

- Highway centerline (ramps at interchange). Do not station indicators (tick marks) or geometric information.
- Proposed right of way lines shown by a solid line with station calls at breaks and property lines.
- Section, 1/4 Section and 1/4 1/4 Section lines.
- Frontage road and relocated local road centerlines.
- Railroads (show centerline and right of way lines).
- Right of way to be purchased in name of state by either fee simple or easement will be shown by single hatch (use only on plot plans).
- Right of way to be purchased in name of a particular city by either fee simple or easement will be shown by long dashed hatching. (Use on both plans and plot plans.)
- Right of way to be purchased in name of a particular county by easement will be shown by double cross-hatching. (Use on both plans and plot plans.)
- Temporary easement area outlined by a dashed line and shown by bar hatching and labeled temporary easement area. (Use only on plot plans.)
- Points of access (arrowhead with the arrow pointing out from the centerline; also, notation: Point of Access - Station and plus).

An original plot plan file is also established for the project. This file is in the ROW Design Section. It will contain the original plot plan plats and original summary sheets.

See: Appendix B, *A Guide to the Preparation of Plot Plans and Summary Sheets*.

F. INTERACTION WITH OTHER OFFICES

01. OFFICE OF DESIGN

The Office of Right of Way and Office of Design work closely together to assure that sufficient right of way is acquired to construct and maintain the proposed highway construction. Projects are submitted to the Office of Right of Way (Design Section) from the Office of Design via D5 submittal letter. Any changes to the design of a project, after the D5 submittal, that affect the right of way process or alter the impact to properties require a "Revision to the D5" letter from the originator of the initial D5 letter.

02. DISTRICT OFFICES

Communication with the District offices is essential throughout the development of a project through the right of way process. Correspondence related to the project in general is sent to the District Engineer and/or the Assistant District Engineer.

The District Land Surveyor is responsible for establishment of the existing right of way and property line locations (at the intersection of the highway) for all projects that will require additional right of way (T01 event). This information is to be placed in the microstation file in adherence with established CADD policy. When the existing right of way has been placed in the file notification is sent to the Design Section informing them that the T01 event has been completed. When the plot plans are developed to a point where the preliminary proposed right of way and property lines are established the District is notified by the Design Section that the R00 event has been completed. At this time the District Land Surveyor initiates the development of the survey plats and descriptions for all parcels requiring permanent acquisition.

The Right of Way Design Section receives the completed survey plats for each project (T02 event). Each survey plat is checked to verify that the area depicted is in agreement with the area proposed for acquisition by the Design Section. The area calculated is also compared to the preliminary calculation and any discrepancy is rectified prior to the project being sent to the Appraisal Section.

Survey plats are required when acquiring underlying fee only but not when acquiring access control only or temporary easement only. After the survey plat is checked the original is sent to the Condemnation Unit and copies to the Acquisition Section and Field File.

If the proposed right of way changes after the survey plats are received they will be sent back to the District Land Surveyor so that an updated plat can be provided.

03. FACILITIES MANAGEMENT

Whenever DOT owned buildings are involved in a highway improvement, a memo stating that fact along with the applicable plan sheet is sent to Facilities Management as soon as possible. This enables Facilities Management to react to any implications in a timely manner.

04. DEPARTMENT OF NATURAL RESOURCES (DNR)

A set of right of way plans should be submitted to the DNR as early as possible on projects where the construction limits extend onto land managed by the DNR. The type and size of acquisition may need to be altered to accommodate DNR requirements.

05. OFFICE OF LOCAL SYSTEMS

Utility parcels that require a partial acquisition of real estate only will be submitted to the Appraisal Section with the other parcels for a project. Utility parcels that require the acquisition of real estate along with improvements will be submitted to the Utility unit in the Office of Local Systems. This submittal will be at the same time the other parcels are submitted to the Appraisal Section.

In certain situations the D.O.T. may be responsible for acquisition of right of way in the name of a particular utility company. In order for this to happen there must be a pre-existing easement which is being displaced by the project, and an agreement in place with the utility company. Information related to the requested easement must be received early enough in the process to allow for consideration and implementation into the plans.

G. TRANSMITTAL OF THE PROJECT

In order for projects to be sent out of the Design Section the following conditions need to be met: