Appendix K – Monument Setting Policy

The goal of the following procedure is to establish and protect all monuments in accordance with state laws on boundary surveys.

1. When right of way acquisition is complete (either for a single parcel or for the entire project) the Right of Way Monuments will be set as called for in the right of way plans by the ODOT district surveyor when plans are prepared by ODOT, or the design consultant's surveyor when plans are prepared by a consultant. In either case, it is preferable that all Right of Way Monuments be set by the original Right of Way Reviewer and shall bear the surveyor's Ohio registration number and/or name or company name.

2. Prior to the start of earthmoving activities, the construction contractor will make a reasonable effort to verify the location of all Right of Way Monuments as shown in the right of way plans (or construction plans, if no right of way plans are provided). The construction contractor will submit a signed and sealed report and/or drawing by a registered professional surveyor identifying any disturbed, obliterated, relocated, damaged, and/or new monuments found that were not identified in the right of way plans. If no report is submitted by the contractor, it will be assumed that the right of way plans correctly reflect all previously established monuments. If additional monuments are found (either before or during construction), the contractor will immediately notify the project engineer and if possible avoid damaging these monuments to be referenced.

3. If disturbed, obliterated, relocated, damaged, and/or new monuments are found (by the construction contractor) and reported prior to construction, the project engineer will contact the district project manager and the District Real Estate Administrator who will contact and coordinate with the District Survey Operation Manager and the Right of Way Reviewer. Resetting of monuments that have been disturbed, obliterated, and/or damaged prior to construction activities (e.g., by utility relocation activities) may be reset by any surveyor registered in the State of Ohio.

   When monuments are reset by the Right of Way Reviewer, payment for resetting monuments destroyed prior to construction will be included under the On-Going Consultant Services during the Construction Phase portion of the right of way design consultant's scope of services. When reset by the contractor's surveyor, payment will be as per the construction contract.

4. When additional monuments are reported as a result of the contractor's inventory, the project engineer will contact the district project manager who will resolve the situation with the Right of Way Reviewer, District Real Estate Administrator and the District Survey Operations Manager. A revised centerline plat, legal description(s) and/or other right of way plan sheets may be required. If additional monuments are the result of parcel splits or other circumstances beyond the control of the design consultant, ODOT will compensate the design consultant for modifications as per the On-Going Consultant Services during the Construction Phase portion of the scope of services. If the additional monuments are the result of errors and omissions on the part of the design consultant, the plans should be modified by the consultant at no cost to the Department.

5. During construction, the contractor will install Item 604 Monument Assemblies, Item 604 Reference Monuments and Centerline Monuments as specified in the plans.

   All monuments set and/or reset by the contractor's surveyor will include a cap as per Standard Construction Drawing RM-1.1 and bear the surveyor's Ohio registration number and/or name or company name.

   The contractor's surveyor is required to submit to ODOT a signed and sealed report and/or drawing identifying any monuments set or reset. The report will identify the station and offset relative to the plans as well as listing the northing and easting coordinates relative to the project control coordinate datum when defined in the plans.

   When the location and/or type of monument set has changed from those monuments identified in the centerline plat sheet a revised and/or new centerline plat sheet must be recorded with the appropriate county office(s).

   In addition to the centerline plat there may be other right of way sheets (e.g. Right of Way Boundary Sheets, Right of Way Plats, Individual Plats, etc.) showing monuments set that may also need to be revised and re-recorded at the appropriate county office(s) depending on the individual county recording requirements.

   In lieu of re-recording right of way sheets an affidavit from the surveyor citing what has changed may also be acceptable upon the Department's approval, provided this meets the individual county recording requirements.

6. If the installed location of any monuments differs from the location shown on the right of way plans, the District Real Estate Administrator in consultation with the District Survey Operation Manager and/or Right of Way Reviewer will determine if the monument can be left in place or must be reset. If the monument will be left in place, the right of way plans must be revised and the centerline plat re-recorded as well as all other applicable right of way sheets (e.g. Right of Way Boundary Sheets, Right of Way Plats, Individual Plats, etc.) as per the individual county recording requirements.

7. In accordance with CMS 107.10, the contractor will not be reimbursed for the cost of re-setting any permanent right of way monuments or property monuments on or outside the right of way limits and not enclosed within a temporary easement. These monuments will be the contractor's responsibility to protect.

8. At the discretion of the district, and provided that construction is expected to begin within two (2) years after acquisition is completed, the Right of Way Reviewer may set temporary hubs (e.g., wood stake with a P.K. nail or tack) during or following acquisition and prior to construction instead of setting permanent Right of Way Monuments. In these cases, the Right of Way Reviewer will normally set permanent Right of Way Monuments after construction is completed. The contractor will not be charged for setting permanent monuments to replace the temporary hubs.