

7 Right of Way Plans and Engineering Unit

7.1 General

The Right of Way Plans and Engineering Unit is supervised by the Right of Way Acquisition Support Manager and serves the purpose of reviewing all Right of Way plans submitted statewide.

7.2 Purpose

The purpose of the Engineering Unit is to assure that right of way plans are adequate and complete while also providing the General Office with drafting services related to right of way matters. The Section reviews all federal aid primary and interstate project right of way plans for compliance with Federal Highway Administration requirements, and reviews other right of way plans as assigned.

This Section is one of the Main Sources of public information with respect to right of way and other proper plan data for owners, developers, and other interested parties. As such, the personnel of the Engineering Unit assist the above individuals in reviewing plans and by answering related questions, if necessary.

The Section, also, assists in the preparation of plans or exhibits for special purposes when requested by other right of way units in the General Office.

7.3 Policy

It is the policy of the Department of Transportation, that its right of way plans show clearly and accurately the essential information about each parcel of land to be acquired, or from which property rights will be acquired in order to build and maintain a particular section of state highway. These plans also show information of a general nature, useful to the public, the owner, the title attorney, the appraiser, the trial attorneys, surveyors, engineers, negotiators and other appropriate persons interested in some phase of the location, acquisition, and use of the land in the right of way or abutting land before or after the project becomes a completed highway. Right of way plans for federal aid projects should meet current Federal Highway Administration requirements.

7.4 Procedures – Approval Process for Right of Way Plans

A. After the development of the right of way plans, the Design Phase Leaders/Project Managers should forward the plans to the Right of Way Plans Review Section for review and approval.

B. Right of Way Plan Approval

Under the Certification Acceptance procedure, only interstate projects or full over sight plans are submitted to the Federal Highway Administration for approval. Plans on Federally funded projects other than Interstate are reviewed by the Plans Review Section and thereafter stamped with the signature of the State Right of Way Administrator as approved. Upon request, an informational set of these plans shall be sent to Federal Highway Administration (half size copy). All plans for projects in which federal funds participate in right of way cost must meet the full requirements of the Federal aid Highway Program Manual. Plans for federal aid projects where federal funds do not participate in right of way cost must meet the same requirements. Right of way plans cannot be approved without National Environmental Policy Act approval as well as Location and Design Approval and Preliminary Field Plan Review (PFPR) completion. The location and design approval date must be placed on right of way plans cover sheet. This is required for all right of way plan approvals.

Changes in the right of way affecting right of way width on Interstate projects, which have been previously approved, will require prior Federal Highway Administration authorization. Changes to the right of way plans affecting right of way width of projects developed under Certification Acceptance require prior General Office approval

When major changes are made on Interstate projects, which could affect right of way cost, but do not change the area of taking, prior Federal Highway Administration authorization must be secured. The subject changes refer to revisions in the Limit of Access, the addition or revision of medians or median cuts, etc. Such revisions on project developed under Certification Acceptance must have prior General Office approval. If only minor changes are made such as correcting an owner's name, the revised right of way plans should be forwarded to the Right of Way Plans and Engineering Unit for further handling. On Interstate projects, such minor changes will be forwarded to the Federal Highway Administration with the final submission. On Certification Acceptance projects, they will be added to the right of way plans as received but will not be approved until final project certification.

C. Right of Way Plan Requirements – Checklist

SEE EXTERNAL ROADS WEBSITE

<http://www.dot.ga.gov/PS/DesignManuals>

D. Right of Way Research

The right of way research process involves examining plans and records to obtain information on deeds, condemnations, easements, and right of way widths the process is as follows. In order to better serve our customers, both internal and external, this Office has created an electronic request form for you to utilize in your search for this material. Details for this request are located in this Chapter, at 7.10, below, for your information and use.

1. Determine the location of the right of way request, on State/U.S. Route or interstate by:
 - a. Mileage from townships
 - b. Intersections
 - c. Land Lots
 - d. Station Numbers
 - e. County Line
 - f. Mile Post
 - g. Any other identifiable landmarks
2. Look in the Projects filing record book to try to locate the project.
3. Pull the County map from the research files and obtain the project numbers corresponding to the location on the roadway described in the request.
4. Use the reference books (*Black) to check the description of Projects taken from the county maps.
5. In reviewing the reference book, check for correct State Route or Intersection number.
6. Black reference books consist primarily of older projects. Recently acquired or current projects will not be listed in the Black Books.
7. Ensure that the Project Numbers used in researching the files is the last project acquisition within the limits of the research request.
8. Give the Project Number to the attendant in the Plans and Microfilm Files Section (Airport and Roads Design Office) for use in locating the plans or microfilm.

9. The attendant will pull either the plan sheets or microfilm of the project for viewing.
10. If necessary, make copies of the plan sheets or request copies of the microfilmed sheets from the microfilm-processing technician.
11. In reviewing, the projects on microfilm make note of any cross reference project numbers at both the beginning and ending of projects in the area of research.
12. In addition to plans research, the right of way documents are researched to verify the right of way indicated on the plans.
13. Closed Projects

Once a project is closed and placed in an inactive status, the Records and Files Section microfilm the project files and all documents. The microfilm is retained in the Office of Right of Way for future reference and the files and documents are recorded in the Archives reference books and forwarded to the Archives for storage. The process for researching both microfilmed and non-microfilmed projects is as follows:

14. Existing Projects Not On Micro Film

For existing projects not found on microfilm (closed before microfilming), use the Archives Reference Books (Green Books) to request project deed files from the Archives.

- The Archives reference books are in alphabetical order by counties.
- Find the county, project number in the reference books, and get the location number and box number.
- Request the files from the Archives (by phoning or faxing State Records Section) giving:
 - ❖ Project number and county
 - ❖ Location number and box number

Once a project is completed and let to contract, the "original" right of way plans should be submitted to this office for filing and future reference. These projects will eventually be scanned and become a permanent part of our files. Please do not include these plans in the construction plans.

F. Right of Way Plan Research Guide

Right-of-Way Plan Research Guide

In order to serve you, our external and internal customers, in a more efficient manner, we are completing a massive project to convert all of our historical plans into electronic format to provide easier access to plans through the web. This project is nearing completion, so not all plans are available online yet. We appreciate your patience as this process continues. As a result, we now offer two options for acquiring plans; locate the plans on your own from the web or simply submit an electronic request for assistance from our Georgia Department of Transportation staff. You can access all these options from ONE place now!

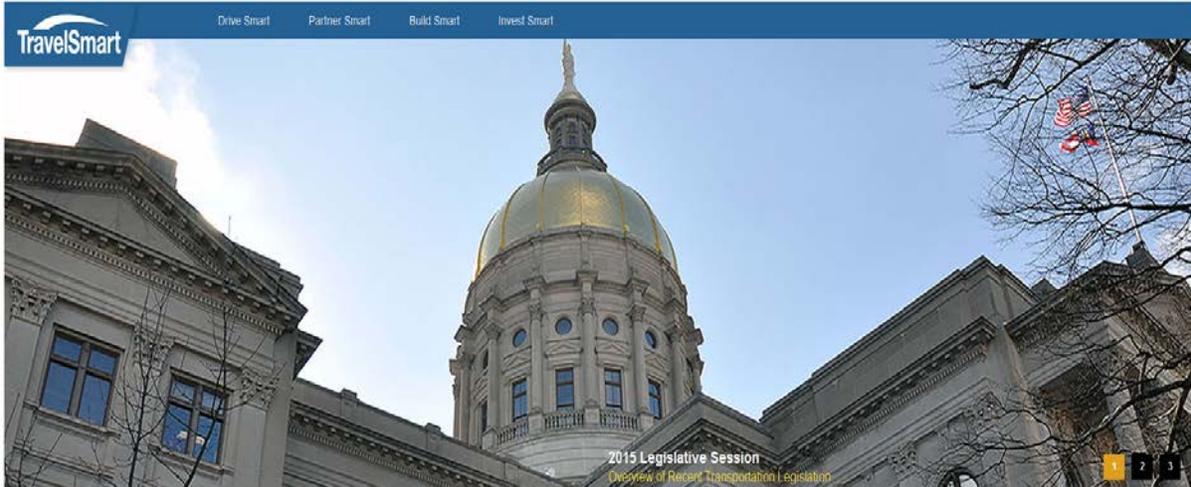
Let us help you!

Internal Right- of-Way Electronic Plans Search

This application provides extended searching capabilities that allow you to enter any information you may know about the desired location. In turn, we will use the information you have provided and do a manual search from our internal database. Our research process can take between **three** to **five** business days to acquire.

Please note: older archived projects will take longer because they have to be internally ordered from our state record center.

First, go to the main Georgia Department of Transportation Homepage at www.dot.ga.gov



Historical Plans Research

In order to serve you in a more efficient manner, we have completed a massive project to convert all of our historical plans into electronic format to provide easier access to plans through the web. This project is basically complete with all construction plans on-line, and all as-built plans coming on-line in the near future. Please be patient with us as this process continues. As a result of this work, we now offer the ability to locate the plans on your own from the web or to submit an electronic request for assistance.

• **Previously Awarded Letting Plans**

If you would like to request printing of plans for a previously advertised Letting, please note the following options.

- For a hard-copy set of plans, please complete the form at the bottom of this page and submit the information. The plans will be printed and shipped to you at a charge of \$1.50 per sheet as listed in the Media drop-down. A Help document for completing the form is available at the link below.
- For a CD to be created and mailed to you, please complete the form at the bottom of this page and submit the information. A CD/DVD containing the plans will be created and shipped to you at a charge of \$12.00 per CD/DVD as listed in the Media drop-down. A Help document for completing the form is available at the link below.

If you would like to download the plans for free, please use the [Transportation Project Information \(TransPI\) Search Utility](#).

Project Search This application provides extended searching capabilities that allow you to enter any pieces of information you may know about the location of the project for which you are searching and it will return all projects meeting that criteria. From there, you can narrow your search until you find the plans for which you are looking.

[Access TransPI Search](#) | [Help Document](#)

Transportation Explorer (TRES): is no longer available for plans research. A new GIS-based application will soon be on-line. Please use the TransPI search utility for all plans research at this time.

Plans File Room If you have looked and not been able to locate the plans for which you are searching or if you would like for us to do the research for you, just complete the form below. If you are a **GDOT employee**, please note the checkbox at the top of the form. Also, if you would like more than one plan type, enter the additional types in the Comment field at the bottom of the form. Provide us as much details possible and we will be back in touch with you soon!

If you would like to submit an attachment with your request, the form does not contain that functionality at this time. Therefore, after submitting your request and receiving a confirmation auto-reply message, you will also receive an email from the specific research person assigned to your request. The email will be in the form of a system generated email, but will have the contact information for the specific person in the body of the email. You can simply send an email to the person's email address and attach your information for use by the researcher.

NOTE: There is a 10 sheet maximum limit for plans to be sent by email. If you need more than 10 sheets to complete your request, please specify CD below in the Media field and the CD will be sent to you. Additionally, for all Right-of-Way plans, there will still be a \$1.50 charge per sheet (image) for email.

Scroll down the bottom of the page until the request form is displayed.

Enter **all** the information you know about the project in the screen below and then select the **Submit** button at the bottom of the screen (**more information facilitates a speedy and accurate acquisition**).

need more than 10 sheets to complete your request, please specify CD below in the **Media** field and the CD will be sent to you. Additionally, for all Right-of-Way plans, there will still be a \$1.50 charge per sheet (image) for email.

Please note: All **Bold** fields are required.

Contact Information: GDOT Employees Check This Box -> **Internal**

First Name **Company**

Last Name **Address**

Phone **City**

Email Address **State** **Zip**

Project Information:

Date Needed (Document additional requests in Comment field)

County **Type Plans Needed (Plan Sheets, etc.)**

Route # **Media**

Project #

PI Number

Landmark (Intersection, Creek, Railroad, etc.)

Comment

Once the transmission of the data has been received by the Right of Way office, a Drafter will contact you within 48 hours.

If further assistance is need with help on the website please contact

➤ **Oscar Thomas:** othomas@dot.ga.gov.