

## **REQUIREMENTS FOR PRELIMINARY ROW PLANS**

The following is a summary of the requirements found in Section 5.18 of the Road Design Manual. These plans are used to order title commitments for all properties being affected by some sort of ROW take. These items must be included in the Preliminary Right-of-Way set submitted for review by Quality Assurance and Lettings in the Design Support Area and Real Estate Support Area.

1. Standard sized plan sheets.
  - Sheets should not be numbered with ROW sheet numbers (501, 502, etc.). The construction sheet numbers should be numbered to keep the plans in an order for the submittal (1, 2, etc.).
  - Distribute plans and memos as per the distribution list on each of the ROW form letters form 271, 271A & 271B.
  - A title sheet should accompany each project with an activated “B” phase job number, if available.
2. Preliminary ROW Submittal form/memo.
  - These forms can be found on the Design Support Area website under Design Forms as form 271, 271A & 271B.
3. Consultants are also required to submit a CD of drawings utilizing MDOT’s standard system format.
4. Plan sheets for the entire project should be included, if available. If these are not available, then plan sheets of only the areas of where proposed ROW is anticipated should be included.
5. Government lines and government corners should be shown.
  - Approximate government lines and government corners should be shown if the survey has not been completed at the time of Preliminary ROW submittal. These approximate lines and corners should be replaced by the designer with the actual surveyed information prior to the Final ROW submittal. Section, Town and Range along with all section and quarter lines intersecting the centerline should be shown on the plans. A general outline of the proposed ROW should be delineated on the plans including ROW widths and the type of ROW (i.e. Proposed ROW, drain easements, grading permits, etc.). Free or limited access ROW should also be indicated.
6. All streets and roads should be labeled with the names most commonly used in the area.
7. Show names, lot lines, lot numbers, streets and alleys of all affected subdivisions and recorded plats. Show the proposed ROW in each subdivision that is affected.
8. In affected areas, show all existing topography, including trees, buildings with house numbers and pavement type if available at the time of submittal.

The Following items are not required but if available should be sent as part of the Preliminary ROW submittal:

- Survey notes with property ties and government corners, vicinity map depicting the location of the various proposed ROW, and preliminary and final typical cross sections.