

SECTION 2F- 5- RIGHT OF WAY REVISIONS

FORMAL REVISIONS-MAJOR CHANGES

Ideally, a project should not require revisions or changes after receiving approval for right of way acquisition. Realistically, most projects do require revisions and some are revised numerous times. It is important that each plan revision be properly documented as to what has been revised and the reason for the change. It is preferable that all revisions affecting the right of way line will be requested by letter; but in some situations, time limitation requires that the revision be made on a verbal request. In all cases, however, this type of revision is to be processed formally. Revisions in alignments, grades, side slopes, property lines, and/or drainage require formal plan revisions, even though the right of way lines may not have changed. Whenever a change is made and the designer has any doubts as to whether the Right of Way Division has an interest in the change, a formal revision is to be made. See VDOT [CADD Manual](#) for Right of Way revisions*.

Before making a change that requires a formal revision, the designer should contact the District Right of Way Manager to determine the status of negotiations on affected parcels. This may forestall negotiations with erroneous plans. If negotiations have been completed, review the revision again to make sure the change is absolutely necessary. (See [Section 2E-5, Plan Revisions](#))

If a change is made affecting the limits of a Construction project (or projects) within the original Right of Way project termini, that would affect the Right of Way Acquisition, Utility Adjustments or Railroad Agreements, the Right of Way Division should be advised accordingly as soon as possible in order that they can arrange to clear the desired segment and subsequently certify to the Construction Division that a project is clear for advertisement.

If one set of plans is being used for both Right of Way Acquisition and Construction, a Right of Way Revision is to be submitted providing Right of Way Division with the new construction project termini.

When a separate set of plans is being used for Acquisition, it will be necessary to furnish the Right of Way Division, by memorandum, with the revised construction termini, including the full project description and Federal construction numbers (if applicable). In addition, a list of those parcels within each segment on complex projects must be furnished in order that those parcels can be cleared for construction. A careful check should be made to be sure that all parcels are listed including any easements. Should a temporary connection, parcels for borrow or placing materials for temporary detours be required outside the limits of project termini, then the parcels affected should be included in the list.

* Rev. 1/15