Appendix I– R/W Description Checklist

Project: _____ PID NO.:_____
Date: _____ R/W Reviewer: _____

☐ Preliminary Right of Way Plans
☐ Final Right of Way Plans

Instrument:

☐ Instruments acceptable for transfer at the county recorders office.

☐ Legals pre-approved.

☐ Descriptions prepared on ODOT approved RX Form, with headers and pagination on each page.

☐ 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, signature, 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 bearing 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.

☐ Copy of closure calculations attached (Paper and/or Disk).