

RIGHT OF WAY PLAN CHECKLIST

REVISED: Nov 20, 2008

STATE HIGHWAY NO./STREET NAME _____ DATE: _____

PROJECT NAME _____

PROJECT NO. _____ PROJECT CODE: _____

COUNTY(IES): _____

Reviewed by: _____

S. _____, T. _____, R. _____, P.M. _____ S. _____, T. _____, R. _____, P.M. _____

S. _____, T. _____, R. _____, P.M. _____ S. _____, T. _____, R. _____, P.M. _____

S. _____, T. _____, R. _____, P.M. _____ S. _____, T. _____, R. _____, P.M. _____

INSTRUCTIONS:

- Check off completed items.
- Place an N/A next to any boxes which are not applicable to the project.
- For any items that have not been checked, please indicate what needs to be done to complete that item in the comments section.

TITLE SHEET, SHEET 1

1. Title Block containing:
- a. CDOT logo with Region #, address, phone numbers, and contact person
- b. Revision Block
- c. Title with captions
- d. Right of Way / Title Sheet / Project No. (include construction project if different) / S.H. No. – Street name (location if project is not a state highway) / Project Code / Sheet No.
- e. Contractor's name, address and telephone no. (logo)
2. Heading
- a. "Department of Transportation, State of Colorado" in bold face (if off system, remove "DOT,SOC" and add name of city or county the property is being conveyed to)
- b. "Right of Way Plans of Proposed"
- c. "Federal Aid Project Number XXX" in bold face (if off state project, remove Federal Aid Project Number and add State Project Number)
- d. "State Highway No. XX" in bold face (if not on a state highway, remove State Highway and add county road or city street, etc)
- e. Section, Township, Range, P.M. in bold face.
- f. County Name in bold face.
- g. "Right of Way" in bold face.
3. Sketch/vicinity map showing:
- a. Principal streets and roads
- b. Aliquot parts, lines and labels
- c. ROW and Construction beginning and ending stations and mileposts labeled
- d. Length of ROW project in feet/miles
- e. North arrow and statement of scale

- f. Scales of original (11"x17") drawings (note: Plans that are deposited will be typical of that county's standards (24"x36" or 18"x24"))
- g. Cross reference of project alignment stationing to previous project alignment stationing at beginning and end of project

4. Index of Sheets

5. DOT/FHA signature block with "Authorized"

6. County Depositing Statement

7. Basis of Bearings Statement with monument descriptions or reference to another sheet

8. Note project number(s) for right of way previously acquired

COMMENTS

TABULATION OF PROPERTIES, SHEET 2, 2A, ...

- 1. Title Block containing:
 - a. CDOT logo with Region #, address, phone numbers, and contact person
 - b. Revision Block
 - c. Title with captions
 - d. Right of Way / Tabulation of Properties / Project No. (include construction project if different) / S.H. No. – Street name (location if project is not a state highway) / Project Code / Sheet No.
 - e. Contractor’s name, address and telephone no. (logo)
 - f. Heading: **R.O.W. TABULATION OF PROPERTIES IN _____**
COUNTY S.H. NO. _____

- 2. Table
 - a. Parcel No. (separate line for each *i.e.* 1, 1A, PE-1, TE-1, ...)
 - b. Owner
 - c. Address (mailing and property)
 - d. Township, Range, Meridian, at top of “Location” column
 - e. Location including quarter section and, if applicable, lot-block-subdivision
 - f. Area of Parcel/easement, area to be acquired, area remaining
 - g. Remarks, type of parcel. Recording information will be added to acquisition parcels

COMMENTS

SURVEY CONTROL DIAGRAM, SHEET 3, 3A, ...

- 1. Title Block containing:
 - a. CDOT logo with Region #, address, phone numbers, and contact person
 - b. Revision Block
 - c. Title with captions
 - d. Right of Way / Survey Control Diagram / Project No. (include construction project if different) / S.H. No. – Street name (location if project is not a state highway) / Project Code / Sheet No., as required
 - e. Page No. in lower right corner for filing as a separate document (in addition to Sheet No.s)
 - f. Contractor’s name, address and telephone no. (logo)

- 2. Heading
 - a. “Project Control Diagram” in bold face
 - b. “State Highway No. XX” in bold face (if not on a state highway, remove State Highway and add county road or city street, etc)
 - c. Section, Township, Range, P.M. in bold face.
 - d. County Name in bold face.
 - e. “MP ?? to MP ??” in bold face.

- 3. Graphics
 - a. Control points
 - b. Right of way markers
 - c. Traverse lines
 - d. Recovered evidence of title lines and property corners
 - e. Sufficient topography to be able to orient and locate control points in the field
 - f. North arrow
 - g. Bar scale
 - h. Legend

- 4. General Notes
 - a. Survey for right of way or construction, not of adjoining lands
 - b. Basis of bearings statement that identifies or references monuments used (match title sheet)
 - c. Control precision
 - d. Benchmarks (Basis of elevation)
 - e. Notice: (limitations of actions against Land Surveyors)
 - f. Coordinate Datum

- 5. Surveyors Statement
 - a. Points shown were established/recovered under responsible charge
 - b. based on surveyors knowledge, information, & belief
 - c. in accordance with applicable standards of practice
 - d. is not a warranty, either expressed or implied
 - e. Place for signature, seal and date

- 6. County Depositing Certificate
 - a. Sheet contains indexing information (Sec., T, R/PM)
 - b. appropriate blanks for depositing/recording information

- \perp [7. Tables
- \perp a. Geographic Coordinates Summary Table (on control points measured with GPS)
- \perp b. Traverse Summary Table (conventional)
- \perp c. Project Control Point Summary Table
- \perp d. Tabulation of found Right of Way Markers
- \perp e. Tabulation of found Property Pins and other evidence

- \perp [8. Construction Surveying and Monumentation Requirement Notes

COMMENTS

MONUMENTATION SHEET, SHEET 4, 4A, ...

1. Title Block containing:
- a. CDOT logo with Region #, address, phone numbers, and contact person
- b. Revision Block
- c. Title with captions
- d. Right of Way / Monumentation Sheet/ Project No. (include construction project if different) / S.H. No. – Street name (location if project is not a state highway) / Project Code / Sheet No.
- e. Contractor’s name, address and telephone no. (logo)

2. General Notes
- a. Survey for right of way, not of adjoining lands
- b. Right of way established using control shown on Survey Control Diagram
- c. Coordinates are project specific
- d. Stationing
- e. used title commitment, memorandums/limited research, is not title search by surveyor
- f. (Setting additional control points or recovery of additional boundary evidence will require a supplemental Survey Control Diagram)
- g. Notice: (limitations of actions against Land Surveyors)
- h. Evidence of title conflicts concerning parcels being acquired
- i. Basis of Bearing

3. Tables
- a. Tabulation of right-of-way monuments to be set, including space for descriptions
- b. Tabulation of permanent easement points
- c. Tabulation of temporary easement points
- d. Tabulation of survey control points to be set or reset
- e. Tabulation of aliquot corners to be set or reset
- f. Tabulation of Quantity of Monuments to be set
- g. Review “Parcel Report” (compare coordinates with table)

4. Surveyors Statement (Office)
- a. Right of way shown established by or under responsible charge
- b. based on surveyors knowledge, information, & belief
- c. in accordance with applicable standards of practice
- d. is not a warranty, either expressed or implied
- e. Place for signature, seal and date

5. Surveyors Statement (Field)
- a. Monumentation shown was set under responsible charge
- b. based on surveyors knowledge, information, & belief
- c. in accordance with applicable standards of practice
- d. is not a warranty, either expressed or implied
- e. Place for signature, seal and date

COMMENTS

PLAN SHEETS, SHEET 5, 6, ...

- 1. Title Block containing:
 - a. CDOT logo with Region #, address, phone numbers, and contact person
 - b. Revision Block
 - c. Title with captions
 - d. Right of Way / Plan Sheet/ Project No. (include construction project if different) / S.H. No.
– Street name (location if project is not a state highway) / Project Code / Sheet No.
 - e. Contractor's name, address and telephone no. (logo)

- 2. Graphic Control Lines
 - a. Existing Rights of Way
 - b. Existing parcel lines (metes and bounds/subdivision)
 - c. Existing easement lines (utility, slope, permanent)
 - d. Aliquot lines
 - e. Centerline/control lines with stationing tics
 - f. Access control lines
 - g. Proposed Right of Way lines
 - h. Proposed easement lines
 - i. Political subdivision boundaries (city limits, county lines, etc.)

- 3. Topographic Lines
 - a. Proposed top/toe of slope lines
 - b. edge of roadway/driveway lines (on freeway show dedicated streets as service roads)
 - c. utility lines
 - d. fence/wall lines
 - e. tree and hedge lines
 - f. sidewalks
 - g. drainage structures and features (existing and proposed)
 - h. buildings
 - i. lines of occupation
 - j. Bridges (existing and proposed)
 - k. ramps

- 4. Line labels
 - a. Bearings, distances and curve data on all proposed right of way and easement parcel lines
 - b. Bearings on centerline tangents (check with design plans)
 - c. Bearings on section and quarter section line
 - d. Curve data on centerline
 - e. Right-of-way, centerline, property, aliquot labeled with name
 - f. Project limits (ROW and Const.) to the nearest 10th of a foot
 - g. Station & offset at angle points, curve points and points of intersection to 1/100'
 - h. Crossing stations of centerline with ¼ section and section lines
 - i. Bearings to the nearest second for final bearing of tangents, unless given in deeds otherwise
 - j. Distances to the nearest 1/100' for final distance

- 5. Name labels
 - a. Subdivision, blocks, lots, recording information
 - b. Aliquot quarter sections
 - c. Books and pages of metes and bounds
 - d. Parent Parcel Nos.
 - e. Temporary easements

PLAN SHEETS, SHEET 5, 6, ...Continued

- f. Slope easements
- g. Permanent easements
- h. Utility easements
- i. State Highway Nos./Street names
- j. Township, Range and P.M. at top of sheet
- k. Property lines
- l. House numbers

 [6. Point Labels

- a. Control Points
- b. Aliquot Points
- c. Recovered monuments (boundary evidence)
- d. parcel/easement corners
- e. POBs with tie (show points of beginning on new right of way lines)

 [7. Ownership information, same as on Tab sheet 2 ____

 [8. North Arrow and Bar Scale

 9. When changes are made on plans, they must be noted in the revision block and the sheet number with changes will be listed in the revision block on the Title Sheet

 10. When a parcel is separated by a section line, make 2 parcels with number and described as “also” in other section. (Not on BLM Parcels)

 11. When additional frontage has been taken for dedicated roadway in a subdivision show original lot line

 [12. Note project number(s) for right of way previously acquired

 [13. Compare “Parcel Report” bearings & Distances with plan sheets.

COMMENTS

OWNERSHIP MAP SHEET(S) ...

- 1. Title Block containing:
 - a. CDOT logo with Region 3 address, phone numbers, and contact person
 - b. Revision Block
 - c. Title with captions
 - d. Right of Way / Ownership Map / Project No. (include construction project if different) / S.H. No. – Street name (location if project is not a state highway) / Project Code / Sheet No.
 - e. Contractor’s name, address and telephone no. (logo)

- 2. Graphic Control Lines
 - a. Existing Rights of Way
 - b. Existing parcel lines (metes and bounds/subdivision)
 - c. Existing easement lines (utility, slope, permanent)
 - d. Aliquot lines
 - e. Centerline/control lines with stationing tics
 - f. Access control lines
 - g. Proposed Right of Way lines
 - h. Proposed easement lines
 - i. Political subdivision boundaries
 - j. Boundaries of all land ownerships affected by the highway improvements

- 3. Topographic Lines
 - a. Proposed top/toe of slope lines
 - b. edge of roadway/driveway lines
 - c. Label intersecting roads, stream channels, etc
 - d. Major improvements, existing access to highway and/or street system

- 4. Name labeling
 - a. Ownership numbers, with name of owners and current address
- 5. Scale and north arrow

COMMENTS