



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

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To: Location & Surveys Group Leaders
Location & Surveys Area Engineers

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

Subject: Proc 2005-1
Labeling Advance Acquisition Parcels in a Property File

Through increased communication with the Right of Way Department, it has come to my attention that L&S could assist R/W by making a simple change in how we label Advance Acquisition parcels in the (prl) property file. Currently most offices label a settled, Advance Acquisition as: NC D.O.T. The Right of Way Department has requested that we include the former owners Name, Deed Book & Page # and / or Plat Book & Page #.

Thus, if during Full Surveys, it is discovered that an Advance Acquisition has settled, the label in the property file should resemble the following:

NC D.O.T
(formerly – NAME)
(DB# PG#)
(PB# PG#)

Thank you for your assistance in this matter. Please do not hesitate to contact me with any questions or concerns.

CWB:JAD

Proc 2005-1