

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

If not previously done, **it is the Project 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 and Generate Tif is set to CURRENT DRAWINGS **keyword** (in-house staff only)
- to ensure consultants submit PDF files
- 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 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 PDF files, MicroStation and GEOPAK files two weeks in advance of Right of Way Submittal.

When plans are ready for R/W Submission, **the following is the Project 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 **keyword** (in-house staff only)
- to ensure consultants submit PDF files
- **to ensure that all applicable sheets have the signature block cell(s) inserted in accordance with division memorandums**
- to ensure that all "dgn" files are archived in Falcon/DMS DocMan for RIGHT OF WAY PARTIAL or RIGHT OF WAY TOTAL (in-house staff only)
- to ensure that the Plan Coordination Section is notified by email that the title sheet for UPC # is ready for R/W submission or; the complete Federal Aid Number must be on the title sheet before submitting to Plan Coordination Section, if applicable

- to ensure that the required forms are submitted by email:
  - LD406 (Certification of Plan Correctness) signatures required
  - **PM-131** (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)
- **to ensure that the plans are signed/sealed by all parties when notified that the status has been set to sign/seal in Plan File Room Environment in Falcon by Plan Coordination Section**

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

- **to verify that all R/W plans have been “tif”ed for Current Drawings (in-house staff only)**
- to print the title sheet and obtain the required signatures
- to submit the Title Sheet to Programming Division when the original signed LD406 is received in Plan Coordination Section
- **to ensure that all signatures have been obtained for the title sheet (At this time, the Actual Finish Date for Task 51 will be entered into iPM by Plan Coordination Section)**
- **to email the names and dates that are on the title sheet to the Project Manager**
- **to have the R/W plans copied to the Plan File Room Environment; notify the Project Manager by email that the status has been set to sign/seal in Falcon and permissions have been added (in-house staff only)**
- to verify that all applicable sheets have been sealed and signed in accordance with division memorandums **in the Plan File Room Environment**
- to verify that all R/W plans have been 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 in the Plan File Room under R/W plans

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).

(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>