

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."

Detailed utility easements requirements are determined by the Regional Utility Coordinator after the Utility Field Inspection (Chapter 2E, Section 2E-13-UTILITY FIELD INSPECTION) has been conducted. **The Regional Utility Coordinator will furnish an electronic reference file to the designer showing the utility easements and labeling* which are to be shown on the plans.** The utility easement lines are to be shown on the plans in accordance with the VDOT's [CADD Manual](#). If this information is received prior to approved right of way plans, it is included as a part of those plans. Otherwise, it must be added as a revision to the approved right of way plans.

Utility easements are separate from any other permanent or temporary easement and are not to be broken where they cross these other easements. They are to be stopped at any location where they intersect the proposed or existing right of way line.

Electronic reference file of utility easements **furnished by the Regional Utility Coordinator** shall contain adequate information to incorporate the utility easements into the plans. For easements that are not parallel, the electronic reference file shall contain sufficient information. All easements must mathematically close.

Once the right of way acquisition process has begun, requests for easement revisions must originate with or be coordinated with the District Right of Way office.

For utility easements, an appropriate note is to be shown on each plan sheet which contains an easement, using appropriate notes as furnished by the Right of Way Division and symbols as shown in the VDOT's [CADD Manual](#).

* Rev. 1/14