisitions are shown, the stamp for As Acquired located in the Bluebeam Resources on the DRC, CADD Wiki.
- Update the plans to reflect changes that have occurred that were not processed as a plan revision.
- Update the Deed of Record and/or Easement Agreement information in the Data Sheet and all other affected plan sheets. The Deed of Record of sale to DelDOT is to be noted. If there is a new property owner, note the person(s) the land was sold to and the Deed of Record and Deed Date.
- Identify actual limits of acquisitions, beyond the Right-of-Way shown on the Final Right-of-Way plans, resulting from the acquisition/negotiation process or by court action. Note the reason for the change on the plans and in the Data Sheet. An example of this could be a remnant that is determined through the negotiation process or by court action to be uneconomic and was subsequently included in the acquisition. Coordination with the Acquisitions, Relocations and Settlements Section and the Land Services Section should be performed to determine if these lands should be identified as excess lands or incorporated into the operational R/W by drawing a R/W line on the As-Acquired plans. PE or other rights for DelDOT may also need to be considered on this type of parcel.
- Determine where adjustments to the R/W should be made to incorporate lands into the R/W and make the revisions. On excess lands converted to R/W, show the new R/W line and add a note indicating the date and who approved the revision. For excess lands that are added to DelDOT's Land Services portfolio, add the assigned Inventory Number.



- After finishing the updates, the Team Support Section will submit the As-Acquired Plans for review by all sections within Right-of-Way, the Environmental Stewardship Section, Railroad Section, the Practitioner and any other appropriate DelDOT sections. The review process will utilize a Bluebeam Studio Session.

C. Deeds

The deeds in the project files will be reviewed by the Team Support Section to determine if the recorded deed matches the land acquisition shown on the Right-of-Way plans. The following should be checked on the plans and compared to the recorded deed in the appropriate County to determine if they match.

- Grantors name
- Tax Map Parcel Number
- Metes and Bounds and area of acquisition

If the information described in the deed does not match the acquisition area described in the Final R/W Plans, including all revisions, the Team Support Section will coordinate with the Acquisitions, Relocations and Settlements Section to determine if a corrective deed should be recorded.

D. Archives

Team Support will coordinate the storage of all As-Acquired Plans in ProjectWise, DelDOT Gateway, DelDOT Records Center and the Delaware State Archives. Once As-Acquired plans have been finalized by the Team Support Section, the plans are to be signed and dated by the Chief of Right-of-Way. The following sections receive a copy of the plans in .pdf form:

- Right-of-Way (Land Services and Operation Services)
- Finance Budgets and Programs
- Development Coordination
- Environmental and Administrative Support

Once all copies have been distributed, a memo from the Team Support Section goes to the Environment and Administrative Support Section and the GIS Section stating the As-Acquired plans for a project have been approved, the deeds have been recorded and the documents are ready to be scanned into ProjectWise. The As-Acquired Plans will also be linked to the DelDOT Gateway system by the GIS Section.

E. Excess Lands

The Land Services Section will prepare the following information to dispose of the lands that are determined to be excess:

- Areas of Right-of-Way that can be revised to maximize adjacent excess lands for sale will be identified. Land Services may receive a formal request from an adjacent property owner, or Land Services may pre-identify lands as potential excess. The Land Services Manager will initiate the distribution to the Department sections with information on the land interest. The Land Services Manager will ask for any comments on the change in Right-of-Way line and possible sale of the excess land.
- For all acquired land interest with the potential of being excess, a Land Inventory Plat will be prepared. Land Services will arrange for plats. After the land interest has been determined excess, when necessary, a physical survey will be done. The plat shall be signed and sealed by a Professional Land Surveyor registered in the State of Delaware. Legal descriptions shall be prepared, and a physical survey performed of the excess land that includes placement of DeIDOT Right-of-Way monuments on the Right-of-Way and capped iron pins or other appropriate monumentation on all corners. An example of a Land Inventory Plat can be found in on the DRC.
- If requested, a Resource Exhibit will be prepared to illustrate the various restrictions on the excess lands for use by the Appraisal Section to determine the Fair Market Value. Restrictions can include cultural resources, environmental resources, or other restrictions that may be found as part of the data gathering process. The exhibit should include acreage of the parcel and acreage of the restricted areas. For an example of a Resource Exhibit, see the DRC.