

VIRGINIA DEPARTMENT OF TRANSPORTATION

# LOCATION AND DESIGN DIVISION

## INSTRUCTIONAL AND INFORMATIONAL MEMORANDUM

GENERAL SUBJECT: UTILITY EASEMENTS	NUMBER: IIM-LD-203.1
SPECIFIC SUBJECT:	DATE: DECEMBER 1, 2005
	SUPERSEDES: IIM-LD-203
DIVISION ADMINISTRATOR APPROVAL: Mohammad Mirshahi, P.E. State L&D Engineer Approved: December 1, 2005	

Changes are shaded.

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### CURRENT REVISION

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- Updated for current Division Administrator Approval.
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### BACKGROUND

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- In the past, utility easements have not been identified on public hearing plans. Following the public hearing and even as late as construction, concerns have been raised that citizens have not always been informed that utility easements may be added after the public hearing.
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### EFFECTIVE DATE

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- This memorandum will be effective on all projects that have not advanced to public hearing stage.

## PROCEDURE

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- Discuss the necessity of showing preliminary utility easements on project plans at the scoping stage and at field inspection. Strong consideration should be given to showing proposed preliminary easements on project plans in residential areas prior to the willingness and public hearing stage.
- The field inspection recommendation regarding inclusion of preliminary utility easements should be reviewed with the appropriate Assistant L & D Engineer or District Location and Design Engineer.
- If the decision is made to add preliminary utility easements on the project plans, three sets of prints will be furnished by the designer to the District Utility Engineer along with a written request to develop preliminary utility easements for the public hearing stage. The date this information will be needed to meet the public hearing schedule will be included in the request.
- If the decision is made not to add preliminary easements on the project plans, the appropriate plan note (Note B, on sheet 3) is to be shown on prints for the willingness, public hearing and prints furnished outside the department.
- When the preliminary utility easement information is received from the utility section, they are to be shown on prints for the willingness or public hearing and prints furnished outside of the department along with the appropriate plan Note A.
- After the utility field inspection and before submission of approved right of way plans, detailed utility easement information will be provided by the Right of Way Division and shown on original plan sheets.
- Notes A or B shall be removed from plans after the public hearing stage prior to submitting plans for right of way.

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## PLAN NOTES

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- The following note should be shown on the title sheet and all plan sheets when preliminary easements are shown on plans.

### NOTE A

PRELIMINARY EASEMENTS FOR UTILITY RELOCATIONS ARE APPROXIMATE ONLY AND SUBJECT TO CHANGE AS PROJECT DESIGN IS FINALIZED
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- When the decision is made not to add preliminary easements the following note is to be shown.

NOTE B

ADDITIONAL EASEMENTS FOR UTILITY RELOCATIONS  
MAY BE REQUIRED BEYOND THE PROPOSED RIGHT OF  
WAY SHOWN ON THESE PLANS.

- One of the above notes should be shown on all prints for the willingness or public hearing stage and prints furnished outside the department.
- On prints for public hearing or willingness and prints furnished outside the department, shade in yellow with highlighting marker, the above notes for additional emphasis.

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PUBLIC HEARING INFORMATION

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- A discussion concerning possible additional or adjusted utility easements shall be included in:
  - Engineering presentation
  - Public Hearing handout/booklet
- The following are examples of how this discussion may be worded:
  - (1) When preliminary easements are shown on project.

“As we further coordinate and finalize project development, preliminary utility easement locations shown on public hearing plans may change. The property owner will be informed of the exact location of the easements during the right of way acquisition process and prior to construction.”

- (2) When preliminary easements are not shown on project.

“As we further coordinate and finalize project development, additional easements for utility relocations may be required beyond the proposed right of way shown on the public hearing plans. The property owner will be informed of the exact location of the easements during the right of way acquisition process and prior to construction.”