

When both Partial and Total Takes are required an additional title sheet signature block should be added to the title sheet.

See the example below.

<b>RECOMMENDED FOR APPROVAL FOR RIGHT OF WAY ACQUISITION (PARTIAL TAKES)</b>	
DATE	PROGRAMMING DIVISION DIRECTOR
DATE	STATE LOCATION AND DESIGN ENGINEER
DATE	CHIEF OF PLANNING AND PROGRAMMING*
DATE	CHIEF ENGINEER

<b>APPROVED FOR RIGHT OF WAY</b>	
DATE	CHIEF OF POLICY AND ENVIRONMENT

The Title Sheet Signature Block should be modified to accommodate the “Total Take” parcel numbers as follows:

<b>RECOMMENDED FOR APPROVAL FOR RIGHT OF WAY ACQUISITION TOTAL TAKE FOR PARCELS:</b>					
094	095	096	097	098	
DATE	PROGRAMMING DIVISION DIRECTOR				
DATE	STATE LOCATION AND DESIGN ENGINEER				
DATE	CHIEF OF PLANNING AND PROGRAMMING				
DATE	CHIEF ENGINEER				

<b>APPROVED FOR RIGHT OF WAY</b>	
DATE	CHIEF OF POLICY AND ENVIRONMENT

For additional information on Title Sheet preparation see “TIPS FOR PREPARING TITLE SHEET FOR SIGNATURES”, available at:  
<http://www.virginiadot.org/business/locdes/reference-guides.asp>

---

\* Rev. 3/11