

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

If not previously done, **it is the Project Manager's responsibility** to ensure that the following is sent to Right-of-Way Division in advance of R/W Submission to Plan Coordination Section:

- Current R/W and Utility detailed estimate from PCES
- the R/W plans pertaining to R/W, "Total Take" or "Partial Take" are "pdf'ed and Generate Tif is set to CURRENT DRAWINGS
- RW-300/301 (Right-of-Way and Utilities Review Checklist)

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 Programming Division **30** days in advance of R/W Submission to Plan Coordination Section:

- Current R/W and Utility detailed estimate from PCES
- Set of hard copy R/W plans pertaining to R/W, "Total Take" or "Partial Take" (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.)
- The date that the FHWA approved the Environmental Document and the type of document. If it is an EIS rather than EA or CE then the document number must be provided

The procedure for the electronic submission of right-of-way "total take" or "partial take" plans is described below. Consultants will need to provide VDOT with PDF files, MicroStation and GEOPAK files two weeks in advance of Right-of-Way Submittal.

When R/W plans (while Preliminary R/W Acquisition Plans are being worked on) are ready for R/W Submission, **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 on all R/W plans**
- to ensure that "pdf" files are created for all "dgn" files required for R/W submission and Generate Tif is set to CURRENT DRAWINGS keyword (in-house staff only)
- to ensure consultants submit PDF files
- to ensure that the Plan Coordination Section is notified by email that the title sheet for UPC # is ready for R/W submission; the complete Federal Project Number must be on the title sheet before submitting to Plan Coordination Section, if applicable
- to ensure that the required forms are submitted by email:
 - LD-406 (Certification of Plan Correctness) signatures required
 - 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

- should be used on all correspondence pertaining to R/W); also, the forms should reference whether for “Total Take” or “Partial Take”, if applicable
- to ensure that the original signed LD-406 is submitted to the Plan Coordination Section
 - to ensure that the names and dates are typed in the signature blocks on the “dgn” title sheet and notify the Plan Coordination Section by email that the title sheet has been re-“pdf”ed after receipt of the Approval Letter (email)
 - to ensure that the Preliminary R/W Acquisition Plats are in the Plan File Room Environment by the time the R/W title sheet is signed (R/W Notice to Proceed will not be initiated until Preliminary R/W Acquisition Plats are in the Plan File Room Environment.)
 - Naming convention of the Plats in Falcon should be s0620-046-249 c501_parcel001
 - In Falcon under General Information tab set the Sheet number; example: parcel001
 - In Falcon under Keywords set the Route number; example: s0620
 - to ensure that all “dgn” files are archived in Falcon/DMS DocMan for RIGHT OF WAY PARTIAL or RIGHT OF WAY TOTAL after the title sheet has been signed

The following is the Plan Coordination Section’s responsibility:

- to verify that all R/W plans have been “pdf”ed for Current Drawings (in-house staff only) and all appropriate documents have been received
- to submit the documents/R/W plans to the Assistant to review the project for R/W Approval
- When R/W Approval is received from the Assistant, to have the R/W plans copied to the Plan File Room Environment; and Preliminary R/W Acquisition Plats are moved to the Plan File Room Environment if they are already in Current Drawings at this time
- to print and submit the title sheet to Programming Division
- to ensure that all signatures have been obtained for the title sheet (At this time, the Actual Finished Date for Task 51 will be entered into iPM by Plan Coordination Section)
- to email the names and dates that are on the title sheet to the Project Manager
- to verify the R/W title sheet has been “pdf”ed for Current Drawings and has the typed names and dates
- to verify the Preliminary R/W Acquisition Plats are in the Plan File Room Environment (Until this step is completed, the LD368, which initiates the “Notice to Proceed”, will not be distributed.)
- to have the R/W title sheet copied to the Plan File Room Environment
- 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 LD368 which notifies the appropriate parties on the distribution list that the R/W plans, including the Preliminary R/W Acquisition Plats, are available for printing and viewing in Falcon/Web Suite in the Plan File Room under Right of Way Plans

Any changes (except substitution of the signed title sheet) made to THE R/W FILE after the Plan Coordination Section has been notified to access and process the R/W plans will have to be made as a formal R/W Revision (See Reference Guide for R/W Revisions).

(See IIM-LD-234 for further information)

<http://www.extranet.vdot.state.va.us/locdes/electronic%20pubs/iim/IIM234.pdf>

(See Road Design Manual, Chapter 2F, Section 2F-1 – REVIEW OF PLANS, Pages 2F-3 thru 2F-4 for further information)

<http://www.extranet.vdot.state.va.us/locdes/Electronic%20Pubs/2005%20RDM/chap2f.pdf>