



Location and Design Division
Electronic Plan Submission Process

Date: 10/24/18

ELECTRONIC SUBMISSION OF RIGHT-OF-WAY PLANS (TOTAL TAKE OR PARTIAL TAKE)

Tier 2

SUBMISSION OF RIGHT OF WAY PLANS

It is the **Project Manager's responsibility** to ensure that the following is sent to Right-of-Way Division prior to R/W Submission for NTP:

- Current R/W and Utility detailed estimate from PCES.
- In-House & Consultant Design:
 - To ensure the designer's PDF files, DGN files, and pertinent electronic files are up to date in **ProjectWise**
 - To ensure that the PDF files pertaining to R/W, "Total Take" or "Partial Take" are up to date in "CURRENT DRAWINGS" & Right of Way Plan File Room.
- PM-130 (Request for RW-300/301).

If the project is Federally funded, it will need FHWA Authorization. It is the **Project Manager's responsibility** to ensure that the following is sent to Federal Programs Management Division **30** days prior to R/W Submission:

- Current R/W and Utility detailed estimate from PCES.
- Notification that the project files, (include UPC #), are available in **ProjectWise**. CURRENT DRAWINGS for review. (R/W Data Sheet properly filled in with all acreage. The number of parcels shown must agree with the R/W estimate. Beginning and End R/W termini must be shown on plans. The R/W termini must agree with the full parcels from the beginning of the first parcel to the end of the last parcel.).
- RW-300/301 (Right of Way and Utilities Review Checklist).
- To ensure that the environmental document approval date is updated in the Schedule.

SUBMISSION OF RIGHT OF WAY PLANS FOR NOTICE TO PROCEED (NTP)

When R/W plans are ready for R/W Submission for NTP, the following is the **Project Manager's responsibility**:

- To ensure the note that reads "THESE PLANS ARE UNFINISHED AND ARE NOT TO BE USED FOR ANY TYPE OF CONSTRUCTION" is **only** on the Roadway Plans. This note **will not** be on the R/W Plan sheets.

NOTE: The R/W Plan Assembly consists of the R/W Plans and the Roadway Plans. Roadway Plans do not require sealing and signing for R/W submission.

- In-House & Consultant Design:
 - To ensure the designer’s PDF files, DGN files, and pertinent electronic files are up to date in ProjectWise
 - To ensure that the PDF files pertaining to R/W, “Total Take” or “Partial Take” are up to date in “CURRENT DRAWINGS” & Right of Way Plan File Room
- To ensure the complete Federal Project Number for R/W is on the title sheet, if applicable
- To ensure that the required forms are uploaded into iPM or Project Management folder under Project Documents in ProjectWise:
 - Signed LD-406 (Certification of Plan Correctness) PM-100 (Field Review and Scoping Report)
 - PM-131 (Final Scoping Certification)
 - LD-95 or LD-96 (Land Acquisition)
 - Current R/W and Utility detailed estimate from PCES
 - LD-436 Quality Control Checklist for R/W

(If there is a specific R/W number on the project, the R/W number and R/W description shall be shown on the LD-406, LD-95 or LD-96 forms pertaining to R/W); also, the forms shall reference whether for “Total Take” or “Partial Take”, if applicable).

PREPARING RIGHT OF WAY PLANS FOR SIGNATURES FOR NOTICE TO PROCEED (NTP)

When R/W plans are being prepared for Signatures for NTP, the following is the **Project Manager’s responsibility:**

- To ensure that the names and dates are typed in the signature blocks on the “DGN” title sheet.
- In-House & Consultant Design:
 - Submit the signed LD-406 (Certification of Plan Correctness) to CADDSupport@vdot.virginia.gov asking to set plans to seal/sign.
 - Ensure that the R/W plans are Electronically Sealed and Digitally Signed by the Land Surveyor in the Right of Way Plan File Room.
- For the naming convention of the R/W plans see the VDOT CADD Manual.
- To verify that all R/W plans have been archived for “total take” for right-of-way or “partial take” for right-of-way
- Any changes (except substitution of the signed title sheet) made to THE R/W PLANS after the Submission of Plans for NTP (LD-368) will have to be made as a formal R/W Revision. For additional information on Formal R/W Revisions see CADD Manual, Chapter 5 and Road Design Manual Section 2F.

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

- Consultant Design:
 - To verify the consultant has submitted to ProjectWise the most up to date PDF files, MicroStation files, GEOPAK/OpenRoads files and other pertinent electronic files have been received

- To verify that the PDF files pertaining to R/W Plans are up to date in “CURRENT DRAWINGS”
- When preparing R/W Plans for signatures and for submission for NTP, verify that a Helpdesk Request was submitted to CADD Support requesting R/W plans be copied from Current Drawings to the Plan File Room Environment under R/W plans
- In-House Design:
 - To verify the designer’s PDF files, DGN files, and other pertinent electronic files are up to date in ProjectWise
 - To verify that the PDF files pertaining to R/W Plans are up to date in “CURRENT DRAWINGS”
 - When preparing R/W Plans for signatures and for submission for NTP, verify that current plans are in the Right of Way Plan File Room
- To print and submit the title sheet to Infrastructure Investment Division
- To submit the documents and R/W plans to the appropriate Assistant State L&D Engineer to review the project for R/W Approval
- In-House & Consultant Design:
 - When R/W Approval is received from the appropriate Assistant State L&D Engineer, notify the Project Manager via email that the R/W plans are ready to be Electronically Sealed and Digitally Signed by the Land Surveyor in ProjectWise
- Verify that the R/W Plans are sealed/signed by the Land Surveyor in the Right of way Plan File Room.
- To circulate the title sheet for signatures (the title sheet can be on paper or mylar) and submit the original signed title sheet to Room 705, CO L&D Plan Library (David Layne)
- To email the names and dates that are on the title sheet to the Project Manager
- Consultant and In-House Design:
 - To verify the R/W title sheet has been revised to add the typed names and dates
 - To verify that the revised PDF file of the R/W title sheet has been updated in Current Drawings and in the Plan File Room under Right of Way Plans.
 - To verify all files related to the R/W plans are up to date in all pertinent locations
- To furnish the Right of Way Division a hard copy of the appropriate paperwork
- To verify that all R/W plans have been archived for “total take” for right-of-way or “partial take” for right-of-way
- To email the Form LD-368 which notifies the appropriate parties on the distribution list that the R/W plans are available for printing and viewing in ProjectWise in the Plan File Room under Right of Way Plans.
- Any changes (except substitution of the signed title sheet) made to THE R/W PLANS after the Submission of Plans for NTP will have to be made as a formal R/W Revision

For Additional Information:

(See CADD Manual, Chapter 5)

http://www.virginiadot.org/business/locdes/vdot_cadd_manual.asp

(See Electronic Plan Submission Process Reference Guide for R/W Submission).
http://www.virginiadot.org/business/locdes/Right_of_way_partial_take.asp

(See Road Design Manual, Chapter 2F for further information on Right of Way Plan Development)
http://www.extranet.vdot.state.va.us/locdes/Electronic_Pubs/2005%20RDM/chap2f.pdf

(See IIM-LD-234 for further information)
http://www.extranet.vdot.state.va.us/locdes/electronic_pubs/iim/IIM234.pdf

(See Survey Manual, Chapter 12 for further information)
<http://www.virginiadot.org/business/locdes/chapter.asp>

RIGHT OF WAY PLATS

R/W Plans are the preferred method for acquisition. However, projects still exist with R/W Plats. Plats may continue to be used on legacy projects where Plats exist. Plats can be used in special cases with prior approval from the State Survey Program Manager.

When R/W plans, along with the Preliminary R/W Plats are ready for R/W Submission, the following is the **Plan Coordination's responsibility**:

- To verify the naming convention of plats is correct
- To send an email to Survey to review the plats in ProjectWise
- Once approved by Survey, make sure the plats are moved to the Plan File Room Environment under R/W plans