

Appendix K – Monument Setting Policy

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

1. A right of way design team will prepare the right of way plans and legal descriptions. The construction and right of way plans shall include pay items for all Monument Assemblies, Reference Monuments (Centerline Monument and Reference Monument) and Right of Way Monuments expected to be set and/or reset by the contractor's surveyor.
2. When right of way acquisition is complete, the Right of Way Monuments will be set as called for in the right of way plans. It is typical that Right of Way Monuments are set after the completion of acquisition for all parcels of a project. However, it is also permissible to set Right of Way Monuments for individual parcels of a multi-parcel project as the individual parcels are acquired.

The following scenarios are typical for setting Right of Way Monuments:

- a. An ODOT surveyor will set the Right of Way Monuments when plans are prepared by ODOT.
- b. The design consultant's surveyor will set the Right of Way Monuments when plans are prepared by a consultant.

In either case, it is preferable that all Right of Way Monuments be set by the original Right of Way Reviewer as per the Ohio Administrative Code Chapter 4733-37, "Standards for Boundary Surveys".

3. Prior to the start of earthmoving activities, the construction contractor will make a reasonable effort to verify the location of all survey monuments as shown in the right of way plans or construction plans, if no right of way plans are provided. Verifying the location shall include locating their positions relative to a project control network, traverse line or centerline using standard acceptable surveying measurements and techniques suitable to meet the requirements of OAC Chapter 4733-37-04, "Measurement Specifications". The construction contractor will submit to the Engineer a report and/or drawing with the coordinates, station, offset and a description of each monument found. The description shall include the size, material, condition, any cap stamping or markings, and notes describing any differences from the plan locations of the monuments.

If additional survey monuments not shown in the plans are found (either before or during construction), the contractor will protect, reference and preserve them in the same manner as the survey monuments shown in the plans. Also, when additional survey monuments are reported, by the contractor, the project engineer will contact the district project manager who will coordinate with the District Real Estate Administrator, the District Survey Operations Manager and the Right of Way Reviewer to determine the appropriate actions needed to address these monuments.

Appendix K – Monument Setting Policy

If the Contractor determines that the plans correctly reflect the location of survey monuments, the Contractor shall submit a report indicating that the locations of survey monuments have been verified and match the right of way and/or construction plans.

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

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

5. If the installed location of any survey monuments differs from the location shown on the right of way plans, the District Real Estate Administrator, in consultation with the District Survey Operation Manager and/or Right of Way Reviewer, will determine if the survey monument can be left in place or must be reset.
6. When temporary right of way easements are purchased to construct the work and it is expected that the permanent Right of Way Monuments within the temporary easements may get destroyed in the performance of the work, a quantity for replacement of Right of Way Monuments expected to be destroyed within a temporary easement shall be included in the construction plans.

Any permanent Right of Way Monuments on or outside the right of way limits that are not enclosed within a temporary easement for the project will be the contractor's responsibility to protect. Upon completion of the final grading, any Right of Way Monuments destroyed by construction activities shall be replaced by the Contractor at no cost to the Department.

Appendix K – Monument Setting Policy

7. All survey monuments set and/or reset by the construction contractor's surveyor shall be constructed according to Standard Construction Drawing RM-1.1.

The construction contractor's surveyor is required to submit to ODOT a signed and sealed report and/or drawing identifying any survey monuments that were set and/or reset. The report will identify the station and offset relative to the centerline of right of way shown in the right of way plans, as well as the northing and easting coordinates relative to the project control coordinate datum defined in the plans.

For projects scoped after October 15, 2010, project control monuments shall be reset according to the Mapping and Survey Specification located at:

www.dot.state.oh.us/Divisions/ProdMgt/Aerial/Pages/StandardsSpecifications.aspx

8. In accordance with CMS 107.10 and/or Supplemental Specification 823, the contractor will not be reimbursed for the cost of repairing, replacing, resurveying, or resetting any survey monuments that they have disturbed, obliterated or damaged unless the survey monuments are noted and quantified in the contract documents or noted by the contractor in the construction contractor's preconstruction inventory report and/or drawing.