

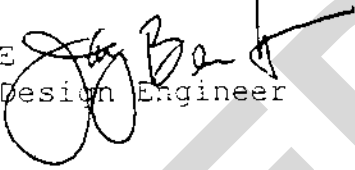


STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

MICHAEL F. EASLEY  
GOVERNOR

LYNDO TIPPETT  
SECRETARY

MEMO TO: Roadway Design Project Engineers  
Roadway Design Project Design Engineers

FROM: Jay Bennett, PE   
State Roadway Design Engineer

DATE: March 8, 2004

SUBJECT: **Right of Way Recordation**

The process whereby plans for Right of Way Recordation are distributed has been modified. Kim Canady, Records and Documents Admin. Officer in Design Services, has agreed to add a step to the final plans printing process.

Specifically, on the day prior to letting, Kim's section will hand deliver all RDU & Engineering Coordination's plans (cover sheet, conventional symbols sheet, parcel index sheet, and all plan sheets) to Meredith Britt of R/W. All addenda will be included. This effectively relieves RDU of the responsibility of sending paper plans for R/W Recordation to Meredith. However, this modification does not address CD's for R/W Recordation. CD's containing the project plans in the appropriate counties must still be produced and sent to Meredith for her use. In the future, we hope to simplify this process as well.

If you have any questions about this, please contact Dwayne Sykes.

JB/ds

cc: Art McMillan, PE  
Dwayne Sykes, PE  
Scott Blevins, PE  
Teresa Bruton, PE  
Charlie Brown, PE, PLS  
Meredith Britt

Deborah Barbour, PE  
Ron Allen, PE  
Cathy Houser, PE  
Kim Canady  
John Williamson