# Quick Access Guide to ROW Parcels and Requesting Estimates

9/1/2020

This guide is meant to provide direction on the process for measuring ROW parcels and requesting cost estimates. This document and the related forms are located here:

<https://connect.ncdot.gov/site/scoping/Help/Forms/AllItems.aspx>

How to Find Right of Way Parcel Info

* Google the County GIS website and download the most recent information from the county.
* Go to NC OneMap for the counties that don’t have a GIS website (<https://www.nconemap.gov/>) You can also download aerials here.

There are two types of ROW estimates. 1 – NCDOT official ROW, which involves sending appraisers into the field to evaluate each property. 2 – AECOM GIS ROW, which involves a GIS appraisal using historic ROW values.

Which one to use:

* Urban Areas – use NCDOT and AECOM GIS
* Suburban Areas– use AECOM GIS
* Rural Areas – Use AECOM GIS

***Note: Right of way limits should reflect all proposed permanent or temporary easements including any temporary impacts needed for constructability or maintenance of traffic.***

## STEP 1 – Measurement

After your proposed ROW lines are set in Microstation or Open Roads, do the following:

* Number your parcels. Depending on the orientation of your design and plansheets, west to east, or south to north are the preferred methods
* Measure the total size of each of the parcels in acres.
* Measure the total size of the ROW take (clipped area) of each of the parcels in acres.

## STEP 2 – Labeling

* Put your measurements in a text box table somewhere on your plan sheet.
* If there is no room, just refer to a spreadsheet.

## STEP 3 – ROW Polygon

* In a separate microstation file create a ROW polygon. This polygon will be one large polygon that includes all the proposed ROW lines and ties into the existing ROW. Use the level for regular ROW in microstation.
* If you have controlled access, (freeways, interchanges) add a polygon that contains the portion of the project that is controlled. Use the level for C/A ROW in microstation.
* Separate files should be prepared for each design concept.
* Naming convention is “xxxxx\_ROWShapes.dgn” per concept

## STEP 4 – The Forms

* Previously we had a separate form for each type of estimate. In 2020 they were all combined into one form. Open “Express Design Estimate Request form” from our sharepoint site. This contains the general information and is used by NCDOT and AECOM.
* “ROW\_Impacts.xls” is the spreadsheet you fill out with Parcel Area, Clip Areas, PIN, Parcel Owner, Address, City, NC, and zip code.
* “ROW Red Flag Sheet.xlsx” is the spreadsheet you fill out to help identify high cost parcels. Fill out the work sheet tab first. Use the drop menu in the Description of Right of Way Impacts to identify the specific type of parcel. If it is Other, describe it in the Comments box. After finishing the work sheet, copy the special parcels to the Cover Summary Sheet tab.
* ROW Delivery Transmittal Sheet for AECOM GIS submittals

## STEP 5 – Submittal

* NCDOT ROW Estimate Request submittals go to Sarah White ([sdwhite@ncdot.gov](mailto:sdwhite@ncdot.gov))
* AECOM GIS Right of Way Tool Estimate Requests go to [express.designs@aecom.com](mailto:express.designs@aecom.com)
* Put all the forms and cadd files on the sharepoint site. When requesting an estimate, identify where the project site is located on sharepoint.
* ROW estimates typically take about 3 months.

## References

* Express Design Project Scoping Report Process – an overview of the entire Scoping Report process
* ROW Query With GIS for ArcGIS 10.3 – a guide to pulling GIS parcel data