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3100 RIGHT OF WAY PLANS

3101 Introduction

3101.01 General

While right of way plans are a definite, integral part of the roadway construction plans, they are developed as a separate entity and thus require a significant amount of specialized knowledge in both the right of way field and the field of boundary surveying. A right of way plan serves to provide information to define the extent of the right of way required in order to construct and maintain a highway. Right of way plans provide a "picture" showing the information needed to facilitate an accurate appraisal of the proposed taking and serve to expedite the required negotiations leading to the acquisition thereof. In addition, right of way plans serve as official public records documenting that which has been acquired and monumented and are referred to by land professionals forever.

Right of way plan development includes the performance of courthouse research (to evidence all ownership and interest rights in a property), the practice of surveying (as defined in O.A.C. 4733.01), the performance of right of way computations, the preparation of right of way plans and the preparation of legal descriptions that include closure checks. ODOT distinguishes two distinct areas of responsibility when preparing right of way plans and legal descriptions, namely the design function and the review function. ODOT requires courthouse research, right of way computations, right of way plans, legal descriptions and closure checks be performed, prepared and checked for accuracy and completeness by experienced right of way plan designers and reviewers. Consulting firms must be prequalified to perform right of way plan development for the Department.

3101.02 Responsibilities of the Right of Way Plan Designer and the Right of Way Plan Reviewer

The right of way plan designer shall be responsible for performing courthouse research and right of way computations and preparing right of way plans, legal descriptions and closure checks. All work shall be of good quality, shall be acceptable to ODOT, shall follow sound engineering and surveying practices and shall conform to the following specifications: (1) ODOT's Real Estate Policies and Procedures Manual, (2) ODOT's Location and Design Manual, (3) ODOT's Location and Design Sample Plan Sheets, (4) ODOT's Survey Manual, (5) ODOT's Standard Construction Drawings, (6) Chapter 4733-37 of the Ohio Administrative Code (O.A.C.), (7) County Conveyance Standards, (8) project specific Scope of Services requirements, and (9) other specifications and

manuals as applicable. The right of way plan designer shall be familiar with the Minimum Standards for Boundary Surveys in the State of Ohio (O.A.C.4733-37). In addition, consultant right of way plan designers shall have successfully completed ODOT's Right of Way Plan Development Training Course. A Professional Surveyor (P.S.) registered in the State of Ohio shall be responsible for establishing and setting monumentation and property pins, investigating and establishing property lines, preparing, signing and sealing centerline plats and preparing legal descriptions, including closure checks.

The right of way plan reviewer shall be responsible for checking and verifying the accuracy of all right of way computations and all right of way information shown on the right of way plans and legal descriptions, including closure checks, and ensuring that the items are correct, current, complete and conform to the specifications and manuals listed above. In addition, the right of way plan reviewer shall be responsible for evaluating the overall right of way plans and legal descriptions for completeness, quality, consistency with the construction plans, and for ensuring that all right of way information is shown in such a manner as to facilitate the timely acquisition of right of way. The right of way plan reviewer shall be familiar with the Minimum Standards for Boundary Surveys in the State of Ohio (O.A.C. 4733-37). In addition, consultant right of way plan reviewers shall have successfully completed ODOT's Right of Way Plan Development Training Course. The right of way plan designer and right of way plan reviewer shall be responsible for resolving all discrepancies and the final product shall reflect mutual agreement that all information presented is correct and complete.

3101.03 Consultant Performance Evaluation

Consultant performance in right of way plan development shall be evaluated in accordance with ODOT's Consultant Evaluation System. In addition and upon the completion of the right of way acquisition process, the ODOT Region Real Estate Office shall complete a "Right of Way Plan and Legal Description Evaluation Form" rating the performance of the consulting firm/right of way plan in the following areas:

1. Timeliness
2. Plan Readability
3. Plan Standards
4. Title Data/Parcel Area Accuracy
5. Legal Descriptions/Compliance with County Transfer Requirements
6. Location of all Topographic Items/Property Improvements
7. Design of R/W Takes

Consulting firms with a consistent pattern of low rating scores during the plan review process or on the "R/W Plan and Legal Description Evaluation Form" will be subject to removal from ODOT's Right of Way Plan Development Prequalification List.

3102 Right of Way Plan Development

3102.01 General Requirements for Right of Way Plans

In order to assure the earliest possible initiation of Right of Way Acquisition, the right of way needs must be developed concurrently with the roadway design. Generally, the right of way plan should be developed in a Preliminary Right of Way Plan Phase and a Final Right of Way Plan Phase.

To allow the acquiring agency sufficient lead time to buy the right of way, the design agency preparing the right of way plan shall initially concentrate on design items affecting the right of way and identify those properties needed in their entirety (total takes). This will allow for early acquisition of total take parcels.

To provide for the earliest acquisition of the remaining properties, the plan preparation agency shall develop a right of way plan for the project as soon as the construction needs are determined.

All abbreviations and symbols used in right of way plan preparation should conform to the requirements specified in ODOT's Location and Design Manual, Volume Three, Highway Plans.

The standard Right of Way plan consists of the following:

- Title sheet*
- Centerline plat
- Property map
- Utility plan**
- Schematic**
- Summary of additional right of way
- Detail right of way plan sheets
- Railroad and/or government land plats**

*A paper copy of the construction title sheet unless otherwise specified in the project scope.

**If specified in project scope or by ODOT's District Production Office.

RIGHT OF WAY PLANS

The need for a separate utility plan will depend largely on the nature, complexity of a project, the number of utilities affected and their involvement. If a separate utility plan is not required, all utility ownership information shall be shown on both the general notes of the construction plan and the property map. For additional information refer to sections 8100 and 8200 of the Real Estates Policies and Procedures Manual.

As with the utility plan, the need for a schematic plan will be dictated by the complexity of a given project and, if required, can be based on the property map.

A schematic plan serves as a special index to the right of way detail sheets covering complex areas such as interchanges, extensive side or service road involvement, etc., which are so involved as to make it difficult to visualize the overall relationship of the plan sheets. The schematic plan delineates the coverage of each plan sheet and indexes each to the other.

3102.02 Survey Requirements

The requirements specified in ODOT's Survey Manual shall be followed during the performance of all survey work associated with Right of Way plan development. Particular reference should be made to Section 301.5 - Right of Way Monumentation and Section 405 - Survey for Right of Way Plans. Further specific criteria to be followed in preparing the right of way plan may be found in the project scope of services document.

3102.03 Utility Relocation Coordination

When construction plans are filed for Stage One Review, the plan preparer will furnish the district utility relocation coordinator four copies of the “Utility Facility Estimating Data” (form RE 75) and two sets of the plan and profile sheets and cross sections.

Additionally, the plan preparer shall forward copies of the above plan sheets directly to each affected utility company unless directed otherwise by the District Production Office.

If a project is to have a separate utility plan as part of the right of way plan, copies of that plan should be included with the above transmittal to the District Utility Relocation Coordinator. Refer to Section 8209.09 C, of the Real Estate Policies and Procedures Manual for further details pertaining to utility relocation coordination.

3102.04 Recording and Filing

Upon the submission of the Plan Package to Central Office (Plan File Date Stage), the District Production Office shall submit a quarter size copy of the final right of way plan to the Records Section of the Office of Real Estate in Columbus. The District Production Office shall also insure that the centerline plat sheet is recorded at the County Recorders Office.

The District Production Office shall, upon completion of acquisition of the project, complete the recording data for each parcel acquired and submit the final summary of additional right of way sheet(s) to the Records Section of the Office of Real Estate in Columbus.

Should the location of any monuments called for on the centerline plat be changed during construction, the District Production Office shall insure a revised centerline plat is recorded at the appropriate county recorder's office. Any changes in the originally proposed monument locations shall be clearly noted on the revised plat. A copy of the revised plat shall be forwarded to the Records Section as above.

3103 The Review Process

3103.01 General Procedures

The ODOT District Production Office is the coordinating unit for all reviews and submissions related to the Right of Way plan.

In order to meet the specific requirements of a project or to meet the needs of a particular district, certain details of the review process defined in this manual may be modified. These modifications are to be authorized by the District Production Administrator and consist of minor modifications that pertain to the timing of submissions, the number of copies to be submitted, who receives submissions and the exact details to be shown on the preliminary right of way plan.

The District Production Office will solicit and coordinate comments when needed from central office units, regional offices, affected governmental agencies and any other pertinent sources. The District Production Office will also determine the need for a formal review meeting.

The right of way review process of each project shall include a field check. The field check will include visual verification of topographic features, utilities, ownerships, access situations, affects of proposed construction to each ownership and any other items that

will affect acquisition of the right of way. The field check should be documented in the project file.

As the right of way plan is developed, it is submitted and reviewed at the Preliminary Right of Way Plan Phase as well as the Final Right of Way Plan Phase.

3103.02 Review Agencies

The development of the right of way plan can require reviews and comments from various other offices and agencies such as:

- Central Office Acquisition Support Section (Railroad Acquisition)
- Regional Real Estate Office
- Any Local Governmental Agencies that are involved with the project (LPA's)

The District Production Office will:

a. Identify when others need to be involved in the right of way review of a particular project.

b. Assure right of way review prints and a request for review comments get to those parties involved.

c. Gather and incorporate all review comments.

3103.03 Submissions

A. Distribution

When submissions are made for preliminary or final right of way plan review, full size prints of the right of way plan and an accompanying transmittal letter should be sent directly to the following offices:

- The District Production Office.
- The Regional Real Estate Office. (as directed by the District Production Office)
- Any local governmental agency that is involved in the right of way of the project.

The transmittal letters to be used for the submissions must contain:

- The full project identification including County, Route, Section (street name) and PID number.
- The type of review submission.
- An indication of any local government involvement, along with any comments the local government may have regarding the submission.
- An explanation of any special items, situations or potential problem areas.
- A list of all offices receiving the review material.

When the right of way review process is completed, a full size mylar copy of the final tracings and a paper copy of the legal description for each parcel of right of way to be acquired shall be submitted to the District Production Office. When the plans are prepared with CADD following the Location and Design Manual Volume Three section 1206.2.1 and/or the legal descriptions prepared on a word processing program as specified by the District Production Administrator, disk copies of the plans and legals shall also be included in the submittal. Should the right of way tracings be revised during acquisition, the District Production Office will forward a formal communication to the regional office accompanying the revised plan sheets to verify the changes.

B. Timing

The timing of right of way plan submissions shall be as shown below unless otherwise authorized by the District Production Office. In all cases, the design agency's submissions shall be in accordance with the previously determined dates specified as the PDMS commitment dates for preliminary and final right of way plan submission and submission of right of way plan tracings.

STAGE 2 REVIEW

Preliminary R/W (1403.26 of ODOT's Location and Design Manual)

The Preliminary Right of Way Plan Submission shall be made during the STAGE 2 REVIEW unless otherwise noted by the District Production Administrator.

STAGE 2 REVIEW - INTERMEDIATE ACTIVITY

R/W Plans and R/W Descriptions (1403.31 and 1403.32 of ODOT's Location and Design Manual)

The Final Right of Way Plan Submission is an intermediate activity that follows the STAGE 2 REVIEW and includes the submission of legal descriptions. The timing of this submission shall be 30 working days after receipt of the preliminary review comments unless otherwise noted by the District Production Administrator.

NOTE: A final field review and ownership check shall be performed by the design agency upon receipt of the final review comments and/or approval of the R/W Plans and R/W Descriptions Reviews (1403.31 and 1403.32) but no more than 15 working days immediately prior to the Submission of R/W Plans (1507 of ODOT's Location and Design Manual).

SUBMISSION OF R/W PLANS (1507)

The Submission of Right of Way Plans shall be made before the STAGE 3 REVIEW. The timing of this submission shall be 10 to 20 working days after receipt of the final review comments and/or approval of the R/W Plans and R/W Descriptions Reviews (1403.31 and 1403.32 of ODOT's Location and Design Manual) unless otherwise noted by the District Production Administrator. STAGE 2 REVIEW comments shall be addressed and incorporated prior to the submission of Right of Way plans.

C. Composition

The **Preliminary R/W Submission (1403.26 of ODOT's Location and Design Manual)** shall include:

- All the sheets that will be needed for the final right of way plan. It is realized that the sheets will not be 100% complete, however, inclusion at this point will allow for a more effective review. The centerline plat and property map should be nearly complete, including all typical notes (Basis of Bearing, Basis of Existing R/W, etc.).

- All existing topographic features including utilities and subsurface items. All record easement information including recorded references.

- The correct identification of all affected ownerships including correct legal names as recorded reference, recorded area, total PRO area, auditor's permanent parcel number, correct location of property lines and property monuments located and identified. This is to be based upon data received from the county records no more than six months prior to submitting for preliminary review.

- All proposed right of way parcels with bearing and distances and station and offsets indicated including calculated areas.

- Identification of all encroachments on the plan sheets. See Section 3105.03 (3S) and Attachment 3113.01 for more information.

- Show "Construction Limits" a minimum of 4 feet beyond the intersection of the proposed back slope or fill slope to the existing ground line and outside the limits needed to complete the work shown on the plan. "Construction Limits" will include the removal of any items inside the proposed right of way line (parking areas, trees, signs, etc.) or any excavation or grading (installation of storm sewers, etc.). "Construction Limits" will assist in defining the minimum right of way (including temporaries) required.

The **R/W Plans and R/W Descriptions Submission (1403.31 and 1403.32 of ODOT's Location and Design Manual)** shall include:

- The incorporation of all comments from the preliminary right of way review, (1403.26 of ODOT's Location and Design Manual). A complete set of R/W plans including all details required on the final R/W plans.

- The legal description for each parcel of right of way to be acquired. Each parcel description shall have been checked for closure and consistency with the right of way plan.

- Provide documentation of closure calculations for each parcel.

The **Submission of R/W Plans (1507 of ODOT's Location and Design Manual)** shall include:

- The incorporation of all comments from the final R/W Plans and R/W Descriptions Reviews (1403.31 and 1403.32 of ODOT's Location and Design Manual).

- Any revisions resulting from the final field review and ownership check shall be incorporated into the right of way plan tracings and legal descriptions. The design agency shall comply with all specific requirements indicated in the scope of services document.

- The legal descriptions shall have been checked for closure and consistency with the right of way plan. All legal descriptions shall meet the Ohio Administrative Code Section 4733-37-06, all requirements outlined in Section 3106 of this manual and any applicable county conveyance standards for which they are to be recorded.

- Any subsequent comments received from the District Production Office. The tracings shall have been checked by the right of way plan designer and right of way plan reviewer ensuring that all items are correct, current, complete and to the applicable specifications and manuals.

3104 Standard Right of Way Plan Format

A detailed right of way plan shall be prepared on standard size sheets as prescribed by ODOT's Location and Design Manual Volume Three Section 1203. (See Figure 1203-1 of the Location and Design Manual, Volume Three.) One centerline segment per sheet is required to assure legibility when plans are reduced one-half for field and permanent record purposes.

On all projects, regardless of rural or urban setting, it is strongly recommended that a scale of 1:20 be utilized in the detail right of way plan sheets. Deviation from this practice in special cases would be acceptable on the recommendation of the District Production Administrator. Right of way plan preparation shall be performed in accordance with Section 1200 of the Location and Design Manual.

Existing and Proposed right of way lines and property lines shall be located based on requirements specified in Section 4733-37 of the Ohio Administrative Code (Board Rules) governed by regulations outlined in Section 4733, Ohio Revised Code (Regulation Laws) and in accordance with any special requirements of the county(s) in which the project is located.

Existing right of way data and ownership information shall be researched from all available sources including but not limited to ODOT records, county road records, commissioner's journals and records of other county offices to the extent necessary to provide accurate basis for plans.

Special attention shall be given to any commercial/industrial property having underground storage tanks in current use or which may have previously utilized underground storage tanks, e.g., service stations, print shops, dry cleaners, etc., to identify any potential environmental concerns.

Staking/flagging of the proposed right of way to facilitate appraisal and negotiation as requested by the Region shall be the responsibility of the District Production Administrator whether it be by in-house staff or consultants. Please refer to the scope of services document for more information on the staking/flagging of the proposed right of way or contact the appropriate District Production Administrator.

All calculated areas shall be shown in the same unit of measure throughout the plan.

3104.01 Numbering of Ownerships

An ownership is defined as the area of all contiguous lands having a common owner. "Common Owner" is further qualified, in that, in the case of multiple deed references, owner names must be identical.

An ownership number shall be assigned to each ownership on a project as soon as it is determined that the property will be impacted by the project. This number is limited to four numerical characters and one letter character and is to be a whole number without dashes. Each new number/letter combination shall indicate another ownership as being required. Ownership numbers are generally numbered following the same direction as the stationing of the project.

A letter suffix with the ownership number, if used, indicates <u>different ownerships only</u> and shall not be used to indicate different parcels from the same ownership (Examples: 1234A is one ownership in the name of John Jones. 1234B is one ownership in the name of Jack Smith).

The ownership number, once assigned, shall remain with that ownership throughout the plan development and acquisition process. It becomes the basic identification for file maintenance, plans and billing.

If ownerships merge, the higher ownership number should be canceled and subsequent transactions posted to the lower ownership number involved in the merger.

When during the plan development process, there occurs an out sale from an ownership, producing a new ownership required by the project, two options exist: (1) assign a new number to the split-out or, if this is impractical, (2) add an alphabetical suffix to the original ownership number.

To further clarify the issue, the alphabetical suffix is used to identify an ownership not required or not in existence at the time of initial numbering and to avoid using a number totally out of sequence. A numerical suffix is used to identify additional parcels of the same type within a contiguous ownership (see "3104.02 Parcel Identification").

When acquisition starts or ends on a property line, the adjoining ownership should be assigned and listed on the Summary of Additional Right of Way Sheet with the volume and page number and marked "NO R/W REQUIRED."

When the work being performed effects only the PRO area of the property, the property owner should be listed and marked "NO R/W REQUIRED."

Utility companies receive a unique treatment. If a utility owns land that must be acquired for highway purposes, an ownership number is assigned. If a utility has a building or other permanent structures that must be relocated, an alphabetical abbreviation of the utility shall be assigned instead of an ownership number.

3104.02 Parcel Identification

A parcel satisfies the State's need from an ownership for a specific phase of work involved in the project. A parcel identifier shall be assigned to each individual parcel required from an ownership indicating the type of title to be acquired. Following the parcel identifier, number(s) starting with number "1" shall be assigned to parcels of the same type title within a contiguous ownership (example: (1) The only fee title right of way parcel in an ownership would be 23-WD, (2) Multiple fee title right of way parcels in an ownership would be 23-WD1, the second 23-WD2, the third 23-WD3 and so on).

A parcel identifier and number combination once assigned to an ownership, shall remain with that ownership throughout the plan development and acquisition. If a parcel is found to be no longer required, its identifier is deleted on the ownership.

A "V" identifier should be used when acquiring parcels in the name of an entity other than the Department, such as other State Agencies and Political Subdivisions. For example: if a piece of land was purchased as a WD (Warranty Deed with Reservation of Access) by the Department for the City of Columbus the identifier should appear as WDV. The Summary of Additional Right of Way Sheet should show the name in which the parcel is being acquired in the remarks column.

If the type of title of a parcel changes, the old identifier is deleted and a new parcel identifier assigned.

For more information on Parcel Identifiers see Section 3200 Types of Title to be Acquired of the Real Estate Policies and Procedures Manual.

3104.03 Dual Numbering of Right of Way Plan Sheets

A. Right of way plan sheets are numbered as a separate series beginning with the first sheet included in the right of way plan set (i.e., centerline plat, or property map) as Sheet Number One. (See Figure 1204-3 of the Location and Design Manual, Volume Three.)

B. Right of way plan sheets also carry a second set of sheet numbers that include them as a part of the overall construction plan set. (See Figure 1204-3 of the Location and Design Manual, Volume Three.)

3104.04 Cross References

A. Each right of way plan sheet is cross referenced at match lines to adjacent detail sheets. These match lines shall carry references to the sheet number and station.

B. Right of way plan sheets carry cross references, by note, to sheets showing details of intersections, service roads, relocated intersecting roads, railroad and government plats, etc.

3104.05 Sheet Identification, Stationing and North Arrow

A. On centerline plats, property maps and detail sheets, give station limits applicable to each sheet in the right border. Identify summary sheets by parcel number limits if more than one summary sheet is used.

B. Centerline stationing shall normally read from left to right on all plan sheets.

C. A north arrow and graphic scale is required on all plan sheets and plats excluding the Summary of Additional Right of Way sheets. (See Section 1204.1 and Figure 1204-3 of the Location and Design Manual, Volume Three.)

RIGHT OF WAY PLANS

3104.06 Lettering

With the ever expanding use of CADD systems in plan preparation and the availability of different lettering systems, it is difficult to specify lettering sizes. Letter size should be governed primarily by the purpose of the lettering, maintaining proportion related to its importance to the plan. Clarity and legibility are, of course, important, always bearing in mind that the plan will ultimately be reduced to quarter size for record purpose and field use.

In accordance with the Location and Design Manual, Volume Three, Section 1206.3.5, the minimum text size should be 0.125 inch.

3104.07 Standard CADD/Drafting Abbreviations and Symbols

Standard abbreviations, standard CADD/Drafting symbols and line styles can be found in ODOT's Location and Design Manual, Volume Three, Highway Plans. ODOT's CADD/Drafting symbols and line styles can also be downloaded from ODOT's web site at http://www.dot.state.oh.us./prod/volume3.

3104.08 Project Identification/Stationing

By convention, projects are identified by a combination of county, route and section-the standard three-letter county abbreviation, the route number and the section (miles measured from the westerly or southerly county line or point of origination of the route to the location where the project begins).

Under normal circumstances, the centerline stationing in a project should closely reflect the straight line mileage shown in the "section." (Stationing can come from existing monumentation, bridges and prior projects, but in any case, should reflect the section mileage.) Refer to the Location and Design Manual, Sections 1302.2.2, 1303.3 and 1309.41 for details pertaining to straight line mileages, stationing and project identification.

3104.09 Existing Right of Way/Encroachments

It is assumed that any and every source will be utilized in determining the location of the existing right of way on a project in order that adequate new right of way be provided. In the recent past, demands have been made for renewed attention to encroachments and advertising device controls, both of which depend entirely on the accurate location of highway rights of way. All encroachments shall be shown on the Preliminary Right of Way Plans and all subsequent plans. These plans, showing the existing right of way

lines, shall be provided to the District Production Administrator. In light of these concerns, the importance of this item cannot be ignored (See Attachment 3113.01).

3104.10 Plan Sheet Format

Sample sheets in Section 3105 reflect changes in size and format as introduced in the current Location and Design Manual, Volume Three. These sheets are available (in Micro Station format) and can be downloaded from ODOT's web site at http://www.dot.state.oh.us.

3104.11 Monumentation

Monumentation, with respect to right of way, is needed for two specific purposes:

1. The first is to perpetuate the physical location of the centerline of right of way, and thereby comply with Section 5519.05 of the Ohio Revised Code. Such Monumentation physically defines a centerline of right of way, providing the basis for legal descriptions, proposed improvement plans involving right of way and facilities management activities. This is to be accomplished by the use of one or more types of the following monuments:

    a. The ADJUSTABLE CENTERLINE MONUMENT consists of a cast iron frame and cover enclosing a steel rod, set in concrete and encased in a concrete or plastic/clay pipe, set on the centerline. These are normally set at curve points and at appropriate intervals on longer tangent segments.

    b. A REFERENCE MONUMENT is an appropriately capped steel rod, set in concrete, below ground level on one or both sides of a roadway, in such a way to support re-establishment of the centerline of right of way, yet be out of the path of routine maintenance activities. These are usually located such as to reference curve points and tangent points as above.

    c. A RIGHT OF WAY MONUMENT consists of an appropriately capped steel rod, set in concrete, at ground level, on the right of way line, in such manner as to enable re-establishment of the centerline of right of way, as well as delineating the right of way line itself. These would be located much the same as the reference monuments described above.

2. The second need for Monumentation, is to perpetuate the physical location of the corners and other points on the boundaries of each parcel of permanent right of way acquired. This also serves to satisfy requirements set forth in Section 4733-37-03 of the Ohio Administrative Code. All such Monumentation is recited in the legal descriptions for acquisition of these right of way parcels. This is to be accomplished by the use of the following type of monument:

   a. A BOUNDARY MONUMENT for this purpose, consists of a 3/4" diameter steel rod or bar, 30" long, topped with a minimum 1-1/2" diameter aluminum cap stamped "ODOT R/W - DISTRICT XX" if set by ODOT forces, or ODOT R/W - with the surveyor's Ohio registration number or surveyor's name, registration number and/or company name, as specified in the above referenced Code section, when set by the consultant. The Monument Legend in the plan and a statement in the legal description shall recite the actual cap stamping.

Specific details and descriptions of each of the above types of monuments can be found in the current Ohio Department of Transportation Survey Manual, Section 301, Monumentation, and in the Standard Construction Drawings RM1.1 (see sample centerline plats included in Section 3105 of this manual).

There are different time periods within the development of a project that have been selected for setting boundary monuments. Those time periods include before Right of Way acquisition, after Right of Way negotiations and after project construction. Each time period can be said to have certain advantages and disadvantages. In regards to the issue of when boundary monuments should be set, consideration needs to be given to the Ohio Administrative Code, Section 4733-37-03, which specifies that when monuments are required, they shall be set upon completion of the survey. Naturally, this would be before transfer of the affected Right of Way parcels.

Selection of the exact time period at which boundary monuments will be set for a particular project should be determined by the District office with consideration given to both the needs of Right of Way acquisition personnel and the requirements of the OAC.

NOTE: Frequent reference is made to "right of way staking" and though sometimes perceived otherwise, it is intended to refer to the delineation of proposed right of way lines to accommodate the appraisal and negotiation process, and usually consists of flagged-laths placed on angle points, corners and property line intersections on said lines.

3105 Sample Right of Way Plan Sheets

Sample right of way sheets are shown in this part of the manual in order to illustrate the composition of each of the various types of right of way sheets.

The Office of Real Estate has eliminated the requirement that a separate right of way title sheet be included for every right of way plan. When a separate right of way title sheet is not prepared, a paper copy of the construction title sheet shall be included as part of the right of way plan set. This will require the basic components of the construction title sheet (plan signatures, location map, project identification information, sheet index pertaining to right of way sheets, etc.), be completed at the time of submission for right of way review.

3105.01 Centerline Plat

The centerline plat serves two major purposes. The first is to define the proposed centerline and relate it precisely to it's geographical and boundary related location. This is done by showing ties to other centerlines, political subdivision lines, water courses and existing monuments found in the vicinity. It should provide ample data to enable the County Engineer and/or Auditor to locate the new alignment on their maps as well as sufficient basis for a surveyor to re-establish the centerline on the ground sometime in the future. The plat should clearly show what monuments and/or record information was used to define the existing alignments and political subdivision lines. (Also see ADDITIONAL ITEMS at the end of this Section).

The second purpose of the centerline plat is to show the exact location of new monuments that are set for the purpose of maintaining the physical location of the centerline. Since considerable amount of funding is used to establish the location of centerline(s), it is important that ample Monumentation be incorporated as part of every project. Refer to ODOT's Survey Manual, Section 301 for further details related to Monumentation. Because of the make up of the centerline plat and the fact that this sheet is recorded at the local county recorder's office, it is the ideal sheet for showing the exact location of all new or found centerline monuments.

Listed here and referenced to the sample plat, are major items that should be included.

RIGHT OF WAY PLANS

1A Sheet Heading

Show the following information on the sheet heading:

a. County, Route, Section (Expressed in miles to the nearest hundredth.)
b. City or Village, if applicable
c. Section/Township Tier/Range/VMS numbers
d. Civil Township
e. County

1B Title Block

Show the following information on the title block:

a. Sheet Number (Overall sheet numbering and R/W sheet numbering)
b. County, Route, Section/Project identification
c. Sheet Title
d. Right of Way Plan Designer and Right of Way Plan Reviewer
e. PID Number
f. Scale
g. North arrow (Any additional north arrows to be included on the plan sheet are at the option of the District Production Office.)

Note: Centerline Plat - 1"=200' preferred. Deviation from this scale is acceptable upon the recommendation of the District Production Administrator.

1C Monument Table

Tabulate centerline monuments and/or centerline reference monuments by station. For reference monuments, show offset, right and left, as well. Format for this table is flexible, relative to the needs of each project. See Section 3104.11 for more information on monuments. A pay item shall be shown on the General Summary sheet of the construction plans when new monuments are to be set.

When the centerline plat is filed as public record, it is important that monument location be shown AS SET for the accuracy of these records.

1D Monument Legend

Show a graphic depiction of monuments appearing in the plan clearly distinguishing between those found (existing) and those proposed to be set.

1E Political Subdivision Monumentation

Show and identify any such monumentation found for county, township, section, lot, VMS or corporation lines, giving station/offset and/or distance and bearing along the line from its intersection with the centerline. Label all such subdivision lines clearly.

1F Centerline

Show centerline stations at 100 foot intervals, with intermediate ticks every 50 feet. Variance from this to accommodate other scales is acceptable, the primary consideration being clarity and an uncluttered appearance.

1G Centerline Monuments

Show note referring to monumentation details as per standard construction drawings. (Notification of, and approval by County/City Engineer, when involved, would be included in this note).

1H Centerline Intersections

Show stations for centerline intersections with political subdivision lines, side roads, water courses and railroads, identifying each by name and/or number and show direction/bearing where appropriate.

1I Project Limits

Show Begin and End Project flags.

1J Curve Data

Show complete curve data for all proposed mainline and side road centerlines. Show existing centerline data as well, if pertinent to the project. Label clearly to avoid possible confusion between the two.

If the centerline has spiral transitions, describe and show graphically, the method utilized for computation of points within these areas. Referencing from the long and short tangents is a more frequently used method, but others are acceptable.

1K Dimensions

All distances, along civil subdivision lines, from centerline to corners or monuments, between relevant points, etc., shall be shown.

1L Recording Block

Provide a block or space for recording data appropriate to the county(s) in which the project is located. This may require contact with the county recorder's office to determine their requirements.

1M Survey Certification

Show the surveyor' s certification statement with provisions for registration number, surveyor's name, signature and seal.

1N Basis of Bearings

Provide information regarding the basis for bearings used on the centerline. If they are based on a prior project, cite the county, route and section and recording data for its centerline plat. If bearings are based on an assumed azimuth for project use only, it should be stated as such (also see 1O).

1O Basis of Existing Centerline of Right of Way

Provide information regarding the basis by which the existing centerline of right of way alignment was established by citing prior plans, surveys, dedication plats , etc., and recording data or source for the reference.

Additional Items

When a project involves more than one centerline, e.g., of survey, of right of way, of construction, etc., the primary concern on this plat should be showing clearly, graphically and mathematically, the distinction and the relationship between them. In many cases, this can be best accomplished by an exaggerated scale diagram. It should also clearly define to which of the centerlines the proposed right of way, etc., will be referenced.

The type of monument used for centerline Monumentation shall be in accordance with ODOT's Survey Manual and Location and Design's Standard Construction Drawing RM1.1.

With projects involving recorded subdivisions, delineate the perimeter of same, identify by name and show recording data.

If the project is limited access, show the following Limited Access Declaration:

> THIS IMPROVEMENT IS ESPECIALLY DESIGNED FOR THROUGH TRAFFIC AND HAS BEEN DECLARED A LIMITED ACCESS HIGHWAY OR FREEWAY BY ACTION OF THE DIRECTOR IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5511.02 OF THE REVISED CODE OF OHIO.

MUS-60-22.70
BANK LOT #6, SEC. 22 T1N & T2N R8W
FALLS TOWNSHIP, MUSKINGUM TOWNSHIP
MUSKINGUM COUNTY

CENTERLINE REFERENCE MONUMENTS (●) TO BE SET DURING CONSTRUCTION				
STATION	DIST. FROM ℄ OF SURVEY LEFT	DIST. FROM ℄ OF SURVEY RIGHT	ADJUSTABLE ℄ MONUMENT	℄ REFERENCE MONUMENT
1195+00	27'	27'		2
PC 1200+23.69	37'	47'		2
PT 1204+26.44	42'	47'		2
1210+00	40'	31'		2
PC 1215+72.41	27'	27'		2
PT 1218+05.40	27'	27'		2
TS 1224+78.55	47'	47'		2
SC 1226+29.75	57'	57'		2
CS 1229+11.77	72'	50'		2
ST 1230+62.97		50'		1
1235+00	59'	50'		2
TS 1240+83.88	69'	122'		2
SC 1243+10.68	64'	74'		
TOTALS				23

IC

IA

IN

BASIS FOR BEARINGS:

ALL BEARINGS SHOWN ARE FOR PROJECT USE ONLY. THESE BEARINGS ARE TO AN ASSUMED MERIDIAN AND ARE USED TO DELINEATE ANGLES ONLY.

IO

NOTE: THE EXISTING R/W WIDTH AND LOCATION WERE DETERMINED USING DOCUMENTATION ON FILE FROM THE OHIO DEPARTMENT OF TRANSPORTAITON, DISTRICT 5 OFFICE, JACKSONTOWN, OHIO.

S.H. 344, SEC. K-L-M, MUSKINGUM COUNTY.

ID

MONUMENT LEGEND

- ● *PROPOSED CONCRETE MONUMENT*
- ✖ *RAILROAD SPIKE SET*
- O.I.P.F. *IRON PIN FOUND (IRON PIN/REBAR/IRON PIPE/AXLE)*
- △ *STONE FOUND*

EXST SR 60 CURVE DATA:
P.I. STA. 1216+89.28
Δ = 3°33'48" LT.
Dc = 1°30'00"
T = 118.81'
R = 3819.72'
L = 237.55'
E = 1.85'

STA. 1219+64.70
1,205.15' LT.

SEC. 23 T2N R8W
SEC. 22 T2N R8W

N 02°22'32" E

STA. 1208+91.34 ℄ SURVEY, R/W AND CONSTRUCTION S.R. 60 = STA. 0+00 ASH MEADOWS BOULEVARD (SOUTH)

EXST SR 60 CURVE DATA:
P.I. STA. 1207+86.65
Δ = 2°43'00" LT.
Dc = 1°00'00"
T = 135.86'
R = 5729.58'
L = 271.67'
E = 1.61'

PROP S.R. 60 CURVE DATA:
P.I. STA. 1216+88.94
Δ = 3°29'41" LT.
Dc = 1°30'00"
T = 116.53'
R = 3,819.72'
L = 232.99'
E = 1.78'

FALLS TOWNSHIP
MUSKINGUM TOWNSHIP

EXST SR 60 CURVE DATA:
P.I. STA. 1202+73.66
Δ = 40°58'41" RT.
Dc = 9°30'00"
T = 225.36'
R = 603.11'
L = 431.35'
E = 40.73'

SUSPEND PROJECT
STA. 1206+08.75
S.L.M. 22.84

II

NOTE: FOR ℄ ALIGNMENT BACK SEE MUS-60-21.47 RECORDED P.B. 17 PG. 35-36 MUSKINGUM COUNTY PLAT RECORDS

BEGIN PROJECT
STA. 1198+50
S.L.M. 22.70

ASH MEADOWS BOULEVARD

STA. 1209+33.94 ℄ SURVEY, R/W AND CONSTRUCTION S.R. 60 = STA. 0+00 ASH MEADOWS BOULEVARD (NORTH)

IJ

EXST SR 60 CURVE DATA:
P.I. STA. 1229+54.25
Δ = 26°03'41" RT.
Dc = 9°30'00"
T = 139.58'
R = 603.11'
L = 274.33'
E = 15.94'

CARNATION RD.

N61°40'08"W

T.R. 149 (CARNATION RD.)
N 82°11'30" W (TANGENT BEARING)
P.I. STA. 0+58.88
Δ = 20°31'22" RT.
Dc = 38°11'50"
T = 27.16'
R = 150.00'
L = 53.73'
E = 2.40'

EXST SR 60 CURVE DATA:
P.I. STA. 1244+40.28
Δ = 20°19'00" LT.
Dc = 9°30'00"
T = 108.06'
R = 603.11'
L = 213.86'
E = 9.60'

PROP S.R. 60 CURVE DATA:
P.I. STA. 1244+99.92
Δ = 32°20'35" LT.
Dc = 5°30'00"
R = 1,041.74'
Ls = 226.80' (NDC = 205')
Os = 6°14'13"
LT = 151.29'
ST = 75.69'
Lc = 361.25'
Ts = 416.04'
Es = 15.86'

IB

EXIST. ℄ S.R. 60

℄ EXISTING S.R. 60

N 4°30'42" W EXIST

℄ FRAZEYSBURG ROAD (ABANDONED)

IH

STA. 1226+96.03 ℄ SURVEY, R/W AND CONSTRUCTION S.R. 60 = STA. 0+00 ℄ SURVEY AND CONSTRUCTION T.R. 149 (CARNATION ROAD)

N 7°13'42" W

STA. 1216+89.33

STATION EQUATION EXISTING 60
STA.1209+22.45 EXISTING BACK=
STA.1209+16.86 EXISTING AHEAD

N 10°47'30" W EXIST
N 10°43'23" W PROP

RESUME PROJECT
STA. 1224+00.00
S.L.M. 23.18

N 15°16'11" E EXIST

BANK LOT #7
BANK LOT #4

STA. 1192+74.32

R.R. SPIKE SET

N 45°29'23" W

BANK LOT #6
BANK LOT #5

IK

T.R. 309 (FAIRVIEW RD.)

N 01°52'42" E 1410.83'

STA. 1219+34.80 ℄ SURVEY, R/W AND CONSTRUCTION S.R. 60 = STA. 0+00 MAPLE CREEK DRIVE (SOUTH)

N 87°55'00" W 940.08'

STA. 1219+56.42 ℄ SURVEY, R/W AND CONSTRUCTION S.R. 60 = STA. 0+00 MAPLE CREEK DRIVE (NORTH)

PROPOSED ℄ SURVEY, R/W AND CONSTRUCTION S.R. 60

N 15°16'11" E PROP

N 05°02'49" W

PROP S.R. 60 CURVE DATA:
P.I. STA. 1202+32.90
Δ = 38°15'41" RT.
Dc = 9°30'00"
T = 209.21'
R = 603.11'
L = 402.75'
E = 35.25'

N.E. CORNER BANK LOT #6

N 01°53'10" E 688.39'

N.W. CORNER BANK LOT #5

N 87°55'00" W

5/8" REBAR FOUND
STA. 1208+59.29
817.14' RT.

5/8" REBAR FOUND
STA. 1215+37.31
925.92' RT.

N 87°55'00" W
610.34'

STONE FOUND
STA. 1114+32.84
1528.21' RT.

IE

FALLS TOWNSHIP
MUSKINGUM TOWNSHIP

PROP S.R. 60 CURVE DATA:
P.I. STA. 1227+74.77
Δ = 25°59'34" RT.
Dc = 6°00'00"
R = 954.93'
Ls = 151.20' (NDC = 210')
Os = 4°32'10"
LT = 100.83'
ST = 50.43'
Lc = 282.01'
Ts = 296.22'
Es = 10.51'

IM

STA. 1244+25.71 ℄ SURVEY, R/W AND CONSTRUCTION S.R. 60 = STA. 0+00 ℄ SURVEY AND CONSTRUCTION C.R. 3 (RICHVALE ROAD)

IL

N 87°17'40" W
C.R. 3 (RICHVALE ROAD)

MATCHLINE STA. 1247+00

STA. 1184+00.00 S.R. 60 = STA. 0+00.00 FAIRFIEW RD.

C.R. 309 (FAIRVIEW RD.)

THE PROPOSED RIGHT OF WAY SHALL BE REFERENCED FROM THE CENTERLINE OF RIGHT OF WAY.

ADJUSTABLE CENTERLINE MONUMENTS, REFERENCE MONUMENTS AND RIGHT OF WAY MONUMENTS ARE SHOWN ON STANDARD CONSTRUCTION DRAWING RM 1.1M (REV. 4-8-97) OF THE OHIO DEPARTMENT OF TRANSPORTATION. THE PLACING OF THE MONUMENTS SHALL BE UNDER THE DIRECTION OF A REGISTERED SURVEYOR AND ARE TO BE SET, AS SHOWN BY THE HIGHWAY CONTRACTOR AT THE TIME OF CONSTRUCTION. ANY ALTERATIONS, WITH PRIOR APPROVAL OF THE OHIO DEPARTMENT OF TRANSPORTATION, SHALL BE NOTED AND O.D.O.T. SHALL BE NOTIFIED OF THE NEW LOCATIONS.

IG

PORTIONS OF THIS IMPROVEMENT HAVE BEEN DECLARED A LIMITED ACCESS HIGHWAY OR FREEWAY BY ACTION OF THE DIRECTOR IN ACCORDANCE WITH PROVISIONS OF SECTION 5511.02 OF THE REVISED CODE OF OHIO.

I HEREBY CERTIFY THAT THIS PLAT IS A TRUE DELINEATION OF A SURVEY PERFORMED BY THE OHIO DEPARTMENT OF TRANSPORTATION IN 1997 BY DISTRICT 5, OHIO DEPARTMENT OF TRANSPORTATION.

THE ESTABLISHMENT OF THE PROPERTY LINES AND EXISTING RIGHT OF WAY LINES SHOWN ON THIS PLAN AS OF THIS DATE WAS PERFORMED BY ME OR UNDER MY DIRECT SUPERVISION.

31-22 THOMAS E. ANDREWS P.S. 6964 DATE

RECEIVED _____, 19____
RECORDED _____, 19____
BOOK _____ PAGE _____
COUNTY RECORDER

STATE OF OHIO PROFESSIONAL SURVEYOR

HORIZONTAL SCALE IN FEET 0 200 400

P.I.D. NO. 17894

R/W DESIGNER
R/W REVIEWER

CENTERLINE PLAT

MUS-60-22.70

1/64

356/419

WAY-539-(7.02)(7.18)(7.61)
T-21-N, R-14-W
SECTION 27, 28, 33 & 34
CONGRESS TOWNSHIP
WAYNE COUNTY, OHIO

IA

IN

IB

BASIS FOR BEARINGS:

ALL BEARINGS SHOWN ARE FOR PROJECT USE ONLY. THESE BEARINGS ARE TO AN ASSUMED MERIDIAN AND ARE USED TO DELINEATE ANGLES ONLY.

DEED VOLS.: 283, PGS.: 159 & 162
289, 159 - 162
358, 391 & 394
400, 103
460 220
642 390

SURVEY PLATS: "EE" 421
"O" 444
"W" 325-H
"X" 259

II

END PROJECT STA. 402+05.00

IJ

EXIST. ℄ SUR. & CONSTR. CURVE DATA S.R. 539

P.I. STA 368+17.74
Δ = 10°-33'-30"
D = 02°-00'-00"
R = 2864.79'
T = 264.71'
L = 527.92'
E = 12.20'

IH

P.I. STA.395+94.34 BK. =
P.I. STA. 395+70.46 AH.
Δ = 0°-15'-49" RT.
NO CURVE

N.E. SEC. 33

S.E. SEC. 28

P.C. STA. 365+53.03

SEE DETAIL FOR ℄ DATA

N. 86°05'49" W.
QUARTER SECTION LINE
STA. 369+16.41

P.T. STA.370+80.95

HOME RD. (C.R. 48)
SECTION LINE

S.L.M. 7.18

S.L.M. 7.60

STA. 422+52.78
QUARTER SECTION LINE

SECTION LINE

℄ CONSTR. S.R. 539 (CONGRESS RD.)

370 375 380 385 390 395 400 405 410 415 420

2678.10'

N. 00°-44'-11" E.

2682.32'
N 01°00'00" E

℄ OF RIGHT OF WAY S.R. 539

1'-0" OFFSET (UNIFORM)

℄ OF RIGHT OF WAY & CONSTR. S.R. 539

N.11°17'41"E.100'

S.L.M. 7.02

IK

IF

IE

N.W. SEC. 34

S.W. SEC. 27

℄ PLEASANT
S. 87°-30'-00" E.

S 87°30'00" E

P.I. STA. 368+17.74
S. 78°-23'-12" E.

BEGIN PROJECT STA. 370+70.00

IO

NOTES:

1. EXISTING CENTERLINE OF SURVEY AND RIGHT OF WAY ARE DETERMINED USING NOTES FROM SURVEY FIELD BOOKS, LOCATED IN WAYNE COUNTY RECORDS:

   WAYNE COUNTY ROAD RECORD BOOK NO. 18, PGS. 23 TO 63
   COUNTY RDS. 35 - 36
   CHESTER TOWNSHIP

2. STATIONING FOR CURVE ON CENTERLINE SURVEY IS BASED ON AN ALIGNMENT SET BY DISTRICT THREE SURVEY FORCES AND DOES NOT CORRESPOND WITH A PREVIOUSLY FILED PROJECT WAY-539-6.78.

3. REFER TO SHEET 1 OF 9 FOR MONUMENT DETAILS AND NOTE.

THE PROPOSED RIGHT OF WAY SHALL BE REFERENCED FROM THE CENTERLINE OF RIGHT OF WAY.

IG

ADJUSTABLE CENTERLINE MONUMENTS, REFERENCE MONUMENTS AND RIGHT OF WAY MONUMENTS ARE SHOWN ON STANDARD CONSTRUCTION DRAWING RM 1.1M (REV. 4-8-97) OF THE OHIO DEPARTMENT OF TRANSPORTATION. THE PLACING OF THE MONUMENTS SHALL BE UNDER THE DIRECTION OF A SURVEYOR REGISTERED IN THE STATE OF OHIO AND ARE TO BE SET, AS SHOWN BY THE HIGHWAY CONTRACTOR AT THE TIME OF CONSTRUCTION. ANY ALTERATIONS, WITH PRIOR APPROVAL OF THE OHIO DEPARTMENT OF TRANSPORTATION, SHALL BE NOTED AND O.D.O.T. SHALL BE NOTIFIED OF THE NEW LOCATIONS.

IC

MONUMENTS TO BE SET DURING CONSTRUCTION

STATION	DISTANCE FROM ℄ SUR. LEFT	DISTANCE FROM ℄ SUR. RIGHT	ADJUSTABLE ℄ MONUMENT	RIGHT OF WAY MONUMENT
P.T. 370+80.95			1	
P.O.T. 381+00.00			1	
P.O.T. 400+00.00			1	
P.O.T. 404+00.00			1	
TOTAL			4	

ID

MONUMENT LEGEND

M PROPOSED MONUMENT ASSEMBLY
O.I.P.S. EXISTING IRON PINS

IM

I HEREBY CERTIFY THAT THIS PLAT IS A TRUE DELINIATION OF A SURVEY MADE FOR THE OHIO DEPARTMENT OF TRANSPORTATION IN BY .

THE ESTABLISHMENT OF THE PROPERTY LINES AND EXISTING RIGHT OF WAY LINES SHOWN ON THIS PLAN AS OF THIS DATE WERE PERFORMED BY ME OR UNDER MY DIRECT SUPERVISION.

BY _____
SURVEYOR'S NAME

SURVEYOR NO. _____ DATE _____

IL

RECEIVED _____, 19____
RECORDED _____, 19____
BOOK _____ PAGE _____

_____
COUNTY RECORDER

STATE OF OHIO PROFESSIONAL SURVEYOR

31-23

N

HORIZONTAL SCALE IN FEET 0 100 200 400

P.I.D. NO. 12298

R.W. DESIGNER

R.W. REVIEWER

CENTERLINE PLAT

WAY-539-(1.12)(7.02)(7.18)(7.60)

2 / 9

40 / 47

RIGHT OF WAY PLANS

3105.02 Property Map

The primary purpose of the property map is to present a good overall picture of the right of way requirements of the project and show the relationship of the proposed right of way to each entire ownership. It should also provide a clear picture of the extent of ownership in each property, the relationship of properties to one another and the effects of the project on access and structures. In accomplishing these purposes, the following guidelines should be followed:

- The entire periphery of each ownership must be shown. If space precludes doing so at the prevailing scale, show with broken lines or provide an inset at a scale that will permit showing the whole property.

- Delineate extent of ownership clearly by generous use of property line symbols and land-hooks.

- Show owners name(s) and ownership number together, <u>within the property</u> if at all possible. For ownerships with multiple permanent parcel numbers, clearly indicate the portion of the ownership with the permanent parcel numbers.

- Show all buildings and drives on affected ownerships.

- Identify landlocked parcels or residues.

The property map is usually based on a combination of information available from various sources, including county Auditors tax maps, County Engineers maps, county recorder sub-division plats and railroad records when located within the limits of the project. In rural areas, the Agricultural Stabilization and Conservation Service can often provide a valuable source of property data.

Beyond those uses cited above, the property map also provides a basis for determining:

- The total present roadway occupied (PRO) for an ownership
- The need for service roads and/or access drives
- The need for “E” parcels

Space on the sheet(s) permitting, it can also serve as (or at least be the basis for) the utility plan and/or the schematic plan.

Listed on the following pages and referenced to the sample property map are major items which shall be shown.

2A Sheet Heading

Show the following information on the sheet heading.

a. City or Village, if applicable
b. Section/Township Tier/Range/VMS numbers
c. Civil Township
d. County

2B Title Block

Show the following information on the title block:

a. Sheet Number (Overall sheet numbering and R/W sheet numbering)
b. County, Route, Section/Project identification (Expressed in miles to the nearest hundredth.)
c. Sheet Title
d. Right of Way Plan Designer and Right of Way Plan Reviewer
e. PID Number
f. Scale
g. North arrow (Any additional north arrows to be included on the plan sheet are at the option of the District Production Office.)

Note: Property map - 1"=200' preferred. Deviation from this scale is acceptable upon the recommendation of the District Production Administrator.

2C Utility List and Note

Provide a list, including name, address and phone number of all utilities affected by the project showing the particular office to serve as contact for the project. Include also the underground utility note as shown on the sample sheet and as appears in the general notes of the construction plan. If a separate utility plan is not required, all utility ownership information shall be shown on the property map. If doing so would make the property map too difficult to read, a separate utility plan sheet would be required.

2D Ownership Name and Number

Show owner's name(s) and ownership number together, <u>within the property</u> if at all possible. In most cases, individual right of way parcel identifiers need not be shown. For multiple tract ownerships, clearly show auditor's parcel numbers for the individual tracts.

2E Limit Flags

RIGHT OF WAY PLANS

Begin and End station flags for three aspects of the project are required on the PROPERTY MAP. These three aspects are identified by stations along (longitudinal) the centerline of construction. See Sections 1303.6 and 1303.7 of the Location and Design Manual, Volume Three, for more information on Project Limits and Work Limits.

a. BEGIN and END PROJECT - as determined by the construction plan.

b. BEGIN and END ACQUISITION - determined as the stations opposite the extreme points of new right of way, permanent or temporary, to be acquired for the project.

c. BEGIN and END WORK - as determined from the construction plan. These are the limits within which we must be concerned with encroachments.

2F Proposed Project

Show proposed centerline(s) (with stations) and proposed construction including mainline and side road pavement, ramps and structures and proposed permanent right of way, adequately labeled. Easements, with the exceptions of standard highway easements and/or extensive channel easements, need not be shown unless they are the only "taking" proposed.

2G Structures

Show all structures, residential, commercial and outbuildings on every ownership affected by the project. Differentiate the types of structures by hatching, shading, etc. Location should be accurate as possible, using aerial photographs and other available sources for those away from the centerline "corridor".

2H Civil Boundaries

Show and label all civil subdivision boundaries such as county, township, corporation, village and Virginia Military Survey lines. In the case of municipal corporation lines, label so as to show clearly which side of the line is city and which is township. Follow conventional symbols to differentiate lines.

2I Side Roads

Show and label all side roads and their existing rights of way, labeling clearly with road number and name, if appropriate. In addition, identify all waterways and railroads by name.

2J Adjoining Project Data

Where ownerships have been or will be affected or right of way has been or will be acquired as part of an adjacent project, show ownership numbers and the "proposed" right of way with dashed lines and cite the county/route/section of the adjoining project.

2K Revision Block

The property map shall have a revision block showing the completion date and provide space to list revisions subsequent to that date. Before final right of way plans are submitted to the Regional office, changes can be made to the plan without noting any revisions, per se, in the revision block. After the plans have been submitted to the Regional office, any necessary revisions are noted in the revision block and shall indicate specifically what was changed, the date of the correction or addition and the initials of the person that made the revision. Formal communication indicating such shall be sent by the District Production Office to the Regional office and shall accompany the revised plan sheets to verify the changes. To facilitate additional entries, design the block to read from the bottom up.

2L Structure Key

Provide a key indicating how differentiation in types of structures, e.g., residential, commercial, etc., is shown.

2M Drives

Show all drives as accurately as possible, with special attention to those that provide the sole source of access to a property and could have a bearing on whether a parcel or residue is landlocked.

2N Utility Easements

Show significant utility easements and recording data for same.

2O Conventional Signs

All frequently used symbols and line styles for the plans shall be displayed here.

BANK LOTS #4, #5 & #6, SEC. 22 T1N & T2N R8W
FALLS TOWNSHIP, MUSKINGUM TOWNSHIP
MUSKINGUM COUNTY

CONVENTIONAL SIGNS

County Line
Township Line
Section Line
Corporation Line or
Fence Line (existing) (proposed)
Center Line
Trees, Stumps (to be removed)
Utility Poles: Telephone, Power, Light
Limited Access (only) LA
Right of Way (only) R/W
Limited Access & Right of Way LA-R/W
Exist. Right of Way R/W
Temp. Right of Way T ESMT
Slope Easement SL ESMT
Utility Easement U ESMT
Property Line (in existing fence)
Railroad or
Guardrail (existing) (proposed)
Construction Limits Construction Limits

STRUCTURES KEY:

- COMMERCIAL BUILDING
- RESIDENTIAL BUILDING

PROPERTY OWNERS

1. WILLIAM D. AND GLENNA PALMER
2. MARY L. VANDENBARK, ET. AL.
3. DONALD N. AND ANITA JANE MELHORN
4. JEFFREY A. AND MARY J. LEWIS
5. LAWRENCE S. AND CHARLENE DAVIS
6. JACK RODGERS WINE
7. RUTH J. HENERY
8. ASH MEADOWS
9. RICHARD AND NAZELENA RUCKER
10. CHRISTOPHER L. BAUM
11. ANTHONY S. AND MARJORIE D. REESE

UTILITY OWNERS

AMERITECH OF OHIO
160 NORTH 6TH STREET
ZANESVILLE, OHIO 43701
BECKY DICK
614-454-3513

AMERICAN ELECTRIC POWER
113 NORTH FIFTH STREET
ZANESVILLE, OHIO 43702
JAY CONN
614-672-4736

COLUMBIA GAS OF OHIO
216 HIGHLAND AVENUE
P.O. BOX 250
CAMBRIDGE, OHIO 43725
SEAMUS MULLIGAN
614-432-8225

DIVISON OF SEWER
401 MARKET STREET
ZANESVILLE, OHIO 43701
CHRIS CLARK
614-455-0641

EAST MUSKINGUM WATER AUTHORITY
375 RICHARDS ROAD
P.O. BOX 2007
ZANESVILLE, OHIO 43702-2007
ROGER PEYTON
614-453-0678

GUERNSEY-MUSKINGUM ELECTRIC
17 SOUTH LIBERTY STREET
NEW CONCORD, OHIO 43762
JOHN MARSHALL
1-800-521-9879

TCI CABLE TV OF ZANESVILLE
737 HOWARD STREET
ZANESVILLE, OHIO 43701
BILL RANDLES
614-450-8315

RECORDED UTILITY EASEMENT

AMERITECH OF OHIO
PARCEL 2 VOL. 638 PG. 65
PARCEL 3 VOL. 638 PG. 39
PARCEL 6 VOL. 638 PG. 67
PARCEL 7 VOL. 638 PG. 41

UNDERGROUND UTILITIES

THE LOCATIONS FOR THE UNDERGROUND UTILITIES SHOWN ON THE PLANS ARE AS REQUIRED BY SECTION 153.64 ORC. OBTAINED FROM THE OWNERS OF THE UTILITY.

31-28

REV. BY	DATE	DESCRIPTION
BAS	6/22/98	ADDED TIN AND BANK LOT 4, 5

DATE COMPLETED

HORIZONTAL SCALE IN FEET 0 200 400

P.I.D. NO. 17894

R/W DESIGNER
R/W REVIEWER

PROPERTY MAP
STA. 1155+00 TO STA. 1215+00

MUS-60-22.70

7/64

362/419

T-21-N, R-14-W
SECTION 27, 28, 33 & 34
CONGRESS TOWNSHIP
WAYNE COUNTY

CONVENTIONAL SIGNS

County Line
Township Line
Section Line
Corporation Line or
Fence Line (existing) (proposed)
Center Line
Trees, Stumps (to be removed)
Utility Poles: Telephone, Power, Light
Limited Access (only) LA
Right of Way (only) R/W
Limited Access & Right of Way LA-R/W
Exist. Right of Way R/W
Temp. Right of Way T ESMT
Slope Easement SL ESMT
Utility Easement U ESMT
Property Line (in existing fence)
Railroad or
Guardrail (existing) (proposed)
Construction Limits Construction Limits

STRUCTURE KEY

RESIDENTIAL
COMMERCIAL
OUT-BUILDING

UTILITY NAMES

POWER: HOLMES-WAYNE ELECTRIC COOPERATIVE, INC.
P.O. BOX 112
MILLERSBURG, OH. 44654-0112
PHONE: (216) 674-1055
(216) 264-2694 (WOOSTER)
FAX NO.: (216 674-1869

TELE: GENERAL TELEPHONE CO.
NORTH OPERATIONS
117 NORTH SANDUSKY ST.
BELLEVUE, OH. 44811
PHONE: (419) 483-8158

CABLE: ARMSTRONG UTILITIES
100 EAST 2ND STREET
ASHLAND, OH. 44805
PHONE: (419) 289-1343

THE LOCATION OF THE UNDERGROUND UTILITIES SHOWN ON THE PLANS ARE AS OBTAINED FROM THE OWNERS OF THE UTILITY AS REQUIRED BY SECTION 153.64 O.R.C.

ITEMS NOT SHOWN ON THIS SHEET

2J - ADJOINING PROJECT DATA
2N - UTILITY EASEMENTS

REV	DATE	DESCRIPTION
PWS	1-22-97	NAME PAR. 2

PLAN COMPLETED:

HORIZONTAL SCALE IN FEET 0 300 600

P.I.D. NO. 12298

R/W DESIGNER
R/W REVIEWER

PROPERTY MAP

WAY-539-(1.12)(7.02)
(7.18)(7.60)

4/9

42/47

3105.03 Summary of Additional Right of Way

The summary sheet shall be a tabular listing of all parcels, summarizing the types of taking and all aspects of the areas involved in the acquisition. Listed here and referenced to the sample Summary of Additional Right of Way sheet, is the data required and its preferred format:

3A Title Block

Show the following information on the title block:

a. Sheet Number (Overall sheet numbering and R/W sheet numbering)
b. County, Route, Section/Project identification (Expressed in miles to the nearest hundredth.)
c. Sheet Title
d. Right of Way Plan Designer and Right of Way Plan Reviewer
e. PID Number
f. State Job Number
g. Federal Project Number

If the right of way plan has more than one summary of additional right of way sheet, parcel number limits shall appear in the title block of the sheet.

3B Parcel Numbers

List parcel numbers. Where more than one parcel type, list in order of significance, usually limited access, fee taking, standard highway easement, permanent easements, temporary easements, work agreements, property rights and bill of sale. A frequently overlooked item is the accounting for all ownership numbers in a sequence, e.g., if numbering is started at 10, identify number 1-9 as "NOT USED" or, if within a sequence, a parcel is eliminated, identify it in like manner. In short, account for all ownership numbers within the project sequence as described in Section 3104.02.

3C Owner Identification

Show owner(s) of record exactly as it appears on the instrument(s) conveying title. When additional owners, indicated by "et al" or "et alii" are encountered, all such names shall be spelled out here or elsewhere in the plan, as space dictates. Other terminology-aka, fka, etc., should be defined here. The existence of land contract in an ownership must be addressed, usually by noting "fee" in parentheses after the owner's name and listing the land contract holder's name on the line below and noted (L.C.). See Section 3104.01 for more information on ownerships.

In the case of multiple parcels to be acquired from an ownership, show the owners name with the first parcel only and if the name requires more than one line, show subsequent parcels below those lines.

3D Sheet Number

Show the detail right of way plan sheet number(s) where the corresponding parcel is located in the plan set. If the plan has multiple property map sheets, also indicate the sheet number(s) of the property map that the parcel is shown on.

3E Owners Record

List the Deed Volume and Page, Official Record (O.R.) drawer, micro fiche or other recording data appropriate to the county in which the project is located.

3F Auditor's Parcel

Show parcel number(s) appropriate to County in which involved.

When ownerships have multiple auditor's parcel numbers, record areas and take areas shall be split out by auditor's parcel numbers as shown on the sample sheet.

3G Record Area

Show the area of record in the County Auditor's records so as to account for out sales, splits or acquisition that might not be reflected elsewhere. In most cases, areas are to be shown in acres, to the nearest thousandth, though in urban or other areas of high land valuation, they are more appropriately shown to the nearest square foot. Whichever the case, label clearly. If record area is unavailable through various sources, it may have to be calculated. Indicate by a note when the record area is calculated.

3H Total P.R.O.

Show the total PRO (present roadway occupied) or existing right of way within an ownership. This figure should reflect all road frontage, not just that involved in the proposed taking.

3I Gross Take

Show the gross area enclosed within a parcel of proposed right of way, including existing right of way where underlying fee extends under the existing easement or where proposed right of way overlaps existing lesser rights of way.

3J P.R.O. In Take

Show the area of existing right of way included within a parcel of proposed right of way.

3K Net Take

Show the area of ALL proposed taking exclusive of any existing rights of way. Then determine the total net take area per parcel including ONLY fee takes and standard highway easements. To be calculated as follows:

NET TAKE = GROSS TAKE - PRO IN TAKE

3L Structures

A "YES" in this column indicates the involvement of a structure in the proposed right of way. An "S" indicates the presence of a privately owned sign to be dealt with as **realty**. If more than one sign, show number of signs in parentheses “S(3)”. A "P" in this column indicates the presence of a personalty item which should be described in the remarks column.

Note: Do not show “S” for signs that are encroachments.

3M Net Residue

Show the net areas remaining left and/or right of the proposed acquisition. To be calculated as follows:

NET RESIDUE = RECORD AREA - TOTAL PRO - NET TAKE

Note: Net take includes ONLY fee taking and standard highway easements to be subtracted out of the record area to determine the NET RESIDUE.

Landlocked residues shall be labeled “LL”.

3N Type Fund

Identify funds with which parcels are to be acquired. If funding is the same for the entire project or large portions thereof, it is not necessary to identify funding for each parcel. Label the top and bottom of such a run and show a vertical line between the two.

3O Remarks and Personalty

Provide a brief description of the purpose of parcels, such as temporary easements, property right parcels, special agreements and work agreements. For temporary easements, give an estimate (in six-month increments) of the duration of said easement and state what the temporary is being used for, e.g. grading or to remove shed etc. For parcels to be acquired in the name of an agency that is other than the grantee, identify that agency here. Provide a brief description of any personalty items affected by the proposed work. Generally, and with exceptions, personalty items remain personal property if they can be removed without serious injury either to the real estate or to the item itself.

If a land contract is involved in a parcel, so indicate along with appropriate recording data in this column.

Indicate area of overlap with existing easements.

3P As Acquired

Show a listing of the appropriate entry for the instrument by which each parcel is acquired. This is usually performed by the ODOT Production Office after the instruments are recorded for public record in the county recorder's office.

3Q Temporary Parcel Duration

Show the duration of all temporary parcels.

3R Restriction of Use Note

On projects utilizing temporary easements, show the following note.

NOTE: UNDER NO CIRCUMSTANCES ARE TEMPORARY EASEMENTS TO BE USED FOR STORAGE OF MATERIAL OR EQUIPMENT BY THE CONTRACTOR UNLESS NOTED OTHERWISE.

3S Encroachments

For parcels having encroachments, show an asterisk (*) and a one or two word description of the encroaching object. The District Production Office should be notified of the encroachment and will add a note spelling out disposition of the encroachment prior to the filing of final tracings.

3T Revision Block

The summary of additional right of way sheet shall have a revision block showing a signature and date when the field review and ownership data is verified, a completion date and a space to list revisions subsequent to that date. Before final right of way plans are submitted to the Regional office, changes can be made to the plan without noting any revisions, per se, in the revision block. After the plans have been submitted to the Regional office, any necessary revisions are noted in the revision block and shall indicate specifically what was changed, the date of the correction or addition and the initials of the person that made the revision. Formal communication indicating such shall be sent by the District Production Office to the Regional office and shall accompany the revised plan sheets to verify the changes. To facilitate additional entries, design the block to read from the bottom up.

3U Total Number of Tabulation

On the first summary sheet, show for the entire project, the quantities for the following:

a. Ownerships (Not including “no takes”)
b. Parcels
c. Total takes (where the entire ownership is to be acquired)
d. Ownerships with structures involved in the taking (Not including signs)
e. Ownerships with "P" (personalty) items (involved in the proposed Right of Way)

Additional Items

The following sample “Grantee note” identifies the grantee of the Right of Way and is only used when V parcels (parcels acquired in the name of an entity other than the Department, such as other State Agencies and Political subdivisions) are shown on the plan.

GRANTEE: ALL RIGHT OF WAY ACQUIRED IN THE NAME OF THE CITY OF COLUMBUS UNLESS OTHERWISE SHOWN.

Copies of existing deed records pertaining to the Right of Way Parcels shall be provided to the District Production Office.

TOTAL NUMBER OF :

41 OWNERSHIPS
11 PARCELS
0 TOTAL TAKES
4 OWNERSHIPS WITH STRUCTURES INVOLVED
0 OWNERSHIPS WITH "P" ITEMS

3U

NET RESIDUE = RECORD AREA - TOTAL P.R.O. - NET TAKE

ALL AREAS IN ACRES

3S

* DENOTES RIGHT OF WAY ENCROACHMENT

PARCEL NO.	OWNER	SHEET NO.	OWNERS RECORD BOOK	OWNERS RECORD PAGE	AUDITOR'S PARCEL	RECORD AREA(AC.)	TOTAL P.R.O.	GROSS TAKE	P.R.O. IN TAKE	NET TAKE	STRUCTURE	NET RESIDUE LEFT	NET RESIDUE RIGHT	TYPE FUND	REMARKS AND PERSONALTY	AS ACQUIRED BOOK	AS ACQUIRED PAGE
1-WD	WILLIAM D. AND GLENNA PALMER	21-24	454	671	17-04-01-03-000	0.850	0.084	0.009	0.004	0.005	NO			STATE			
					17-04-01-02-000	1.370	0.355	0.283	0.218	0.065	NO						
			494	577	17-04-01-01-000	0.830	0.401	0.471	0.346	0.125	YES				REMOVE 1 STORY SHED		
	GRAND TOTAL					3.050	0.840	0.763	0.568	0.195		2.015					
1-T		21						0.138		0.138					TO CONSTRUCT TEMPORARY RUNAROUND		
2-WD	MARY L. VANDENBARK, ET. AL.	22,23,24	1102	299	17-06-01-08-000	7.190	0.508	0.643	0.276	0.367	NO		6.315				
2-UV		22,23,24						0.173		0.173	NO				TO BE ACQUIRED IN THE NAME OF AMERITECH UTILITY CO.		
2-SH1	MARY L. VANDENBARK, ET. AL.	15,16	1102	299	17-06-01-11-000	104.200	3.182	0.147	0	0.147	NO						
	ROBERT D. VANDENBARK																
2-SH2	KAY L. VANDENBARK	16,17,19						1.218	0	1.218	NO						
	DOUGLAS D. VANDENBARK																
2-SH3		18						0.054	0	0.054	NO						
	GRAND TOTAL					104.200	3.182	1.419	0	1.419		31.276	68.323				
2-SH4		17,20			17-06-01-10-000	154.210	1.963	0.798	0	0.798	NO		151.449				
2-T		17,18,20,21						1.999		1.999	NO				TO CONSTRUCT TEMPORARY RUNAROUND		
3-WD	DONALD N. AND ANITA JANE MELHORN	23-26	830	114	17-06-01-06-000	0.410	0.056	0.090	0.056	0.034	NO						
			1130	693	17-06-01-07-000	8.690	0.327	0.605	0.327	0.278	YES				* EXISTING SIGN & PLANTER TO BE REMOVED BY ODOT FORCES		
	GRAND TOTAL					9.100	0.383	0.695	0.383	0.312			8.405				
3-UV		23-26						0.229		0.229					TO BE ACQUIRED IN THE NAME OF AMERITECH UTILITY CO.		
3-T		23,24						0.038		0.038	YES				* EXISTING PLANTER TO BE REMOVED BY ODOT FORCES		
4-WD	JEFFREY A. AND MARY J. LEWIS	23,24	1063	220	17-05-01-90-000	0.474	0.087	0.103	0.087	0.016	NO	0.371			LOT 8 (ASH MEADOWS SUBDIVISION) (P.B. 11 PG. 35)		
4-SL		23,24						0.015		0.015	NO						
5-WD	LAWRENCE S. AND CHARLENE DAVIS	25,26	656	159	17-05-01-89-000	0.468	0.087	0.111	0.086	0.025	NO	0.356			LOT 9 (ASH MEADOWS SUBDIVISION) (P.B. 11 PG. 35)		
5-SL		25,26						0.029		0.029	NO						
6-WD	JACK RODGERS WINE	25,26	466	560	17-06-01-04-000	0.630	0.069	0.103	0.069	0.034	S						
					17-06-01-05-000	0.040	0.004	0.006	0.004	0.002	NO						
	GRAND TOTAL					0.670	0.073	0.109	0.073	0.036			0.561				
6-UV		25,26						0.049		0.049	NO				TO BE ACQUIRED IN THE NAME OF AMERITECH UTILITY CO.		
7-WD	RUTH J. HENERY	25,26	729	257	17-06-01-02-000	4.790	0.210	0.285	0.210	0.075	NO		4.505				
7-UV		25,26						0.107		0.107	NO				TO BE ACQUIRED IN THE NAME OF AMERITECH UTILITY CO.		
8-T	ASH MEADOWS ASSOCIATION	25,26	P.B. 11	PG. 35				0.161		0.161	NO				TO CONSTRUCT DRIVES FOR ASH MEADOWS		
9-WD	RICHARD AND HAZELENA RUCKER	25,26	1132	178	17-05-01-06-000	0.450	0.067	0.090	0.067	0.023	NO	0.360			LOT 47 (ASH MEADOWS SUBDIVISION) (P.B. 11 PG. 35)		
9-T		25,26						0.011		0.011	NO				TO CONSTRUCT DRIVE		
10-WD	CHRISTOPHER L. BAUM	25,26	110	320	17-05-01-05-000	0.413	0.069	0.092	0.069	0.023	NO	0.321			LOT 48 (ASH MEADOWS SUBDIVISION) (P.B. 11 PG 35)		
11-WD	ANTHONY S. AND MARJORIE D. REESE	25,26	609	73	17-05-01-04-000	1.700	0.069	0.092	0.069	0.023	NO	1.608					
														STATE			

3B 3C 3D 3E 3F 3G 3H 3I 3J 3K 3L 3M 3N 3O 3P

3A

NOTE:
ALL TEMPORARY PARCELS TO BE OF 24 MONTHS DURATION.

3Q

3R

NOTE:
UNDER NO CIRCUMSTANCES ARE TEMPORARY EASEMENTS TO BE USED FOR STORAGE OF MATERIAL OR EQUIPMENT BY THE CONTRACTOR UNLESS NOTED OTHERWISE.

3T

REV. BY	DATE	DESCRIPTION
BAS	8/28/98	REVISED 3WD, 3U & ADDED 3T
BAS	7/20/98	REVISED 6WD NET TAKE
BAS	7/07/98	REVISED 3WD PRO IN TAKE
BAS	6/10/98	REVISED 12U, 12WD & 13WD

FIELD REVIEW BY JOHN DOE DATE: 5-1-98
OWNERSHIP VERIFIED BY JOHN DOE DATE: 5-1-98
DATE COMPLETED 5-10-98

FEDERAL PROJECT NO. NON-FEDERAL
STATE JOB NO. 057280
PID NO. 17894
FOR REVIEW FOR REVISION

SUMMARY OF ADDITIONAL RIGHT OF WAY

MUS-60-22.70

TOTAL NUMBER OF :

6 OWNERSHIPS
11 PARCELS
0 TOTAL TAKES
0 OWNERSHIPS WITH STRUCTURES INVOLVED
0 OWNERSHIPS WITH "P" ITEMS

3U

NET RESIDUE = RECORD AREA - TOTAL P.R.O. - NET TAKE

ALL AREAS IN ACRES

PARCEL NO.	OWNER	SHEET NO.	OWNER'S RECORD BOOK	OWNER'S RECORD PAGE	AUDITOR'S PARCEL	RECORD AREA (AC.)	TOTAL P.R.O.	GROSS TAKE	P.R.O. IN TAKE	NET TAKE	STRUCTURE	NET RESIDUE LEFT	NET RESIDUE RIGHT	TYPE FUND	REMARKS & PERSONNALTY	AS REQUIRED BOOK	AS REQUIRED PAGE
1-WD	HAROLD H. SLATER & ROBERT J. SLATER	3, 6	243	349	10-00893	160.243	3.743	0.947	0.682	0.265	NONE	129.407	26.828	STATE			
			453	609													
2-WD	HOWARD L. REED & BARBARA K. REED	4, 7	404	357	22-00569	5.00	0.295	0.356	0.295	0.061		4.644	-				
3-WD	MAX FLINN	4, 7	283	162	22-00234	135.00	3.250	0.264	0.198	0.066							
3-WD1		4, 8	283	162				0.353	0.241	0.112		-	131.572				
3-CH		4, 7	358	394				0.032		0.032							
3-CH1		4, 8	358	394				0.051	-	0.051							
3-WD2		4, 8	283	159	22-00229	80.00	2.439	0.353	0.241	0.112		77.449	-				
3-CH2		4, 8	358	391				0.028	-	0.028							
4-WD	MAX FLINN & LOIS J. FLINN	4, 9	400	103	22-00228	68.00	2.570	0.395	0.248	0.147		65.283	-				
5-T	FOREST E. WEISER & LILLY I. WEISER	4, 9	460	220	22-00734	143.520	2.843	0.004	-	0.004		-	-		SLOPE GRADING		
6-SH	ROY G. SMITH & DELORES LYNN SMITH	4, 9	642	390	22-00434	2.70	0.172	0.291	0.172	0.119	NONE	-	2.409	STATE			
3B	3C	3D	3E	3F	3G	3H	3I	3J	3K	3L	3M	3N			3O		3P

3R

NOTE: UNDER NO CIRCUMSTANCES ARE TEMPORARY EASEMENTS TO BE USED FOR STORAGE OF MATERIAL OR EQUIPMENT BY THE CONTRACTOR UNLESS NOTED OTHERWISE.

3Q

NOTE: ALL TEMPORARY PARCELS TO BE OF 3 MONTH DURATION.

3A

ITEMS NOT SHOWN ON THIS SHEET

3S - ENCROACHMENT

3T

REV. BY	DATE	DESCRIPTION
PWS	1-22-97	NAME PARCEL 2

FIELD REVIEW BY JOHN DOE DATE: 11-10-96
OWNERSHIP VERIFIED BY JOHN DOE DATE: 11-11-96
DATE COMPLETED 11-25-96

31-36

FEDERAL PROJECT NO. NON-FEDERAL
STATE JOB NO. 12298
PID NO. 633057
R/W RESIDUE
R/W REVIEWER

SUMMARY OF ADDITIONAL RIGHT OF WAY

WAY-539-(1.12)(7.02)(7.18)(7.60)

5/9

43/47

3105.04 Detail Right of Way Plan Sheet

Listed here are the major items which should appear on the detail right of way plan sheets. It is recommended that the District Production Administrator be consulted if there is any question regarding the scales to be used on a given project. The standard scale for right of way plan detail sheets is 1"=20'.

4A Sheet Heading

Show the following information on the sheet heading.

a. City or Village, if applicable
b. Section/Township Tier/Range/VMS numbers
c. Civil Township
d. County

4B Title Block

Show the following information on the title block:

a. Sheet Number (Overall sheet numbering and R/W sheet numbering)
b. County, Route, Section/Project identification (Expressed in miles to the nearest hundredth.)
c. Sheet Title
d. Right of Way Plan Designer and Right of Way Plan Reviewer
e. PID Number
f. Scale
g. North arrow (Any additional north arrows to be included on the plan sheet are at the option of the District Production Office.)

4C Station Limits

Flags delineating Begin and End stations for PROJECT, ACQUISITION and WORK are shown with the staff directed to the appropriate point ON the centerline. If applicable, show same for LIMITED ACCESS, right and left, if the two differ. Limits for WORK and ACQUISITION should be shown in a similar manner on side roads if the proposed right of way is referenced to the side road centerline. See Sections 1303.6 and 1303.7 of the Location and Design Manual, Volume Three, for more information on Project Limits and Work Limits.

4D Centerline Stationing

Show centerline stations at 100 foot intervals, with intermediate ticks every 50 feet.

4E Match Lines

Identify and label match lines clearly as to station and sheet number. For more information about match lines see Section 3104.04.

4F Existing Topographical Features

Show and identify existing pavement, bridges, streams, railroads, right of way lines, driveways (show centerline station intercept, type and size), sidewalks, structures (show type, size and a distance from the closest point on the structure to the proposed right of way line when within 100 feet thereof), foundations, underground lines, underground storage tanks, easements, wells, cisterns, septic systems, sewers, sprinkler systems, fences, signs, trees, shrubs, field tiles and drainage structures. <u>In short, show any item or feature that might be affected by the proposed work or in any way may have an impact on the appraisal of the proposed taking.</u>

It is important to identify all topo items especially trees and shrubs as to the size and type and to indicate the disposition of such items that fall within the proposed right of way taking, including temporary easements but not necessarily inside the construction limits. Use an “X” or “TAKE” if the item is to be taken or show “SAVE” or “DO NOT DISTURB” if it is not. Should the item be damaged or lost in the future, it will be paid for.

In this same regard, if a structure, or a portion of a structure, can be salvaged or is very close to a proposed right of way or temporary easement line, yet not needed, label "DO NOT DISTURB."

Plan preparers should also look for evidence of private septic tanks, leach beds and underground sprinkler systems/sprinkler heads and show them on the plan. Items located within existing right of way will be considered an encroachment, while those located within proposed permanent right of way will be identified as a “TAKE” item and those located within temporary right of way will be identified as a “TAKE” or “SAVE” item.”

Where it is necessary to show dimensions for topographic items such as trees, drives, sidewalks, etc., they are shown in feet or inches with unit selection and degree of accuracy dictated by the situation.

4G Utilities

Show and identify all utilities, located accurately (overhead by inspection, underground per Section 153.64 ORC) and including individual poles and towers, pedestals, regulator stations, transformer stations, etc. In urban or congested areas having extensive utilities, a separate utility location plan is optional, at the direction of the District Production Office.

4H Waterways, Railroads and Roads

Provide the names of waterways (including flow arrows), railroads and roads (with State Route, County Route, Township Road Numbers, etc.) which intersect or are in the project area.

4I Land Use

Identify adjacent land use such as cultivated, pasture, wooded, parking, etc. This is especially significant in urban and/or commercially developed areas. Special use properties, (e.g., parks, institutions, airports, etc.), should be clearly identified.

4J Personalty

Show and identify personalty items of value, not permanently affixed, which might be affected and/or have a bearing on the appraisal value of a parcel.

4K Civil Boundaries and Monuments

Show clearly labeled county, township, section, VMS and corporation lines. Corporation lines should leave no question as to which side is the municipality and which is other. Show any Monumentation providing basis for these lines including descriptive information, per O.A.C. 4733-37-05 (i.e. ½" iron pipe found, 5/8" rebar with red plastic cap marked “Surveyor XXXX” found) unless the monument legend clearly indicates. Subdivision lines of record, including name, lot numbers and recording data should be delineated. Bearings shall be shown on all such lines and if they intersect the proposed centerline, the intercept station shall be shown preferably along the line, out of the usually congested area of the centerline.

4L Property Lines

All property lines within the area of concern shall be shown and clearly labeled. Bearings and intercepts shall be shown as detailed above.

4M Parcel Boundaries

RIGHT OF WAY PLANS

The perimeters of all proposed right of way parcels shall be labeled with distances shown in feet.

4N Alignment Data

Delineate the centerline for all roadways showing stationing, normally reading from left to right on each sheet, with curve points shown and labeled.

Provide complete curve data for each curve at least once per sheet on which it appears.

4O Right of Way Curve Data

Where available space precludes showing curve data along a proposed right of way line, it should be tabulated as shown.

4P Line Distances

As with curve data, where it becomes impractical to show a distance along a line in conventional manner (as here) or if the same dimensions are repeated, these can be identified and tabulated as shown on the sample sheet.

4Q Edge of Pavement

Show edges of pavement for all proposed roadways and drives.

4R Connecting Roadways

Show ties between the proposed highway and any existing roadways, streets, and drives by station and offset. In addition, show intersections, service roads and frontage roads with station and offset and/or intercept information as well.

4S Right of Way

Proposed right of way lines of all types should be shown as <u>THE</u> prominent lines on the sheet with proper symbol and designation per the conventional signs on the property map sheet. Show a bearing and distance <u>along</u> the line. In the case of curved lines, show radius, chord bearing and distance, arc length for each segment and any additional information that serves to satisfy the individual county requirements.

The iron pins to be set on new right of way parcels should be shown by using standard symbols on the right of way detail sheets.

4T Stations and Offsets

Show station/offsets for all angles, breaks and intersections in the proposed right of way, easement lines and property lines as well as at intersection points of any of these. Station/Offset labels should be shown on all found iron pins, pipes and survey monuments. Where switching reference from one centerline to another, such as with side roads or service roads, provide a double call point, i.e., a station/offset from each centerline at an appropriate transition point.

4U Parcel Balloons

Show parcel balloons (ownership number with parcel identifier) in the appropriate area. The Permanent Parcel Number (PPN) and house or business address should be shown adjacent to the parcel balloons when space permits. For more information on Parcel Balloons see Section 3104.02.

4V Plan Items

Delineate proposed driveways (giving type, size and centerline intercept for same), drainage structures (labeled as to size and type), sewers, curb and gutter, medians, channel changes and drainage ditch flow arrows.

4W Right of Way Fence

Show proposed right of way fence. Woven wire fence (type 47) is usually placed 2 feet inside the proposed right of way line and chain link fence is usually placed 1 foot inside the proposed right of way line. For more detailed information see item number 607.06 in the Construction and Materials Specifications book.

4X Construction Limits

Show and label construction limits, wrapping them around ends of construction.

4Y Basis of Existing Centerline of Right of Way

Give source for existing right of way shown in the plan.

4Z Lead in Course(s)

Show lead in courses, the bearing and distance(s) from a geographically defined or monumented point to the point of beginning for legal descriptions, for a parcel or parcels.

The deed reference corner will be an acceptable reference corner per the standards and local practices of the governing authority. All courses (bearings and distances) used in the legal description must be on the plan.

4AA Revision Block

The detailed right of way plan sheet shall have a revision block showing the completion date and provide space to list revisions subsequent to that date. Before final right of way plans are submitted to the Regional office, changes can be made to the plan without noting any revisions, per se, in the revision block. After the plans have been submitted to the Regional office, any necessary revisions are noted in the revision block and shall indicate specifically what was changed, the date of the correction or addition and the initials of the person that made the revision. Formal communication indicating such shall be sent by the District Production Office to the Regional office and shall accompany the revised plan sheets to verify the changes. To facilitate additional entries, design the block to read from the bottom up.

4BB Address

Show all house and business numbers (site addresses) within the confines of the structures as shown.

4CC Monument Legend

Show a graphic depiction of monuments appearing in the plan clearly distinguishing between those found (existing) and those proposed to be set.

4DD Structure Key

Provide a key indicating how differentiation in types of structures, e.g., residential, commercial, etc., is shown.

NOTE: THE EXISTING RIGHT OF WAY WIDTH AND LOCATION WERE DETERMINED USING DOCUMENTATION ON FILE FROM THE OHIO DEPARTMENT OF TRANSPORTATION, DISTRICT 5 OFFICE, JACKSONTOWN, OHIO, ℄ PLAT MUS-60-21.47 IN FILE PLAT BOOK 17 PG. 35 & 36 COUNTY RECORDER'S OFFICE.

QTR. TWP. 1 T1N R8W
BANK LOT #6
FALLS TOWNSHIP
MUSKINGUM COUNTY

NOTE: THE SIZE, DEPTH AND LOCATION OF THE BURIED UTILITIES SHOWN OR NOT, ARE NOT WARRANTED. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING THE EXACT SIZE, DEPTH AND LOCATION OF ALL BURIED UTILITIES WITHIN THE CONSTRUCTION AREA PRIOR TO EXCAVATING.

ITEMS NOT SHOWN ON THIS SHEET

- 4C - STATION LIMITS
- 4K - CIVIL BOUNDARIES & MONUMENTS
- 4W - RIGHT OF WAY FENCE
- 4Z - LEAD IN COURSE

NOTE: ALL EXISTING FENCE LOCATED INSIDE OF PROPOSED RIGHT OF WAY IS TO BE REMOVED.

RIGHT OF WAY CURVE DATA

CURVE	RADIUS	LENGTH	BEARING
A	5,729.58	124.17'	N 6°10'17" W
C	5,729.58	20.53'	N 7°07'33" W
D	5,729.58	43.61'	S 7°00'37" E
I	5,729.58	251.12'	N 5°46'02" W

℄ TAKE DISTANCE

LINE	LENGTH	BEARING
1	37.99'	N 88°29'38" W
2	40.30'	N 88°29'39" W
3	50.73'	S 87°46'24" E
4	45.66'	S 87°46'24" E
5	40.47'	N 88°30'31" W
6	45.64'	N 5°46'02" W
7	40.57'	S 87°35'24" E
8	40.51'	N 88°06'07" W
9	40.49'	N 88°16'43" W
10	40.46'	N 88°38'16" W
11	40.56'	S 87°39'16" E

REV.	DATE	DESCRIPTION
1	6/22/98	REVISED T2N TO T1N

COMPLETION DATE: 6/1/98

P.I.D. NO. 17894

R/W DESIGNER

R/W REVIEWER

HORIZONTAL SCALE IN FEET

RIGHT OF WAY DETAIL SHEET
STA. 1207+50 TO STA. 1213+00

MUS-60-22.70

25/64

380/419

MONUMENT LEGEND

- PROPOSED MONUMENT ASSEMBLIES
- I.R.S. 3/4" BAR SET WITH I.D. CAP
- I.R.F. EXISTING IRON PINS

NOTES:

EXISTING CENTERLINE OF SURVEY AND RIGHT OF WAY ARE DETERMINED USING NOTES FROM SURVEY FIELD BOOKS, LOCATED IN WAYNE COUNTY RECORDS:

BOOK NO. 18, VARIOUS PGS. 23 - 63
COUNTY RDS. 35 - 36
CHESTER TOWNSHIP

T-21-N, R-14-W
S.E. QTR. SEC. 28
CONGRESS TOWNSHIP
WAYNE COUNTY

RESUME ACQUISITION STA. 400+40.00

RESUME PROJECT STA. 401+60.00 S.L.M. 7.60

END PROJECT STA. 402+05.00 S.L.M. 7.61

END ACQUISITION STA. 404+00.00

MAX FLINN & LOIS J. FLINN
9760 CONGRESS RD
22-00228

ROY C. SMITH & DELORES LYNN SMITH
9755 CONGRESS RD
22-00434

FOREST E. WEISER & LILLY I. WEISER
9751 CONGRESS RD
22-00734

SECTION 33 HOME RD. SECTION 28

SECTION 34 ℄ PLEASANT SECTION 27

P.I. STA. 395+94.34 BK. = P.I. STA. 395+70.46 AH.

STA 395+94.34 S.R. 539 = ℄ PLEASANT HOME RD.

℄ R/W & CONSTR. S.R. 539

RESUME WORK STA.399+95.00

END WORK STA.404+05.00

YARD

PASTURE

WOODED AREA

REMOVE EXIST. CULVERT

5' x 5' x 102' CONDUIT, TYPE A

WOVEN WIRE FENCE (TO BE REMOVED TO R/W LINE)

WOODEN HEADWALL (TO BE REMOVED)

WOODEN HEADWALL (DO NOT DISTURB)

RES. GRAVEL DRIVE (DO NOT DISTURB)

RES. LIMESTONE DRIVE (DO NOT DISTURB)

SHEAR CREEK

I.P. FD. & USED 403+29.66 29.72' RT.

DETAIL

DETAIL

ITEMS NOT SHOWN ON THIS SHEET

4E - MATCH LINES	4P - LINE DISTANCES
4J - PERSONALTY	4W - R/W FENCE
4O - R/W CURVE DATA	4DD - STRUCTURE KEY

REV. BY	DATE	DESCRIPTION
DATE COMPLETED		

HORIZONTAL SCALE IN FEET

P.I.D. NO. 12298

R/W DESIGNER

R/W REVIEWER

RIGHT OF WAY PLAN
STA. 399+50 TO STA. 404+05

WAY-539-(1.12)(7.02)(7.18)(7.60)

9/9

47/47

31-44

3106 Standard Legal Description Format

The District Production Office may request the legal descriptions for total take parcels be prepared and submitted as soon as they are identified and in advance of the remaining partial take right of way parcels.

The District/Consultant shall prepare all legal descriptions in accordance with the Ohio Administrative Code Section 4733-37-06, the Real Estate Policies & Procedures Manual and all applicable county conveyance standards. In addition the District/Consultant shall perform the following duties:

- Utilize property ownership data based on a search of county records conducted no more than six months prior to the preliminary right of way plan submission.

- Assure mathematical closure of each right of way parcel.

- Revise and correct any instruments deemed unacceptable for transfer at the county recorders office.

- Submit legal descriptions on paper and disk when prepared on a word processing program as specified by the District Production Administrator.

- Provide descriptions that are pre-approved by the County Engineer's and/or Auditor's office where county regulations permit.

- Legal descriptions shall be prepared in accordance with the following format: (1) 8 ½ x 11, (2) one-inch margins, (3) 12-point type, (4) full justification, and (5) Times New Roman Font or as otherwise directed by the District Production Office.

- All legal descriptions shall have a heading listing the parcel number, type of interest conveyed, county-route-section, the name the property is to be taken in, any special landowner reservations and, if warranty take, whether limitation of access is included or excluded. The heading shall be centered and in bold type.

- Show a caption listing the general location of the parcel to be described making reference to any subdivision of which it might be a portion thereof and in the following order: State, county, city, village, civil township, section, survey township tier, range, lot, block, etc . Identify which side of centerline the parcel of land is lying on. Include a statement identifying the right of way plan (county/route/section) referred to by centerline stations in the description, including recording data for the centerline plat, if applicable.

- The point of beginning or commencement shall be at a physically recoverable, recognized geographic point and a clearly defined control station such as any monumented corner of a civil land subdivision, the intersection of the centerline of a road with any civil land subdivision line, the centerline intersection of streets, roads or highways of record or that serve to satisfy the individual county requirements for plats and legal descriptions. Keep in mind that said point of beginning must be acceptable by the county office responsible for approving the transfer and should also be tied by station and offset to the centerline of the project for which it is being utilized.

- Provide a description of the boundary monument used as the initial point of the description (i.e. the True Point of Beginning).

- Each course recited in the description should include:

  - The bearing/direction of the line relative to the direction of the basis of bearing. When describing a bearing/direction use the words “degree,” “minutes,” and “seconds.”

  - The length/distance of the line - (distances to be shown in English units).

  - Specification of any monuments, e.g., iron pins, iron pipes, railroad spikes, etc., cited in the description as found or set. If a general statement is used to denote monument set, i.e., iron pin or iron bar set, add a statement at the end of the description identifying in detail what the monument set consists of including any items stamped on the cap. Example: iron pins set are 3/4" diameter steel rods or bars, 30" long, topped with a minimum 1-1/2" diameter aluminum cap stamped “ODOT R/W PS XXXX".

  - Clarification of the intent of a course to follow an existing line, if that is the case, e.g., "...along the grantor’s easterly property line...".

  - Sufficient identification of the line to avoid ambiguity and to clearly convey its intent.

  - Statement of intent with regard to adjoiners or other existing features.

  - Station and offset, at the discretion of the District Production Office.

The following closing statements (when applicable) must follow the metes and bounds section of each and every parcel description. The closing statements should appear in separate paragraphs, in the order shown below:

- Provide a statement indicating the Auditor's Permanent Parcel number in which the parcel of land is located. Also provide a breakout of the PRO in the take area when applicable. When a parcel contains multiple Auditor's Permanent Parcel numbers provide a breakout of the area contained in each auditor's permanent parcel number, including the PRO in the take.

  EXAMPLE of a multiple auditor's permanent parcel number:
  The above described tract is a part of Auditor's Permanent Parcel Numbers 37-00549 (26.263 Ac), 37-00544 (3.398 Ac.), & 37-00545 (56.527 Ac.).

  OR- Of the above described tract, ____ acres is located in Auditor's Permanent Parcel number 37-00544, which includes ____ acres in the present road occupied; ____ acres is located in Auditor's Permanent Parcel number 37-00549; and ____ acres is located in Auditor's Permanent Parcel number 37-00545.

- For all parcels which an Auditor's Permanent Parcel number cannot be found, provide a statement indicating that the described area is NOT a part of any currently assigned Auditor's Permanent Parcel number.

- Provide a statement listing the person who prepared the description, including the surveyor's Ohio registration number, and date the description was prepared.

- If based on or in accordance with a survey, state the origin and date thereof, providing the name and registration number of the surveyor responsible for same.

- Provide a reference/title statement to the specific public record by which the grantor(s) claims title to the parcel described. The reference/title statement should include the county in which the deeds were recorded and refer to the specific type of deed record kept in the county in question, whether Deed Book "D.B.", Official Record "O.R.", Volume "Vol." or Micro Fiche.

- Provide a statement identifying the basis of bearings used in the description.

- If necessary provide a statement identifying any special reservations.

- On WD parcels, provide a statement identifying that the grantor retains the right of ingress & egress to and from any residual area.

- On Temporary parcels, explain the purpose/need for the Temporary parcel (i.e. to complete grading, reconstruct a driveway, to remove a structure, etc.)

3107 Sample Legal Descriptions

The following legal descriptions are for selected parcels appearing on sample plan sheets 43 and 44 in this manual. Recognizing there are different styles of description writing and there are variations encountered in the requirements from county to county, these are not set forth as the only form to be accepted by the Department; rather, they are simply offered as selected examples of acceptable, adequate parcel descriptions. The primary objective is to produce an instrument that will meet standards set forth in Section 4733-37-06 of the Administrative Code, the Real Estate Policies and Procedures Manual and the requirements of the county(s) involved.

3107.01 Fee Title, Excluding Limitation of Access with Reservations

PARCEL 4-WD
WAY-539-(1.12)(7.02)(7.18)(7.60)
IN THE NAME AND FOR THE USE OF THE OHIO DEPARTMENT OF TRANSPORTATION, RESERVING ALL MINERAL RIGHTS TO MAX FLINN and LOIS J. FLINN, EXCLUDING LIMITATION OF ACCESS

Situated in the State of Ohio, County of Wayne, Township of Congress, being in the southeast quarter of Section 28 Town 21 North, Range 14 West, and being more particularly described as follows:

Being a parcel of land lying on the left side of the centerline of right of way of WAY-539-(1.12)(7.02)(7.18)(7.60) made by the Ohio Department of Transportation as recorded in Plat Book 246, Page 56 of the records of Wayne County and being located within the following described points in the boundary thereof:

Commencing at an iron pin found in the intersection of State Route 539 and County Road 48 (Pleasant Home Road) and known as the southeast corner of the southeast quarter of Section 28; said point being designated as station 395+70.46 of the centerline of survey State Route 539;

thence North 01 degrees 00 minutes 00 seconds East along the centerline and east line of the southeast quarter of Section 28 for a distance of 469.54 feet to a point at centerline Station 400+40.00 and being the TRUE POINT OF BEGINNING of the parcel herein described;

thence North 89 degrees 00 minutes 00 seconds West along the southerly property line of the tract herein described for a distance of 30.00 feet to an iron pin set on the westerly right of way line of State Route 539, at 30.00 feet left of centerline station 400+40.00;

thence leaving said line, North 14 degrees 56 minutes 43 seconds West for a distance of 145.60 feet to an iron pin set at 70.00 feet left of centerline station 401+80.00;

thence North 13 degrees 31 minutes 44 seconds East for a distance of 184.39 feet to an iron pin set in the existing right of way line at 30.00 feet left of centerline station 403+60.00;

thence North 01 degrees 00 minutes 00 seconds East along existing right of way line for a distance of 40.00 feet to an iron pin set at 30.00 feet left of centerline station 404+00.00;

thence South 89 degrees 00 minutes 00 seconds East for a distance of 30.00 feet to a point at centerline station 404+00.00;

thence South 01 degrees 00 minutes 00 seconds West, along the centerline of survey and east line of the southeast quarter of Section 28 for a distance of 360.00 feet to the point of beginning.

The above described area is contained within the Wayne County Auditor's Permanent Parcel Number 22-00228. Of this tract, 0.395 acres is located in Auditor's Permanent Parcel Number 22-00228, which includes 0.248 acres in the present road occupied.

This description was prepared and reviewed on July 26, 1994 by John Doe, Registered Surveyor Number 0000.

This description is based on a survey made under the direction and supervision of John Doe, Registered Surveyor Number 0000 on June 26, 1994.

Grantor claims title by instrument(s) recorded in Deed Volume 400, Page 103 in the Records of Wayne County, Ohio.

The basis of bearings in this description are based on an assumed meridian and are for the purpose of angular measurement only.

Monuments referred to as iron pins set are 3/4 inch diameter x 30 inch long iron bars with a 1-1/2 inch diameter aluminum cap marked "ODOT R/W, DISTRICT 3". The stations referred to herein are from centerline Right of Way of State Route 539 as found on O.D.O.T. Right of Way Plan WAY-539-(1.12)(7.02)(7.18)(7.60).

Grantor conveys all of the property described above, except they reserve all mineral rights and the right of ingress and egress to and from State Route 539 for himself and his heirs, executors, administrators and assigns.

3107.02 Standard Highway Easement

RIGHT OF WAY PLANS

PARCEL 6-SH
WAY-539-(1.12)(7.02)(7.18)(7.60)
IN THE NAME AND FOR THE USE OF THE OHIO DEPARTMENT OF TRANSPORTATION, RESERVING ALL MINERAL RIGHTS TO ROY G. SMITH and DELORES LYNN SMITH, STANDARD HIGHWAY EASEMENT FOR HIGHWAY PURPOSES

Situated in the State of Ohio, County of Wayne, Township of Congress, being in the southwest quarter of Section 27 Town 21 North, Range 14 West, and being more particularly described as follows:

Being a parcel of land lying on the right side of the centerline of right of way of WAY-539-(1.12)(7.02)(7.18)(7.60) made by the Ohio Department of Transportation as recorded in Plat Book 246, Page 56 of the records of Wayne County and being located within the following described points in the boundary thereof:

Commencing at an iron pin found in the intersection of State Route 539 and County Road 48 (Pleasant Home Road) and known as the southwest corner of the southwest quarter of Section 27; said point being designated as station 395+70.46 of the centerline of survey State Route 539;

thence North 01 degrees 00 minutes 00 seconds East along the centerline and west line of the southwest quarter of Section 27 for a distance of 508.91 feet to a point at centerline Station 400+79.37 and being the TRUE POINT OF BEGINNING of the parcel herein described;

thence North 01 degrees 00 minutes 00 seconds East along the centerline of survey and west line of the southwest quarter of Section 27 for a distance of 250.29 feet to a point at centerline station 403+29.66;

thence South 89 degrees 00 minutes 00 seconds East along the northerly property line of the tract herein described for a distance of 30.00 feet to an iron pin found on the easterly right of way line of State Route 539, at 30.00 feet left of centerline station 403+29.66;

thence South 01 degrees 00 minutes 00 seconds West along the easterly right of way line of state route 539 for a distance of 79.66 feet to an iron pin set at 30.00 feet right of centerline station 402+50.00;

thence leaving said line, South 25 degrees 33 minutes 54 seconds East for a distance of 122.98' to an iron pin set at 85.00 feet right of centerline station 401+40.00;

thence South 34 degrees 24 minutes 52 seconds West for a distance of 72.64 feet to an iron pin set in the southerly property line at 45.00 feet right of centerline station 400+79.37;

thence North 89 degrees 00 minutes 00 seconds West along the southerly property line of the tract herein described for a distance of 45.00 feet to the point of beginning.

The above described area is contained within the Wayne County Auditor's Permanent Parcel Number 22-00228. Of this tract, 0.291 acres is located in Auditor's Permanent Parcel Number 22-00228, which includes 0.172 acres in the present road occupied.

This description was prepared and reviewed on July 26, 1994 by John Doe, Registered Surveyor Number 0000.

This description is based on a survey made under the direction and supervision of John Doe, Registered Surveyor Number 0000 on June 26, 1994.

Grantor claims title by instrument(s) recorded in Deed Volume 400, Page 123 in the Records of Wayne County, Ohio.

The basis of bearings in this description are based on an assumed meridian and are for the purpose of angular measurement only.

Monuments referred to as iron pins set are 3/4 inch diameter x 30 inch long iron bars with a 1-1/2 inch diameter aluminum cap marked "ODOT R/W, DISTRICT 3". The stations referred to herein are from centerline Right of Way of State Route 539 as found on O.D.O.T. Right of Way Plan WAY-539-(1.12)(7.02)(7.18)(7.60).

Grantor, for himself and his heirs, executors, administrators and assigns, reserves all mineral rights.

PARCEL 5-SL
MUS-60-22.70
IN THE NAME AND FOR THE USE OF THE OHIO DEPARTMENT OF TRANSPORTATION, EASEMENT FOR THE CONSTRUCTION AND MAINTENANCE OF SLOPES, UNTIL SUCH TIME AS THE GRANTORS DESIRE TO REMOVE SAID SLOPES OR BUILD THEREON, PROVIDED, HOWEVER, WHEN REMOVING OR BUILDING THEREON THE PROPER RESERVATION OF THE HIGHWAY SHALL NOT BE IMPAIRED, RESERVING ALL MINERAL RIGHTS TO LAWRENCE S. AND CHARLENE DAVIS.

Situated in the State of Ohio, County of Muskingum, Civil Township of Falls, being in Quarter Township 1, Town 1 North, Range 8 West, situated in Bank Lot 6 and being more particularly described as follows:

Being a parcel of land lying on the left side of the centerline of survey and right of way of MUS-60-22.70 made by the Ohio Department of Transportation recorded in Book 256, Page 125, of the records of Muskingum County and being located within the following described points in the boundary thereof.

Commencing for reference at a railroad spike set where the east line of Bank Lot 6 intersects the center of existing State Route 60, said point being at Station 1192+74.32 as shown in the plan of MUS-60-22.70:

thence North 45 degrees 29 minutes 23 seconds West along the said centerline a distance of 773.96 feet to a P.K. Nail set, located 0.50 feet left of centerline Station 1200+48.27 of proposed State Route 60;

thence on a curve to the right a distance of 293.81 feet with a radius of 603.11 feet and whose chord bears North 31 degrees 32 minutes 01 seconds West a distance of 290.91 feet along the existing centerline of State Route 60 to a P.K. Nail set on the southwest corner of Donald N. and Anita Jane Melhorn's tract located 11.90 feet left of and radially to centerline station 1203+38.82 of proposed State Route 60;

thence on a curve to the right a distance of 137.54 feet with a radius of 603.11 feet and whose chord bears North 11 degrees 02 minutes 41seconds West a distance of 137.24 feet along the existing centerline of State Route 60 to a P.K. Nail set, located 14.55 feet left of centerline station 1204+74.34 of proposed State Route 60;

thence North 04 degrees 30 minutes 42seconds West a distance of 171.15 feet along existing State Route 60 to a point located 6.44 feet left of centerline station 1206+45.30 of proposed State Route 60;

thence on a curve to the left a distance of 103.90 feet with a radius of 5729.58 feet and whose chord bears North 05 degrees 01 minutes 52 seconds West a distance of 103.89 feet along the existing centerline of State Route 60 to a point located 2.46 feet left of and radially to centerline station 1207+49.12 of proposed State Route 60;

thence North 88 degrees 29 minutes 38 seconds West along the southern property line of Lawrence S. and Charlene Davis, crossing the existing right of way line of State Route 60 at 37.99 feet and continuing with the grantor's property line to an iron pin set at 40 feet left of Station 1207+54.88 and being the **TRUE POINT OF BEGINNING** for the parcel herein described;

thence North 88 degrees 29 minutes 38 seconds West along the southern property line of Lawrence S. and Charlene Davis a distance of 5.06 feet to a point located 45.00 feet left of Station 1207+55.65;

thence North 07 degrees 13 minutes 42 seconds West a distance of 109.35 feet to a point located 45.00 feet left of station 1208+65.00;

thence North 81 degrees 58 minutes 24 seconds West a distance of 57.01 feet to a point located 100.00 feet left of station 1208+80.00;

thence North 05 degrees 18 minutes 05 seconds East a distance of 8.52 feet to a point on the northern property line of Lawrence S. and Charlene Davis also being the existing right of way line of Ash Meadows Boulevard and located 98.15 feet left of station 1208+88.32;

thence South 88 degrees 29 minutes 39 seconds East a distance of 58.83 feet along said property line to a point located 40.00 feet left of station 1208+79.38;

thence South 07 degrees 13 minutes 42 seconds East a distance of 124.50 feet to the point of beginning.

The above described area is contained within Muskingum County Auditor's Permanent Parcel Number 17-05-01-89-000 and contains 0.029 acres, more or less.

This description was prepared and reviewed on July 26, 1998 by John Doe, Registered Surveyor Number 0000.

This description is based upon a field survey performed by the Ohio Department of Transportation in 1998 under the direction and supervision of John Doe, Registered Surveyor Number 0000.

Grantor claims title by instrument(s) of record in Deed Book 656, Page 159, Muskingum County Recorder's Office.

The basis of bearings in this description is based on an assumed meridian and are for the purpose of angular measurement only.

Iron pins set in the above description are 3/4 inch diameter x 30 inch long iron bars with a 1-1/2 inch diameter aluminum cap marked "ODOT R/W, DISTRICT 5". The stations referred to herein are from centerline Right of Way of State Route 60 as found on O.D.O.T. Right of Way Plan MUS-60-22.70.

Grantor, for himself and his heirs, executors, administrators and assigns, reserve all mineral rights.

3107.04 Temporary Easement

PARCEL 8-T
MUS-60-22.70
TEMPORARY EASEMENT TO RECONSTRUCT THE STREET ENTRANCE OF ASH MEADOWS BOULEVARD

Situated in the State of Ohio, County of Muskingum, Civil Township of Falls, being in Quarter Township 1, Town 1 North, Range 8 West, situated in Bank Lot 6 and being more particularly described as follows:

Being a parcel of land lying on the left side of the centerline of survey and right of way of MUS-60-22.70 made by the Ohio Department of Transportation recorded in Book 65, Page 435, of the records of Muskingum County and being located within the following described points in the boundary thereof.

Commencing for reference at a railroad spike set where the east line of Bank Lot 6 intersects the center of existing State Route 60, said point being at Station 1192+74.32 as shown in the plan of MUS-60-22.70:

thence North 45 degrees 29 minutes 23 seconds West along the said centerline a distance of 773.96 feet to a P.K. Nail set, located 0.50 feet left of centerline Station 1200+48.27 of proposed State Route 60;

thence on a curve to the right a distance of 293.81 feet with a radius of 603.11 feet and whose chord bears North 31 degrees 32 minutes 01 seconds West a distance of 290.91 feet along the existing centerline of State Route 60 to a P.K. Nail set on the southwest corner of Donald N. and Anita Jane Melhorn's tract located 11.90 feet left of and radially to centerline station 1203+38.82 of proposed State Route 60;

thence on a curve to the right a distance of 137.54 feet with a radius of 603.11 feet and whose chord bears North 11 degrees 02 minutes 41seconds West a distance of 137.24 feet along the existing centerline of State Route 60 to a P.K. Nail set, located 14.55 feet left of centerline station 1204+74.34 of proposed State Route 60;

thence North 04 degrees 30 minutes 42seconds West a distance of 171.15 feet along existing State Route 60 to a point located 6.44 feet left of centerline station 1206+45.30 of proposed State Route 60;

thence on a curve to the left a distance of 103.90 feet with a radius of 5729.58 feet and whose chord bears North 05 degrees 01 minutes 52 seconds West a distance of 103.89 feet along the existing centerline of State Route 60 to a point located 2.46 feet left of and radially to centerline station 1207+49.12 of proposed State Route 60;

thence on a curve to the left a distance of 124.17 feet with a radius of 5729.58 feet and whose chord bears N06˚10'17"W a distance of 124.17 feet along the existing centerline of State Route 60 to a point located 0.17 feet left of and radially to centerline station 1208+73.26 of proposed State Route 60 and being the **TRUE POINT OF BEGINNING** for the parcel herein described;

thence North 88 degrees 29 minutes 39 seconds West along the existing right of way line of Ash Meadows Association and passing an existing iron pipe found at 30.13 feet left of station 1208+77.87 for a total distance of 99.14 feet to a point located 98.15 feet left of station 1208+88.32;

thence North 05 degrees 18 minutes 05 seconds East a distance of 77.21 feet to a point on the north right of way line of Ash Meadows Association and located 81.40 feet left of station 1209+63.69;

thence South 88 degrees 30 minutes 31 seconds East along said right of way line passing an existing iron pipe found at 28.44 feet left of station 1209+55.55 for a total distance of 82.36 feet to a point on the centerline of State Route 60 located 0.00 feet right of station 1209+51.18;

thence South 07 degrees 13 minutes 42 seconds East along the existing centerline of State Route 60 a distance of 34.32 feet to a point located 0.00 feet right of station 1209+16.86;

thence on a curve to the left a distance of 43.61 feet with a radius of 5729.58 feet and whose chord bears South 07 degrees 00 minutes 37 seconds East, a distance of 43.61 feet, along the existing centerline of State Route 60 to the point of beginning.

The above described area is NOT a part of any currently assigned Auditor's Permanent Parcel Number. Within said bounds is 0.161 acres, more or less and subject to all other legal highways, and other easements of record.

RIGHT OF WAY PLANS

This description was prepared and reviewed on July 26, 1998 by John Doe, Registered Surveyor Number 0000.

This description is based upon a field survey performed by the Ohio Department of Transportation in 1998 under the direction and supervision of John Doe, Registered Surveyor Number 0000.

Grantor claims title by instrument(s) of record in Plat Book 11, Page 35, Muskingum County Recorder's Office.

The basis of bearings in this description are based on an assumed meridian and are for the purpose of angular measurement only.

The stations referred to herein are from centerline Right of Way of State Route 60 as found on O.D.O.T. Right of Way Plan MUS-60-22.70.

This Temporary easement is for the purpose of performing the work necessary to reconstruct the street entrance of Ash Meadows Boulevard.

3107.05 Parcel Captions

The following parcel captions have been provided by the Attorney General's Office as additional examples to follow when preparing parcel captions for legal descriptions.

PARCEL 11-WL
ATH-50-25.05
ALL RIGHT, TITLE AND INTEREST IN FEE SIMPLE, INCLUDING LIMITATION OF ACCESS, IN THE FOLLOWING DESCRIBED PROPERTY

PARCEL 22-WLV
ATH-50-25.05
ALL RIGHT, TITLE AND INTEREST IN FEE SIMPLE, INCLUDING LIMITATION OF ACCESS, IN THE NAME, AND FOR THE USE, OF THE BOARD OF ATHENS COUNTY COMMISSIONERS, IN THE FOLLOWING DESCRIBED PROPERTY

PARCEL 33-WLVR
ATH-50-25.05
ALL RIGHT, TITLE AND INTEREST IN FEE SIMPLE, INCLUDING LIMITATION OF ACCESS, IN THE NAME, AND FOR THE USE, OF THE BOARD OF ATHENS COUNTY COMMISSIONERS, IN THE FOLLOWING DESCRIBED PROPERTY, RESERVING ALL MINERAL RIGHTS TO ANNA K. JONES

PARCEL 77-CH
ATH-50-25.05
PERPETUAL EASEMENT TO CONSTRUCT AND MAINTAIN A CHANNEL

PARCEL 88-S
ATH-50-25.05
PERPETUAL EASEMENT TO CONSTRUCT AND MAINTAIN A SEWER

PARCEL 90-SL
ATH-50-25.05
EASEMENT FOR THE CONSTRUCTION AND MAINTENANCE OF SLOPES, UNTIL SUCH TIME AS THE GRANTORS DESIRE TO REMOVE SAID SLOPES OR BUILD THEREON, PROVIDED, HOWEVER, WHEN REMOVING OR BUILDING THEREON THE PROPER PRESERVATION OF THE HIGHWAY SHALL NOT BE IMPAIRED.

3108 Alternate Right of Way Plan Formats

There are occasions when a standard set of right of way plans may not be needed for a particular project. When there are minimal takings, it may be possible to utilize an alternate right of way plan format. Any alternate right of way plan format must be approved by the District Production Administrator. In all cases, the plan to be used for right of way acquisition must include all essential right of way data.

Alternate right of way plan formats should be considered when:

- minimal or small take areas are required
- no significant negative affects to the remaining property will occur
- parcels to be acquired will have a low fair market value or low unit value
- work agreements and temporary takes are to be acquired
- a minimal number of parcels are to be acquired

The District Production Administrator may approve alternate plan formats only after full consideration is given to the above criteria. Other items to consider are the possibilities of appropriations and whether the format would support right of way acquisition. Conversely, when selecting an alternate right of way plan format, it is important to keep in mind any criteria that could slow the right of way acquisition process.

Please note that difficulties can occur when using an alternate plan format. When acquiring permanent easements or warranty deed parcels, possible problems may arise such as the lack of plan information that relates permanent parcels takes to boundary land lines or property lines. Listed below are two alternate right of way plan formats:

3108.01 One Sheet Right of Way Plans

A sample of a one sheet right of way plan has been provided on page 59 of this manual. This format includes those elements normally associated with a property map, a summary of additional right of way and right of way detail sheets. It is necessary to include a paper copy of the construction title sheet as well. Other items such as right of way monuments are also shown.

3108.02 Right of Way Data on Construction Plan Sheets

A sample of this type of format has been provided on page 61 of this manual. This alternate format is essentially a modified construction plan and profile sheet. The data normally shown on the right of way plan is shown on the plan and profile sheets. Take types and ownership information is shown on the plan view. Also, a condensed summary of additional right of way table is furnished, usually on the last plan and profile sheet, within the series of sheets.

3109 Sample Alternate Right of Way Plan Sheets

3109.01 Sample One Sheet Right of Way Plan

The following sheet is an example of the “One Sheet Right of Way Plan” alternate format.

*Item 604 - Monument Assembly, As Per Plan

MONUMENT LOCATION			
QUANT.	STATION	LOCATION	REMARKS
1*	307+00	P.O.T.	
1*	311+00	P.O.T.	
2*	TOTAL		

UNDERGROUND UTILITIES

THE LOCATION OF UNDERGROUND UTILITIES SHOWN ON THE PLANS ARE AS OBTAINED FROM THE OWNERS OF THE UTILITIES AS REQUIRED BY SECTION 153.64 O.R.C.

UTILITY OWNERS

UNITED TELEPHONE COMPANY 175 ASHLAND ROAD MANSFIELD, OHIO 44902 PHONE: (419) 755-7152	SHELBY LIGHT & POWER 23 WEST MAIN STREET SHELBY, OHIO 44875 PHONE: (419) 342-4085

EXISTING RIGHT OF WAY WIDTH AND LOCATION WERE DETERMINED FROM INFORMATION RECEIVED FROM THE RICHLAND COUNTY ENGINEER ALONG WITH FINDING A P.K. LOCATED IN THE N.W. QUARTER SECTION 10 AND EXISTING PROPERTY PINS ALONG TOWNSHIP ROAD 57.

PROPERTY MAP

RICHLAND COUNTY, JACKSON TWP.
SECTION 3 & 10, TWP. 22 N, RANGE 19 W.

SUMMARY OF ADDITIONAL RIGHT OF WAY REQUIRED

NO. OF STRUCTURES 0 NO. OF PROPERTY OWNERS 4 NO. OF TOTAL TAKES 0 STATE JOB NO 03509 (0) PID NO 6314

PARCEL NUMBER	TYPE FUNDS	PROPERTY OWNERS	RECORDED VOLUME	RECORDED PAGE	DEED AREA	TOTAL P.R.O.	GROSS TAKE	P.R.O. TAKE	NET TAKE	NET RESIDUE LEFT	NET RESIDUE RIGHT	BLDG.	PERM. PARCEL NO.	REMARKS	AS ACQUIRED BK	AS ACQUIRED PG
1-9		NOT ASSIGNED														
10	COUNTY	LARRY E. & JANET E. WEST	892	649	10.18 AC.	0.337 AC.	0.012 AC.	0.007 AC.	0.005 AC.	9.843 AC.		—	016-32-257-16-000			
11T	COUNTY	ERNEST Q. & BETH A. SHERK	825	423	5.89 AC.	0.044 AC.	0.128 AC.	0	0.128 AC.			—	016-32-257-16-005	TEMP. FOR DRIVE & GRADING		
12T	COUNTY	W.W. FARMS INC.	890	5	1.12 AC.	0.103 AC.	0.037 AC.	0	0.037 AC.			—	016-32-257-16-006	TEMP. FOR GRADING		
12A-T	COUNTY	W.W. FARMS INC.	729	594/595	31.850 AC.	0.677 AC.	0.045 AC.	0	0.045 AC.			—	016-32-277-09-000	TEMP. FOR GRADING		
13T	COUNTY	GLENDON R. & JEWELL M. BALDRIDGE	63	42	2.024 AC.	0.232 AC.	0.045 AC.	0	0.045 AC.			—	016-32-277-09-001	TEMP. FOR GRADING		

RICHLAND COUNTY, JACKSON TWP. SECTIONS 3 & 10, TWP. 22N, RG. 19W

REV	DATE	DESCRIPTION

PLAN COMPLETED:

PID NO. 6314

RIGHT OF WAY PLAN

RIC - T.R. 57

1/1

19/19

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3109.02 Sample Right of Way Data on Construction Plan Sheets

The following sheet is an example of the "Right of Way Data on Construction Plan Sheets" alternate format.

TOTAL NO. OF OWNERS = 9 TOTAL NO. OF PERSONALTY ITEMS = 0 TOTAL NO. OF TOTAL TAKES = 0 S.A.M. = 0.382 AC. P.I.D. 10029 TOTAL NO. OF OWNERS WITH STRUCTURES = 0

PARCEL NO.	OWNER	TYPE FUNDS	RECORDED BOOK	RECORDED PAGE	NET TAKE LAND	BLDG	SHEET NO.	REMARKS	AS ACQUIRED BOOK	AS ACQUIRED PAGE
1T	FRANK J. WUSCHOW		518.16	779	0.004 AC	NO	13	STADIUM		
2T	JEAN H. DEWITT		388	376	0.015 AC	NO	17	TO CONSTRUCT DRIVE		
3T	THOMAS J. SLOMA & VIRGINIA M. WICKER		518.14	58	0.009 AC	NO	18	TO CONSTRUCT DRIVE		
4T	CENTRAL ERIE SUPPLY AND ELEVATOR ABRCO		122	63	0.015 AC	NO	20	TO CONSTRUCT DRIVE		
5T	HAROLD G. LEGER		338	393	0.015 AC	NO	21	TO CONSTRUCT DRIVE		
6T	CAUSE T. & ANT C. EASTMAN		384	813	0.005 AC	NO	23	STADIUM		
7T	JAMES R. MEISTER, JR. & DONNA M STURZINGER		448	374	0.017 AC	NO	25	TO CONSTRUCT DRIVE		
8T	J.L. & MARTHA E. FARRIS		382	361	0.011 AC	NO	26	TO CONSTRUCT DRIVE		
9T	DAVID A. & CAROLYN L. BLAIR		313	513	0.007 AC	NO	33	TO CONSTRUCT DRIVE		

ERIE COUNTY
OXFORD TOWNSHIP
SECTION 2
LOT 6
T-5N R-23W
JESSE HUMMEL'S 7TH SUBDIVISION
PLAT VOL. 17, PAGE 17

REFERENCE NO.	SIDE	STATION FROM	STATION TO	604 MONUMENT & BOX ADJUSTED TO GRADE EACH
1-MB	LT.	407+69.96		1
2-MB	RT.	411+54.05		1
TOTALS				2

ALL FENCE WITHIN THE EXISTING RIGHT OF WAY SHALL BE REMOVED UNDER ITEM 201- CLEARING & GRUBBING.

REV	DATE	DESCRIPTION

PLAN COMPLETED:

SCALE IN FEET

P.I.D. NO. 0000

PLAN AND PROFILE C.R. 13
STA. 405+00 TO STA. 415+00

ERI - C.R.13 - 5.18

25/57

3110 Railroad Plat Format

The Department of Transportation seeks to minimize any taking of operating railroad right of way. In some circumstances the terrain is such that this type of taking cannot be avoided. In such situations, the design agency must recognize the operating and maintenance needs of the railroad as well as the highway. Non-operating railroad property shall be treated the same as any other property.

On projects where right of way is to be acquired from a railroad at a location involving an operating railroad facility, a railroad plat shall be prepared in accordance with the sample plan sheets of this section and be included as a part of the right of way plan. In the case of minimal right of way requirements, e.g., temporary, drainage, limited slope easements, etc., the need for a separate plan can be waived but this should be cleared with the Railroad Section of the Office of Real Estate in Columbus.

Railroad valuation maps and surveys can be obtained from the Railroad Section of the Office of Real Estate upon request by the design agency.

Highway Projects other than Crossings

When proposed highway construction (other than crossing projects) requires either temporary or permanent use of railroad property for right of way, the requirements are as described in this manual except that temporary right of way parcels are used instead of work agreements.

Lateral and vertical clearances should follow guidelines presented in Section 605.3 to 605.5 of ODOT's Location and Design Manual, Volume One, Roadway Design.

Right of Way for Crossing at Grade

When a highway project crosses a railroad at grade, either on an existing or a new location, a permanent easement shall be acquired for the width of the proposed pavement and shoulders plus a minimum two (2) additional feet on each side across the operating railroad property. This area shall be highlighted (hatching, shading, etc.) and designated as "Area of Joint Use." If additional right of way is required beyond this joint use area, e.g., slope easements, channel easements, etc., it shall be acquired to provide for the specific needs of construction and maintenance.

Right of Way for Grade Separations

Right of way requirements for an underpass differ from those for an overpass, hence they will be described separately. As noted above, however, clearances in either case should be determined by guidelines set forth in the Location and Design Manual, Volume One.

A. New Underpass

Where a highway is being relocated or is being established on a new location with the proposed roadway under an operating railroad, the situation becomes somewhat different from the usual grade crossing elimination project where an existing crossing at grade is closed when the new structure is opened. If the newly created crossing is to be separated by the highway passing under the tracks, the permanent highway right of way across railroad property shall include the entire grade separation structure, i.e., all wing walls, footers, etc., and shall be acquired by STANDARD HIGHWAY EASEMENT. The right of way line for said easement shall follow the top of the slope outside the structure. If the terrain is such that exceptionally long slopes are required, it may be desirable to secure slope easements outside the minimum permanent right of way width for the project.

B. New Overpass

When the proposed highway structure crosses over a railroad, an AERIAL EASEMENT shall be acquired. The area covered by this easement across operating property is normally the overall width of the structure plus fifteen (15) feet on each side though special circumstances might dictate additional width. If it is a twin structure, the same principle applies and includes all of the space between the structures.

A standard highway easement shall be acquired for footers of abutments and piers. The area covered by this easement is normally the overall width of the footing, plus one (1) foot on all sides. Slope easements, channel easements, etc., for construction and/or maintenance shall be acquired between abutments. The normal right of way width for the project shall be acquired for all highway construction beyond the abutments.

C. Grade Crossing Elimination

When it is proposed that the highway pass under a railroad to eliminate an existing grade crossing, the permanent highway right of way line shall follow the face of abutments and wingwalls and the top of the slope outside the structure. If the terrain is such that exceptionally long slopes are required, it may be desirable to secure slope easements outside the minimum right of way width for the project.

The reason for the difference in right of way limits between newly created crossings separated by an underpass and existing grade crossing elimination projects is that the underpass structure (except the plate or slab and bridge drainage) for the newly created crossing is maintained by the State of Ohio or other public agency.

The right of way requirements for eliminating an at-grade crossing by creating a highway overpass are the same as those for an overpass on new alignment.

3110.01 Title Data

The boundary of each parcel to be acquired shall be shown and appropriately labeled. The beginning point of the description for each separate parcel shall be referenced to both railroad and highway centerlines. Highway bearings and distance shall be shown on each line bounding a parcel. On curved boundary lines, the radius, arc distance and chord bearing and distance shall be shown.

The plat shall show the name of the railroad company involved and the highway project identification. Due to the peculiar nature of operating railroad ownerships, show the area needed to the nearest square foot for the proposed highway taking(s). Where the situation exists, show a line between operating and non-operating railroad property.

Areas shall be calculated within the boundaries shown without deduction for any other easement rights to be obtained within its boundary lines.

The railroad plat shall contain a table showing all parcels to be acquired and areas of overlap, exception and dual usage where applicable.

3110.02 Railroad Parcels

The easement used for permanent structures such as pier abutments, pavement on grade crossings, etc., is often referred to as an "occupational" or "ground" easement. Technically, it is a standard easement for highway purposes and conveys all rights required to construct and maintain a permanent highway structure.

The suffix letter "A" is used after the ownership number when an aerial easement is to be acquired. This easement does not grant any ground rights, conveying only the right to construct, operate and maintain a highway facility in the air space over the railroad property. The construction agreement with the railroad normally grants a right of entry onto railroad property which allows the contractor to begin construction even though negotiations with the railroad may not be complete. However a temporary easement, covering the same area as the aerial (plus

providing for any such needs outside the aerial easement), must be provided as basis for compensating the railroad for use of the surface area during the period of construction.

3110.03 Overlap Table

When a Standard Highway Easement is taken, no further rights are required. When any of the other lesser easements are taken, only the specific right is conveyed. When more than one of these rights (such as an aerial easement and a slope easement) is required on the same land, overlapping parcels are shown on the plan and descriptions are written disregarding the overlaps. Such overlaps are shown in a table which breaks out the area of overlap in each parcel over each other type of taking. The sample plat for a highway overpass shows an overlap table.

3110.04 Exception Area

On a highway underpass the railroad retains the air right for the structure over the highway and this area shall be delineated on the railroad plat. This area is determined by the width of the proposed structure and the length of railroad centerline between the faces of the abutments. The sample plat for a highway underpass illustrates the exception area and a note describing it.

3110.05 Area of Dual Usage

An area of dual usage shall be shown on the railroad plat for takings associated with at-grade crossings. This area shall be that area occupied by the tracks and ties of the railroad between the existing highway right of way lines.

3111 Sample Railroad Plats

The primary intent of the railroad plat is to highlight or clarify the additional right of way required of the railroad and facilitate the negotiation and ultimate acquisition of the same. For railroad plats and plans, the following items need to be addressed.

The railroad plat should show all items required in a conventional highway right of way plan but for only the railroad involved. Sufficient adjacent data should be shown to relate it to the project. Consideration should be given to larger scale and/or separate details for small occupational easements. Where railroad valuation plan bearings are different from those of the highway survey, show and identify both bearings. Also identify at least one station and offset call out point using both the railroad valuation station and ODOT's road stationing. Include this station and offset call out in each legal description. The proposed structure, including abutments, wing walls, piers, drainage facilities (including direction of flow) and work limits, shall be clearly shown. All existing and proposed right of way and property corners shall be tied to the highway centerline.

In the occasional situation where more than one railroad company occupies adjoining rights of way, a separate plat is required for each.

In this section are sample plats of a highway overpass, highway underpass and an at-grade crossing respectively. Listed, referenced and applicable to all three are the following additional major items which shall be shown on railroad plats or plans:

Reference Balloons

1. Sheet Heading and Local Orientation

2. Title Block with Sheet Numbering, Project Identification, Sheet Title, Right of Way Plan Designer, Right of Way Plan Reviewer, PID Number, Scale and North arrow. Any additional north arrows to be included on the plan sheet are at the option of the District Production Office.

3. Main centerline of railroad track with bearings on tangents

4. Show all other tracks such as double tracks, switch tracks, spurs, sidings, etc.

5. Railroad company(s) valuation survey stationing

6. Railroad property lines

7. Highway centerline with bearings on tangents

8. Relationship between railroad and highway stationing

9. Railroad property lines referenced to highway centerline

10. Call points for the point of beginning for each parcel tied to both railroad and highway centerlines

11. Construction limits

12. Proposed pavement, abutments, pier footers, retaining walls, drainage lines, bridge parapets, relocated tracks, etc

13. Ownership numbers and identifiers with areas and overlap table, if applicable

14. Intersection angle of railroad and highway centerlines

15. Enlarged scale detail of footer easement

16. Reference to railroad valuation map used as the source of railroad data

NOTE: *In dealing with the different railroads, some variation may be encountered in their individual requirements and needs. It would be impossible to illustrate all of these differences in a limited number of sheets, so they should be addressed on a case by case basis.*

℄ S.R. 301 CURVE DATA

P.I. STA. 115+56.88
Δ = 10° 00' 00"
D = 1° 28' 00"
R = 3906.53'
T = 341.78'
L = 681.82'
S = 14.25

LORAIN COUNTY, OHIO
SHEFFIELD TOWNSHIP
O.C. 9 & 19
VILLAGE OF SHEFFIELD

NORFOLK & WESTERN RAILWAY PLAT

ROADWAY			PERMANENT EASEMENTS FOR PIER FOOTERS								ROADWAY		
POINT	STATION	OFFSET	PARCEL	COURSE	DISTANCE	BEARING	PARCEL	COURSE	DISTANCE	BEARING	STATION	OFFSET	POINT
1	115+13.76	8.63'	23	1-2	21.00'	S88°07'55"W	23-2	5-6	6.23'	S01°13'17"E	116+16.00	9.11'	5
2	115+13.18	29.62'		2-3	9.51'	N01°13'17"W		6-7	21.00'	S88°46'43"W	116+09.76	9.16'	6
3	115+22.73	29.78'		3-4	21.00'	N88°46'43"E		7-8	6.39'	N01°13'17"W	116+09.90	30.16'	7
4	115+23.06	8.78'		4-1	9.28'	S01°13'17"E		8-5	21.00'	N88°07'55"E	116+13.74	30.18'	8
A	115+14.26	8.56'	23-1	A-B	9.08'	N01°13'17"W	23-3	E-F	21.00'	N88°07'55"E	116+16.08	7.84'	E
B	115+23.32	8.21'		B-C	21.00'	N88°46'43"E		F-G	6.66'	S01°13'17"E	116+16.12	28.89'	F
C	115+23.64	29.21'		C-D	8.85'	S01°13'17"E		G-H	21.00'	S88°46'43"W	116+09.91	29.04'	G
D	115+14.86	29.36'		D-A	21.00'	S88°07'55"W		H-E	6.42'	N01°13'17"W	116+09.68	7.84'	H

NOTE: RIGHT-OF-WAY TO BE OBTAINED FOR PIER FOOTERS IS THE OVERALL WIDTH OF FOOTER PLUS ONE FOOT ON ALL SIDES.
RAILWAY STATIONING OBTAINED FROM THE VALUATION MAP FOR THE NEW YORK, CHICAGO AND ST. LOUIS RR. CO. CLEVELAND DIVISION SECTION V-B OHIO MAP 12.

PLAN

NOTE: DIMENSIONS TYPICAL FOR BOTH PIERS

PIER LOCATIONS

PARCEL NUMBER	EASEMENT REQUIRED	TOTAL AREA	AREA OF OVERLAP		
			HIGHWAY	AERIAL	TEMP
23R	AERIAL	0.2156	0.0134	~	0.0807
23T	TEMPORARY	0.3506	0.0149	0.2155	~
23	HIGHWAY	0.0045	~	.0045	.0045
23-1	HIGHWAY	0.0043	~	.0043	.0043
23-2	HIGHWAY	0.0029	~	.0029	.0029
23-3	HIGHWAY	0.0032	~	.0032	.0032
233	SEWER	0.0468	~	~	

REV	DATE	DESCRIPTION
PLAN COMPLETED:		

SCALE IN FEET

PID NO. 7060

RAILROAD PLAT

LOR - 301 - 25.36

8 / 8

198 / 207

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CONSOLIDATED RAIL CORPORATION

PARCEL NO.	EASEMENT REQUIRED	TOTAL AREA	AREA OF OVERLAP		
			SLOPE	WATERLINE	TEMPORARY
18*	Highway	10,012 S.F.			
18-SL	Slope	755 S.F.		138 S.F.	755 S.F.
18-SL1	Slope	769 S.F.		107 S.F.	769 S.F.
18-SL2	Slope	1,254 S.F.			1,254 S.F.
18-U	Waterline	1,002 S.F.	245 S.F.		837 S.F.
18-T	Temporary	55,337 S.F.	1,524 S.F.	1,082 S.F.	
18-T1	Temporary	70,425 S.F.	1,254 S.F.		

REV	DATE	DESCRIPTION

PLAN COMPLETED:

RAILROAD PLAT

FRA-WILSON RD.

P.I.D. NO. 6923

SCALE IN FEET

42/46

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CSX TRANSPORTATION, INC.

SEC. 31, T. 2 N, R. 6 E
CITY OF DAYTON
MONTGOMERY COUNTY

PARCEL NO.	GROSS AREA	PRO	AREA OF DUAL USAGE GROSS	AREA OF DUAL USAGE PRO	NET TAKE AREAS DUAL USAGE	NET TAKE AREAS OUTSIDE DUAL USAGE AREA
748	3464	2344	682	442	240	880
748SV	93	–	–	–	–	–
748T	896	–	–	–	–	896
748T1	576	–	–	–	–	576

NOTE: All Areas in Square Feet

AREA OF DUAL USAGE

NOTE: The railroad stationing is from the following Railroad Valuation Map:

Right-of-Way and Tract Map
The Home Avenue Railroad Company
OPERATED BY The Baltimore and Ohio Railroad Company

Station 0+00 To Station 105+60
with drawing Sheet No. V.104.1/1

CURVE DATA FROM VALUATION MAP
Dc = 4°05', I= 10°23', T.C. STA. 91+82.4, C.T. STA. 94+36.7
D.O.T. #153-967V 93+27.4 ℄ PLANK XING (SOLID)

R/W CENTER LINE CURVE DATA

NO.	R	I	DC	A	T	L.CH.	L.CH. BEAR	PI STA.	PC OR CC	PT OR CC
CLC1	1403.347'	5°02'17"	4°05'	123.40'	61.74'	123.36'	S76°26'22"W	92+19.18	91+57.44	92+80.84
CLC2	1403.347'	5°24'43"	4°05'	132.56'	66.33'	132.51'	S71°12'52"W	93+93.73	93+27.4	94+59.96

NO.	R	I	A	T	LCH.	LCH. BEAR
C1	1383.46'	1°12'04"	29.00'	14.50'	29.00'	S71°59'17"W
C2	1383.46'	0°24'51"	10.00'	5.00'	10.00'	S71°10'50"W
C3	1383.46'	0°31'51"	12.82'	6.41'	12.82'	S70°42'29"W
C4	1423.46'	0°25'46"	10.67'	5.33'	10.67'	N71°48'27"E
C5	1423.46'	1°05'12"	27.00'	13.50'	27.00'	N72°33'56"E

REV	DATE	DESCRIPTION

PLAN COMPLETED:

RAILROAD PLAT

MOT-35-11.33

PID NO. 4522

SCALE IN FEET

108/109

921/922

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3112 Government Plats

Government plats are used to show highway property rights takings from another public agency. Often times the other public agency has acreage from private land such as farms, etc., and for convenience, the highway taking is shown relating to one or more tracts. The recommended scale for Government Plats is 1"=20' or a similar scale when appropriate.

Since these plats are encountered so infrequently, an example sheet is not included, but it is recommended that if and when the need arises, it be dealt with on an individual basis with the agency involved. In this way, specific needs or requirements of the agency can be addressed more effectively.

3113 Attachments

3113.01 Instructional Plan Sheets

The following attachments are incorporated into the manual for instructional purposes only; the intent is to provide a better understanding of various aspects of a right of way plan. By relating a segment of a sample right of way plan Detail Sheet to the sample Summary of Additional Right of Sheet and giving a brief explanation of what was done and why it was done for each parcel, the instructional plan sheets are included in this manual to clarify some points that seem to give rise to frequent question. Again, this material is only intended to be informative in nature and not to be taken as a new format for right of way plans.

Recognizing their increased use and concern for same, special attention is given to auditor's parcels and their effect on area breakouts and how these can be addressed on the Summary of Additional Right of Way Sheet.

INSTRUCTIONAL PLAN

NOTE: DATA SHOWN HEREON PROVIDES THE BASIS FOR THE SUMMARY OF ADDITIONAL RIGHT OF WAY SHEET AS SHOWN ON THE NEXT PAGE OF THIS MANUAL.

PARCEL 1 - THE PARCEL CONSISTS OF THREE DIFFERENT AUDITOR'S PARCEL NUMBERS WITH THE TAKE COMING OUT OF ONLY TWO.

PARCEL 2 - THE OWNERSHIP IS ON BOTH SIDES OF THE ℄. PARCELS 2-WD & 2-SL ARE TOTALED SEPARATELY EACH OUT OF TWO DIFFERENT AUDITOR'S NUMBERS, THEN BOTH ARE ADDED TO 2-WD1 FOR A GRAND TOTAL.

PARCEL 2-BS IS REQUIRED BECAUSE THE SIGN & PLANTER ARE OWNED BY SOMEONE OTHER THAN THE FEE OWNER. DETERMINED AT TIME OF NEGOTIATION

PARCEL 3 - PARCEL 3-WD INCLUDES A TRAILER IN THE PROPOSED R/W. THIS IS A "P" (PERSONALTY) ITEM BECAUSE THE OBJECT CAN BE MOVED AND THE OWNER IS ENTITLED TO COMPENSATION FOR SUCH A MOVE.

PARCEL 3A-WD IS AN OUTSALE WHICH TOOK PLACE AFTER THE PARCEL NUMBERS WERE ASSIGNED.

3-WD1 IS A SECOND, NON-CONTIGUOUS TAKING OF THE SAME TYPE WITHIN A CONTIGUOUS OWNERSHIP

PARCEL 4 - NOT USED

PARCEL 5 - PARCEL 5-WD HAS A SIGN, THE BASE OF WHICH IS ON PRIVATE PROPERTY, THAT OVERHANGS THE EXISTING R/W, CONSTITUTING AN ENCROACHMENT: ITS DISPOSITION, WHEN DETERMINED, IS NOTED ON THE SUMMARY SHEET.

PARCEL 6 - PARCEL 6-WD IS THE SAME OWNERSHIP AS PARCEL 1-WD AND INCLUDES AN EXISTING GAS EASEMENT.

PARCEL 6-SA WAS ADDED AFTER NEGOTIATIONS WERE COMPLETED AND IT WAS ESTABLISHED THAT THERE WAS BASIS FOR ADDITIONAL COMPENSATION.

PARCEL 7 - PARCEL 7 IS A NO TAKE PARCEL, HOWEVER IT IS WITHIN THE PROJECT LIMITS, AND CONTAINS A R/W ENCROACHMENT. THE OWNER IS MADE AWARE OF THE ENCROACHMENT BY LETTER FROM THE DISTRICT PERMIT DEPARTMENT.

PARCEL 8 - PARCEL 8 IS A NO TAKE PARCEL, HOWEVER IT IS WITHIN THE PROJECT LIMITS.

PARCEL 9 - PARCEL 9-SH A STANDARD HIGHWAY EASEMENT. NOTE THAT THE PROPERTY CONTAINS PRO, YET NONE IS INCLUDED IN "PRO IN TAKE". THERE IS NO NEED TO RE-ACQUIRE THE EASEMENT RIGHTS TO THIS PORTION OF THE PARCEL. (THIS ASSUMES THAT THE EXIST. R/W WAS ORIGINALLY ACQUIRED BY A STANDARD HIGHWAY EASEMENT.) THE DISTRICT PRODUCTION OFFICE SHOULD BE CONTACTED PRIOR TO UTILIZING THIS METHODOLOGY.

ALSO NOTE HOW THE R/W ENCROACHMENT WAS HANDLED WHEN ONLY A PORTION OF THE ENCROACHMENT NEED BE REMOVED.

PARCEL 10 - PARCEL 10-E REPRESENTS THE PIECE OF LAND THAT WAS LEFT AS A RESULT OF PARCEL 10-WD. THIS RESIDUE MEETS THE CRITERIA FOR AN UNECONOMIC REMNANT. AFTER THE "E" IS ACQUIRED, THE PARCEL IS CHANGED TO AN "ER" PARCEL. (THIS ASSUMES THAT THE OWNER CHOOSES TO SIGN OFF ON THE PARCEL.)

PARCEL 11 - PARCEL 11-WD IS AN EXAMPLE OF A LAND CONTRACT.

TOTAL NUMBER OF:

9 OWNERSHIPS
18 PARCELS
0 TOTAL TAKES
1 OWNERSHIP WITH STRUCTURES INVOLVED
0 OWNERSHIPS WITH "P" ITEMS

NET RESIDUE = RECORD AREA - TOTAL PRO - NET TAKE

ALL AREAS IN SQUARE FEET

* DENOTES RIGHT OF WAY ENCROACHMENT

PARCEL NO.	OWNER	SHEET NO.	OWNERS RECORD BOOK	OWNERS RECORD PAGE	AUDITOR'S PARCEL	RECORD AREA	TOTAL P.R.O.	GROSS TAKE	P.R.O. IN TAKE	NET TAKE	STRUCTURE	NET RESIDUE LEFT	NET RESIDUE RIGHT	TYPE FUND	REMARKS AND PERSONALTY	AS ACQUIRED BOOK	AS ACQUIRED PAGE
1-WD	K.B. CHAMBERS & MARGUERETTE CHAMBERS	4	417	771	21-07414900	1200	5252	4759	3875	884				STATE			
		4	417	774	21-07414901	10800	2700	3600	2700	900							
			OR 819	217	21-0741500	11400	1500	0	0								
	GRAND TOTAL					34200	9450	8359	6575	1784		22966					
1-T		4						373		373	YES				TO REMOVE SHED		
2-WD	ARTHUR TALEOS	4	OR 092	711	21-07415200	25200	4500	6900	4500	2400							
		4	OR 439	664	21-07415201	27200	4800	7200	4800	2400							
	TOTAL 2-WD							14100	9300	4800							
2-SL					21-07415200			974		974							
					21-07415201			783		783							
	TOTAL 2-SL							1757		1757							
2-WDI			459	218	21-07490800	16500	1250	2250	1250	1000							
	GRAND TOTAL					68900	10550	18080	10550	7557		19600	31193				
2-T		4						300		300					FOR SIGN REMOVAL		
															PARCEL 2-SL OVERLAPS PARCEL 2-S BY 612 SQUARE METERS		
2-S		4						612		612							
2-BS	PETMART INC.	4									S				SIGN		
3-WD	DAVID H. SHAFFER & PHILLIS A. SHAFFER	4	942	1173	21-07415302	28572	3169	4223	3169	1054	P				TRAILER TO BE REMOVED BY OWNER		
3-WDI		4	OR 52	197	21-07415400	21537	2544	3392	2544	848							
		4	OR 52	681	21-07415500	17629	1908	2544	1908	636							
	TOTAL 3-WDI							5936	4452	1484							
		4	942	1191	27-0912700	40257	0	0	0	0							
	GRAND TOTAL					107995	7621	10159	7621	2538		97836					
3-CH								1663		1663							
3A-WD	GORDON C. SHAFFER	4	OR 240	672	21-07415303	15650	3180	4240	3180	1060		11410					
4	NOT USED																
5-WD	ROY W. DEW & BARBARA L. DEW	4	976	184-186	21-07415301	11077	1908	2544	1908	636		8533			* SIGN (TO BE REMOVED BY DISTRICT FORCES)		
6-WD	K.B. CHAMBERS & MARGUERETTE CHAMBERS	4	954	286	21-07415701	48229	0	1775	0	1775		46479			EX. GAS LINE EASEMENT EAST OHIO GAS VOL. 807 PG. 68		
															FOR DISCONNECT & RECONNECT OF ELECTRICAL SERVICES		
6-SA																	
7	HOWARD R. JONES & GEORGENE R. JONES	4	OR 46	961	21-07418900	24673		NO TAKE	0	NO TAKE			24673		* SIGN (TO BE REMOVED BY THE PROPERTY OWNER)		
8-PR	ROBERT J. RIHEL & CAROL J. RIHEL	4	654	21	21-074191000	34023	0	0	0	0			34023		LOSS OF ACCESS		
9-SH	SOLORCORE INC., AN OHIO CORPORATION	4	OR1298	416	21-074191800	29704	5796	1539	0	1539			22369		* FENCE		
10-WD	FRANK B. SHOEMAKER	4	871	969	21-074190711	7700	4100	5466	4100	1366							
			4112	54	21-074190701	7500	2700	4500	2700	1800							
	GRAND TOTAL					15200	6800	9966	6800	3166			5234				
10-E								5234		5234							
11-WD	RALPH K. SMITH (FEE OWNER)	4	OR 317	542	21-074190600	10400	1250	2250	1250	1000			8150		LAND CONTACT VOL. 692 PG. 32 & 33		
	SHARON COLLINS (LAND CONTACT)																
														STATE			

NOTE: UNDER NO CIRCUMSTANCES ARE TEMPORARY EASEMENTS TO BE USED FOR STORAGE OF MATERIAL OR EQUIPMENT BY THE CONTRACTOR UNLESS NOTED OTHERWISE.

NOTE: ALL TEMPORARY PARCELS TO BE OF 18 MONTHS DURATION.

31-74

REV	DATE	DESCRIPTION
FIELD REVIEW BY		DATE
OWNERSHIP VERIFIED BY		DATE
DATE COMPLETED		3-9-94

FEDERAL PROJECT NO. 000000

STATE JOB NO. 000000

PID NO. 7798

R/W DESIGNER

R/W REVIEWER

SUMMARY OF ADDITIONAL RIGHT OF WAY

TRU - 46 - 2.72

3/6

37/40

3113.02 Right of Way Plan Checklist

The following is a tabulation of the items addressed for each plan sheet in this manual. It provides a good, concise guide against which a right of way plan can be checked for completeness before submission.

Project: _____ Date: _____
PID NO.: _____ Design Agency: _____ Reviewed by: _____

Please provide the following information:

☐ Stage 2 Review - Preliminary R/W
☐ Stage 2 Review - Intermediate Activity
R/W Plans and R/W Descriptions

* Denotes items required for Preliminary R/W

Centerline Plat

☐1A *Sheet Heading
☐1B *Title Block
☐1C *Monument Table
☐1D *Monument Legend
☐1E *Political Subdivision Monument
☐1F *Centerline
☐1G *Centerline Monuments
☐1H *Centerline Intersections
☐1 I Project Limits
☐1J *Curve Data
☐1K *Dimensions
☐1L *Recording Block
☐1M *Survey Certification
☐1N *Basis of Bearings
☐1O *Basis of Exist. C/L of R/W

ADDITIONAL ITEMS

☐ Monument Details
☐ Limited Acc. Declaration

Property Map

☐2A *Sheet Heading
☐2B *Title Block
☐2C *Utility List & Note
☐2D *Ownership Name & Number
☐2E Limit Flags
☐2F *Proposed Project
☐2G *Structures
☐2H *Civil Boundaries
☐2 I *Side Roads
☐2J *Adjoining Project Data
☐2K *Revision Block
☐2L *Structure Key
☐2M *Drives
☐2N *Utility Easements
☐2O *Conventional Signs

Summary of Additional Right of Way

☐3A *Title Block
☐3B *Parcel Numbers
☐3C *Owner Identification
☐3D Sheet Number
☐3E *Owners Record
☐3F *Auditor's Parcel
☐3G *Record Area
☐3H *Total P.R.O.
☐3 I *Gross Take
☐3J *P.R.O. in Take
☐3K *Net Take
☐3L *Structures
☐3M Net Residue
☐3N Type Fund
☐3O Remarks and Personalty
☐3P As Acquired
☐3Q *Temporary Parcel Duration (If applicable)
☐3R *Restriction of Use Note (If applicable)
☐3S *Encroachments
☐3T *Revision Block
☐3U Total No. of Tabulation

ADDITIONAL ITEMS

☐ *Grantee (If applicable)
☐ *Copies of existing deed records

RIGHT OF WAY PLANS

Detail Right of Way Plan Sheet

☐4A *Sheet Heading
☐4B *Title Block
☐4C Station Limits
☐4D *Centerline Stationing
☐4E *Match Lines
☐4F *Exist. Topographic Features
☐4G *Utilities
☐4H *Waterways and Railroads
☐4 I *Land Use
☐4J *Personalty
☐4K *Civil Boundaries and Monuments
☐4L *Property Lines
☐4M *Parcel Boundaries
☐4N *Alignment Data
☐4O R/W Curve Data
☐4P Line Distances
☐4Q *Edge of Pavement
☐4R *Connecting Roadways
☐4S *Right of Way
☐4T *Stations and Offsets
☐4U *Parcel Balloons
☐4V *Plan Items
☐4W *R/W Fence (If applicable)
☐4X *Construction Limits
☐4Y *Basis of Existing Centerline of Right of Way and R/W width
☐4Z *Lead in Course(s)
☐4AA *Revision Block
☐4BB *Address
☐4CC *Monument Legend
☐4DD *Structure Key

Railroad Plat and Plans

☐ 1 *Sheet Heading/Local Orientation
☐ 2 *Title Block
☐ 3 *R.R. Centerline Data
☐ 4 *Other Track Data
☐ 5 *Valuation Survey Stationing
☐ 6 *Property Lines
☐ 7 *Highway Centerline
☐ 8 *Relationship of Stationing
☐ 9 *Prop. Line Reference
☐ 10 *Call Points
☐ 11 *Construction Limits
☐ 12 *Proposed Features
☐ 13 *Owner Identification
☐ 14 *Intersection Data
☐ 15 Special Details
☐ 16 *Valuation Reference

3113.03 Right of Way Description Checklist

Project: _____ Date: _____
PID NO.: _____ Design Agency: _____ Reviewed by: _____

☐ Stage 2 Review - Preliminary R/W
☐ Stage 2 Review - Intermediate Activity R/W Plans and R/W Descriptions

- ☐ Property ownership search no more than six months prior to preliminary R/W.
- ☐ Copy of closure calculations attached (Paper and/or Disk).
- ☐ Instruments acceptable for transfer at the county recorders office.
- ☐ Legals submitted in word processing program (as specified by the District Production Administrator).
- ☐ Legals pre-approved.
- ☐ Format 8 ½ x 11 paper, one-inch margins, 12-point type, full justification, Times New Roman Font.
- ☐ Parcel number, type of interest conveyed, county-route-section, and the name of the property it is to be taken in.
- ☐ Caption with general location of the parcel (State, county, city, village, civil township, section, survey township tier, range, lot, block, etc.) Lying on the left or right side of survey, County-route-section, recording data for the centerline plat, if applicable.
- ☐ Lead in course, the point of beginning or commencement (shall start at a physical recoverable, recognized geographic point and a clearly defined control station) must be acceptable by the county and tied by station and offset to the centerline of the project.
- ☐ True Point of, Principal place of, Place of / Beginning (description of boundary monument used).
- ☐ Each course on separate line, with bearing, distance, specification of any monuments and intent with regard to adjoiners.
- ☐ Auditor's permanent parcel number and a breakout of the PRO in the take.
- ☐ When an Auditor's Permanent Parcel number cannot be found provide a statement indicating as such.
- ☐ Name of person that prepared the description/instrument (surveyor's Ohio registration number, date the description was prepared).
- ☐ Description based on a Survey by (name), (registration number), (date of survey).
- ☐ Grantor claims title by instrument volume(s) and page(s).
- ☐ Provide a statement identifying the basis of bearings used in the description.
- ☐ Identification of any special reservations.
- ☐ Identification that the grantor retains the right of ingress and egress to any residual area of WD take.
- ☐ Statement explaining the purpose/need for the temporary parcel.

3113.04 Symbols

RIGHT OF WAY PLANS

The symbols shown on the following pages are selected symbols from Appendix A1 and A3 of ODOT's Location and Design Manual, Volume Three, Highway Plans. As mentioned in Section 3104.07 you can also download these files from ODOT's web site.

ODOT's Internet address is http://www.dot.state.oh.us.

The information provided on the web site is a product of ODOT and is intended for use on ODOT plans and is not to be sold or otherwise distributed for profit. There are no expressed or implied warranties concerning the accuracy, completeness, reliability or usability of this information. Further, ODOT assumes no responsibility for any incorrect results or damage resulting from the use of this information. All users shall expressly hold ODOT harmless from any liability or loss due to any computer or software generated problems associated with these files. It is the sole responsibility of the user to keep all files current with those on the Web Site. No technical support will be provided by ODOT.

Note: ***The material that follows is intended as a graphic illustration of line styles, weights and symbols desirable in a right of way plan.***

DIVISIONS

Lot Line (Same owner, both sides)

Property Line

GEOMETRY

Baseline — ℄ Ramp

Centerline Construction — ℄ Const.

Centerline Survey — ℄ Survey

Point of Intersection — P.I. & P.V.I.

Point of Curvature or Point of Tangency — C.S., P.C., P.C.C., P.O.C., P.O.T., P.R.C., P.T., P.V.T., S.C., S.T., & T.S.

Station Indication — 10 or 10

Existing Cross Section or Profile

Proposed Cross Section or Profile

RIGHT OF WAY

Exist. Limited Access

Ex. LA

Prop. Limited Access

LA

Exist. Limited Access-Right of Way

Ex. LA-R/W

Prop. Limited Access-Right of Way

LA-R/W

Exist. Right of Way

Ex. R/W

Prop. Right of Way

R/W

BARRIER

Ex. Barrier Design Guardrail

Prop. Barrier Design Guardrail

Ex./Prop. Barrier Design Guardrail

Existing Guardrail

Proposed Guardrail

Existing/Proposed Guardrail

BARRIER (cont'd)

Existing Anchor Assembly (All Types)

Prop. Anchor Assembly (All Types)

Existing Concrete Barrier

Proposed Concrete Barrier

FENCE

Existing Fence

Proposed Fence

Existing Gate

Proposed Gate

HYDRAULICS

Intermittent

Creek

River/Stream

HYDRAULICS (cont'd)

Lake/Pond

Existing Flow

Proposed Flow

Marsh or Swamp (Wetland)

Dumped Rock

TREES

Orchard

Existing Shrub Line

Existing Tree Line

UTILITIES

Existing Electric Line

— — — — E — — — — — — — — — — — E — — —

Proposed Electric Line

——— E ——————————————————————— E ———

Existing Gas Line with Size

— — — — G — — — — — — — — — — — G — — —

UTILITIES (cont'd)

Existing Sanitary Sewer Line with Size

Proposed Sanitary Sewer Line with Size

Existing Storm Sewer Line

Proposed Storm Sewer Line

Existing Telecommunication Line

Existing Water Line with Size

Proposed Water Line with Size

CONTOURS

Existing Slope Break

Proposed Slope Break

MISCELLANEOUS

Ex./Prop. Railroad for 1:1 to 1:400

Ex./Prop. Railroad for 1:500 and Over

Top of Ground

ITEM DESCRIPTION	EXISTING CADD ITEMS	PROPOSED CADD ITEMS	SYMBOL CELL NAME	
			EX.	PROP.
SURVEY 1	**(LEVEL 7)**	**(LEVEL 7)**		
Aerial Target Main-line			FCTRL	
Aerial Target Off Main-line			VCTRL	
Benchmark			BM	
Chiseled Benchmark Found			BMCHS	
Chiseled Benchmark Set				BMCHSS
Drill Hole Found	O D.H.F.		DHOLE	
Drill Hole Set		O D.H.S.		DHOLES
Government Disk Found			GOVD	
Government Disk Set				GOVDS
P.K. Nail Found	o P.K.F.		PKNAIL	
P.K. Nail Set		o P.K.S.		PKNALS
R.R. Spike Found			RRSPK	
R.R. Spike Set				RRSPKS
Tacked Hub Found			HUBT	
Tacked Hub Set				HUBTS
SURVEY 2	**(LEVEL 8)**	**(LEVEL 8)**		
Iron Pin Found with I.D. Cap	I.P.F.		IPID	
Iron Pin Found/No I.D. Cap	O I.P.F.		IPF	

ITEM DESCRIPTION	EXISTING CADD ITEMS	PROPOSED CADD ITEMS	SYMBOL CELL NAME	
			EX.	PROP.
SURVEY 2 (cont'd)	**(LEVEL 8)**	**(LEVEL 8)**		
Iron Pin Set with I.D. Cap		○I.P.S.		IPS
Iron Pipe Found	◎P.F.		IPIPE	
Iron Pipe Set		⊙P.S.		IPIPES
Mine Spike Found			MSPK	
Mine Spike Set				MSPKS
Stone Found			STONE	
DIVISIONS	**(LEVEL 9)**			
Ownership Hook			OHK	
Property Line Marker			PLM	
Section Corner			SECCOR	
Section Half			SECHLF	
GEOMETRY	**(LEVEL 10)**	**(LEVEL 20)**		
C.S., P.C., P.C.C., P.O.C., P.O.T., P.R.C., P.T., P.V.T., S.C., S.T. & T.S.	○	○	PC	PCP
P.I. & P.V.I.	△	△	PI	PIP

ITEM DESCRIPTION	EXISTING CADD ITEMS	PROPOSED CADD ITEMS	SYMBOL CELL NAME	
			EX.	PROP.
RIGHT OF WAY	**(LEVEL 12)**	**(LEVEL 22)**		
Concrete Monument	◎	●	MON	MONP
Monument Box	[M]	[M]	MONBX	MONBXP
ROADWAY	**(LEVEL 14)**	**(LEVEL 24)**		
Large Rock	⬡		ROCK	
Post	⬡	⬢	POST	POSTP
Railroad Crossing			RRC	
Railroad Gate			RRG	
Railroad Signal			RRS	
MISCELLANEOUS	**(LEVEL 16)**	**(LEVEL 26)**		
Barbeque Grill			BBQ	
Flag Pole			FLAGP	
Headstone	RIP		RIP	
Mail Box	[MB]	[MB]	MB	MBP
Paper Box	[PB]	[PB]	PB	PBP

ITEM DESCRIPTION	EXISTING CADD ITEMS	PROPOSED CADD ITEMS	SYMBOL CELL NAME	
			EX.	PROP.
MISCELLANEOUS (cont'd)	**(LEVEL 16)**	**(LEVEL 26)**		
Parking Meter	PM	PM	PM	PMP
Satellite Dish			SATD	
Soil Boring				SOILB
Sprinkler Head			SPKHD	SPKHDP
Tower			TOWER	
Yard Light			BUDLIT	
TREES	**(LEVEL 17)**	**(LEVEL 27)**		
Evergreen Tree			ETREE	ETREEP
Overlay For Tree or Stump To Be Removed				RMVD
Shrub			SHRUB	SHRUBP
Stump			STUMP	
Tree			TREE	TREEP

ITEM DESCRIPTION	EXISTING CADD ITEMS	PROPOSED CADD ITEMS	SYMBOL CELL NAME	
			EX.	PROP.
UTILITIES	**(LEVEL 18)**	**(LEVEL 28)**		
Cable TV Amplifier	T·V		CTVA	
Cable TV Pole			CTVP	
Electric Box	E	E	EBOX	EBOXP
Electric Manhole	E	E	EMH	EMHP
Electric Meter	E		EM	
Electric Vault	E·V	E·V	EVLT	EVLTP
Filter Bed	FB		FBD	
Fire Hydrant			FH	FHP
Floor Drain	D	D	FDRN	FDRNP
Gas Line Marker	G		GMRK	
Gas Line Vent	G		GVENT	
Gas Manhole	G		GMH	
Gas Meter	G		GM	
Gasoline Pump	G PMP		GPUMP	
Gas Valve	G	G	GV	GVP
Gas Well	G WELL		GWELL	

ITEM DESCRIPTION	EXISTING CADD ITEMS	PROPOSED CADD ITEMS	SYMBOL CELL NAME	
			EX.	PROP.
UTILITIES (cont'd)	**(LEVEL 18)**	**(LEVEL 28)**		
Guywire Anchor	‹		DM	
Monitoring Well	M WELL		MWELL	
Oil Tank	OT		OTANK	
Oil Well	O WELL		OWELL	
Power Pole	P	P	PP	PPP
Power/Light Pole	P	P	PLP	PLPP
Power Line Marker	+P		PMRK	
Sanitary Sewer Line Marker	+SA		SSMRK	
Sanitary Sewer Line Vent	▫SA		SVENT	
Sanitary Sewer Manhole	SA	SA	SMH	SMHP
Sanitary Sewer Manhole Adjusted or Reconstructed		SA		SMHA
Sanitary Sewer Valve	SA		SV	
Septic Tank	SEP TNK	SEP TNK	SEPTC	SEPTCP
Tank Filler Cap			TNKCAP	

ITEM DESCRIPTION	EXISTING CADD ITEMS	PROPOSED CADD ITEMS	SYMBOL CELL NAME	
			EX.	PROP.
UTILITIES (cont'd)	**(LEVEL 18)**	**(LEVEL 28)**		
Telecommunication Line Marker	HTEL		TMRK	
Telecommunication Manhole	(T)	(T)	TMH	TMHP
Telecommunication Pole			TELP	TELPP
Telecommunication/ Light Pole			TLGT	TLGTP
Telecommunication/Light/ Power Pole			TLPW	TLPWP
Telecommunication/ Power Pole			TPW	TPWP
Telecommunication Vault	T·V	T·V	TVLT	TVLTP
Telephone Booth	TEL BTH		TBTH	
Telephone Pay			PPHONE	
Telephone Pedestal	T	T	TPED	TPEDP
Unknown Manhole	(UM)		UMH	
Unknown Object	(?)		UOBJ	
Unknown Pole			UP	
Unknown Utility Valve	(U)		UVALVE	
Unknown Well	(U WELL)		UWELL	

ITEM DESCRIPTION	EXISTING CADD ITEMS	PROPOSED CADD ITEMS	SYMBOL CELL NAME	
			EX.	PROP.
UTILITIES (cont'd)	**(LEVEL 18)**	**(LEVEL 28)**		
Water Gate Valve			WGV	WGVP
Water Line Vent			WVENT	
Water Manhole			WMH	WMHP
Water Manhole Adjusted or Reconstructed				WMHA
Water Meter			WM	WMP
Water Service Stop			WSS	WSSP
Water Well			WWELL	WWELLP
TRAFFIC CONTROL	**(LEVEL 31)**	**(LEVEL 32)**		
Controller, Base-Mounted			CBM	CBMP
Controller, Pole-Mounted			CPM	CPMP
Pedestrian Head 1			PED1	PED1P
Pedestrian Head 2			PED2	PED2P

ITEM DESCRIPTION	EXISTING CADD ITEMS	PROPOSED CADD ITEMS	SYMBOL CELL NAME	
			EX.	PROP.
DRAINAGE	**(LEVEL 55)**	**(LEVEL 56)**		
Barrier Median Inlet I-3A	SHOWN AT A 1:20 SCALE		I3A	I3AP
Barrier Median Inlet I-3B	SHOWN AT A 1:20 SCALE		I3B	I3BP
Barrier Median Inlet I-3C	SHOWN AT A 1:20 SCALE		I3C	I3CP
Barrier Median Inlet I-3D	SHOWN AT A 1:20 SCALE		I3D	I3DP

ITEM DESCRIPTION	EXISTING CADD ITEMS	PROPOSED CADD ITEMS	SYMBOL CELL NAME	
			EX.	PROP.
DRAINAGE (cont'd)	(LEVEL 55)	(LEVEL 56)		
Catch Basin CB-2-2A and CB-2-2B	SHOWN AT A 1:10 SCALE		CB22A	CB22AP
Catch Basin CB-2-2A and CB-2-2B, Adjusted or Reconstructed	SHOWN AT A 1:10 SCALE			CB22AA
Catch Basin CB-2-3	SHOWN AT A 1:10 SCALE		CB23	CB23P
Catch Basin CB-2-3, Adjusted or Reconstructed	SHOWN AT A 1:10 SCALE			CB23A
Catch Basin CB-2-4	SHOWN AT A 1:10 SCALE		CB24	CB24P
Catch Basin CB-2-4, Adjusted or Reconstructed	SHOWN AT A 1:10 SCALE			CB24A
Catch Basin CB-2-5	SHOWN AT A 1:10 SCALE		CB25	CB25P
Catch Basin CB-2-5, Adjusted or Reconstructed	SHOWN AT A 1:10 SCALE			CB25A

ITEM DESCRIPTION	EXISTING CADD ITEMS	PROPOSED CADD ITEMS	SYMBOL CELL NAME	
			EX.	PROP.
DRAINAGE (cont'd)	(LEVEL 55)	(LEVEL 56)		
Catch Basin CB-2-6	SHOWN AT A 1:10 SCALE		CB26	CB26P
Catch Basin CB-2-6, Adjusted or Reconstructed	SHOWN AT A 1:10 SCALE			CB26A
Catch Basin CB-3	SHOWN AT A 1:10 SCALE		CB3	CB3P
Catch Basin CB-3, Adjusted or Reconstructed	SHOWN AT A 1:10 SCALE			CB3ADJ
Catch Basin CB-3A	SHOWN AT A 1:10 SCALE		CB3A	CB3AP
Catch Basin CB-3A, Adjusted or Reconstructed	SHOWN AT A 1:10 SCALE			CB3AA
Catch Basin CB-4	SHOWN AT A 1:10 SCALE		CB4	CB4P
Catch Basin CB-4, Adjusted or Reconstructed	SHOWN AT A 1:10 SCALE			CB4A

ITEM DESCRIPTION	EXISTING CADD ITEMS	PROPOSED CADD ITEMS	SYMBOL CELL NAME	
			EX.	PROP.
DRAINAGE (cont'd)	(LEVEL 55)	(LEVEL 56)		
Catch Basin CB-5 and CB-8	SHOWN AT A 1:10 SCALE		CB58	CB58P
Catch Basin CB-5 and CB-8, Adjusted or Reconstructed	SHOWN AT A 1:10 SCALE			CB58A
Catch Basin CB-6	SHOWN AT A 1:10 SCALE		CB6	CB6P
Catch Basin CB-6, Adjusted or Reconstructed	SHOWN AT A 1:10 SCALE			CB6A
Catch Basin CB-7	SHOWN AT A 1:10 SCALE		CB7	CB7P
Catch Basin CB-7, Reconstructed	SHOWN AT A 1:10 SCALE			CB7R
Dry Well for Storm Sewer	SHOWN AT A 1:1 SCALE		DRYW	
Generic Catch Basin	SHOWN AT A 1:1 SCALE		GCB	
Inspection Well	SHOWN AT A 1:1 SCALE		IW	IWP

ITEM DESCRIPTION	EXISTING CADD ITEMS	PROPOSED CADD ITEMS	SYMBOL CELL NAME	
			EX.	PROP.
DRAINAGE (cont'd)	**(LEVEL 55)**	**(LEVEL 56)**		
Inspection Well Adjusted or Reconstructed	SHOWN AT A 1:1 SCALE	◑		IWA
Round Inlet	SHOWN AT A 1:1 SCALE (CB)		CBRND	
Sewer Pumping Station	SHOWN AT A 1:1 SCALE (S PMP)		SPMP	
Side Ditch Inlet I-I	SHOWN AT A 1:1 SCALE ⊘	●	SDII	SDIIP
Storm Sewer Manhole	SHOWN AT A 1:1 SCALE (ST)	●	STMH	STMHP
Storm Sewer Manhole Adjusted or Reconstructed	SHOWN AT A 1:1 SCALE	◑		STMHA
Trench Drain	SHOWN AT A 1:1 SCALE		TD	TDP
SCRATCH 1	**(LEVEL 60)**			
Elevation Shot	×		X	
Grid and/or Tick Mark	+		GTM	

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3200 TYPES OF TITLE TO BE ACQUIRED

3201 Introduction

The Ohio Department of Transportation uses two different types of title for permanent highway rights of way. The first type is fee simple title. The second type is an easement for highway purposes that conveys, in perpetuity, the right to construct and maintain a highway facility on the land of the fee holder. The general policy of the Department is to acquire permanent highway rights of way in fee simple title. Easement rights of way can be used when fee simple title is not practical. Typical examples can be bridge projects of short length on roadways that occupy existing easement rights of way or on intersecting county and township roads where fee simple title is not considered necessary. The Department also uses several supplemental easements and agreements for purposes other than for permanent highway rights of way. This Section of the Real Estate Policies and Procedures Manual has been developed as set forth in the Ohio Revised Code 5501.31(Powers and Duties of Director).

3202 Fee Simple Title

Fee simple title will be acquired for permanent rights of way on a new location, limited access, and urban area facilities, except for aerial and footer easements on operating railroad rights of way and rights outside of the main right of way for drainage (channel, sewers, etc.). Fee simple title may also be acquired for any other type of project or for specific ownerships as is beneficial to the Department.

Fee simple title is further classified by the intended use applicable to the need of the highway facility. The following parcel identifiers describe these classifications:

WL - WARRANTY DEED WITH LIMITATION OF ACCESS

Use this identifier to acquire fee simple title for highway rights of way where a plan requires full limitation of access to the facility. The WL instrument may be for whole takes on fully limited access highways even though a portion of the taking lies outside the limited access boundary. The right of way plan will show the portion outside the boundary as a WD area if control of access is not needed.

The form presumes full limitation of access. When design requires less than full limitation of access, such as on a controlled access facility, a limiting feature may be inserted immediately following the description, for example, “Except 12 foot wide residential drive left from station 10+50 to station 10+62".

TYPES OF TITLE TO BE ACQUIRED

WD - WARRANTY DEED WITH RESERVATION OF ACCESS

Use this identifier to acquire fee simple title where limitation of access is of no consequence. When it is intended that the grantor retains access rights, the Warranty Deed form will contain a statement identifying that the grantor retains the right of ingress and egress to and from any residual area.

WM - WARRANTY DEED FOR MINERAL RIGHTS

Use this identifier to acquire the subsurface interest when it is separated from the surface to the degree that a second recorded instrument will be required to join the two. The associated deed for surface rights shall be shown on the plan in all cases where WM is used.

WU - WARRANTY DEED FOR RAILROAD OR PUBLIC UTILITY

Use this identifier to acquire fee simple title in the name of a railroad or public utility for the readjustment or relocation of its facility. The Summary of Additional Right of Way Sheet and Right of Way Detail Plan Sheet shall show by note the name in which the title will be acquired when this type of title is needed. An agreement is required between the Department and the Grantee giving the Department authority to acquire the parcels in the name of the Grantee and stipulating that the Grantee accepts the parcels.

WS - WARRANTY DEED FOR SCENIC PURPOSE

Use this identifier to acquire fee simple title for highway scenic purpose.

E - WARRANTY DEED FOR EXCESS LAND OR UNECONOMIC REMNANT

Use this identifier for excess property that will be considered for acquisition as an EL or ER parcel at a future date. The determination to acquire as an EL or ER parcel is made during the appraisal phase. (See Sections 4.30 and 5.30)

EL - WARRANTY DEED FOR EXCESS LAND

This identifier can be used in two different situations.

The first situation is to acquire by warranty deed, any excess property except uneconomic remnant. This type of EL parcel is only acquired from consenting owners, and rarely, if ever, involves FHWA funds. The Summary of Additional Right of Way Sheet and Right of Way Detail Plan Sheet shall identify this parcel as "E" until it is acquired.

The second situation is to dispose by QUIT CLAIM DEED, a parcel that is created when property bought as right of way is later sold. This parcel can involve FHWA funds. (See Sections 4.30, 5.30 and 7.40)

ER - WARRANTY DEED FOR UNECONOMIC REMNANT

Use this identifier for residual property acquired from a consenting owner when the acquisition of only part of the property would have left the owner with an uneconomic remnant. The Summary of Additional Right of Way Sheet and Right of Way Detail Plan Sheet shall identify this parcel as "E" until it is acquired. (See Sections 4.30 and 5.30)

QC - QUIT CLAIM DEED

Use this identifier when the extent of ownership of the Grantor is insufficient to grant fee interest and the Department elects to accept a quit claim interest. An agreement is required between the Department and the Grantee giving the Department authority to acquire the parcel in the name of the Grantee and stipulating that the Grantee accepts the parcel.

3203 Easements

An easement for a highway purpose conveys, in perpetuity, the right to construct and maintain a highway facility on the land of the fee holder. The owner retains the underlying fee. The following identifiers describe the various types and uses of highway easements.

SH - STANDARD HIGHWAY EASEMENT

Use this identifier to acquire rights of way for a highway improvement where fee simple title is not required and limitation of access from adjoining land is not desired.

TYPES OF TITLE TO BE ACQUIRED

LA - LIMITED ACCESS EASEMENT

Use this identifier to acquire a permanent easement for highway rights of way where a plan requires full limitation of access to the facility. The form presumes full limitation of access. When design requires less than full limitation of access, such as, on a controlled access facility, a limiting feature may be inserted immediately following the description. For example, "Except 12 foot wide residential drive left from station 10+50 to station 10+62".

When the easement needs from one owner are partially limited access and partially non-limited access, the separate easement needs shall be acquired as separate parcels. The suffix LA is used for the limited access parcel and SH is used for the non-limited access parcel. The description of the LA parcel is put on an LA Easement Description Sheet and the non-limited access parcel is put on an Easement for Highway Purposes Description Sheet and both are combined into one instrument.

It is also used for a "LA ONLY" located on a property line when the right of access is denied and no take area is required.

SL - SLOPE EASEMENT

Use this identifier to acquire a continuing right for the construction and maintenance of slopes until such time as the owner desires to remove or build on the slope, provided that the proper preservation of a highway will not be impaired by such removal or occupancy of the slopes.

S - SEWER EASEMENT

Use this identifier to acquire an initial right to construct and a perpetual right to maintain a sewer outside regular highway rights of way. It also conveys the temporary right to use additional land for construction of the sewer. If additional land is used, the right of way plan must clearly show and delineate this land.

CH - CHANNEL EASEMENT

Use this identifier to acquire the right to construct and maintain, if desired, a perpetual watercourse within the area described in the easement. The grantor retains the right to use the area for any other purpose provided that this use does not impair the proper functioning of the highway drainage facilities.

This type of easement is used for the construction of an open watercourse channel that falls outside of the regular highway rights of way. It may also be used for a large, open channel that parallels a highway, to avoid a riparian right controversy.

ES - ENHANCEMENT SCENIC EASEMENT

Use this identifier to acquire the right to preserve the use and development of an area adjacent to the highway in a manner consistent with the nature and intent of the highway beautification program. This easement may be used where the cost of fee simple title is prohibitive or where the owner desires to retain the underlying fee yet agrees to the enhancement aspect of the easement.

PS - PROTECTIVE SCENIC EASEMENT

Use this identifier to acquire the right of protection of the existing view of the traveling public when no right to enter or develop the area is needed.

RS - REMOVAL SCENIC EASEMENT

Use this identifier to acquire the right to remove, screen, or prohibit billboards and junkyards along or near public highways.

FL - FLOWAGE EASEMENT

Use this identifier to acquire the perpetual right to cause water to flow over a described area, such as, temporary impoundment of storm water upstream from a channel restriction.

U - EASEMENT FOR A RAILROAD OR PUBLIC UTILITY

Use this identifier to acquire an easement in the name of a railroad or public utility owning similar facilities for the readjustment or relocation of its facility when fee simple title is not desired. The Summary of Additional Right of Way Sheet and Right of Way Detail Plan Sheet shall show by note name in which the easement will be acquired when this type of easement is needed. An agreement is required between the Department and the Grantee giving the Department authority to acquire the parcel in the name of the Grantee and stipulating that the Grantee accepts the parcel.

A - AERIAL EASEMENT

Use this identifier to acquire an aerial easement to construct and maintain an elevated facility. Acquisition of aerial easements are independent of other easement rights that may need to be acquired under the aerial easement. For example, standard highway easements (footer easements) or sewer easements may need to be acquired under an aerial easement. The area of overlap of easements is to be shown on an overlap table on the right of way plan sheets.

3204 Additional Modifiers

"V" and "R" designations are modifiers used to identify either which political authority will be the eventual owner of the appropriated land or which special rights are expressly reserved for the landowner respectively. When "V" and "R" are used in the same parcel the "V" should precede "R". These identifiers are not to be used with any designations identified in section 3205 Agreements.

V - IN THE NAME OF ANOTHER STATE AGENCY, LPA, ETC.

Use this identifier when acquiring property rights in the name of an entity other than the Department, such as another State Agency, political subdivision, etc. The Summary of Additional Right of Way Sheet shall show the name in which the property rights will be acquired. An agreement is required between the Department and the Grantee giving the Department authority to acquire the parcel in the name of the Grantee and stipulating that the Grantee accepts the parcel.

R - SPECIAL RESERVATION

Use this identifier where certain rights in the area to be acquired (other than direct access rights) are reserved for the owner. Reservation may include mineral rights (such as coal below a stated elevation), limited rights of access over or under limited access rights of way (such as access under a viaduct), or other reservation which is special in nature. In all cases where "R" is used, the Remarks Column of the Summary of Additional Right of Way Sheet shall indicate briefly the type of reservation, i.e., special access, mineral, etc.

3205 Agreements

Agreements are for specific situations that require special arrangements with property owners outside the area needed for perpetual highway rights of way. The following identifiers describe the various types and uses of several commonly used agreements.

T - TEMPORARY RIGHT OF WAY AGREEMENT (EASEMENT)

Use this identifier for an agreement to provide necessary working area for the contractor where permanent rights of way are not desired for temporary detours, construction working area outside permanent rights of way, temporary access roads, channel work not requiring a channel easement, and other required work. This agreement is also used on widening projects in congested areas where uniform permanent right of way limits contain the highway installation to be maintained but remedial work, not requiring continuing maintenance, must be performed outside the permanent rights of way in order to make the adjoining terrain, normally maintained by the owner, conform to the new construction. This agreement shall be used when the work is essential to the project and cannot be non-performed and when slope easements, or other types of permanent rights of way, are not required or desired and a depressing effect on "after" value is to be avoided. The temporary agreement is not to be used for storage of material and equipment and no structures can be constructed unless the owner agrees in writing. The temporary agreement begins at the breaking of ground for construction and terminates when the proposed work has been completed and accepted. Temporaries are appraised, include payment to the landowner and are acquired as temporary easements through eminent domain, if necessary.

WA - WORK AGREEMENT

Use this identifier as an agreement to provide necessary working area for the contractor to do incidental work that is done at the benefit of the owner, such as, connecting drives, dressing slopes and other nonessential work that can be non-performed if the owner elects to not sign the agreement. Obtain a temporary right of way agreement where actual damage will occur as a result of the work. The work agreement permits the contractor to enter upon the property to perform specific work and terminates when the proposed work is completed. A work agreement does not require a legal description, is not appraised, includes only a nominal $1.00 payment to the landowner and cannot be acquired through eminent domain.

TYPES OF TITLE TO BE ACQUIRED

PR - PROPERTY RIGHT

Use this identifier for an agreement to compensate for the impairment of the right of ingress and egress, light, air, etc., when such impairment is directly attributable to the proposed highway facility yet there is no physical acquisition of land. In all cases where "PR" is used, the Remark's Column of the Summary of Additional Right of Way Sheet shall briefly indicate the specific impairment being compensated for.

BS - BILL OF SALE

Use this identifier for an agreement to acquire improvements on the land independent of the conveyance of title.

SA - SPECIAL AGREEMENT AND WAIVER OF DAMAGE

Use this identifier for an agreement in those special situations where standard types of title are not applicable. The purpose of this agreement is to describe an understanding between the Department and a property owner.

3206 Special Deviations

Replacement land for railroad relocation, utility transmission line, substation relocation, etc., shall be acquired in accordance with an agreement between the Director of Transportation and the individual companies concerned, and in the same degree of title held by the company in the land replaced unless otherwise provided for in the agreement.

3207 Forms

The plan preparer should carefully review all of the various types of title and agreements and determine which one best fits each parcel of right of way to be acquired. The following forms, examples of which may be found in Section 5.40 of the Real Estate Policies and Procedures Manual, shall be used for the various types of title described herein:

1) WL - Form RE 14, 15, 17
2) WD - Form RE 13, 13-1, 13-2, 14, 15, 16-1, 16-2
3) WM - Special Format Required
4) WU - Form RE 13, 16
5) WS - Special Format Required
6) EL - Form RE 14, 15, 17, or Special Format
7) ER - Form RE 14, 15, 17, or Special Format
8) QC - Special Format Required
9) V - Form RE 2-1, 2-2, 4-1, 4-2, 5-1, 5-2
10) R - Special Format Required
11) SH - Form RE 2
12) LA - Form RE 3, 50
15) CH - Form RE 19, 19-1, 19-2
16) ES - Form RE 47
17) PS - Form RE 47
18) RS - Special Format Required
19) FL - Special Format Required
20) U - Special Format Required
21) A - Special Format Required
22) T - Form RE 18, 18-1, 18-2
23) WA - Form RE 20
24) PR - Special Format Required
25) BS - Form RE 69-Structure
26) BS - Form RE 69-Misc. Improvements

TYPES OF TITLE TO BE ACQUIRED

13) SL - Form RE 4, 4-1, 4-2

14) S - Form RE 5, 5-1, 5-2 and Special Format

27) BS - Form RE 70-From Tenant

28) SA - Form RE 64