OHIO DEPARTMENT OF TRANSPORTATION

CENTRAL OFFICE, 1980 W. Broad St., P.O. Box 899, Columbus, Ohio 43216-0899

Date: April 15, 2011

To: All Current Subscribers to the Real Estate Policies and Procedures Manual, Electronic Mailing List

Re: Real Estate Policies and Procedures Manual, Section 3100, 3300, and Appendices

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The Real Estate Policies and Procedures Manual, **Section 3100 Right of Way Plan Manual, Section 3300 Legal Descriptions and several Appendices** have been revised. Significant revisions are noted below. All of these revisions are identified in the manual with red text. Revisions resulting from updates to the Mapping and Survey Specification (Section 3103.6.1 Project Control) published by the Office of Aerial Engineering should be implemented on all projects scoped after the release date for the specification or as directed by the District. All other revisions do not significantly impact current right of way plan preparation or development. Therefore, incorporate these revisions on all projects that have not yet been submitted for Final Right of Way Plan Review.

- **Section 3103.6.1 Project Control** has been updated to reflect project control required in the Mapping and Surveying Specification published by the Office of Aerial Engineering.
- **Section 3104.3 Records Research and Investigation** has been revised to better address the right of way designer and reviewer's requirements and responsibilities involved with Records Research and Investigation for right of way plan preparation.
- **Section 3106.2 Centerline of Right of Way and Boundary Monumentation** has been updated to reflect the amended Memorandum of Understanding with the Board of Registrations for Engineers and Surveyors as well as ODOT's current Monument Setting Procedure.
- **Section 3106.3 Construction Limits** has been revised to better explain how construction limits are used in defining the minimum right of way needs.
- **Section 3107.1 Numbering of Ownerships** has been updated to clarify the use of contiguous lands and common owner as well as clarification for ownerships with multiple auditors permanent parcel numbers that are contiguous.
- **Section 3107.2 Parcel Identification** has been revised with regards to the use of the "V" Parcel Identifier.
- **Section 3108.1 Right of Way Legend Sheet, "1H - Plans Prepared By"** now requires the name of the design agency, the right of way designer and reviewer. Additional clarification was added on who should place their names on the right of way plans, when they should include them and why.
- **Section 3108.1 Right of Way Legend Sheet, "1K Location Map"** has been added to better identify the project location relative to the geographical location with intersecting roads and political subdivisions for Real Estate Professionals.
- **Section 3108.2 Centerline Plat Sheet, "2H Centerline Stationing"** has been revised to provide additional clarification on how centerline stationing is to be reflected on a project relative to straight line mileage, existing monumentation, bridges and prior projects.
- **Section 3108.2 Centerline Plat Sheet, "2K Centerline Monument Note"** has been updated to provide the right of way designer with better direction on what is required for this note.

- **Section 3108.4 Summary of Additional Right of Way Sheet, "4V Grantee Note"** is now required to be placed on all summary of additional right of way sheets and must be modified to reflect the appropriate agency receiving the property being acquired.
- **Section 3110.2 Right of Way Reviews** was updated to include conceptual right of way plan reviews.
- **Section 3110.3 Field Review Process** requires the right of way designer and/or reviewer to perform a field review and complete the Field Review Checklist prior to the Preliminary Right of Way submission and within 15 working days of submitting the Right of Way Tracings.
- **Section 3200 Types of Title** added clarification as to whose name the Temporary Easement are to be acquired in.
- **Section 3300 Legal Description** includes several minor revisions throughout.
- **Appendix A Sample Plan Sheets** were revised to reflect the revisions noted in Section 3108 Right of Way Plan Sheets.
- **Appendix B Glossary** includes several minor updates.
- **Appendix D Survey Certification** has numerous revisions to the sample certification to comply with the OAC 4733-37 Standards for Boundary Surveys and the Memorandum of Understanding between the Board of Registration of Engineers and Surveyors and ODOT.
- **Appendix I Field Review Checklist** has been added and is required to be completed and submitted as part of the Preliminary Right of Way submission and Right of Way Tracings. Appendix I was previously called Right of Way Description Checklist.
- **Appendix J Right of Way Description Checklist** has replaced the Phone List.
- **Appendix K Monument Setting Procedure** has been updated to reflect the amended Memorandum of Understanding between the Board of Registration for Engineers and Surveys and ODOT.

Revised sections of the manual may be obtained through the following link:

http://www.dot.state.oh.us/Divisions/ProdMgt/Production/row/Pages/ROW_Manual_Revision_History.aspx

Additional design and construction information is available from the ODOT Design Reference Resource Center (http://www.dot.state.oh.us/drrc/). The DRRC site can also be used to sign up for mailing lists for additional ODOT publications.

We welcome any comments or suggestions you may have regarding the Real Estate Policies and Procedures Manual, Sections 3100, 3200 and 3300 or the overall Right of Way Plan Development Process. Please address any concerns to:

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Respectfully

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