

CHAPTER 2F - RIGHT OF WAY PLAN DEVELOPMENT

SECTION 2F - 1 - REVIEW OF PLANS

CHECK FOR ACCURACY AND COMPLETENESS

Prior to submitting the plans for [approval for right of way acquisition](#), the designer is to carefully review the plans for accuracy and completeness. This is to include, but not be limited to, a check of [construction limits](#), [right of way lines](#), alignments, grades, [typical sections](#), drainage, etc. All public hearing and field inspection recommendations accepted are to be included on the plans.

The following note is to be added all plan and profile sheets including the title and detail sheets; "THESE PLANS ARE UNFINISHED AND ARE NOT TO BE USED FOR ANY TYPE OF CONSTRUCTION."

RIGHT OF WAY DATA SHEET

A Right of Way Data Sheet will be included with all projects requiring right of way for construction. Projects must include data indicating the total area, fee taking, fee remainder, and the area of permanent and temporary easements. This information is furnished by the Survey Section in Location and Design Division and is recorded on a Preliminary Right of Way Data Sheet (See [Figure 2E-17](#)).

All proffers will be denoted (Yes or No) on the Right of Way Data Sheet in the "Proffers" column.

FINAL RIGHT OF WAY DATA SHEET*

The Final Right of Way Data Sheet will be included with all projects requiring right of way for construction. The Survey Section in Location and Design Division will check all data indicating the total area, fee taking, fee remainder, and the area of permanent and temporary easements.

PARCEL NUMBERS AND DEMOLITION NUMBERS ON PLANS

Each parcel from which right of way or easement to be acquired must be assigned a parcel number and each building, well, "significant" sign or other "significant" improvement to be removed must be assigned a demolition number (D-1, D-2, etc.). A sign or other improvement is deemed "significant" if equipment other than that normally required to clear the parcel will be needed to demolish or remove the structure. This will be determined by the Right of Way Division with assistance from other divisions as necessary.

[Parcel numbers](#) are three-digit numbers beginning with 001 and are shown on the plan sheets in a 0.6 inch (15 mm) diameter circle. When subdivision lots are numbered, the lot numbers are to be shown in a fine line circle of 0.25 inch (6 mm) diameter in order to differentiate them from parcel numbers.

Demolition numbers begin with D-1 and are shown on the plans adjacent to, or within, the building, well or other significant structure. These numbers are not to be circled.

* Rev. 1/13