




STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

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SECRETARY

September 28, 2018

To: All L&S Staff and L&S LSA^{ds} PEFs

From: J. Dale Burton, PE, PLS 
State Location & Surveys Engineer

Subject: **[Proc 2018-3 – Creating NCDOT Right-of-Way Plan Sheets for LET Projects](#)**
Follow-up to Chief Mike Holder Memo dated 4-18-2017 “Mapping Requirements for Transportation Facility Plans”

The purpose of this memo is to supplement and define the details and directives set forth in former Chief Engineer Mike Holder’s memo dated April 18, 2017. (See [“4-18-17 DOH Mapping Requirements from Holder \(signed\).pdf”](#)). Since that time and as directed in Chief Holder’s memo, the L&S Unit has been coordinating and collaborating diligently with other groups in order to make this transition a reality throughout the Department. We have attempted to automate this process as much as possible and to provide guidance to our in-house work forces and PEF partners. We have provided this guidance in several different formats in order to hopefully reach out to all Divisions and PEF’s performing Preconstruction work for the Department.

Location & Survey has created a series of videos located on our [Connect NCDOT Web page](#): (See the Resources Link for: [Location & Surveys](#)). The videos are located on our web page under [Location & Survey Video Training Links](#) and can be found by clicking on [“Creating NCDOT Right-Of-Way Plans”](#). These are a series of 8 YouTube videos with the following titles:

1. Creating a C Series Graphics Sheet
2. Creating Series C Tables Sheets
3. Creating a Series D Sheet
4. Creating Series E and RW Sheets Prep
5. Creating E and RW Sheets RWTable.ma
6. Finishing your Series RW Sheets
7. Creating a RW Title Sheet
8. Placing RW Sheets on SharePoint

These videos will take you step by step through the process of creating these sheets to incorporate into a set of project LET plans. L&S has several various sheet templates, Microstation *.ma automation programs, filters, and other customized programs to automate this process as much as possible. All of these customizations are detailed and shown in the videos and are located in the L&S Workspaces for Microstation.

In addition to the videos, L&S has provided other helpful information located on the [L&S Connect NCDOT](#) web page. L&S has provided a SharePoint Document Set Folder entitled [“Right of Way](#)

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[Sheets](#)”. Located in this folder is a PowerPoint overview presentation of the entire process. The PowerPoint is entitled [“Creating NCDOT Right-of-Way Plans Overview.pdf”](#). In addition, example sheets can also be found in this same location entitled [“Example Right Of Way Plans July 2018.pdf”](#).

One of the main changes that needed to occur from the original former Chief Engineer Holder memo is the sheet numbering and ordering of the plans in the total overall plan set. We needed to move all of the C, D, E, and RW sheets so they were together and number the plan sheets in such a way that printing can be accommodated in the already established automated plan sheet printing process for Central LET projects on the NCDOT SharePoint web site. The page numbering and file naming standard conventions are addressed in each of the videos and on [Location and Surveys File Naming Convention](#).

In order to fully implement this process throughout NCDOT and the entire project development process, updates and revisions also needed to be addressed during the construction phase of NCDOT projects. These coordination efforts include changes made to the [2018 Standard Specifications](#) and the [Manual for Construction Layout](#). These changes and directions can be found in the Tim Little memo dated July 9, 2018 entitled: [“2018 Standard Specification Change for Right of Way, Control of Access, and Easements”](#). This memo also provides guidance in the request and process of setting concrete Right of Way Markers on NCDOT projects. In addition, the memo provides guidance for the Replacement and/or Re-establishing Verification process of the Right of Way Markers by providing a [“Report of Final R/W and Permanent Easement Survey.”](#) The report of survey will ensure that NCDOT is in compliance with Board of Registration requirements for appropriate monumentation attestations by a PLS.

As a result of all of these coordination efforts and already established directions by NCDOT upper management, NCDOT is at a point to fully implement this process on all NCDOT future projects. During this transition phase, please discuss each individual project during the Right of Way development process and prior to LET with your appropriate L&S Regional Engineer. If a project is too far along in the older process, the decision can be made to continue in that direction. However, for all future projects, efforts should be made as much as possible to fully comply with these new processes and procedures. Please forward this information to all pertinent staff employees involved in this process.

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