

Right-Of-Way Checklist

****This checklist must be complete and signed on Page 2 by the Designer and/or Project Manager.
Attach to Plans when Provided to ROW. ****

Project Name: _____

Project Number(s): _____

General Checks

- Ordered title reports at 95 % and Completed title reports by 99%.
- Survey staking responsibility:
 - ACHD
 - Consultant
- Do parcels have ROW line within 20 feet or less of residence? If yes, label distance.

Cover Sheet to the ROW Plan will include:

- Vicinity Map
- GIS Number

"Ownership & Requirements Summary Table" with the following:

- Project Parcel Number
- Parcel Assessor ID Number
- Record Owner's Name
- Total Ownership Size (square feet)
- Total Prescriptive ROW (square feet)
- Total ROW (fee) required (square feet)
- P.E. - Type of Easement are to be labeled (types S, U, D, etc.)
- Temporary Construction Easement
- 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
- Project Number /Sub-Project Number for each parcel

ROW Plans:

- Include North Arrow and Scale Bar
- Color code Total Ownership Map, Ownership & Requirements Summary, Parcels, Property Lines on the ROW Plans using contrasting PASTEL colors on adjacent parcels. **No red, please!**
- Prescriptive ROW and ROW (fee) required will be shaded in the Parcel's color for clarity, to allow for clear text legibility.
- Permanent and Temporary Easement Required will be shown with opposing hatching in the parcel's color.
- Permanent Easement Required labeled as PE on plans.
- Property line will be shown as P/L and the new ROW line as R/W.
- 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, removed, or to be removed and replaced; when fencing/irrigation facility is to be removed and replaced, indicate so).
- Slope lines must be shown. Utilities must be labeled, including % of existing and proposed slope when change is greater than 4% ±.
- Label Stations and offset distances at tall angle points Requirement (Fee and Easement) areas.
- Depict all property "improvements" within 20 feet of the Requirement (Fee and Easement) areas including but not limited to: buildings, signs, septic tank locations, drain fields, wells, Cister and fences. Include Key/Legend for all symbols used on the ROW Plan sheets.
- Show measurements of residential home to ROW line if 20' or less.

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- Show/label existing easements.
- Utilities must be labeled.

REVISIONS:

- Revised ROW plans must include the date of the 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 record to determine if there are Prescriptive rights and existing plats to determine if there are any ROW 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 ROW (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
- ROW and Planning & Project 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 wings should be located in a Permanent Easement.
- Legal descriptions for ROW (Fee) Required parcels that involve property owners who own 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 ROW will include language indicating how much of the total is encumbered by Prescriptive ROW. This is to ensure ACHD has clear title for not only the new portion, but also the Prescriptive portion.
- Legal Description will include an exhibit depicting Prescriptive ROW, ROW (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: (All Required)

- 1 (one) Paper sets 11x17 Size ROW Plans in Color (originals)
- 1 (one) Paper set Legal descriptions with exhibits for the Prescriptive ROW, ROW (Fee). Full buyouts need remainder Legal Description.
- Required and Permanent Easement Required parcel (must match the square footage on the Ownership & Requirements Summary Table).
- 1 (one) Electronic copy each of ROW Plans, ROW Plans with Aerial and Legal descriptions/exhibits in .pdf format (upload to PWA).

Designer Signature: _____

Date: _____

Project Manager Signature: _____

Date: _____