

SECTION 2F - 4 - PROJECT APPROVAL

RECOMMENDATION FOR APPROVAL

Before the Commissioner signs the plans giving approval to acquire right of way, signatures recommending approval are required. Spaces are provided for the signatures in the lower right corner of the title sheet.

APPROVAL

Following the recommendation for approval for acquisition of right of way, the Commissioner will approve the project by signing the title sheet. He will also sign the form letter [LD-95 or LD-96](#) which the designer has prepared for his signature.

ORIGINAL RIGHT OF WAY PLANS

Immediately upon the signing of the title sheet for Right of Way acquisition and/or for construction, the title sheet will be filed in the VDOT Central Office Plan Library. The type written names of the signers, and date signed, will be inserted into the signature blocks of the .dgn version of the title sheet.

DISTRIBUTION OF PRINTS OF PLANS

Distribution of the approved plans to the Right of Way and Utilities Division for property acquisition will be made by the Plan Coordination Section or by the district for projects designed in the district. This will be done via email to inform the various parties.

The assembly provided to the Plan Coordination Section shall include:

- complete original Right of Way plans
- original cross sections
- Form [LD-95 or LD-96](#) (printed on original letterhead)

For District projects, Form [LD-95 or LD-96](#) is submitted to the State Right of Way and Utilities Engineer by the Central Office Plan Coordination Section.

Deleted Information*

SECTION 2F- 5 - DISTRICT PROJECTS

RIGHT OF WAY PLANS

A set of .tif files is kept on file. These plans are to be considered as a set of the official right of way plans. During the course of completing the original plans for construction, it is incumbent upon the district designers to process plan revisions for any changes (described in Section 2F-6, FORMAL REVISIONS-MAJOR CHANGES) made to the original plans that affect right of way or utilities so that revised plans can be distributed to the District Right of Way and Utilities Section. A set of .tif files of the revised sheets is to be furnished to the Central Office **Plan*** Coordination Section via updating Falcon and creating .tif files after the revisions have been made. This will maintain an up-to-date official set of right of way plans on Falcon Web. The proper steps are outlined in this reference guide on the Internet, Electronic Submission of Right of Way Plans. The link to this guide is www.virginiaDOT.org/business/locdes/reference-guides.asp.

* Rev. 7/06