

ELECTRONIC SUBMISSION OF RIGHT OF WAY PLANS

The procedure for the electronic submission of right-of-way plans is described below. Consultants will need to provide VDOT with group 4 tiff files, MicroStation, IGrds, CAiCE or GEOPAK files 2 weeks in advance of Right of Way Submittal.

When plans are ready for RW submission:

- The designer will Archive in Falcon_DMS all MicroStation files required for RW submission and create tiff files and set Generate Tif to current drawings.
- The designer will notify the Plan Coordination Section by email that the title sheet (electronic file named *****001.dgn) is ready for RW submission. The designer must also submit the required forms by email (LD113, LD404, LD95 or LD96) and email or fax the RW and CES estimates at this time (804-786-5157). If there is a specific RW number on the project, the RW number and description should be used on all the correspondence pertaining to RW. Also, the designer will make sure that Certification has been emailed by the Program Managers to verify that quality control checking and funding has been resolved.
 - Direct emails to:
 - Debbie Wood: Culpeper, Fredericksburg, Hampton Roads,
Richmond, Staunton, Central Office
 - Brenda Light: Bristol, Lynchburg, Northern Virginia,
Salem
Staunton, Central Office
 - Copy Doris Epperly on all submittals
- The Plan Coordination Section will print the title sheet and obtain the required signatures.
- After all signatures have been obtained, the Plan File Room will email the names and the date they signed the Title Sheet to the Project Manager and/or Designer.
- The designer will add the name and date to the signature block of the electronic Title Sheet file (dgn), then will notify the Plan Coordination Section by email that the title sheet has been re-archived and re-tiffed.
- The Plan Coordination Section will verify that all RW plans have been archived and tiffed for Current Drawings before proceeding to the next step.
- The Plan Coordination Section will email the LD368 to notify the appropriate parties on the distribution list that the RW plans are available for printing and reviewing from within Falcon Web Suite (Current Drawings) (a hard copy of the appropriate correspondence will be delivered to the RW Division at this time)

Any changes (except substitution of the signed title sheet) made to THE RW FILE after the Plan Coordination Section has been notified to access and process the RW plans will have to be made as a formal RW revision. Designers will need to tiff the revised sheets for placement in current drawings.

- The designer must then notify the Plan Coordination Section by emailing the LD36.
- The Plan Coordination Section will verify that the revision has been processed and is in Falcon Web Suite under Current Drawings.
- The Plan Coordination will then notify the appropriate parties by email that the revision has been done and is located in Falcon Web Suite under Current Drawings.

Each program area responsible for producing right-of-way plans will also be responsible for the necessary Quality Control of those plans – the Plan Coordination Section will no longer review any RW plans.