

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

If not previously done, **it is the Project Team Manager's responsibility** to ensure that the following is sent to Right of Way Division in advance of R/W Submission to Plan Coordination Section:

- Current R/W and Utility detailed estimate from PCES
- to ensure that the R/W plans pertaining to R/W, "Total Take" or "Partial Take" are "tif"ed to Current Drawings
- Form RW300/301 (Right of Way and Utilities Review Checklist)

If the project is Federally funded, it will need FHWA Authorization. **It is the Project Team Manager's responsibility** to ensure that the following is sent to Programming Division **30** days in advance of R/W Submission to Plan Coordination Section:

- Copy of Form RW-238 (Estimate shall not be more than 6 months old)
- Current R/W and Utility detailed estimate from PCES
- Set of hard copy R/W plans pertaining to R/W, "Total Take" or "Partial Take" (R/W Data Sheet properly filled in with all acreage. The number of parcels shown must agree with the R/W estimate. Beginning and End R/W termini must be shown on plans. The R/W termini must agree with the full parcels from the beginning of the first parcel to the end of the last parcel.)
- The date that the FHWA approved the Environmental Document and the type of document. If it is an EIS rather than EA or CE then the document number must be provided

The procedure for the electronic submission of right of way, "total take" or "partial take" 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 R/W Submission, **the following is the Project Team Manager's responsibility:**

- to ensure the note that reads "THESE PLANS ARE UNFINISHED AND ARE NOT TO BE USED FOR ANY TYPE OF CONSTRUCTION" **is on all R/W plans**
- to ensure that "tif" files are created for all "dgn" files required for R/W submission and Generate Tif is set to current drawings
- to ensure that all "dgn" files are archived in Falcon/DMS DocMan for right of way partial or right of way total
- to notify the Plan Coordination Section by email that the title sheet for UPC # is ready for R/W submission or, if not designed by VDOT, submit a mylar title sheet with original, stamped, signed and dated PE seal (required); the complete Federal Aid Number must be on the title sheet before submitting to Plan Coordination Section, if applicable
- to submit the required forms by email:
  - LD406 (Certification of Plan Correctness) signatures required
  - LD404 (Final Scoping Certification)

- LD95 or LD96 (Land Acquisition)
- Current R/W and Utility detailed estimate from PCES

(If there is a specific R/W number on the project, the R/W number and R/W description should be used on all correspondence pertaining to R/W); also, the forms should reference whether for “Total Take” or “Partial Take”, if applicable

- to ensure that the original signed LD406 is submitted to the Plan Coordination Section
- to ensure that the names and dates are typed in the signature blocks on the “dgn” title sheet and notify the Plan Coordination Section by email that the title sheet has been re-“tif”ed and re-archived after receipt of the Approval Letter (email)

**The following is the Plan Coordination Section’s responsibility:**

- to 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.)
- to give the Title Sheet to Programming Division when the original signed LD406 is received in Plan Coordination Section
- to email the names and dates that are on the title sheet to the Project Team Manager after all signatures have been obtained
- to verify that all R/W plans have been “tif”ed for Current Drawings and archived for “total take” for right of way or “partial take” for right of way
- to furnish the Right of Way Division a hard copy of the appropriate paperwork
- to email the Form LD368 which notifies the appropriate parties on the distribution list that the R/W 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 R/W FILE after the Plan Coordination Section has been notified to access and process the R/W plans will have to be made as a formal R/W Revision (See Reference Guide for R/W Revisions).

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 R/W plans.

(See IIM-LD-234 for further information)

<http://www.extranet.vdot.state.va.us/locdes/electronic%20pubs/iim/IIM234.pdf>

(See Road Design Manual, Chapter 2F, Section 2F-1 – REVIEW OF PLANS, Pages 2F-3 thru 2F-4 for further information)

<http://www.extranet.vdot.state.va.us/locdes/Electronic%20Pubs/2005%20RDM/chap2f.pdf>