

Right of Way Plans Approval Process

NOTE:

PM = Project Manager

DPL = Design Phase Leader

The documentation below reflects **PM/DPL**. The intent is that if the project is being designed in-house, the GDOT Design Phase Leader (DPL) will handle this task. If the project is being designed by a Consultant, the Project Manager (PM) will handle this task.

NOTE:

The RW Plans approval process is fully electronic in ProjectWise. No hard-copy plans are required to be submitted.

For in-house projects, development of RW plans will occur in the project *PI\PE\Roadway Design\DGN* folder up until time to submit for approval. For Consultant projects, all submitted RW files shall be placed into the DGN folder for consistency in location of project files.

1. At the time of first submission, all RW Plans PDF files shall be placed in the *PI\PE\Roadway Design\DGN\ROW Plans\First Submission* folder. The existing files in the DGN folder can be deleted to avoid duplicate files.
2. The PM/DPL shall create a *First Submission* version of the RW plans before submitting them for approval. This preserves a clean, initial set of plans and provides a submission version for RW staff to mark-up.
 - a. Select all the files to version.
 - b. Right click on one of the selected files and select **New=>Version**.
 - c. In the **Define Version Rules** dialog, enter *First Submission* as the version string format.
 - d. Click on **OK**.
 - e. New versions of the files will be created with a version of *First Submission*.
3. The PM/DPL shall create a new document set containing the *First Submission* version of the RW plans being submitted for approval (PDF) in the *PI\PE\Roadway Design\Right of Way\ROW Plans Submitted for Approval* folder.
 - a. Click on the *PI\PE\Roadway Design\Right of Way\ROW Plans Submitted for Approval* folder
 - b. From the ProjectWise menu click **Document=>Set=>New**
 - c. For Name enter *ROW Plans First Submission* (the description is optional)
 - d. Click **OK**
 - e. Locate the required documents and drag them into the set.

- f. Select all the files in the new Document Set and click on the **Lock to Version** checkbox next to any of the files. This will select all files to be locked to the current version of the files in the DGN folder.
 - g. When finished, close the document set.
4. The PM/DPL will send an email with a link to the new document set to the RW Plans Office (PlansOffice@dot.ga.gov) and the NEPA Coordinator notifying of the availability of the plans in the *PI\PE\Roadway Design\Right of Way\ROW Plans Submitted for Approval* folder in ProjectWise.
 - a. Right click on the file.
 - b. Select **Send To=>Mail Recipient As Link...**
 - c. An email message will be created and opened containing the link.
5. The RW Office Staff will access the image files in the *PI\PE\Roadway Design\Right of Way\ROW Plans Submitted for Approval* folder for review.
 - a. The RW staff shall mark-up the plans electronically and check them back in.
 - b. The RW staff shall send an email to the PM with a link to the Document Set (see instructions in step 3 above) and also specifying the revised files unless the plans are approved as submitted. Any sheets containing mark-ups shall be identified in the email.
 - c. The plans will be available electronically for INTERNAL access only through ProjectWise.

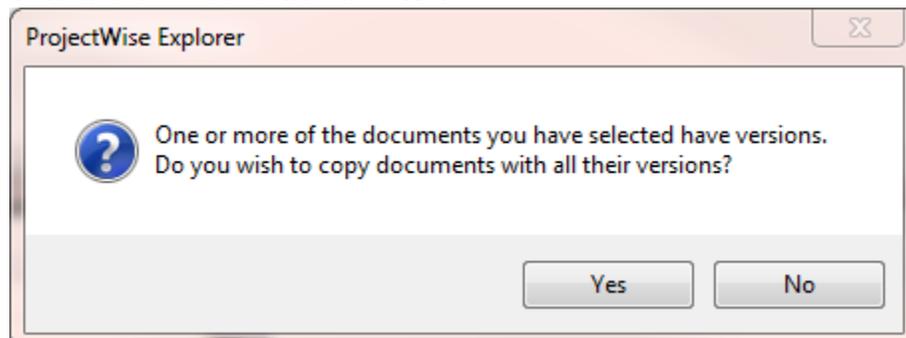
NOTE: All subsequent submissions (ie: second, third, etc.) shall contain a full set of RW Plans (not just marked-up sheets from the previous submission). For any subsequent submissions, the same process documented above will be followed with the exception of the files being placed in a newly created *PI\PE\Roadway Design\DGN\ROW Plans* sub-folder named *Second Submission, Third Submission, Etc.* by the PM and the new Document Set being named *ROW Plans Second Submission, ROW Plans Third Submission, Etc.* The previous submission document sets are to be maintained and shall not be deleted.

APPROVED RW PLANS

NOTE:

It is important that the Plan Document Type (*Right of Way Plans*) and other properties be completed for the approved RW Plans. (See *Working with Documents in ProjectWise* on the ProjectWise web page, section entitled *Assigning Document Types*)

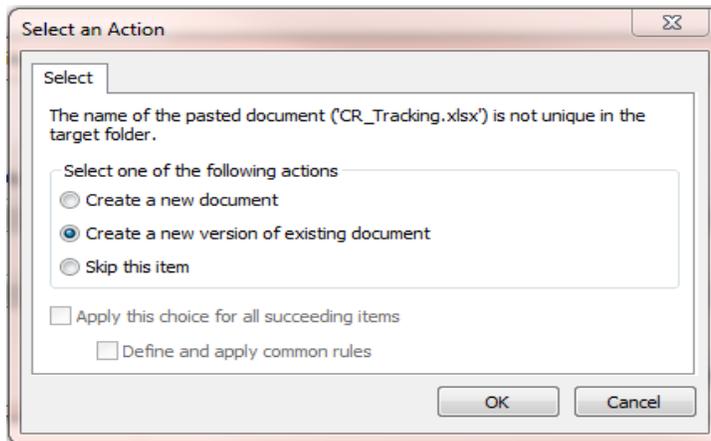
1. Once plans are acceptable for approval by the RW Office:
 - a. The RW Staff shall select all the PDF files in the latest, approved document set (*ROW Plans Second Submission*, etc.) in the *PI\PE\Roadway Design\Right of Way\ROW Plans Submitted for Approval* folder and drag them to the *PI\PE\Roadway Design\Right of Way\Current ROW Plans* folder. Due to the files being moved having versions, the user will be prompted whether to bring the older versions with the files as well as noted below. Select **No**.



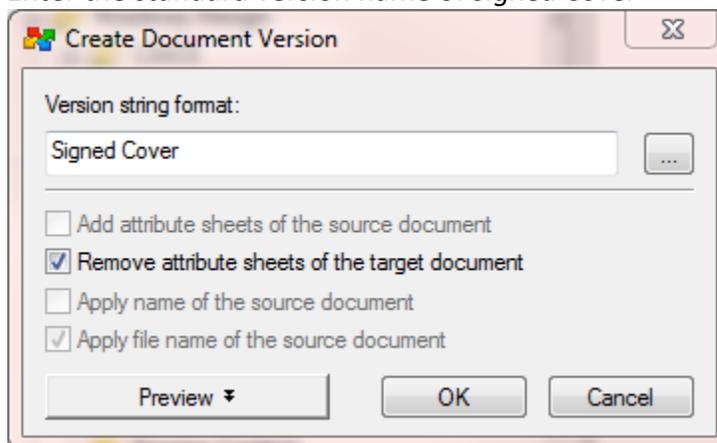
Once copied over, any previous versions of the RW PDF plans can be deleted such that only the most current sheets are available.

- b. The cover sheet shall be:
 1. Printed (see the document *Plotting PDF Files in ProjectWise, Plotting Single Sheets in Adobe* section)
 2. Signed by the RW Administrator
 3. Scanned
 4. Placed back into ProjectWise by dragging and dropping it from its scanned location into the *PI\PE\Roadway Design\Right of Way\Current ROW Plans* folder, creating a new version of the cover sheet PDF file (see below).

Select **Create a new version of existing document** and click on **OK**



Enter the standard version name of *Signed Cover*



- c. The RW Staff shall select and drag the files in the *PI\PE\Roadway Design\Right of Way\Current ROW Plans* folder to the *Record Plan Sets\07 – ROW Plans Approval* folder.
 - d. The plans will be available electronically for INTERNAL access only through ProjectWise.
2. The RW Staff will send out a standard email (including a link to the approved plans – see instructions above) to notify of the approval of the plans.

NOTE: The approval email will direct the PM/DPL to place the current cross-section and driveway profile sheets (PDF) in a new document set in the *PI\PE\Roadway Design\Right of Way\Cross Section and Driveway Profiles* folder in ProjectWise.

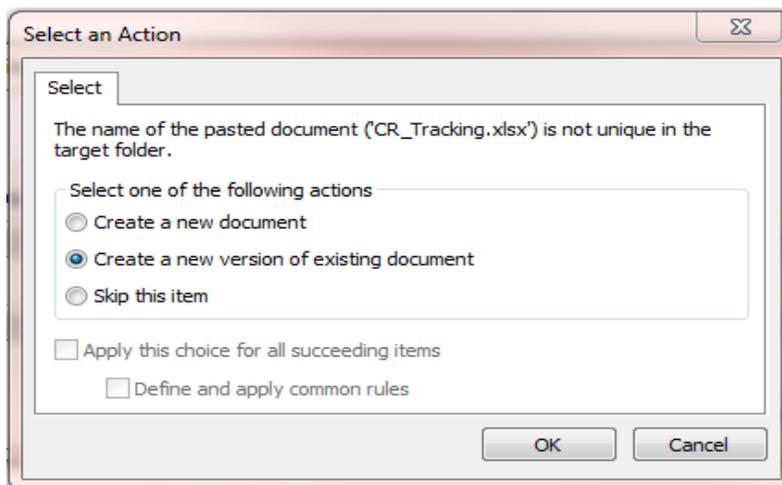
3. The PM/DPL will be responsible for completing the document properties for the approved RW Plans in the *PI\PE\Roadway Design\Right of Way\Current ROW Plans* folder.
 - a. Select all the files in the folder.
 - b. Right-click and select **Assign Document Type**
 - c. Select the following:
 - Document Group:** *Preliminary Engineering*
 - Document Category:** *Design Plans*
 - Document Type:** *Plans Image*Click on **OK**
 - d. With the files still selected, right-click and select **Modify**.
 - e. Select the **GDOT Environment** tab.
 - f. Scroll down to **Plan Document Type** and select **Right of Way Plans** from the drop-down.
 - g. Scroll further down to **Sheet Type** and select **60 - Right of Way Plans**.
 - h. Click on **Apply** and then **Close**.
 - i. The remaining Document Properties can also be completed as well.
 4. The PM/DPL will then copy all CADD files used to produce the approved RW plans into the *PI\Record Plan Sets\07 – ROW Plans Approval* folder in ProjectWise. Due to the files being moved having versions, the user will be prompted whether to bring the older versions with the files as well as noted below. Select **No**.
- NOTE: For consultant projects, the PM shall request the CADD files from the consultant in order to create the complete record set of files used to produce the approved RW plans.**
5. The PM/DPL will run the *RefScan* utility on all DGN files to correctly associate the reference files in this new location. Instructions for running the utility are found [here](#).
 6. The PM/DPL will Set Final Status on all files in the *PI\Record Plan Sets\ROW Plans Approval* folder in ProjectWise.
 - a. Right-click on the file(s)
 - b. Select **Change State=>Set Final Status**
 7. The PM/DPL shall create a new document set containing the current cross-section and driveway profile sheets (PDF) in the *PI\PE\Roadway Design\Right of Way\Cross Section and Driveway Profiles* folder.
 - a. Click on the *PI\PE\Roadway Design\Right of Way\Cross Section and Driveway Profiles* folder.
 - b. From the ProjectWise menu click **Document=>Set=>New**
 - c. For Name enter *XSDW Plans* (the description is optional)
 - d. Click **OK**
 - e. Locate the required documents in the DGN folder and drag them into the set (Do not select **Lock to Version** on any files)
 - f. When finished, close the document set.

8. The PM/DPL shall send an email to the District RW Team Manager to notify of the availability of the plans, including a link to the plans.
9. At that point, the X-Section and Driveway Profile plans will also be available electronically for INTERNAL access only.

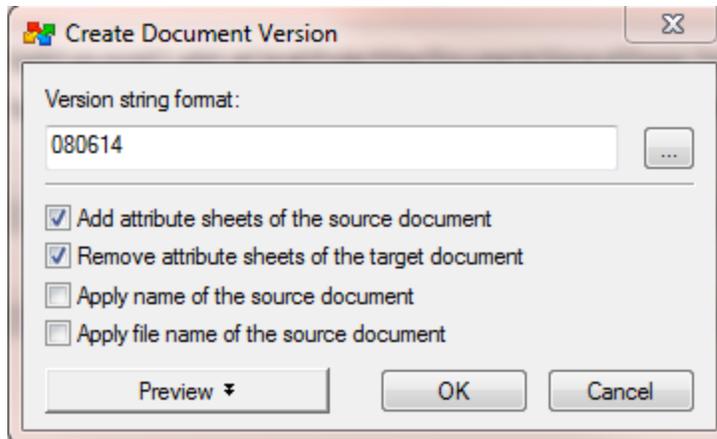
If revisions occur after the original submittal of the X-Section and Driveway Profile Sheets, the PM/DPL shall:

NOTE: For consultant projects, the PM shall simply place the updated PDF files they receive in the DGN folder, creating a new version as documented below.

1. Create updated PDF files of the revised sheets in the *DGN Replaced* folder under the DGN folder.
2. Drag the PDF files just created to the DGN folder and create a new version of the files.
 - a. Select **Create a new version of existing document** and click on **OK**



- b. Enter the desired version name (ie: *081214*)



3. Delete the files just created from the DGN Replaced folder.
4. The document set will now read the updated files.
5. Once updated, it will be the responsibility of the PM/DPL to notify the District RW Team Manager of the update.

RW REVISION PROCESS

NOTE:

It is important that the Plan Document Type (*Right of Way Revision Plans*) and other properties be completed for the RW Revision Plans. (See *Working with Documents in ProjectWise* on the ProjectWise web page, section entitled *Assigning Document Types*)

1. The DPL shall version all DGN files in ProjectWise before doing any revisions. (**In-House Projects Only**)

- a. Right-clicks on DGN file
- b. Selects **New=>Version**
- c. Enters date of enhancement as version name (ie: 081314)
- d. Clicks on **OK**

NOTE:

- **For in-house projects, the resulting PDF files will have to be generated from MicroStation in a different folder than the DGN folder due to the PDF files already existing. They can then be moved to the DGN folder.**
- **For consultant projects, revised PDF files will be placed in the ProjectWise DGN folder for consistent location of files regardless of the type of project. Any existing PDF files will be deleted (or new versions created).**

2. The PM/DPL shall create a *Date* sub-folder (ie: 08-13-14) under the *PI\PE\Roadway Design\Right of Way\ROW Revisions* folder.

3. The PM/DPL shall place the electronic sheet images (PDF) of the RW Plans Cover Sheet, the revised RW Plan Sheets, and the electronic copy of the cover/transmittal letter in the *PI Date* sub-folder just created.

NOTE: The submitted cover sheet must be the signed cover sheet containing the current revision date.

4. The PM/DPL will send an email with a link to the revisions to the following people to notify staff that revisions have been submitted.

- ✓ RW Office Inbox (PlansOffice@dot.ga.gov)
- ✓ District Acquisition Team Manager
- ✓ PM/DPL

- a. Right click on the file.
- b. Select **Send To=>Mail Recipient As Link...**
- c. An email message will be created and opened containing the link.

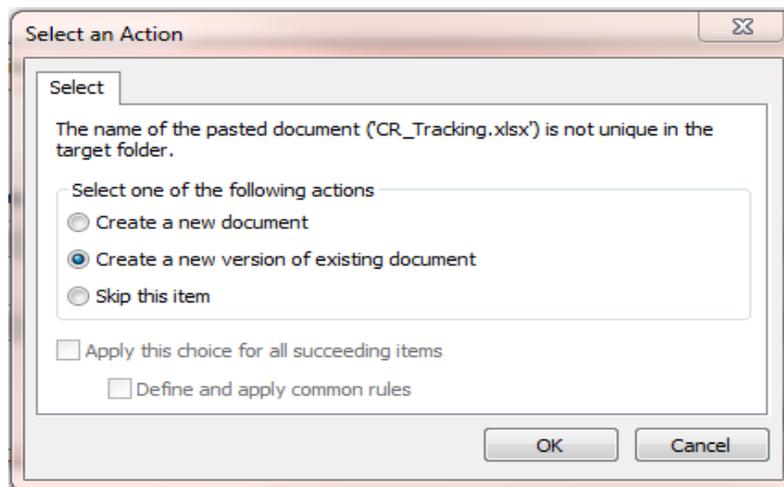
5. The PM/DPL will be responsible for completing the document properties for the RW Revision Plans.
 - a. Select all the files in the *PI\PE\Roadway Design\Right of Way\ROW Revisions\Date* folder.
 - b. Right-click and select **Assign Document Type**
 - c. Select the following:
 - Document Group:** *Preliminary Engineering*
 - Document Category:** *Design Plans*
 - Document Type:** *Plans Image*Click on **OK**
 - d. With the files still selected, right-click and select **Modify**.
 - e. Select the **GDOT Environment** tab.
 - f. Scroll down to **Plan Document Type** and select **Right of Way Revision Plans** from the drop-down.
 - g. Scroll further down to **Sheet Type** and select **60 - Right of Way Plans**.
 - h. Click on **Apply** and then **Close**.
 - i. The remaining Document Properties can also be completed as well.

6. The PM/DPL shall drag each revised sheet (PDF) from the *PI\PE\Roadway Design\Right of Way\ROW Revisions\Date* folder to the *PI\PE\Roadway Design\Right of Way\Current ROW Plans* folder, creating a new version of each sheet (see instructions below). The old version can be deleted or maintained based on preference.

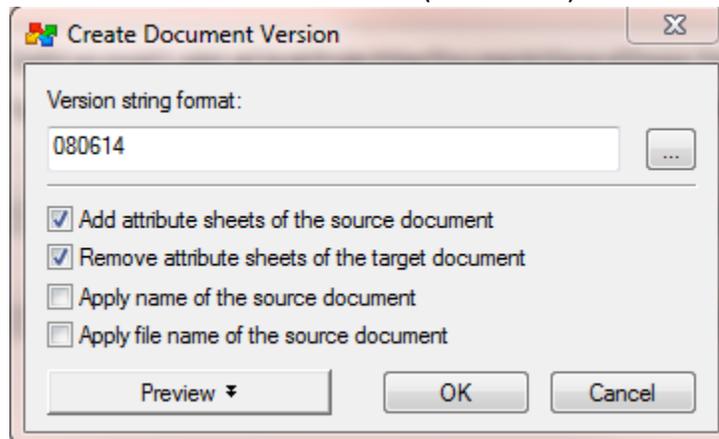
NOTE: PM/DPL must ensure that the cover sheet being submitted is the signed (approved) RW Plans cover sheet.

This step ensures that the latest set of RW Plans is always located in the *PI\PE\Roadway Design\Right of Way\Current ROW Plans* folder.

- c. Select **Create a new version of existing document** and click on **OK**



- d. Enter the desired version name (ie: 081214)



7. RW Staff shall send an email to the PM/DPL to let them know that the revisions are approved.
8. The plans will be available electronically for INTERNAL access only through ProjectWise.