



Location and Design Division  
Electronic Plan Submission Process

Date: 1/19/23

ELECTRONIC SUBMISSION OF RIGHT-OF-WAY “PLAN” and “PLAT” REVISIONS

Tier 1

SUBMISSION OF FORMAL RIGHT OF WAY “PLAN” REVISIONS

For the definition of a “Formal” Revision, see **Road Design Manual**, Chapter 2F, which can be accessed at <http://www.virginiadot.org/business/locdes/rdmanual-index.asp>.

The following is the **Project Manager’s responsibility:**

- To ensure that if the project is Federally funded, the following is sent to the Federal Programs Management Division to obtain FHWA approval prior to submitting the R/W revision
  - Notification that the project files, (include UPC#), are available in ProjectWise CURRENT DRAWINGS for review
  - Current estimate showing the estimated additional R/W cost as a result of the revision
  - Environmental Re-evaluation
  - To ensure the designer’s revised PDF files, DGN files, and pertinent electronic files are up to date in ProjectWise Current Drawings & Right of Way Plan File Room
- To verify the files are updated correctly in all locations
- To ensure the revision date is on each sheet along with the Revision Data Sheet
- To verify that the “**New**” file naming convention has been used (i.e. – r1, r2, r3 and etc.)
- To ensure that the Revision Data Sheet has the Revision # and the Symbol shown next to the Revision write up. The \_r# should coincide with the revision number shown on the revision data sheet
- To verify that all applicable sheets have been Electronically **Sealed and Digitally Signed** by the Land Surveyor
- To notify Right of Way Division and any other impacted Division by email, accompanied by an LD-36 form, that the revision has been made and is located in ProjectWise in the Plan File Room under R/W Plans.

**For Additional Information:**

(See CADD Manual, Chapter 5)

[http://www.virginiadot.org/business/locdes/vdot\\_cadd\\_manual.asp](http://www.virginiadot.org/business/locdes/vdot_cadd_manual.asp)

(See Road Design Manual, Chapter 2G, Figure 2G-1 for a Right of Way Revision Data Sheet)

<http://www.virginiadot.org/business/locdes/rdmanual-index.asp>.

### **SUBMISSION OF RIGHT OF WAY “PLAT” REVISIONS**

The procedure for the electronic submission of R/W “Plat” Revisions is described below.

Consultants will need to provide VDOT with PDF files, MicroStation files, and GEOPAK/OpenRoads files.

The following is the **Project Manager’s responsibility:**

- If R/W Revision does not affect the R/W Plat(s), a note “No affect to R/W Plat(s)” should be put on the Revision Data Sheet
- If R/W Revision does affect the R/W Plat(s), the Revision Data Sheet should show revision to both the Plan Sheet number and R/W Plat number (**R/W Plan Sheet and R/W Plat(s) should match when revised**)