

**Right of Way Plan Sheets -**

Right-of-Way Division and the Location and Design have agreed to utilize a right of way plan sheet to acquire properties.

This will be a collaborative effort by the design teams and the survey teams. *Communication is the key to the success of this process.*

**Design Team responsibilities:**

- a. The design team will create the master right of way design file.  
The master Right of Way design file will only have the line work for proposed right of way and easements that is referenced into the master roadway design files.
- b. After UFI is reached and comments are addressed the Design team will create a RW file for each plan sheet in the R folder. At the discretion of the Project Manager and District Survey Manager, these may be created at FI so Survey can proceed with checking and sheet setup.  
Permissions will be restricted to Survey staff only for the R and O folders after UFI. The Design teams will provide the GEOPAK GPK files that have the alignment data so GEOPAK can be used to annotate the stations and offsets.
- c. The handoff from Design to Survey shall be documented so each team understands their responsibilities.
- d. The Design team will coordinate any changes to the SPO and Right of way design files through Survey **after the handoff\***. Major revisions to the Right of way design files will be completed by the design teams and resubmitted to Survey.

**Survey Team responsibilities:**

- a. The Survey team is responsible for master right of way design file, right of way data sheet and SPO file from the handoff until Ad. Any changes to this line work through the checking or annotation process should be communicated back to the PM and the design team so all reference files can be updated. RW **sheets** will be provided to Survey by the Design team per Chapter 5 in the CADD manual and should match the plan sheets. Survey will turn off all design information from the RW sheet except for proposed right of way and easements for clarity.
- b. All existing monumentation, owners information, and boundary data should be shown and referenced to the construction centerline. Prescriptive easements will be shown graphically only. The typical notes should be added to the sheet and all references to sheet numbers should be corrected to RW this includes match line references.
- c. VDOT Monuments should be shown on the applicable RW sheets and labeled.

---

\* Rev. 4/16