

## **SECTION 2F- 5- RIGHT OF WAY REVISIONS**

### **FORMAL PLAN REVISIONS**

Ideally, a project should not require revisions after receiving approval for right of way acquisition (Notice to Proceed (NTP)).\* However, most projects do require revisions and some are revised numerous times. It is important that each revision be properly documented as to what has been revised and the reason for the revision clearly noted on the Revision Data Sheet. It is preferable that any revisions affecting the project right of way will be requested by letter; but in some situations, time limitation requires that the revision be made on a verbal request. After NTP, a formal revision is required for changes in alignments, grades, side slopes, property lines, and/or drainage as well as names of property owners, parcel numbers, building and sign numbers, even though the right of way lines may not have changed and are to be processed as such. (Please note that this list is not exhaustive). Right of Way Division shall be notified of any revisions even though the right of way lines may not have changed. See VDOT [CADD Manual, Chapter 5](#) for additional information regarding Right of Way revisions.

Before making a revision, the designer should contact the Regional Right of Way Manager to determine the status of negotiations on affected parcels. This may forestall negotiations with erroneous plans. If negotiations have been completed, the designer should review the revision again to make sure the revision is absolutely necessary. (See [Section 2E-5, Plan Revisions](#))

If a revision is made affecting the limits of a Construction project (or projects) within the original Right of Way project termini, and the revision affects the Right of Way Acquisition, Utility Adjustments or Railroad Agreements, the Right of Way Division shall be advised accordingly as soon as possible in order to clear the desired segment and subsequently certify to the Construction Division that a project is clear for advertisement.

When a separate set of plans is being used for Right of Way Acquisition, it will be necessary to furnish the Right of Way Division, by memorandum, with the revised construction termini, including the full project description and Federal construction numbers (if applicable). In addition, a list of those parcels within each segment on complex projects must be furnished in order that those parcels can be cleared for construction. A careful check should be made to be sure that all parcels are listed including any easements. Should a temporary connection, parcels for borrow or placing materials for temporary detours be required outside the limits of project termini, then the parcels affected should be included in the list.

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\* Rev. 4/16