

all borrow and mitigation sites if available. The ownership maps should be created as soon as possible and updated routinely. The ownership sheets should be at a scale that is legible so that individual properties can be located easily within the project limits.

- d. Parcel Check List Sheet – Each set of plans will have a sheet to be inserted consisting of the ownership name and amount of acquisition for each parcel (parcel check list).
- e. Access Control Letter – Each set of plans will have a sheet containing the Access Control Letter. If the project does not require the acquisition of access control, a sheet will be provided stating: “No access rights are to be acquired on this project.” This sheet will also contain the legend for right of way symbols used on the H sheets.

E. ESTABLISHING PARCEL FILES

01. PREPARATION OF PARCEL FILES

- a. Parcel Definition - A parcel is defined as a tract or tracts of land having the following characteristics:
 - (1) Unity of ownership.
 - (2) Tracts that are contiguous or abutting (considered contiguous if separated only by a road, railroad, river or other natural barrier).
 - (3) Unity of use. Tracts farmed separately are not considered to be used as a unit.

To be considered a parcel, the tract must include at least characteristic No. 1 plus one of the other characteristics (2 or 3). Both parcel number and the names of all fee owners and/or contract purchasers should be placed on the plans within the limits of the property as plotted on the plans.

A tract of land lying in two or more sections and meeting the requisites for a parcel as shown above is considered to be one parcel. A separate parcel shall not be made for each separate tract even though the tracts do lie in different sections.

Prepare two parcel files for each parcel on the project. One file is called the original file. Upon completion, the original file is transmitted to the Property Management Section (ROW Fileroom) for filing. Once it is filed, it must **never** leave the office. If it is removed from the file section for reference use in the office, it must be signed out from the file room coordinator. The second parcel file is the field file and is submitted to the Appraisal Section at the appropriate time.

- b. Original File - The following information is inserted into the original file and secured with metal fasteners.
 - Parcel File Check Sheet – This form is placed on top of the information provided by the Design Section and serves as a marker between the Design Section information and all other information that will eventually be placed in the file. The form is to be completed by the person making up the Original File. Section I of the form pertains to the documents that are included in the file. A check mark is placed for each document that is included. Section II pertains to the type(s) of acquisition required from the subject parcel. A check mark is placed for each type of acquisition required. The remainder of the form is filled out, signed and dated.

- One copy - SUMMARY OF PROPOSED ACQUISITION form.
 - One copy - PLOT PLAN form.
 - Original - REPORT OF RECORD OWNERSHIP AND LIENS form.
 - Original – EXCESS LAND DETERMINATION form if applicable.
 - All correspondence, notes, etc. related to the parcel.
- c. Field File - The second file to be made for each parcel is the field file. This file is used in the field by both appraisers and negotiators. This is placed in a folder with the name, parcel number, county and project number lettered in black ink on the tab. The following information is placed within this file:
- Six copies - SUMMARY OF PROPOSED ACQUISITION form.
 - Six copies - PLOT PLAN form.
 - One copy - REPORT OF RECORD OWNERSHIP AND LIENS form.
 - Copies of all correspondence, notes, etc. related to the parcel.
- Fee files are normally not made up until requested by the Appraisal Section. They are enclosed in folders with the parcel information underlined in red ink on the tab. They contain the same information as the field file with the exception that only three summary of proposed acquisition and plot plans are required. A plan sheet covering the property is added to the file. Fee files are requested when additional appraisals or other outside services are required.
- d. Transmittal Letter - All of the above information is transmitted under cover of a transmittal letter and electronically (see section on Right of Way Design Forms and Correspondence).
- e. Project File – A Project File is to be made up for each project and provided to the Appraisal Section with the project. The Project File should contain copies of the Concept Statement, Access Control Letter, Field Exam Letter, Public Hearing Letter (rap up letter), and pertinent project-related correspondence.

02. PREPARATION OF SUMMARY OF PROPOSED ACQUISITION AND PLOT PLANS

The Summary Sheet and Plot Plan are treated as one document and are sent out of the Design Section attached together.

SUMMARY SHEETS

The Summary Sheet is intended to provide a summarization of the impacts specific to each parcel and contains, in part, the following information:

- County, project number and parcel number.

- Owner of Record. The ownership should be listed the same as what is shown on the deed if possible, and should be consistent with other documents within the Design Section. All owners are to be listed.
- All type and amount of proposed acquisition from the parcel is accounted for on the summary sheet.
- The total taxable area of the property.
- Flowage easements and ponding rights.
- All temporary easements. When a temporary easement will encumber an area for a significant period of time, the calculated area will be shown on the summary sheet.
- Access control limits and predetermined access locations (PDA). Future PDA's are not listed on the summary sheet.
- Entrances that will be constructed with the project. Entrances that will be closed are to be listed in the comments section.
- Additional length of drive, if applicable.
- Fence replacement determination and who will be responsible for replacement.
- Comments deemed pertinent to the parcel.

PLOT PLANS

Individual property plats (PLOT PLANS) shall be prepared. The plats should be prepared to show the following:

- Name of property owner. The owner name should be as close to that shown on the deed as possible.
- Section, township and range numbers. Lot and block numbers in urban areas.
- Parcel number (numerically), for each right of way parcel.
- North Arrow.
- Dimension of individual tracts.
- Ownership boundaries.
- Existing right of way lines - State - County - City Streets.
- Building area.

- 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:

- The project must have commission approval by the Department of Transportation.
- Environmental, cultural and historical clearances need to be completed.
- All public contacts need to be accomplished.
- Need survey plat for each parcel being submitted that will require permanent acquisition.
- A project is transmitted out of the Design Section by sending the field file with plans under cover letter (Transmittal Letter) to the Appraisal Section and various copies to other sections and offices.

As indicated above most parcels are sent to the Appraisal Section, however, there are cases when parcels are submitted elsewhere:

Railroad parcels are sent to the Office of Rail Transportation. If the acquisition is to be from property owned by a railroad but not within an operating railroad corridor the parcel will then be forwarded to the Appraisal Section to be appraised.

Utility parcels that require a partial acquisition of real estate only will be submitted to the Appraisal Section. Parcels that require the acquisition of real estate, along with improvements, will be submitted to the Utility Unit in the Office of Local Systems.

H. REVISIONS AND CORRECTIONS

The Office of Right of Way deals with two general types of revisions; revisions made to the design of the project (proposed construction) and revisions made to the proposed right of way.

When the Office of Right of Way feels that it may be desirable to alter the design of the proposed construction in some manner the Design Section will be responsible for contacting the relevant Project Engineer to discuss the situation and determine the feasibility of the request. In all such cases the Design Section Supervisor is to be consulted prior to contact with the Office of Design. The Office of Design also initiates revisions that may require the Office of Right of Way to make adjustments. In each case a "Revision to the D5" letter will be required from the Office of Design.

Revisions are also initiated within the Office of Right of Way. When the Design Section receives revision requests from other sections the revision is reviewed and acted upon. All revisions initiated within the Office of Right of Way must be approved in the Design Section. When the revision has been made all appropriate personnel are copied with relevant documents and electronic information is updated.

Corrections are of a more minor nature and are made to documents mainly to bring them into compliance with other documents and information that does not affect the proposed right of way. Examples of corrections would be; name changes and changing the area of acquisition to match the survey plat. The corrected information is forwarded to the responsible section and the Original File is updated.

I. DEVELOPMENT ESTIMATES

This section may be asked to provide cost estimates at certain times during the development of a project. The estimates are necessary for the preparation of highway program quantities. The degree of accuracy is of course somewhat dependant upon the development stage of the project. Estimates may be compiled with the

assistance and coordination of the Appraisal Section depending on the complexity of the project. Cost estimates should be in a format that would allow later interpretation. The cost estimate is entered into the Project Scheduling System with notification to Program Management, Office of Contracts and Project Scheduling.