

#### Sec. 4.08.1 Property Data

All property data shall be secured by use of survey total station or GPS methods and procedures or enter the property information directly into the CADD software.

All pertinent data from court records, such as subdivision plans, tract plans, deed book descriptions, etc., should be carefully checked for legibility when copies are made from the records. This also should apply for the names and addresses for public utilities and existing right-of-way data from old project files. It is imperative that any designer or right-of-way technician has the best data possible.

All property corners (monuments, stones, iron pins, trees, fence corners, etc.) shall be located from the traverse alignment or baseline and will be referenced to the final construction centerline/baseline by station and right angle offset. Calculated plus and offsets will not be shown. Both station and distance shall be shown to the nearest one-hundredth foot (**0.01 ft**).

Property lines shall have a calculated bearing based on the VDOT project datum. The recorded deed or plat bearing and distance will be shown in parenthesis. When different plat bearings and distances are encountered on the same line of adjacent properties, both bearings and distances will be shown with care given to the placement of these bearings and distances on the appropriate side of the property line.

The names of all property owners shall be shown as recorded in the deed book, with the deed book and page number, plat book & page number, tax map or GPIN #, and acreage(x.xxx) or square footage(x,xxx). ***Where acreage or square footage is not recorded none is to be calculated, and a note, in parenthesis, will so state.*** Sufficient data shall be given so that the right-of-way take can be shown by a metes and bounds description on all total take parcels and only if requested by the Right of Way division on partial takes. The property data (owner, deed and map book reference & area) will be added to the property owner file using the VDOT CADD Standards shown in Section 2 of the CADD Manual. <sup>o</sup>

When subdivided land is encountered, prints of the subdivision, as well as the names and addresses of the effected owners should be secured. Using the prints, an accurate tie at a minimum of three points on the subdivision should be made. It will not be necessary to tie each individual lot.

In the case of small lots that are not part of a subdivision, the entire lot should be shown so that it can be determined how much of the lot will remain after the right-of-way is secured. The bearings (plat or survey) and distance on all property lines between corners, which fall within the proposed right-of-way, must be shown.

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\*March 3, 2014