

PROJECT NUMBER:

CONSULTANT:

PROJECT NAME:

TASK ORDER NO.:

CFL PROJECT MANAGER:

REVIEW COMPLETION DATE:

R3 ACTIVITY ROW DOCUMENTS CHECKLIST – After each element is reviewed, “INITIAL” or write “N/A”, if element is not applicable.	INITIALS	
	ORIGINATOR	CHECKER
<i>PROCESS CHECK SUBMITTAL – the check submittal is intended as a thorough review of the right-of-way plans set: general content and appearance, sheet setup, formatting, text fonts and size, etc.</i>		
TITLE SHEET – Number “R1A”		
Project Name & Number		
PMIS and Drawing Number (National Park Service Projects), State Control Numbers (State Highway Projects), or other applicable client agency identification numbers		
Federal Land Management Agency (FLMA), County, State		
Length of Project (in miles, to the thousandth of a mile)		
Key Map of State with approximate Project Location		
Generally describe the type of construction		
Design Designations including current traffic data, 20-year estimated traffic, design hourly volume, design speed, and truck percentage		
Specifications Note of the current FP (Federal Projects) standards and specifications manual, and units of measure		
Appropriate FLMA logos		
Percentage or stage of completion and date of submittal		
“Call Before You Dig:” note with underground service alert phone number		
Project Manager and Lead Designer block in lower left corner		
Project Information block in upper right corner.		
Index to Sheets		
“PLANS PREPARED BY” statement and “PLANS PREPARED FOR” statement (for consultant)		
<i>Include on the Location Map the following information:</i>		
Proposed Begin & End Stations of Project		
Reference distances to nearest prominent locations		
North Arrow & Graphic Scale		
Sections, Townships and Ranges where possible and practical (do not clutter the Location Map)		
Prominent FLMA boundaries, road route designations, and other man-made features		
Prominent natural features		
CONVENTIONAL PLAN SYMBOLS AND ABBREVIATIONS SHEETS–Number “R1B” and “R1C”		
Use the current CFLHD “Conventional Symbols and Abbreviations”		
MONUMENT REFERENCE & GENERAL NOTES SHEETS – Number “R1D,” “R1E,” etc.		
<i>Aliquot and Property Monuments:</i>		
Create a table that displays: Point number designations, coordinate values and datum, corner locations (aliquot parcel or other), and physical monument descriptions		
<i>General Notes:</i>		
1. “This plan set was prepared for project purposes only. It does not constitute a complete boundary survey of properties and ownership. Existing property lines and easements shown are based on field measurements and descriptions in documents of record.”		
2. Statement of control survey datum, coordinate system, and units of measure for the project. Include GPS Epoch Date, if applicable		
3. Statement that distances are State Plane “Grid,” unless indicated otherwise. Include the following statement: “Exceptions: Proposed right-of-way widths are shown to the foot in ground distances. Offset distances from proposed centerline to permanent easements and temporary construction easements are also shown in ground distances.”		

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4. “Project Combined Scale Factor = ‘X.XXXXXXXX’ Include a conversion statement: “Grid Distance divided by X.XXXXXXXX = Ground Distance”		
5 “Dimensions may be designated as: (M) measured, (R) record, (C) calculated. Dimensions of proposed right-of-way parcels have no such designations”		
6. Basis of Bearing Statement of the measured bearing between two PLSS corners, including physical monument descriptions (<i>It is preferred to use PLSS monuments generally midway of the project corridor, and which are near, or crosses, the project roadway. If not available, other survey monuments may be used</i>)		
7. “All centerline and offset stationing is theoretical and may not represent the centerline as constructed in the field”		
8. “Private property records are on file in the _____ County Recorder’s Office”		
<i>Include additional notes that are pertinent to the right-of-way plans set and number “9,” “10,” etc.</i>		
TABULATION OF PROPERTY SHEETS – Number “R2A,” “R2B,” etc.		
Show Plans Information Block in upper right corner		
Show name of the County in large letters across top of sheet per sample row plans		
Place a Revision Block (see sample plans) on each sheet next to the Project Information Block		
Group parcels by type. List all fee acquisitions and permanent easements first. Then list temporary easements (on a separate sheet, if practical)		
Parcels:		
Parcel numbers. Name acquisition parcels that are a portion of the right of way corridor, according to the sheet on which they first appear, in the following example formats: “P4-1” “PE5-1” “FS6-1”		
Group together private property parcels and designate "P#-#"		
Group together permanent easements on private, state, city and county lands and designate "PE#-#"		
Group together Forest Service parcels and designate "FS#-#"		
Group together Bureau of Land Management parcels and designate "BLM#-#"		
Group together Temporary Construction Easements and designate “TCE#-#”		
List grouped parcels in ascending numerical order		
Insert a blank row between parcel groups		
Show the complete county tax map number for each parcel		
Owner's name and address:		
Owner’s full name as it appears on title or deed		
Show the current contact information for each owner		
Property location:		
Include aliquot portion of section, township, range, baseline and meridian		
Include lot, block and subdivision name, if applicable		
Area calculations:		
The Parent Tract is the area of the entire parcel from which rights are to be acquired. Report the area from the most reliable available source: calculation, deed, tax map, or other		
Gross Acquisition is the combined area of both proposed right of way and existing right of way, excluding any possible reversion area on the affected parent tract		
Present Travel Way (PTW), or existing right of way, is the area of existing row lying in the Parent Tract, defined by a recorded document, survey plat, field evidence or prescription		
The Remainder (Left and Right of the acquisition parcel) is that portion of the Parent Tract which remains after Gross Take of right-of-way acquisition is subtracted. The acquiring agency will use this value to identify possible uneconomical remnants		
Report areas in acres to the hundredth of an acre (0.01 acres) if project is based on the U. S. Customary Units (USCU). Minimum size for an acquisition parcel of any type is 0.01 acres, unless instructed otherwise. If it is necessary to develop an acquisition parcel of less than 0.01 acres, report area to the nearest square foot		
Assure that the areas on the Tabulation of Properties sheets agree with the areas reported on the land descriptions and elsewhere in the plans, plats and other documents		
Use the Remarks column to describe any pertinent information regarding the parcel, the purpose of an easement, possible reversion area, etc.		
Report area for possible reversion of existing roadway right of way outside of the proposed right of way, for all affected parcels		

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VICINITY SHEETS – Number “R3A,” “R3B,” etc.		
Per standard instructions and samples		
Set the scale to a multiple of the right-of-way plans sheet scale		
Show found and tied property/aliquot corner monuments, with descriptions of monuments, as an overview of the project boundary solution. To improve clarity, monuments can be referenced on a separate sheet containing the monument descriptions		
Show property owners, both private and public. For congested areas (subdivisions, lots and blocks) show subdivision names and some of the landowners to improve clarity		
RIGHT-OF-WAY MAP SHEETS – Number “R4,” “R5,” “R6,” etc., unless otherwise instructed		
General sheet format and content:		
Format the plans according to sample plans, instructions and CFLHD CADD standards		
Project Information block in upper right corner		
Title block in lower right corner, with “RIGHT-OF-WAY MAP FOR” and “PROJECT NAME”		
Place a Revision Block (see sample plans) on each sheet, either next to the Project Information Block or the Title Block		
It is preferred to match the sheet scale with the project’s plan and profile sheets, typically 1” = 100 ft. (U.S. Customary Units). Complex, detailed areas may have a 1” = 50 ft. sheet scale. Public lands areas may have a 1” = 200 ft. sheet scale. Use the appropriate sheet scale so the plans are legible		
Show a North Arrow, Bar Scale, and Statement of Scale on each sheet		
Ensure sufficient sheet overlap, generally 100 to 200 feet		
Property Ownership Data		
Private parcels: show all private property boundary lines along and near the project corridor		
Private parcels: In a text box list the owner(s) name, tax map parcel number, and vesting deed book and page OR document reception number. Use this format for state, county, and city parcels, as well		
Public land parcels: In a text box name the national forest or other FLMA (Bureau of Land Management, for example) which administers the parcel. Show FLMA boundary lines along and near the project corridor.		
Verify that owner information on the right-of-way map sheets agrees with information on the tab sheets		
Cite the basis for existing rights of way: deed, plat reference, prescriptive, county or other agency action		
Land Lines/Aliquot Lines		
Show section lines, township, range, base line and/or meridian. Show quarter, sixteenth, and government lot lines as needed for portraying land parcels		
Show proposed centerline stations of intersection points with tied public lands lines and FLMA boundaries		
Show the bearing and distance from the nearest tied PLSS monument to the proposed beginning and ending centerline stations and to the centerline intersections with public-to-private/private-to-public lands boundaries		
Show all property monuments and public land corner monuments located during the field surveys, particularly those that are used as a tie to the proposed alignment. Refer to the Monument Reference and General Notes sheet for physical descriptions, if space limitations and cluttering do not allow placing the descriptions on the map sheets		
Label record distances and bearings as (R) in the units indicated in the record		
Label measured distances and bearings for lines that have been tied at both ends as (M) and shown with dual dimensions ((M) and (R))		
Label calculated distances and bearings as (C)		
Proposed Rights of Way		
Construct parallel with, concentric with, or normal to the proposed highway alignment centerline. Do not use spiral curve geometry. Spirals can be replaced by chords, or lines joining tangents to circular curves		
Allow approximately 10’ clearance between slope stake limit lines and the proposed right-of-way lines		
Show proposed centerline stations and offsets at each change in width of the proposed right of way. Dimension right-of-way widths using arrows and text on both sides of the centerline, a minimum of twice on each sheet and at stations where there is a change in width.		
Annotate each acquisition parcel with the following information:		
1) A Point of Beginning (POB) with the label: “POB PARCEL ‘XX#-#,” stationing at the POB, and the offset distance, Left(LT) or Right(RT), from the design centerline to the POB		
2) Place parcel cells with parcel labels a minimum of twice on both ends of each plan sheet		
3) Bearing and distance from each POB to the closest tied PLSS corner, shown as a thin, dashed line and text. Use a “broken” line, if necessary, to show a distant PLSS corner		

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4) A description of the monument used for the tie (the monument point number and a reference to the “MONUMENT REFERENCE AND GENERAL NOTES” sheets may be used).		
POB tables may be used on each sheet, if necessary, to reduce sheet clutter. Include in the tables the same information as listed above.		
Ensure that the perimeter of each proposed right-of-way parcel closes upon itself graphically and mathematically. Dimension each line and curve segment of the proposed parcels.		
Line and Curve course tables may be used to reduce clutter on plan sheets. Label lines “L1, L2, etc.” and show bearing and distance. Label curves “C1, C2, etc.” and show curve radius and length on tangent curves. If a curve is non-tangent, also show the chord bearing and length		
<i>Permanent and Temporary Construction Easements</i>		
Develop easements to provide adequate access for facility construction, and for maintenance by the acquiring agency		
Permanent easements (PE) will have the same line and curve annotation as proposed rights of way		
Temporary construction easements (TCE) will be annotated with stations and offsets (LT or RT) at the beginning and end of the easement, and at angle points or boundary points		
Both PEs and TCEs will be labeled on the plan sheets with an ellipse shape around the parcel name, purpose of the easement, and the area of the easement. Areas will be shown in acres, or in square feet, if the area is less than 0.01 acres. Ensure the areas on the plan sheets match the areas on the Tab Sheets.		
<i>Design Centerline Data</i>		
Show the mainline design centerline and tangent bearings. Also show the stationing every 500 feet, and at all PCs, PTs, and PCCs. Do NOT show the tangent bearings on approach road alignments		
Annotate where the design centerline crosses private-to-public land boundary lines, using the format “CL STA.” and the stationing (###+##.##)		
Annotate where the project begins and ends, using the format “BEGIN PROJECT” and the project number		
Annotate where the right-of-way acquisition begins and ends, using the format “BEGIN ROW ACQUISITION” and the project number		
Annotate the ties from the beginning/end stations to the nearest tied PLSS corner		
LAND DESCRIPTIONS		
<i>Road Right of Way, Permanent Easements, and Temporary Construction Easements</i>		
Create separate digital files for each land description. Ensure the parcel numbers match the plans.		
<i>Road Right of Way and Permanent Easements</i>		
Use a metes and bounds description, or a strip description if practical. Generally, describe a metes and bounds description in a clockwise direction.		
Heading: show acquisition parcel number, tax schedule number, landowner, date prepared and by whom, design centerline station range (nearest foot), net acquisition (acres, or square ft. if less than 0.01 acres), project name and number, and the general location (road name/number and county).		
Caption: describe the parcel of land in which the acquisition parcel is located (aliquot portion, subdivision block and lot number, etc.), township and range, baseline and meridian, county and state, or other applicable location information. Also show the title document used for ownership and location of the parent parcel (deed book and page, reception number, record of survey, etc.), and where the document is filed.		
Body: Show a bearing and distance tie to the nearest PLSS corner and give its physical description. List in order the bearings and distances (nearest hundredth of a foot), and verify they match exactly what is shown on the plans. List the net acquisition area of the parcel in acres, or in square feet if the parcel is less than 0.01 acres, and the gross acquisition area and existing right-of-way area, if applicable. Include a Basis of Bearing statement including the physical descriptions of two adjacent and tied PLSS monuments and the measured bearing between them.		
<i>Temporary Construction Easements</i>		
Write the description using the same heading and caption format as the road right of way and permanent easement descriptions.		
In the body, use centerline stationing (nearest hundredth of a foot) and distance offsets to the left or right, unless the acquiring agency requests a different format.		
Ensure the stationing and offsets match exactly what is shown on the plans.		