



Location and Design Division
Electronic Plan Submission Process

Date: 1/19/23

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

Tier 2

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, Plan Coordination, 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

(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>.

The following is the **Plan Coordination's responsibility:**

- To verify 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 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 the appropriate parties by email that the revision has been done and is located in ProjectWise in the Plan File Room under R/W Plans.

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(s) number (**R/W Plan Sheet and R/W Plat(s) should match when revised**).

The following is the **Plan Coordination's responsibility:**

- To verify the naming convention of the revised plat(s) is correct.
- To send an email to Survey to review the revised plats in ProjectWise.
- Once approved by Survey, make sure the Project Manager moves the plat(s) to the Plan File Room under R/W plans.
- To verify the older plat files are moved to the voided folder under R/W plans.