



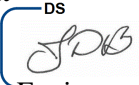
STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

ROY COOPER  
GOVERNOR

JAMES H. TROGDON, III  
SECRETARY

September 28, 2018

To: All L&S Staff, L&S LSA PEFs, NCDOT Project Development Engineers, and  
Project Management Unit

From: J. Dale Burton, PE, PLS   
State Location & Surveys <sup>DS</sup> Engineer

Subject: [Proc 2018-5 – Elimination of Need to Request Control Sheets and Property  
Ties and RW Series Development Timeline](#)

In relation to the full implementation of the development of the RW plan sheets as part of the set of LET Plans, the need to send a request to the L&S Unit for Control Sheets and Property Line Ties can now be eliminated at the 25% development stage of project development. With the development of the RW Plan Sheets, it is now more efficient to development this information at the beginning of the Right of Way stage of project development. The firm or L&S office that is responsible for staking the proposed Right of Way on the project will now be responsible for developing this information. This information will now be shown in the set of “RW” sheets that is developed for recordation for the project. Property line ties will be shown on the “RW” series of sheets in order to provide more clarity in providing this information in conjunction with the property and proposed Right of Way for the project.

Upon Right of Way Authorization by NC Board of Transportation and request from Project Manager, the L&S Unit or the appropriate licensed PEF firm will begin the process of staking the proposed Right of Way. A schedule for Right of Way staking will be coordinated with the assigned Project Manager. All Right of Way staking and creation of all RW Sheets will need to be finalized and stored on the Preconstruction SharePoint web site **15 weeks prior** to the LET Date for the project (See [Proc 2018-3](#) and [Proc 2018-4](#) and [Video 8 “Placing RW Sheets on SharePoint”](#)).

All efforts should be made during this phase of project development to complete all Right of Way revisions ahead of the required 15 weeks prior to LET date in order to avoid Right of Way revisions on a LET project. Any revisions that occur after the project is LET and the original plans have been recorded, will have to be corrected on each individual RW sheet affected, correctly re-monumented, signed and sealed, and then re-recorded in the appropriate Register of Deeds office.

JDB:jdb

Cc: Tim Little, PE  
Chris Werner, PE  
Greg Perfetti, PE  
Ron Hancock, PE

*Mailing Address:*  
NC DEPARTMENT OF TRANSPORTATION  
LOCATION & SURVEYS UNIT  
1588 MAIL SERVICE CENTER  
RALEIGH, NC 27699-1588

*Telephone:* (919) 707-6800  
*Fax:* (919) 250-4223  
*Customer Service:* 1-877-368-4968

*Website:* [www.ncdot.gov](http://www.ncdot.gov)

*Location:*  
1020 BIRCH RIDGE DR. BLDG. B-4  
RALEIGH, NC 27610

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Development Timeline

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Louis Mitchell, PE  
John Rouse, PE  
Carl Barclay, PE  
Brian Hanks, PE  
Ron Davenport, PE  
Virgil Pridemore  
Technical Services Unit Heads  
Division Engineers