

of the 20+ divisions of the Department, including the Central Office and all 9 Districts and their Residencies.

The two main goals of IPM are:

- To assist managers in developing realistic and feasible work programs and schedules that are in reasonable balance with resources currently and expected to be available; and
- To assist managers in completing the work in accordance with approved programs and schedules.

Once a project is authorized to begin, the appropriate starting date must be entered in the IPM database. All VDOT District Survey Managers are responsible for the maintenance of starting and ending dates for each of the survey-related IPM codes that relate to each project. Please refer to [Figure 1-B](#) for all current survey-related codes and their descriptions.

The Department's policy is not to re-establish right-of-way lines for adjacent property owners or anyone else unless it is to serve the Department's needs. The Department will, however, assist others, such as property owners, engineers or surveyors in establishing right-of-way by providing plans and other available information. The surveying necessary to re-establish the lines is the responsibility of the one having the need for such information.

Section §33.2-236(see [Figure 1-C](#)) Maps or plats prepared at request and expense of local governing bodies and other groups; Department of Mines, Minerals and Energy to seek other existing sources.

The Commissioner of Highways may prepare photogrammetric maps or plats of specific sites or areas at the request of the governing bodies of localities of the Commonwealth, local nonprofit industrial development agencies, planning district commissions, soil and water conservation districts, metropolitan planning organizations, public service authorities, and local chambers of commerce. The Department of Mines, Minerals and Energy shall first review the request to determine whether suitable or alternate maps or plats are currently available, and the local governing body, agency, or chamber shall agree to reimburse the Department of Transportation for the cost of producing the maps or plats.

Sec. 1.02.2 Survey Assignments

Upon receipt of a survey authorization, the District Survey Manager will assign the project to a Survey Party Manager (Land Surveyor) in the district or Consultant staff. During the progress of the survey, the District Survey Manager will review the work for conformance with current instructions and ascertain that the survey data is complete and covers the proposed project.