

ELECTRONIC SUBMISSION OF RIGHT-OF-WAY REVISIONS

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

The following is the Project Manager's responsibility:

- to ensure that if the project is Federally funded, a hard copy set of the revised plans, current estimate showing the estimated additional R/W cost as a result of the revision and the Environmental Re-evaluation is provided to Programming Division to obtain FHWA approval prior to submitting the R/W revision
- to ensure that the "tif" files are created for the revised "dgn" files for placement in Current Drawings (revision date needs to be on each sheet along with the Revision Data Sheet)
- 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 when the "tif" files are generated and that CURRENT DRAWINGS keyword is selected **(in-house staff only)**
- to ensure that the Plan Coordination Section is notified by emailing the LD36 (Revision Data Form)
- **to ensure that the revision is signed/sealed by all parties when notified that the status has been set to sign/seal in the Plan File Room Environment in Falcon by Plan Coordination Section**

The following is the Plan Coordination Section's responsibility:

- to verify that the revision has been processed and is in Falcon/Web Suite under Current Drawings
- to verify that all applicable sheets have been sealed and signed in accordance with division memorandums
- **to have the revision copied to the Plan File Room**
- **to notify the Project Manager by email that the status has been set to sign/seal and permissions have been added**
- to notify the appropriate parties by email that the revision has been done and is located in Falcon/Web Suite **in Plan File Room Environment under R/W Plans**

(See Road Design Manual, Chapter 2F, Section 2F-6 – RIGHT OF WAY REVISIONS – CENTRAL OFFICE & DISTRICT PROJECTS for further information)

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