

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