ROADWAY DESIGN UNIT

APR 2 2 2008

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REVIEW/DISCUSS WITH

STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

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CC:

April 7, 2008

To: Staff of Affected Units
Location & Surveys, Right Of Way Negotiations, Roadway Design

From: Charles W. Brown, PE, PLS
State Location & Surveys Engineer

Judy Joines
State Negotiator

Jay A. Bennett, PE
State Roadway Design Engineer

Subject: Right Of Way Plan Sheet Revisions

On February 22, 2008, a meeting of the three Units was held to discuss procedures for updating Right Of Way plans. At that meeting the following procedures were approved to be implemented by all three Units:

I Plans for Final Design Field Inspection /Combined Field Inspection (prior to right of way authorization)

- At the time of printing and sending out the Final Design Field Inspection/Combined Field Inspection plans, Roadway Design (RDU) will notify Location & Surveys (L&S) of the current directory for electronic design plans (email to Unit Head is sufficient).
- The L&S field office will review all parcels affected by new rights of way and easements to verify and update property changes such as ownership, subdivisions, and recombinations.
- The L&S field office will review project limits and update planimetrics or perform other revisions as necessary.
- The L&S field office will submit all revisions/updates to Roadway Design Unit prior to or at the time of the Final Design Field Inspection/Combined Field Inspection Meeting, by electronic files.
- The L&S field office will inform all parties of revisions during the Final Design Field Inspection/Combined Field Inspection Meeting. RDU will revise plans as necessary to reflect those changes, and provide updated plans for the submittal of Final ROW plans with authorization.

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II Authorization to Purchase Right of Way

- Upon receiving authorization to acquire right of way from the Board of Transportation, The Right Of Way (ROW) Branch will request that L&S stake the proposed right of way and easements. This policy and procedure did not change.
- Following the staking of right of way and easements, the L&S field office will prepare and transmit a set of red-lined plans to the RDU Project Engineer and Division ROW Agent. The red-lined plans will include, but is not limited to, any right of way revisions and any station/offset computed during RW staking phase. RDU will revise the right of way plans in accordance with the staking plans and will submit new plans as a right of way revision. This is a new procedure. (The right of way revision request for the staking plans will not be initiated by the ROW Branch).

III Property Revisions following Authorization to Acquire Right of Way

- Any revisions after Authorization to Stake Right Of Way (other than those listed in II above) will be initiated by the ROW Branch by way of a request letter to the State Negotiator. L&S Central Office and RDU will be copied.
- Text revisions (name changes) will be handled by RDU. Field revisions that include changes to property lines will be handled by L&S, with L&S field office receiving assignment to proceed (Division ROW Agent may have previously discussed this with the L&S field office).
- Any field revisions with property line or right of way limit changes will be submitted to RDU electronically, with red-lined copy going to the Division ROW Agent.
- RDU will make requested changes prior to the distribution of the Pre-Let Field Inspection plans. All requests for revisions to right of way plans shall be processed in a timely manner.

IV Final/Pre-Let Field Inspection Plans/Meeting

- All revisions and updates received at this point will be reflected in the Pre-Let (Final) Field Inspection Meeting.
- All issues addressed during Pre-Let (Final) Field Inspection Meeting involving additional surveys/revisions will be initiated by the ROW Branch by way of a request letter as noted in the procedure above.

V RW Verification

- RDU will make any final revisions as requested by ROW agent (IV above) prior to the plan submittal to the Plans Checking Unit. All plan changes shall be complete 15 weeks prior to the let date (19 weeks for a project with an 8-week advertisement). Otherwise, the request will be processed as a right of way revision on a let project.
- L&S central office will be notified by RDU that Final Plans are complete and that the plan checking phase has been initiated (email to Unit Head is sufficient). L&S field office will receive assignment to begin ROW Verification per current procedures.
- L&S field office will obtain the electronic design plans from roadway server. No hard copy will be transmitted.

- L&S will verify placement of right of way monuments on the ground as per final plans.
- The ROW Branch will record final plans immediately prior to project let, as per standard procedure.

VI Let Activities

- Any right of way revisions made following let will be made as a right of revisions for a let project. All three Units (L&S, RDU, and ROW) will be notified by way of a plan revision.
- RDU will retain responsibility for plan sheet/file revisions.
- The ROW Branch will retain responsibility for recordation of revisions as necessary.
- L&S will have responsibility for re-staking any revised right of way, either in-house or through coordination with the Resident Engineer's office in charge of the project.

These are to be standard procedures for revisions to right of way plans. However, exceptions may occur. Any exceptions should be minimal and should be addressed in the most expedient manner, with communication to the Division Engineer's staff (Division Construction Engineer), L&S, RDU and ROW.

Thank you for your compliance in this issue.

JAB: JJ; CWB

cc: Ms. D. M. Barbour, PE
Mr. A. D. Allison
Mr. Art McMillan, PE