Subject: **ROW Revisions Involving Property Line Changes**
Date: Wed, 13 Jun 2001 15:45:24 -0400
From: Doug Allison <dallison@dot.state.nc.us>
Organization: North Carolina Department of Transportation
To: Albert Joyner <ajoyner@dot.state.nc.us> ,
"C. W. Patterson" <cpatterson@dot.state.nc.us> ,
"David M. Bailey" <dbailey@dot.state.nc.us> ,
Gladys Lance <glance@dot.state.nc.us> , Henry Moon <hmoon@dot.state.nc.us> ,
"J. Mike Kinlaw" <jkinlaw@dot.state.nc.us> ,
"John J. Anderson" <jjanderson@dot.state.nc.us> ,
Leonard Scarborough <lscarborough@dot.state.nc.us> ,
Lloyd Johnston <ljohnston@dot.state.nc.us> ,
Reginald Abbott <rabbott@dot.state.nc.us> ,
Steve Whisnant <swhisnant@dot.state.nc.us> ,
Teddy Greene <tgreene@dot.state.nc.us> ,
William Wilhelm <wwilhelm@dot.state.nc.us> ,
Joseph Thompson <joethompson@dot.state.nc.us> ,
Richard Gregory <rgregory@dot.state.nc.us> , Larry White <lwhite@dot.state.nc.us> ,
Harold Pittman <hpittman@dot.state.nc.us> ,
John Shoemaker <JShoemaker@dot.state.nc.us> ,
Ed Welborn <ewelborn@dot.state.nc.us> , Frederick Davis <fdavis@dot.state.nc.us> ,
Lindsey Gould <lgould@dot.state.nc.us> ,
Ray Crawford <rcrawford@dot.state.nc.us> , Eugene Tyson <etyson@dot.state.nc.us> ,
Kirby Warrick <kwarrick@dot.state.nc.us> ,
Lee Johnson <leejohnson@dot.state.nc.us> ,
Charles Timberlake <cmtimberlake@dot.state.nc.us> ,
Phillip Humphries <phumphries@dot.state.nc.us> ,
Jim West <jwest@dot.state.nc.us> , "Latham P. Hodges" <lphodges@dot.state.nc.us> ,
Brooke Crist <brookecrist@dot.state.nc.us> , Dennis Vick <dvick@dot.state.nc.us> ,
Monica Shoemaker <mshoemaker@dot.state.nc.us> ,
Tracy Vann <tvann@dot.state.nc.us> ,
Dwayne Draughon <ddraughon@dot.state.nc.us> ,
Betty Yancey <byancey@dot.state.nc.us> ,
Raymond Goodman III <rgoodman@dot.state.nc.us> ,
Andrew Simpson <asimpson@dot.state.nc.us> ,
Pat Whitaker <pwhitaker@dot.state.nc.us> , Joe Creech <jcreech@dot.state.nc.us>
CC: "Dewayne L. Sykes PE" <dsykes@dot.state.nc.us> ,
"Charlie Brown, PE, PLS" <charliebrown@dot.state.nc.us> ,
"Dale Burton, PE, PLS" <jburton@dot.state.nc.us> ,
John Williamson <jwilliamson@dot.state.nc.us>

Beginning immediately, please follow the procedures outlined below for r/w revisions which involve property line changes or additions. Since they are ultimately responsible for the accuracy of property line information, Location and Surveys <u>must</u> be involved when property lines are added or changed. Changes in property ownership and their names, and other sorts of text changes on plans, will continue to be made by Roadway Design when they are submitted.

<u>R/W Revisions Involving Property Lines</u>

- **When a R/W Revision involves a property line, the Division R/W Offices (and R/W Consultants) will continue to submit requests for plans revisions, along with attachments, to the State Negotiator who, in turn, will forward them to Roadway Design for action. At the same time, the request for plans revisions are sent to the State Negotiator, a copy of the request, along with any attachments, will be forwarded to Charlie Brown, State Location & Surveys Engineer, and a second copy, and attachements, to the division's respective Locating Engineer.**

- Upon receipt of the R/W revision request, Roadway will make all revisions as needed except those involving property lines.

- Upon receipt of the R/W revision request, L&S will ask RDU for the current property line file, which RDU will place on the server accordingly. RDU and L&S may also coordinate to resolve who shall make any related text changes since both units easily can.

- L&S will investigate and revise the property lines accordingly. Revisions will also be required to RADS, deed draft files, PROPCON and property ties.

- L&S will place the revised property line file back on the server and notify RDU.

- R/W revisions will be finished and distributed accordingly.

Requests for revisions for property line additions or changes should be made a priority in order to minimize the amount of time involved in making the revisions. With the upcoming implementation of the deed draft program, the calculation of correct areas for summary sheets and the generation of descriptions for deeds and easement forms will be delayed while the property line revisions are being made and the plans distributed. It is imperative that property line revisions be handled expeditiously to prevent delays in acquisition activities and the letting dates for projects.

On advanced R/W acquisitions, L&S must be notified when acquisitions have been finalized so property files can be corrected and updated accordingly. An e-mail to the local locating engineer will be sufficient.

Please inform all personnel, negotiators or otherwise, who would be involved in plans changes and property line revisions.