



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

ROY COOPER  
GOVERNOR

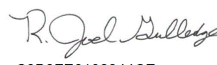
J.R. "JOEY" HOPKINS  
SECRETARY

September 19, 2024

To: All L&S Staff

From: R. Joel Gulledge, PE, PLS  
State Location & Surveys Engineer

Subject: Proc 2024-3 – Parcel CADD File for Right-of-Way Acquisition

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Location & Surveys produces metes and bounds descriptions of all property acquisitions (ROW, Easements, etc.) for the Right-of-Way Unit. These descriptions will now be produced with a program called PARCEL which replaced the legacy program Deed Draft. PARCEL now ties all descriptions to the project localization point for coordinate accuracy and provides a color-coded map of all takings along with a description. The background topo file is attached to the file for reference.

With the implementation of PARCEL, it is vitally important that property line information is correctly captured and mapped during initial surveys. The PARCEL program uses closed polygon shapes of the property boundary. As these polygons are the foundation for all of property acquisitions and the basis for a potential condemnation, it is paramount that these shapes be accurate as well as closed. The PARCEL program will not run if the shape is not closed (nor should it). With these changes in Location & Surveys' processes, the following will now be required for all projects:

- During initial surveys of each project parcel, the Parcel program will be used to generate shapes in a separate ORD .dgn file.
- All property parcels should be closed (this may be a combination of field ties, deed computations or GIS data as a last option).
- More time needs to be allowed for property field ties and office compilation (in-house or PEF).
- The parcel polygon file, once established and placed on ProjectWise, shall not be modified without the approval of the Division Locating Engineer.

For everyone to become familiar with the new PARCEL program, TEAMS training sessions will be offered and there will also be step-by-step videos available of this process that can accessed at any time. Please keep in mind that this is a new process and there are sure to be some challenges as we implement these changes.

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Along with this training, please refer to the attached Guidelines for Surveying Property for some standard practices that need to be followed during field surveys for property compilation. It is critical that this standard scope of work is followed to assure accuracy in right-of-way acquisitions. All survey scopes of work with PEF firms should include these guidelines.

As we move forward, please keep in mind that we are changing the way that we produce both ROW descriptions and mapping. This parcel polygon file is the basis for Right-of-Way acquisitions and must be as accurate and complete as possible to assure we protect NCDOT and private property rights.

This policy takes effect immediately upon receipt.

RJG:rjg

**Guidelines for Surveying Property:**

- A survey of the entire boundary for each individual property is not typically performed on NCDOT projects. Instead, the property lines within the survey limits are developed by utilizing the position of found property monuments, the property boundary information in deeds and plats, ground evidence of ownership lines, and various sources of information for the establishment of right-of-way and easement lines. NCDOT considers this a partial property survey which does not constitute a full boundary survey (G.S. 47-30) of each individual property.
- Each affected property shall be shown in its entirety, including all existing rights-of-way and easements. All mapping must be tied to the project's horizontal survey control network.
- A reconnaissance and field survey of all property monumentation shall be performed within the survey limits to facilitate the property mapping.
  - When surveying for a widening project, all front property monuments should be located and surveyed if possible.
  - When surveying for a new location project, property monuments on lines crossing and within the survey limits should be located and surveyed when practical.
- A field survey shall be performed and labeled with metes and bounds on the property to a width that will cover the survey limits. Property lines entirely outside of the survey limits do not need metes and bounds or corner symbology shown in the property file (line work only).
- Property lines outside the survey limits, unless needed to establish property lines within the survey's limits, may be mapped by deed, plat or as a last resort by GIS.
- Any use of GIS must be approved by the Division Locating Engineer and clearly differentiated in the property file.
- Once the parcel polygon file is created and submitted as per Proc 2024-3, no changes in this file shall be made without the approval of the Division Locating Engineer. The intention is that this file is final unless significant errors are found, or changes occur after the survey.