



Location and Design Division
Electronic Plan Submission Process

Date: 10/24/18

ELECTRONIC SUBMISSION OF RIGHT-OF-WAY PLANS (TOTAL TAKE OR PARTIAL TAKE)

Tier 1

SUBMISSION OF RIGHT OF WAY PLANS

It is the **Project Manager's responsibility** to ensure that the following is sent to Right-of-Way Division prior to R/W Submission for NTP:

- Current R/W and Utility detailed estimate from PCES
- In-House & Consultant Design:
 - To ensure the designer's PDF files, DGN files, and pertinent electronic files are up to date in **ProjectWise**
 - To ensure that the PDF files pertaining to R/W, "Total Take" or "Partial Take" are up to date in "CURRENT DRAWINGS" & Right of Way Plan File Room
- PM-130 (Request for RW-300/301)

If the project is Federally funded, it will need FHWA Authorization. It is the **Project Manager's responsibility** to ensure that the following is sent to Federal Programs Management Division **30** days prior to R/W Submission:

- Current R/W and Utility detailed estimate from PCES
- Notification that the project files, (include UPC #), are available in **ProjectWise** CURRENT DRAWINGS for review. (R/W Data Sheet properly filled in with all acreage. The number of parcels shown must agree with the R/W estimate. Beginning and End R/W termini must be shown on plans. The R/W termini must agree with the full parcels from the beginning of the first parcel to the end of the last parcel.)
- RW-300/301 (Right of Way and Utilities Review Checklist)
- To ensure that the environmental document approval date is updated in the Schedule

SUBMISSION OF RIGHT OF WAY PLANS FOR NOTICE TO PROCEED (NTP)

When R/W plans are ready for R/W Submission for NTP, the following is the **Project Manager's responsibility**:

- To ensure the note that reads "THESE PLANS ARE UNFINISHED AND ARE NOT TO BE USED FOR ANY TYPE OF CONSTRUCTION" is only on the Roadway Plans. This note will not be on the R/W Plan sheets.

NOTE: The R/W Plan Assembly consists of the R/W Plans and the Roadway Plans. Roadway Plans do not require sealing and signing for R/W submission.

- In-House & Consultant Design:
 - To ensure the designer's PDF files, DGN files, and pertinent electronic files are up to date in **ProjectWise**.
 - To ensure that the PDF files pertaining to R/W, "Total Take" or "Partial Take" are up to date in "CURRENT DRAWINGS" & Right of Way Plan File Room.
- To ensure the complete Federal Project Number for R/W is on the title sheet, if applicable
- To ensure that the required forms are uploaded into iPM **or Project Management folder under Project Documents in ProjectWise**:
 - Signed LD-406 (Certification of Plan Correctness PM-100 (Field Review and Scoping Report)
 - PM-131 (Final Scoping Certification)
 - LD-95 or LD-96 (Land Acquisition)
 - Current R/W and Utility detailed estimate from PCES
 - LD-436 Quality Control Checklist for R/W
 - LD-368 (Approved R/W Plans Distribution)

(If there is a specific R/W number on the project, the R/W number and R/W description shall be shown on the LD-406, LD-95 or LD-96 and the LD-368 forms pertaining to R/W); also, the forms shall reference whether for "Total Take" or "Partial Take", if applicable).

PREPARING RIGHT OF WAY PLANS FOR SIGNATURES FOR NOTICE TO PROCEED (NTP)

When R/W plans are being prepared for Signatures for NTP, the following is the **Project Manager's responsibility**:

- To circulate the title sheet for signatures (the title sheet can be on paper or mylar) and submit the original signed title sheet to Room 705, CO L&D Plan Library (David Layne)
- When signatures have been obtained for the title sheet, enter the Actual Finished Date for Task 51 on the Schedule
- To ensure that the names and dates are typed in the signature blocks on the "DGN" title sheet
- In-House & Consultant Design:
 - Submit Signed LD-406 (Certification of Plan Correctness) to CADDsupport@vdot.virginia.gov requesting R/W plans to be set to sign/seal
 - Ensure that the R/W plans are Electronically Sealed and Digitally Signed by the Land Surveyor **in the Right of Way Plan File Room**.
- For the naming convention of the R/W plans see the VDOT CADD Manual
- To verify that all R/W plans have been archived for "total take" for right-of-way or "partial take" for right-of-way
- To email the Form LD368 which notifies the appropriate parties on the distribution list that the R/W plans are available for printing and viewing in **ProjectWise** in the Plan File Room under Right of Way Plans
- Any changes (except substitution of the signed title sheet) made to THE R/W FILE after LD-368 is distributed will have to be made as a formal R/W Revision. For additional information on Formal R/W Revisions see CADD Manual, Chapter 5

For additional information:

(See CADD Manual, Chapter 5)

http://www.virginia-dot.org/business/locdes/vdot_cadd_manual.asp

(See Reference Guide for R/W Revisions)

http://www.virginia-dot.org/business/locdes/Right_of_way_partial_take.asp

(See IIM-LD-234 for further information)

http://www.extranet.vdot.state.va.us/locdes/electronic_pubs/iim/IIM234.pdf

(See Survey Manual, Chapter 12)

<http://www.virginia-dot.org/business/locdes/chapter.asp>

RIGHT OF WAY PLATS

R/W Plans are the preferred method for acquisition. However, projects still exist with R/W Plats. Plats may continue to be used on legacy projects where Plats exist. Plats can be used in special cases with prior approval from the State Survey Program Manager.

When R/W plans, along with the Preliminary R/W Plats are ready for R/W Submission, the following is the **Project Manager's responsibility:**

- To ensure the note that reads "THESE PLANS ARE UNFINISHED AND ARE NOT TO BE USED FOR ANY TYPE OF CONSTRUCTION" is on all R/W plans
- CO Survey approval of the Prel. R/W Plats is not required, but may be requested by the Districts
- For naming convention of plats see CADD Manual