



DISTRICT RIGHT OF WAY MAP CHECKLIST

ROW CSJ:
HIGHWAY:
COUNTY:
LIMITS:
DISTRICT:

I. Right of Way Maps

A. General

1. All map sheet prints are legible, not light or faded. ☐
2. All map sheets will be 22" X 34" (RM) ☐
3. Text size legible when full size maps are reduced to half-scale for Final ROW maps. (RM) ☐
4. All title blocks are completely filled out, including the ROW CSJ. (RM) ☐
5. Sheets have basis of bearings & scale factor used to convert grid coordinates to ground coordinates. (SA) ☐
6. Graphic files included and files are compatible microstation DGN files. (N) ☐
7. Graphic scale shown on all map sheets. (N) ☐
8. North Arrow shown on all map sheets. (RM) ☐

B. Title Sheet Requirements

1. Title and description of project includes: (RM)
 - a. Highway designation ☐
 - b. County ☐
 - c. ROW CSJ ☐
 - d. Limits (same as shown on ROWIS & DCIS) ☐
2. Project layout (with north arrow) shows beginning and ending stations of project. (RM) ☐
3. Vicinity map (with north arrow) shows the beginning and end of the project. (RM) ☐
4. Index of sheets shown. (RM) ☐
5. Legend of Symbols shown. (RM) ☐
6. Signature block: (N)
 - a. Signed and dated recommending acquisition by:
 - (1) ROW Administrator or District Surveyor ☐
 - (2) Area Engineer or Design Engineer ☐
 - b. Signed and dated for final approval when acquisition is complete by:
 - (1) District Engineer
7. Length of project shown. (RM) ☐
8. Scale of layout shown. (RM) ☐

C. Parcel Index Sheet (optional, example shown in ROW Manual) (N)

1. Intersections shown and labeled. ☐
2. Parcels labeled. ☐
3. Individual sheets shown. ☐

4. Beginning and ending stations of project labeled. ☐

D. Control Sheet (optional, example shown in ROW Manual) (N)

1. Beginning and ending stations of project labeled. ☐
2. All survey control shown. ☐
3. All curve data shown. ☐
4. Intersection controls shown. ☐

E. Map Sheet Requirements

1. Adjoining property owner names with recorded volume and page numbers shown. (RM) ☐
2. Existing intersecting roadways with recorded deed reference or information shown. (N) ☐
3. Existing R.O.W. lines with all bearings and distances from centerline to existing R.O.W. line shown. (RM) ☐
4. Proposed R.O.W. lines with all bearings and distances from centerline to proposed R.O.W. line shown. (RM) ☐
5. Whole property sketches or whole property inset must show acreage of parent tract as existing at time of R.O.W. project and must show commencing point (P.O.C.). (RM) ☐
6. Matchline stationing is shown at the beginning and end of each map sheet. (RM) ☐
7. Any Survey, county, and city limit lines are shown and labeled. (RM) ☐
8. TY II ROW markers used for P.C., P.T., & break points (max. 1500' intervals) and Iron Rods or equivalent used for intersecting property corners. (N) ☐
9. Property lines extended. (RM) ☐
10. Property descriptions i.e. lot, block, tract, subdivision, etc. labeled. (RM) ☐
11. Stationing and bearings shown on center line. (RM) ☐
12. Outside ties (P.O.C.) corresponds with property descriptions for all parcels. (RM) ☐
13. Point of beginning (P.O.B) established on proposed R.O.W. line. (N) ☐
14. If sending in a revised sheet, show date of revision with a description of the revision on the sheet it occurs or on a "Revision Sheet" showing all revisions. ☐
15. Math checked on remainders. (RM) ☐
16. Parcel numbering complies with ROW Manual. (RM) ☐
17. All access rights have been addressed and designated. (RM) ☐
18. All data corresponds exactly with Parcel Plats and Property Descriptions, and closure sheets. (RM) ☐
19. All utilities within or crossing existing and proposed right of way are shown and labeled as to size, easement or fee width, and recording data of instrument. (RM) ☐
20. Location of underground storage tanks and/or filler caps are shown and labeled. ☐
21. All survey controls shown. (RM) ☐
22. All curve data shown. (RM) ☐
23. Buildings, improvements, creeks, rivers, and other controlling topography shown. (RM) ☐

F. Parcel Reference Sheet (optional)

1. Table with following information
 - a. Parcel number ☐
 - b. Existing acres ☐
 - c. Beginning and Ending stations ☐
 - d. Lot ☐
 - e. Block ☐

- f. Owner ☐
- g. Type of conveyance ☐
- h. Conveyance, volume and page ☐
- i. Taking of Acres ☐
- j. Remainder acres, left and right ☐

II. Parcels

A. Property Descriptions

- 1. 8 1/2" x 11" sheets. (N) ☐
- 2. Signature and seal of R.P.L.S. (SA) ☐
- 3. Highway designation (RM) ☐
- 4. County (RM) ☐
- 5. Parcel number (RM) ☐
- 6. R.O.W. CSJ (RM) ☐
- 7. Revision date (if applicable) (RM) ☐
- 8. Page number (1 of 2 etc.) (N) ☐
- 9. Give reference to and prepare parcel plat in conjunction with property description having the same survey date. (SA) ☐
- 10. All data corresponds exactly with ROW Map and Parcel Plats, and closure sheets. (RM) ☐
- 11. Control of Access (N) ☐
- 12. Has description been checked for compliance with State Board of Land Survey rules? (SA) ☐

B. Parcel Plats

- 1. 8 1/2" x 11" sheets (N) ☐
- 2. Signature and seal of R.P.L.S. (SA) ☐
- 3. Title block includes highway designation, county, parcel number and ROW CSJ. (RM) ☐
- 4. All data corresponds exactly with ROW Map and Property Descriptions, and closure sheets. (RM) ☐
- 5. P.O.B. AND P.O.C. shown. (RM) ☐
- 6. Give reference to and prepare property descriptions in conjunction with parcel plat having the same survey date. (SA) ☐
- 7. Control of access shown. (N) ☐
- 8. Has plat been checked for compliance with State Board of Land Survey rules? (SA) ☐
- 9. Closure sheets have been included. ☐

III. Cover Memo (example attached)

A. Include:

- 1. District Name ☐
- 2. Highway Number ☐
- 3. County ☐
- 4. ROW CSJ ☐
- 5. Each parcel impacted by submission ☐
 - a. i.e. parcels 1-20, 20E, 21-30, etc.
- 6. Each revised parcel is listed and reason for revision is given ☐
- 7. Is submission a
 - a. New map ☐
 - b. Partial map ☐

- c. Final map ☐
- d. Advanced acquisition ☐
- e. Revision ☐
- f. Other ☐

B. Send *Right of Way Map Checklist*, signed and dated by reviewer along with cover memo. ☐

IV. ROWIS

A. ROW CSJ Request Form filled out before sending map. ☐

B. ROW map limits match the ROW CSJ limits in DCIS and ROWIS. ☐

C. Any deleted parcels have been “suspended” in the project folder in ROWIS. ☐

(RM) =Required by old ROW Manual

(SA) =Required by Survey Act

(N) =New ROW Manual or modified

The Title Sheet, Map sheets, Parcel Plats, and Property Descriptions have been reviewed and approved by:

Reviewer

Date