

ELECTRONIC SUBMISSION OF RIGHT OF WAY PLANS (TOTAL TAKES OR PARTIAL TAKES, IF APPLICABLE)

The procedure for the electronic submission of right of way, total takes or partial takes plans is described below. Consultants will need to provide VDOT with Group 4 tif files, Microstation, IGrds, CAiCE or GEOPAK files two weeks in advance of Right of Way Submittal.

When plans are ready for RW Submission:

- The Project Team Manager will make sure the note that reads “THESE PLANS ARE UNFINISHED AND ARE NOT TO BE USED FOR ANY TYPE OF CONSTRUCTION” **is on all RW plans**
- The Project Team Manager will Archive in Falcon/DMS DocMan all dgn files required for RW submission, create tif files and set Generate Tif to current drawings
- The Project Team Manager will notify the Plan Coordination Section by email that the title sheet for UPC # is ready for RW submission
- The Project Team Manager must also submit the required forms by email: LD406, LD404, LD95 or LD96, RW and PCES estimates (If there is a specific RW number on the project, the RW number and RW description should be used on all correspondence pertaining to RW.) Also, the forms should reference whether for Total Takes or Partial Takes, if applicable.
- The Project Team Manager will make sure that the original signed LD406 is submitted to the Plan Coordination Section
- The Plan Coordination Section will print the title sheet and obtain the required signatures (If not designed by VDOT, a mylar title sheet with original, stamped, signed and dated PE seal is required.) The complete Federal Aid Number must be on the title sheet before submitting to Plan Coordination Section, if applicable
- When the original signed LD406 is received in Plan Coordination Section, the Title Sheet will be given to Programming Division for them to begin their process
- After all signatures have been obtained, the Plan Coordination Section will email the names and dates on the title sheet to the Project Team Manager
- The Project Team Manager will be responsible for having the typed names and dates on the signature blocks of the dgn title sheet and will then notify the Plan Coordination Section by email that the title sheet has been re-tif and re-archive
- The Plan Coordination Section will verify that all RW plans have been tif for Current Drawings and Archives before proceeding to the next step
- The Plan Coordination Section will furnish the Right of Way Division a hard copy of the appropriate paperwork
- The Plan Coordination Section will email the Form LD368 to notify the appropriate parties on the distribution list that the RW plans are available for printing and viewing in Falcon/Web Suite under Current Drawings

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.

The procedure for the electronic submission of RW Revisions is described below (this includes Consultant Plans).

- The Project Team Manager will need to tiff the revised dgn files for placement in Current Drawings (Revision date needs to be on each sheet with the Revision Data Sheet)
- The Project Team Manager must notify the Plan Coordination Section by emailing the Form 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 Section will 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 Review of those plans. The Plan Coordination Section no longer reviews the complete set of RW plans.