

7 Right of Way Plans Deeds and Research Section

7.1 General

The ROW Plans, Deeds and Research Section is managed by the Right of Way Acquisition Support Manager and serves the purpose of reviewing all Right of Way plans submitted statewide, researching ROW inquiries and deed preparation.

7.2 Purpose

The purpose of the Plans, Deeds and Research Section 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 this section 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 Project Managers should forward the plans to the Right of Way Plans, Deeds & Research Section for review and approval. For this initial review, the following process should be followed:

1st submission of preliminary Right of Way plans should be sent to the Plans Office Folder with the transmittal letter and a link to the plans on Project Wise; the plans

will be reviewed and marked up on Project Wise then marked plans will be forwarded to the Project Manager. The Team will also review the project onsite and submit the blueline comments to the Plans Office. Further instructions related to submitting ROW plans is located in the R.O.A.D.S repository under Design Related Resource.

1. 2nd submission and any subsequent submissions of Right of Way plans should include the requested corrections and the mark-ups for the follow-up review.

NOTE: This is an electronic submission process and should only be submitted to the Office of Right of Way.

Upon acceptance and approval of the Right of Way Plans, the Plans, Deeds & Research Section will email the Project Manager and other appropriate personnel of the approval. The Plans, Deeds & Research Section will make the plans electronically available on GeoPI.

2. Revision Submittal (Electronic Process Only)

The Project Manager submits Right of Way Revisions electronically only adhering to the following process:

- Create the electronic images and place them in a PI_Date folder under \\gdot.ad.local\gdot\Preconstruction\RoadDesign\RD14\RW_____Revision using the [Standard Filename Structure](#)
- Create an electronic image of the transmittal letter and place on the above referenced server.
- Sends an email notification of the availability of plans to the following:
 - ❖ PlansOffice@dot.ga.gov
 - ❖ District Acquisition Manager for Department acquired projects/ Local Government Coordinator for Local acquired project
 - ❖ Project Manager

For uniformity, please email the above persons with the following information included in the email:

SUBJECT: "PI # - RW Revisions" example: *PI 1234567 RW Revisions*

BODY: Revisions can be accessed through Project Wise within 2 days (<\\gdot.ad.local\gdot\Preconstruction\RoadDesign\RWStore>).

Include a brief descriptive explanation of the revision and the plan sheets revised.

If additional information is required, please contact Project Manager at (xxx) yyy-zzzz

**** NOTE:** Please do not send a hardcopy of Right of Way plans or revisions to the Right of Way Plans, Deeds & Research Section.

B. Right of Way Plan Approval

Under the Certification Acceptance procedure, only interstate projects or PODI plans are submitted to the Federal Highway Administration for approval. Plans on Federally funded projects other than Interstate are reviewed by the Plans, Deeds and Research 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 (full 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. A completed PFPR is also required for state funded projects. 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, Deeds and Research Section 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 (ROW) plans are necessary for the acquisition of the required right of way and easements for projects. Proper representation of the right of way and easements are required to ensure their proper legal interpretation for property acquisition and deed description as well as limits of construction activities and potential environmental and property concerns. Please refer to the Right of Way Plans, Deeds and Research Office for further direction. All applicable items are required for a Right of Way Plan approval. .

*** NOTE: Right of Way plans may also be reviewed by District personnel. The comments and mark-ups from the District should also be addressed as part of the review process.*

Instructions to Complete a ROW Plan Review:

- **For each ROW plan review, the attached checklist should be used to review each submission of plans.**
- **Each question should be checked either Yes/No/NA, as it applies to the full set of ROW plans.**
- **Specific discrepancies can be addressed on the final page of the checklist and/or on the ROW plans.**
- **Submit a signed copy of this checklist along with the marked ROW plans to the ROW office.**
- **For any questions, please contact the ROW Plans Squad Leader @ (404) 347-0218**

Miscellaneous Right of Way Plan Information

This information provides additional information for inclusion in the final Right of Way plans.

Improvements and Culture

Indicate all pertinent data that may affect the cost of the right of way on the plans. Some of these include:

- Structures
- Roads
- Streams
- Ponds
- City limits
- Orchards
- Fences
- Wells
- Septic tanks
- Sewage field lines
- Springs
- Commercial signs on or near the required right of way
- Various improvements - Show any improvements located outside the right of way that may have an influence on the appraised value to scale on the plan drawing.

Easements

- Label easements for a type of construction that does not require maintenance by the Department as: "Easement for the construction of _____ " with the actual purpose of the easement being specified on the plans. Examples of this type of construction are:
 - Channel changes
 - Driveways
 - Yard drains
 - Tree wells
 - Steps and sidewalks leading into residences or places of business
 - Provide a working area outside of the right of way where construction activities require it
 - Demolition (with any restrictions on access)
- Label easements for a type of construction that will require future maintenance by the Department or others as: "Easement for the construction and maintenance of slopes and _____ " with the actual purpose of the easement being specified on the plans. Examples of this type of construction are:
 - Utilities
 - Drainage

Subdivisions

- Show the remaining property to scale. (In cases where the back of the lots cannot be shown to scale, a break may be shown on the property lines with the distance to the back of the lot shown approximately in feet.)
- Include inserts (if necessary) on the right of way detail plan to adequately show information pertinent to the individual lots.
- The subdivision may be shown on the cover drawing as an outline of the entire subdivision with a notation as to the parcels included.
- Show all roads or streets, including names, on the detail plan or cover drawing.

Railroads

- Label intersections of centerline of railroads and roadway centerline with station and angle
- Width of the right of way
- Name of railroad
- Each track by symbol and distance
- Direction along the railroad right of way to the nearest mile post number
- Railroad I.D. number
- State Plane Coordinates are required to be shown in the Data Tables for all Right-of-Way, Temporary Easement & Permanent Easement

Intersecting Roads and Existing Streets

- Label intersection of all paved and maintained public roads by station and angle, equate to the station of the survey of the intersected road
- Show the name of the road, state and federal routes, if any, and the right of way width of the road.
- Provide details of private roads and access roads to parking lots and commercial centers on the right of way plans.
- Limit-of-Access
- Reflect partial Limit-of-Access
- Show the access control lines by the conventional Limit-of-Access symbols.
- In areas where the Limit-of-Access line and the right of way lines are in the same location indicate both.
- Indicate the exact beginning and ending of Limit-of-Access at interchanges or crossroads with an arrow and the symbols E L/A or B L/A and the station and offset as appropriate.
- Clearly indicate any intermediate breaks in the Limit-of-Access.
- Roadways with Partial Control of Access may have breaks in the normal limit-of-access. The break in limit-of-access is denoted on the plans with an End (E L/A) and Begin (B L/A) and the station and offset as appropriate.
- Roadways with Permitted Access Control may have an acquired limit-of-access along a specific location of a roadway; for example, within the operational area of an intersection. The boundary of the acquired limit-of-access is denoted on the plans with a Begin (B L/A) and End (E L/A) and the station and offset as appropriate.

- Where the right of way and Limit-of-Access lines coincide, label as "Required Right of Way and Limit-of-Access."

Area Tables

If sufficient space is available, then place the required area tables on the right of way plan drawings. If space is not available on the right of way plan drawings then provide a separate drawing immediately following the plan drawing containing the area tables for the parcels on the preceding plan drawing. Provide references on the plan drawings that indicate the location of the drawing where the tables can be found and vice versa.

Provide the following for each point needed to compute the area of required right of way or easement (excluding driveway easement):

- Point number
- Offset
- Station
- Alignment taken from (State Route number or Road Name)
- Distance and bearing between each point
- A separate area computation will be provided for each tract of required right of way and easement (excluding driveway easement).

Provide the following for all curved lines between points. Exception: Bearings are not required on existing right of way lines.

- Arcs
- Radius
- Chord length
- Chord bearing

Indicate the area of required right of way and permanent easement in square feet and acres.

For parcels with access rights only (no required right of way or easements), provide parcel number, owner, linear feet of access rights (point to point distance and total distance) and parcel remainder (total area).

Keep all the separate tract area tables for an individual parcel grouped together.

Revision Notes

During the acquisition phase, if a determination is made by the Department that a parcel remainder is an uneconomic remnant, the plans shall be revised as follows:

- Required right of way remains the same.
- Label the property lines of the remnant "Limit of Property Acquisition".
- Identify the remnant area using the subject parcel number with an "R" suffix. If a parcel has more than one remnant then use the "R" suffix with a number. For example: Parcel 35 has two remnants. Therefore, indicate each remnant as 35-R1 and 35-R2.

- The area breakdown of such a parcel could be shown as follows:

	<u>Area Required</u>	<u>Rem.</u>
35	15.375 Ac. (right of way)	29 Ac. (RL)
35-R1	0.662 Ac.	
35-R2	0.300 Ac	
	16.337 Ac. (Total)	

When plan drawing is revised, revision block shall include date and brief description of the revision.

Other Requirements

The following are additional items which the plan preparer shall follow in the preparation of right of way plans:

- Make sure that linework and text on plans are dark enough to show on prints and on a reduced letter size print. Property lines and construction lines should clearly stand out.
- Full station shall be used on all right of way, easement, and property lines rather than the station plus only.
- Do not shade right of way plans.
- Do not begin or end (if possible) projects in the middle of a parcel if there is to be a future project.

Describe tracts in a clockwise direction to facilitate deed writer's description.

Example A:

APPROVED: _____
 STATE RIGHT OF WAY ADMINISTRATOR DATE

Example B:

CONVENTIONAL SIGNS		
LAND LOT LINE	-----P-----	
PROPERTY LINE	-----P-----	
RIGHT OF WAY LINE {	EXISTING.....	-----
	REQUIRED	=====
	EXISTING LIMIT OF ACCESS	---ooo---
	REQ'D LIMIT OF ACCESS	====ooo====
	EXISTING LIMIT OF ACCESS & R/W.....	----- -----
	REQ'D LIMIT OF ACCESS & R/W	===== =====
R/W MARKERS.....	⊠	
FENCE.....	---x---x---	

Example C:

PROPERTY AND EXISTING R/W LINE	-----P-----	BEGIN LIMIT OF ACCESS.....BLA	-----
REQUIRED R/W LINE	=====	END LIMIT OF ACCESS.....ELA	-----
CONSTRUCTION LIMITS	---G---F---	EXISTING LIMIT OF ACCESS	---ooo---
EASEMENT FOR CONSTR	▨	REQ'D LIMIT OF ACCESS	====ooo====
& MAINTENANCE OF SLOPES	▧	EXISTING LIMIT OF ACCESS & R/W	----- -----
EASEMENT FOR CONSTR OF SLOPES	▩	REQ'D LIMIT OF ACCESS & R/W	===== =====
EASEMENT FOR CONSTR OF DRIVES	▩	ORANGE BARRIER FENCE	---●---●---●---
		ESA - ENV. SENSITIVE AREA	▼-----▼

Coversheet

Project Number _____ County _____ P.I. Number _____

1. Is the Project Location Map oriented at the top of the sheet?
(Flag project site and north arrow) Yes No
2. Is there a Limited Access note? (If applicable) Yes No NA
3. A signature line approval by the Right of Way Administrator and date shown? Yes
No
4. Are there Land Lot Number and Lines shown? Yes No
5. Are there Land District Numbers and Line shown? Yes No
6. Are G.M.D. Numbers and lines shown? (If applicable) Yes No NA
7. Is there a North Arrow shown? Yes No
8. Are Stations on primary centerline used throughout the project? Yes No
9. Are the street names (all existing locations including Mainline, State Route
and U.S. numbers) shown? Yes No
10. Are the Back Property Lines shown? Yes No
11. Are Exiting and Required Right of Way shown and labeled? Yes No
12. Are the Begin and End of ROW acquisition shown with mile log
destination extending from left to right without regard to the
North arrow direction? Yes No
13. Is the Gross Length of Right of Way Project shown on coversheet? Yes No
14. Are the parcel numbers shown without the owner names? Yes No
15. Is the original completion date of Plans shown? Yes No
16. Is the Designer name shown? (No signature Req'd.) Yes No

17. Is the County name, with county lines clearly shown? Yes No NA
18. Are Dual Projects Plans, clearly identified for each project? Yes No NA
19. Is the Scale shown? Yes No
20. Is the Right of way P.I Number (Program Item Number) located under project name? Yes No
21. Are the Limits of Right of Way Acquisition labeled on cross street (s)? (where station/off set information is set information is taken from across center line)? Yes No
22. Does the coversheet have a revision block? Yes No

Plans Sheet - General

1. Are the Land Lot numbers and lines shown and labeled? Yes No
2. Are the Land District numbers and lines shown and labeled? Yes No
3. Is the G.M.D. Number and lines shown and labeled? Yes No
4. Is the North Arrow shown on plan sheet? Yes No
5. Is the Full Station and offsets shown on plan sheet? Yes No
6. Survey and Construction centerline with bearings labeled on plan sheet? Yes
No
7. Are the street names labeled on plan sheet/ including Mainline, state route, and US numbers? Yes No NA
8. Are the Construction limits shown on plan sheet? Yes No
9. Existing Right of Way and Existing Limited Access labeled? Yes No
10. Are the Required Right of Way and Required Limited Access labeled? Yes No
11. Is the Curve data shown on each plan sheet? (If applicable) Yes No NA

12. Beginning of Limited Access (BLA) and Ending of Limited Access (ELA) Yes No NA at break points on the plan sheet? Shown with station & offset?
13. Does dual project plans clearly show begin/end of each project? Yes No NA
- NA Are angles and Stations where Centerline crosses streets shown Yes No on plan sheet? (If applicable)
14. Are edge of pavement (existing and proposed) on mainline, crossroads Yes No and drives shown?
15. Are the Limits of right of Way Acquisition labeled on cross sheets? Yes No NA
16. Sheets may overlap. Label “See Sheet ___” at match line Yes No NA
17. Are major drainage such as culverts, channels changes; particularly all outfalls Yes No NA which affect Right of way and or required easements shown? (If applicable)
18. Are driveways, tie-ins and cross streets shown? Yes No NA
19. Do dual county projects show county pertaining to individual sheet in the Yes No NA block; Flag county line station?
20. Do the plan sheets have a revision block? Yes No
21. Is the plan sheet scale shown on each sheet? Yes No
22. Are the city limits shown? Yes No
23. Are the coordinates at two points on the centerline shown? Yes No
24. Is the text readable horizontal to the orientation of the plan sheet, reading Yes No from left to right?
25. Is the location of the Railroads Milepost on plan sheet? (If applicable) Yes No NA

26. Are all Sheets numbered as “Sheet ___ of ___”? Yes No

27. Is Right of Way from railroads referenced from both the centerline and the nearest railroads

milepost?

Yes No NA

Individual Parcels Plan Sheet

1. Is the Title Block numbered, "Sheet _____ of _____" Yes No
2. Are full stations and offsets at all points shown? Yes No
3. Do all lines within the Required Right of Way show bearings and distances? Yes No
4. Is the area for required Right of Way shown on the individual parcel? Yes No
(Square feet and acres)
5. Are Remainder(s) shown? Yes No NA
(Square feet or acres)
6. Are all easements labeled with full station & offset? Yes No NA
Number of driveway easements should be specified on the data table.
7. Are Parcel numbers numbered consecutively? Yes No
8. Are the property owner names on each individual parcel? Yes No
9. Does the individual plan sheet show signs, gas island pumps, pump tanks, Yes No
permanent light fixtures, septic tanks, sewage field line locations, wells, etc. (Signs within the required rights of way and easement should be shown.)
10. Do the parcels with tracts have a total shown for the required Right of Way Yes No
 NA
and/or easement area (for each type of easement excluding driveways)?
When more than one tract of required right of way exists for a parcel, label each tract as Tract 1, Tract 2, etc. (if applicable)
12. Is the Parcel description illustrated in a clockwise direction when data tables are used? Yes No
12. Does the data table description specify State Route number or road name that stations and offsets are located from, instead of referencing mainline? Yes No
14. Are wet land mitigation parcels designated with a "W" Yes No?
included with parcel number?

Discrepancies

Sheet ____ of ____

Print Reviewer Name: _____

Sign Reviewer Name: _____ **Date:**

E. 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, and the external website under Historical Plans Research.

F. Right of Way Plan Research Guide

Right-of-Way Plan Research Guide

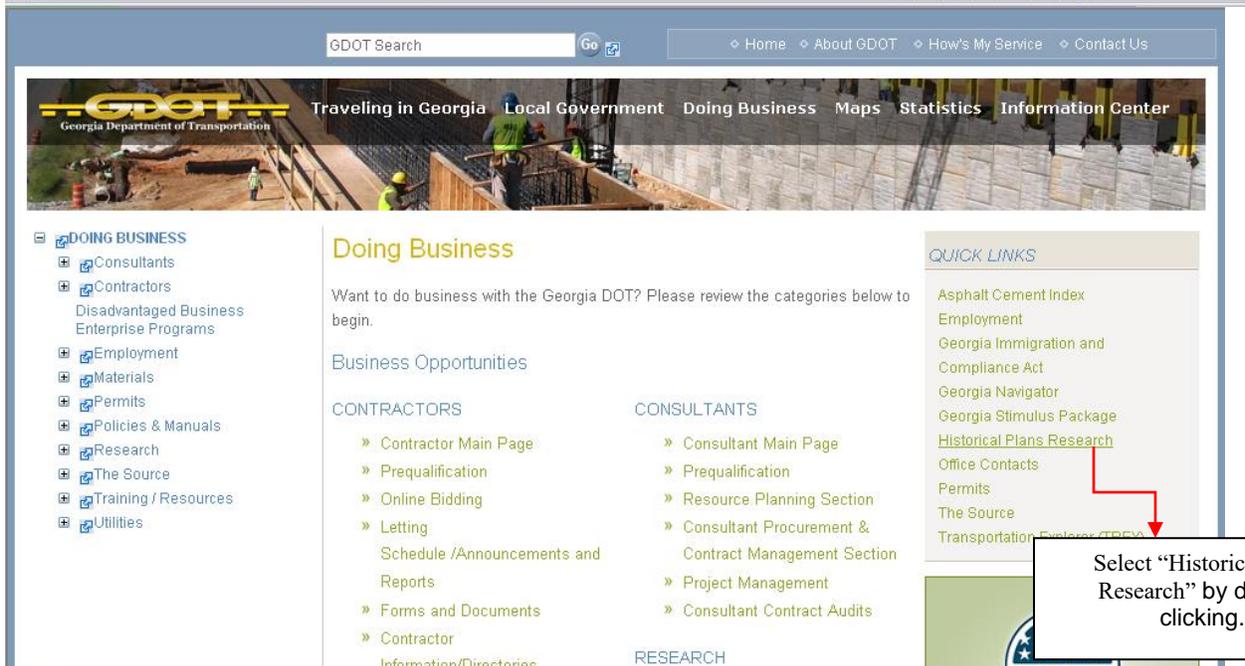
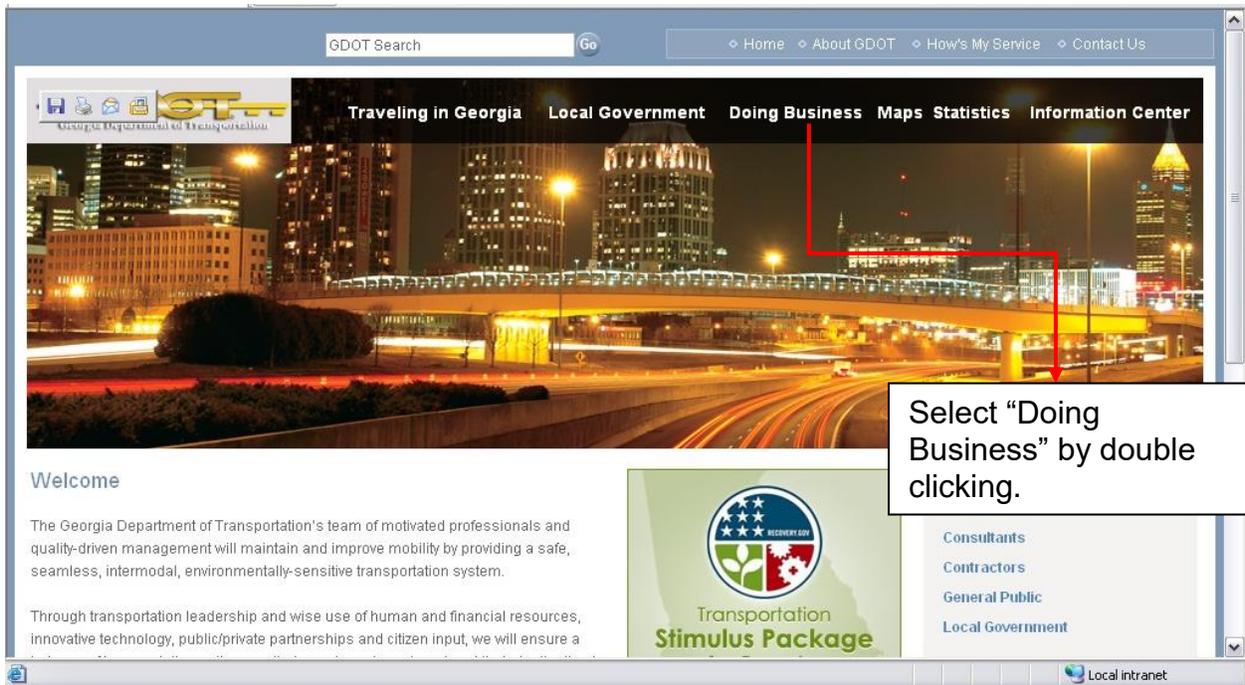
In order to serve you, our external and internal customers, in a more efficient manner, we are completing a massive project to convert all of our historical plans into electronic format to provide easier access to plans through the web. This project is nearing completion, so not all plans are available 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!

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



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.)

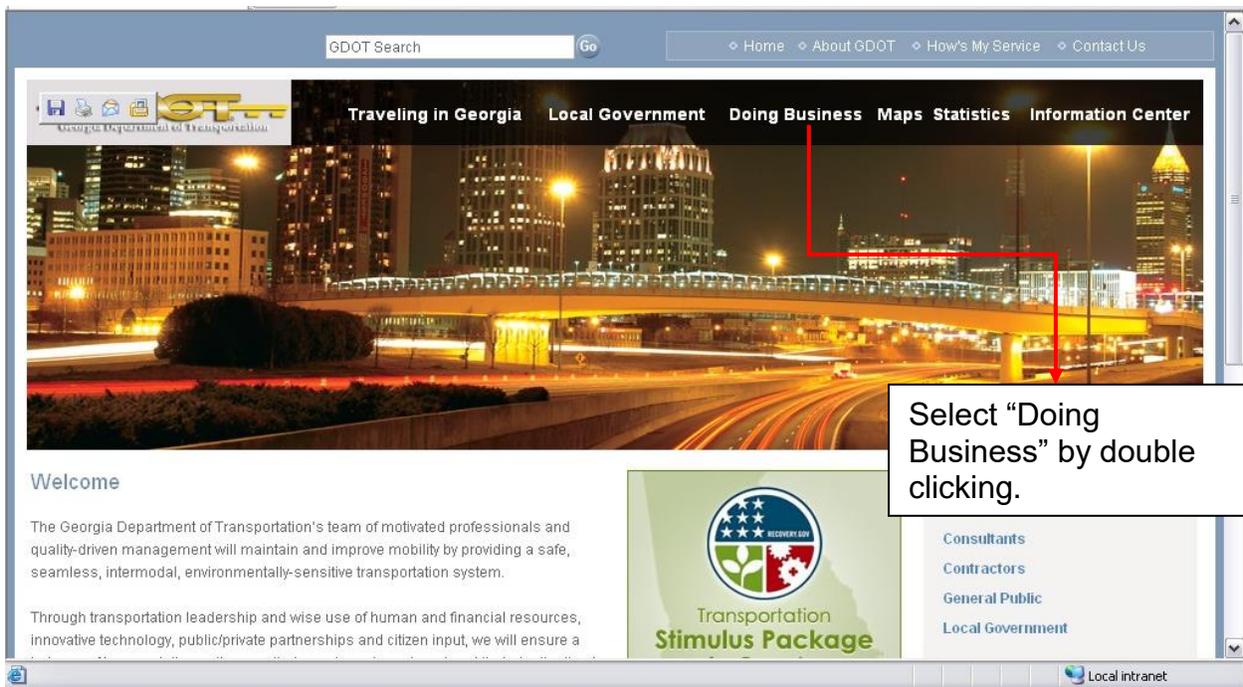
Comment

Select "Historical Plan Research" by double clicking.

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

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

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



Select "Doing Business" by double clicking.

“Policies and Procedures of the Department in this chapter may be waived, altered, or modified at any time and at the full discretion of the Department and FHWA as necessary to accomplish the overall goals and objectives of the Department and FHWA, and as long as any waivers, alterations, and modifications of said policies and procedures are not in direct violation or contradiction with state and federal codes, of which will rule over any recommended waivers, alterations, or modifications”.