

<b>Project Name:</b> _____	<b>Project Number:</b> _____
<b>Consultant:</b> _____	<b>CFLHD Project Manager:</b> _____
<b>Task Order No.:</b> _____	<b>Checker:</b> _____ <b>Date:</b> _____
<b>Originator:</b> _____	<b>Date:</b> _____

<b>R2 ROW BOUNDARY COMPILATION CHECKLIST</b> <small>“INITIAL” in block or indicate “N/A” to indicate those elements reviewed</small>	INITIALS	
	ORIGINATOR	CHECKER
<b>INTRODUCTION</b>		
This document is a guide for the compiling of title and survey data in order to assemble a comprehensive property boundary map to be used as a base for property acquisitions on CFLHD projects. Attachment “A” refers to a preliminary exhibit prepared by FHWA or one of its contractors.		
<b>COMPILE TITLE SEARCH AND FIELD SURVEY DATA</b>		
Review record document sets obtained from the title research:		
Include public land data (General Land Office, Bureau of Land Management, Forest Service), and other governmental agencies’ information pertinent to the project.		
All parcels, in whole or part, affected by the project		
The complete subdivision perimeter of all platted subdivisions, which contain in whole or in part, any of the parcels itemized on Attachment “A”.		
All easements, rights of way, or other appurtenances that cross, intersect, run with or along the existing road, or are within a corridor 100 feet from the existing roadway.		
Examine thoroughly and analyze all record data. Determine the consistency and completeness of the data by plotting and compiling available record information into the "computer aided design and drafting" (CADD) format as used by FHWA (Microstation), based on the location of found monumentation.		
Resolve property boundary location based on both field ties to property evidence and the record data.		
Develop and document conclusions as to the completeness of the data. Identify inconsistencies, conflicts and ambiguities in the record information and between the record and field data.		
Recommend areas that may require additional title research and/or field ties to property evidence.		
<b>DEVELOP ELECTRONIC CADD FILE IN MICROSTATION</b>		
Develop an electronic compilation that includes:		
The location of all parcel boundary lines and subdivision perimeters, within the limits of work for the project represented by a single line with appropriate line style and annotation.		
Multiple lines used to indicate boundary lines that are unresolvable with available data.		
Unresolvable discrepancies of greater than 1 meter (3’) to be shown in a detail with description of conflicts or ambiguities.		
The location and width of the existing road right of way for the project.. Those areas that do not have record right of way widths will be identified with an annotation explaining how the acquiring agency (usually a local county) defines existing right of way. Annotation of existing right of way to indicate record or prescription.		
The location and width of all road rights of way that intersect the project road, in the area described as the limits of work.		
The location and widths of all easements and other rights of way. Each shall be annotated stating its respective purpose and include a reference to the record book and page number at which they appear. Records that are found to be defective or ambiguous to the point of being irreconcilable will be noted in a summary report.		

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Annotation of lines representing property lines, easements, or other appurtenances.		
Platted or record setback lines, improvement restriction lines, zoning restrictions or covenants which are pertinent to the project, as revealed by the available records. Annotate each line as necessary to clearly describe the location and purpose. If annotation leads to the cluttering of the sheets then course tables are recommended, or this requirement may be modified at the direction of the COTR.		
Each parcel will be annotated to show:		
Record owner's name.		
The tax map and parcel number.		
The Book and Page or Reception Number, or other references describing where the deed and survey record, if applicable, are filed with the county.		
All property lines which will appear on the preliminary right of way plan sheets will be annotated to show record bearings and distances, as well as field measured bearings and distances, where the monuments at each end of the line were field tied. If annotation leads to the cluttering of the sheets then course tables are recommended, or this requirement may be modified at the direction of the COTR.		
All areas of potential boundary conflicts, indeterminate locations of boundary lines, overlaps or hiatus caused by conflicting title information or inconsistencies between title and FHWA field evidence are to be noted.		
Analyze control and ties to property monuments to determine proper rotation and translation of record data. Recommend areas that may require additional field ties to resolve boundary problems.		
If research performed by the A/E Firm reveals additional parcels, the COTR will be notified so that provisions for additional research can be developed.		
Prepare a summary noting boundary conflicts, ambiguities, and problems that cannot be reconciled without more research.		
<b>WORK PERFORMANCE SPECIFICATIONS AND QUALITY STANDARDS</b>		
The final comprehensive boundary map must provide an accurate portrayal of property lines, ownership, existing right of way and other rights or interests that may be impacted by this project. The map will be used to determine the parcels necessary for right of way acquisition for this project and compensation due to the landowners. The Firm is responsible for the accuracy and completeness of the compilation. All material prepared and submitted to FHWA shall indicate that it has been checked by a qualified person other than the originator. Periodic quality control will be performed by FHWA.		
Applicable state statutes, professional standards, and those standards and specifications, as required by FHWA, shall be conformed with in the development of this compilation and subsequent right of way plans and legal descriptions.		

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