

RIGHT-OF-WAY PLANS CHECKLIST

**** This Checklist must be completed and signed on page 2 by the Designer and/or Project Manager. Attach to Plans when provided to ROW. ****

COVER SHEET to the ROW PLANS will include:

- Vicinity Map
- Total Ownership Map

“OWNERSHIP & REQUIREMENTS SUMMARY TABLE” with the following:

- Project Parcel Number
- GIS Number
- Parcel Assessor ID Number. Record Owner’s Name
- Total Ownership Size (square feet).
- Total Prescriptive Right-of-Way (square feet). Total Right-of-Way (Fee) Required (square feet). Permanent Easement (square feet)
- Temporary Construction Easement (square feet)
- Property Use Agreement (square feet) – this will be used when a driveway is to be repaired and no other acquisition is needed from the parcel
- Total Ownership Remainder Size (square feet)
- ROW Plan sheet number on which that Parcel is shown

ROW PLANS:

- Include North Arrow and Scale Bar
- Color code Total Ownership Map, Ownership & Requirements Summary, Parcels, and Property Lines on the ROW Plans using contrasting *PASTEL* colors on adjacent parcels. *No red*, please
- Prescriptive Right-of-Way and Right-of-Way (Fee) Required will be shaded in the Parcel’s color for clarity, but so as to allow for clear text legibility
- Permanent and Temporary Easements Required will be shown with opposing hatching in the Parcel’s color
- Permanent Easements Required will be labeled as to proposed use, such as “slope easement” or “sidewalk” on ROW Plans, but not on Legal Descriptions or Sketches
- Both Existing and Proposed Right-of-Way lines will be shown
- Existing edge of pavement will be shown
- NOTES will be included on each sheet to provide detailed information
- All Impacts to Improvements and Items to be Removed (including Landscaping) must be specifically identified on the Plans and referenced in the Notes (e.g.: to remain in place, to be removed, to be removed and replaced; when removing fencing/irrigation facility, label “Begin” and “End” points with total lineal feet indicated; if fencing/irrigation facility is to be replaced, indicate so)
- Slope Lines must be shown. Utilities must be labeled
- Driveways and Access Points must be labeled, including % of existing and proposed slope when change is greater than 4%±
- Label Stations and offset distances at all angle points for Requirement (Fee and Easement) areas. Label all property “improvements” within the Requirement (Fee and Easement) areas (e.g.: buildings, signs, septic tank locations, drain fields, wells, fences)
- Include Key/Legend for all symbols used on the ROW Plan sheets

REVISIONS:

- Revised ROW plans must include the date of change in the revision box at the bottom of the ROW Plan sheets

GENERAL REQUIREMENTS:

- *Design staff will contact the property owner. The owner usually has specific information regarding the property that is beneficial to the design of the ROW Plans, including location of buried items that might otherwise remain unknown.*
- *Design needs to review ACHD records to determine if there are Prescriptive rights and existing plats to determine if there are any Right-of-Way dedications or Easements. Plat notes also need to be reviewed. **This information is not on the title commitment, yet must still be reviewed.***
- *With the exception of sprinkler systems and fencing, all Improvements located within Right-of-Way (Fee) Required parcels are to be removed as part of the project. Improvements located within Permanent and Temporary Construction Easements Required are to be “retained and protected”, unless specifically annotated for removal. Improvements to be “removed” will be so labeled and a “Note” will be placed in the upper right side of plans. Consultant shall review constructability of project in determining impacted Improvements within easement areas.*
- *Sprinkler systems and fencing will be removed and replaced, in kind, with the project.*
- *Right-of-Way and Planning & Projects Sections will be notified of any Improvements found in the field which were not labeled on the ROW Plans. Assumption will be that such improvements will be removed and that compensation should be calculated and paid.*
- *Bridge wing walls should be located in Right-of-Way (Fee) parcels rather than Permanent Easement parcels.*
- *Legal descriptions for Right-of-Way (Fee) Required parcels that involve property owners who own to the Section Line, will be written such that the parcel extends to the Section Line. The paragraph at the end of the legal description which spells out the total square footage of the Right-of-Way will include language indicating how much of the total is encumbered by Prescriptive Right-of-Way. This is to ensure ACHD has clear title for not only the new portion, but also the Prescriptive portion.*
- *Legal Descriptions will include an exhibit depicting the Prescriptive Right-of-Way, Right-of-Way (Fee) Required and Permanent Easement Required parcels to ensure closure and to provide a visual aid.*
- **Do not use the word “TAKE” on any legal descriptions or on the ROW Plans. Please use the word “Requirement” instead.**

DELIVERABLES:

- 2 (Two) Sets 11x17 Size ROW Plans in Color
- 1 (One) Set Legal descriptions with exhibits for the Prescriptive Right-of-Way, Right-of-Way (Fee) Required and Permanent Easement Required parcels (must match the square footage on the Ownership & Requirements Summary Table)
- 1 (One) Electronic copy of ROW Plans and Legal descriptions/exhibits in .pdf format (on CD or Prolog Converge)

Designer signature: _____ Date: _____

Project Manager signature: _____ Date: _____