

After the utility field inspection and before submission of approved right of way plans, detailed utility easement information will be provided and shown on original plan sheets.

Notes A or B shall be removed from plans after the public hearing stage prior to submitting plans for right of way.

The following note should be shown on the title sheet and all plan sheets when preliminary easements are shown on plans.

NOTE A

PRELIMINARY EASEMENTS FOR UTILITY RELOCATIONS
ARE APPROXIMATE ONLY AND SUBJECT TO CHANGES
AS PROJECT DESIGN IS FINALIZED

When the decision is made not to add preliminary easements the following note is to be shown.

NOTE B

ADDITIONAL EASEMENTS FOR UTILITY RELOCATIONS
MAY BE REQUIRED BEYOND THE PROPOSED RIGHT OF
WAY SHOWN ON THE PLANS

One of the above notes should be shown on all prints for the willingness or public hearing stage and prints furnished outside the Department.

On prints for public hearing or willingness and prints furnished outside the Department, shade in yellow with highlighting marker, the above notes for additional emphasis.

A discussion concerning possible additional or adjusted utility easements shall be included in:

[Engineering presentation](#)
[Public Hearing handout/booklet](#)

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The following are examples of how this discussion may be worded:

- (1) When preliminary easements are shown on project.

"As we further coordinate and finalize project development, preliminary utility easement locations shown on public hearing plans may change. The property owner will be informed of the exact location of the easements during the right of way acquisition process and prior to construction."

- (2) When preliminary easements are not shown on project.

"As we further coordinate and finalize project development, additional easements for utility relocations may be required beyond the proposed right of way shown on the public hearing plans. The property owner will be informed of the exact location of the easements during the right of way acquisition process and prior to construction."

Detailed utility easements requirements are determined by the District Utility Engineer after the Utility Field Inspection (Chapter 2E, Section 2E-13-UTILITY FIELD INSPECTION*) has been conducted. The District Utility Engineer will furnish an electronic reference file to the designer showing the utility easements which are to be shown on the plans. If this information is received prior to approved right of way plans, it is included as a part of those plans. Otherwise, it must be added as a revision to the approved right of way plans.

Electronic reference file furnished, showing the necessary easements, shall contain the appropriate note indicating type (standard or trim and overhang) and for which utility company the easement is being acquired. There are instances where joint use utility easements are proposed. In those cases, all companies are to be shown. Utility easements are separate from any other permanent or temporary easement and are not to be broken where they cross these other easements. They are to be stopped at any location where they intersect the proposed or existing right of way line.

Electronic reference file of utility easements shall contain adequate information to incorporate the utility easement into the plans. For easements that are not parallel, the electronic reference file shall contain sufficient information (i.e. pluses and distances or distances on a property line). All easements must mathematically close.

The utility easement lines are to be dot-dashed with pluses and distances shown in double brackets [[-]]. Each line is to be labeled as to type and utility company. Parallel utility easements 5 feet (1.5 m) apart or closer should be questioned. Normally these lines should be combined into a joint easement at the wider width; however, the District Utility Engineer should be consulted before making that change.

* Rev. 7/06

Once the right of way acquisition process has begun, requests for easement revisions must originate with or be coordinated with the District Right of Way office.

For utility easements, an appropriate note is to be shown on each plan sheet which contains an easement, using appropriate notes as furnished by the Right of Way Division and symbols as shown in the CADD Manual.

LIMITED ACCESS LINES

Where limited access lines coincide with proposed right of way lines, the common line is to be labeled "[Proposed Right of Way and Limited Access Line](#)" with breaks shown as previously described for proposed right of way.

Where limited access lines deviate from proposed right of way, they are to be shown as dashed lines and are to be labeled "Proposed Limited Access Line."

Proposed limited access lines are to be continuous for the length of the project, except at interchanges. Where frontage roads are provided, the limited access line is to tie to the proposed right of way line at appropriate points and usually run parallel to and between the frontage road and mainline. Where applicable, the limited access line is to be labeled: "Proposed Limited Access Line (insert distance) from and parallel to Frontage Road Baseline."

At interchanges, the limited access lines are to encompass the entire periphery of the interchanges and should extend beyond the ramp terminals a minimum of 100 feet (30 m) in urban areas and 300 feet (90 m) in rural areas. (See Figure 2E-9). These distances usually satisfy any congestion concerns. However, in areas where the potential for development exists which would create traffic problems, it may be appropriate to consider longer lengths of access control. The beginning and ending points of limited access lines are to be flagged with "Begin" and "End Limited Access" with stations referenced to the connecting road. Limited access lines are to be broken and flagged with stations based on the mainline at grade separations.

Unless specifically advised to the contrary by the Right of Way Division, begin and end limited access is to be flagged only at or near the beginning and end of the right of way project and at interchanges and grade separations as previously noted.

On all projects designated as "Limited Access Highways", the date of the resolution passed by the commission, Board, etc., and the words "LIMITED ACCESS HIGHWAY" are to be [shown above the project block](#) on the title sheet and on each plan sheet. This is applicable to all new projects and also to all projects involving previously designated "Limited Access Highways".

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* Rev. 1/09

Over the years the "Highway Commission" has been updated to the "State Highway and Transportation Commission", the "State Highway and Transportation Board" and as of January 1, 1987, is the "Commonwealth Transportation Board".

Following are the notes that are to be used along with the applicable project situations:

(1) LIMITED ACCESS HIGHWAY By Resolution of Commonwealth Transportation Board dated _____.

All projects designated after December 31, 1986 by "Commonwealth Transportation Board" (includes interstate and other highways that tied the original L/A line down by stations and thereby, require a new resolution)

(2) LIMITED ACCESS HIGHWAY By Resolution of Highway Commission dated _____.

All interstate highways and all highways previously designated by "Highway Commission".

DEPICTING LIMITED ACCESS RIGHT OF WAY

The method of designating Right of Way on a proposed limited access project should be as indicated in Figures 2E-9 and 2E-10. Unusual conditions, not covered by these examples, may require individual study and should be discussed at Field Inspection.

SEPARATE RIGHT OF WAY PLANS

If plan sheets are extremely congested with topography, etc., separate right of way plans may be justified. This determination is to be made by the Engineer in charge of the project design.

PROPERTY REQUIRING METES AND BOUNDS DESCRIPTION

Complete metes and bounds information is to be included in the approved right of way plan assembly for projects requiring procurement of property from unique clients (e.g. Federal and State governmental agencies, railways and Power companies). This requirement shall apply to all land and permanent easement acquisitions. It is not necessary to provide metes and bounds descriptions for temporary construction easements. Temporary construction easements shall be designated with conventional plus and distance on the breaks and acreage of take.

This information is to be shown on a "METES AND BOUNDS" sheet included in the approved right of way plan assemblies for applicable projects as a "1 series" sheet. Information shown shall include property owner names (including adjacent parcels), utility company names (e.g. Bell Atlantic, Virginia Power, Hampton Roads Sanitation District, etc.) types of easement (permanent drainage, permanent utility, temporary construction, etc.) property lines, right of way and easement lines (proposed and existing), centerline/baseline identification with stationing, bearings, lengths, curve data, and acreage of take. Right of way and permanent easement takes on radius are to show chord length, chord bearing, arc length, and radius.

The Metes and Bounds closure is to be calculated in a clockwise direction, with all break points labeled and information (bearings, lengths, curve data) shown in tabular form on the Metes and Bounds sheet. The point of beginning for each parcel will be a readily identifiable point, such as an iron pin, Right of Way monument or reference to the Construction Baseline. Deed records for railroad properties are to be referenced from a railroad mile post and tied specifically to railroad track stationing. The Metes and Bounds sheet should have sufficient descriptive detail to be used independent of the construction plan sheets; however, construction plans and Metes and Bounds sheets should reference each other for supplemental information.

A separate metes and bounds sheet may not be needed on non-complex projects, provided data can be shown legibly on the roadway plan sheet.

The District Survey Sections (or Central Office Survey Section) shall confirm that the metes and bounds are shown correctly. The road designer shall furnish any available original property line back up information to the Survey Section for this review. At the completion of the review, the road designer shall furnish the sheet to the Right of Way Division, normally, as part of the approved right of way plan assembly for their use in preparing the deed description. (See Sample Metes and Bounds Sheet, Figure 2E-9).

Some Federal agencies prefer that only a single roadway easement be shown, rather than separate easements for roadway, drainage, stormwater management or other types of permanent easement. It would be advantageous to the designer to contact the Central Office Right of Way Division's Special Negotiations Section for directions prior to determining right of way requirements.

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* Rev. 1/09