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Inter-Departmental Memorandum

Date: June 3, 2015

To: Design Team Leaders
Design Section Engineers
Survey Maps and Deeds Section

From: Roadway Design Division Engineer
Richard Pittman, P.E.

Subject: Revised Procedure for Printing Final ROW plans and Placing ROW Markers at Property Lines

Beginning immediately with any projects that have not been printed for Final ROW, Final ROW plans will not be officially printed until after maps and deeds are completed. The ROW Coordinate sheet will also be included with the Final ROW plans to help facilitate right-of-way staking. An additional step has been added to the coordinate sheet process to create an easement coordinate sheet. A help document for this process has also been created. Attached are examples of coordinate sheets for ROW markers and for easements.

Rather than officially printing Final ROW plans after field inspection and draft Final ROW comments are addressed, the plans will be provided to Survey Maps and Deeds (SMD) to begin their work. The designer will be required to verify that all markers are properly placed and labeled prior to submitting to SMD. The plans will be uploaded to ProjectWise to the "201>RWD>FOR SURVEY SECTION" folder. The Section Engineer will enter the date in the "ROW PLANS TO SURV" line in the database (formerly the "ROW PLANS" line).

Once SMD has completed preparing their drawings and all errors are noted, the SMD section will coordinate with the Section Engineer to get the necessary corrections made. After all corrections are carefully reviewed by the designer and incorporated into the plans, the ROW Coordinate sheet is generated for all ROW markers and easement corners. The Final ROW plans are then officially printed, and the Section Engineer will enter the date in the "ROW PLANS/ MAPS & DEEDS PRINTED" line.

In reference to the August 27, 2008 design memo titled "Right-of-Way Markers on Property Lines", labels for ROW markers at existing property or ROW lines will no longer need to be



shown with brackets; however, the labels should include the notes “Tie to Property Line” or “Tie to Existing ROW” in addition to Station and Offset. As stated in the August 27, 2008 memo, ROW markers should not be placed on property lines unless it is necessary.

If there are any questions, please advise.

Pc: Assistant Chief Engineer – Preconstruction (Mood)
Assistant Roadway Design Engineer (Seal)
Roadway Design Quality Control (Sutterfield)
Special Projects Engineer (Geno)
Assistant District Engineers – Preconstruction
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JRP:jrp
Attachment

