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MEMORANDUM

Capital Projects Department

Date: January 28, 2008
To: ACHD's Design Consultants
From: Sally Goodell
Subject: Right-Of-Way Requirements for 2008

This memo serves the purpose of distributing ACHD's guidance on Right-of -Way (ROW) requirements to design consultants. Attached are ACHD's requirements for preparation of ROW plans on capital projects.

Cc: Colin Farr

RIGHT OF WAY PLAN REQUIREMENTS (Non-Federal Aid)

This must be checked by the designer and attached to RW Plans

VICINITY MAP

COVER SHEET TO THE ROW PLANS WILL INCLUDE A TABLE WITH THE FOLLOWING:

Project Parcel Number
Parcel Assessor ID Number
Record Owners Name
Total Ownership Size (square feet)
Total Ownership Remainder Size (square feet)
Total Requirement (square feet)
Permanent Easement (square feet)
Temporary Easement (square feet)
ROW Plan sheet number that parcel is on

Total Ownership Map color coded across entire tabulation block and the same color to be used on the parcel in the ROW Plans.

Use medium color shades for text legibility and contrasting colors on adjacent parcels.

ROW PLANS WILL INCLUDE THE FOLLOWING:

North Arrow
Requirement area shown with color
Permanent and Temporary Easements shown with hatching. Hatch lines will be the same color as the parcel
Property Lines
Existing and Proposed Right of Way Lines
Existing edge of pavement
Removal of Obstructions called out in the Notes
Landscaping
Improvements
Slope Lines
Utilities Labeled
Driveways and Access Points. Driveways and Access Points will be labeled with % of existing and proposed slope when change is greater than 4%±.
Label Station and Offset at all angle points for Requirements and Easements
NOTES on the side of the plan sheet need to be present, particularly those items that affect the property.
Label anything within the Requirement and easement areas that may affect the property owner due to our project. For example: Septic fields, wells, unusual improvements, fences, etc.
When removing fencing, label "Begin" and "End" with total lineal feet labeled.
All pertinent points labeled with notes in the upper right side of plans

REVISIONS

Revised ROW plans must include the date of change in the revision box at the bottom of the ROW plan sheets.

DEFAULT ASSUMPTIONS:

- *Design staff needs to make an effort to make property owner contacts. The owner usually has specific information regarding the property that is beneficial to the design of the Right of Way Plans.*
- *With exception for sprinkler systems and fencing, all Improvements located within Requirement are to be removed with the project. Improvements located within the permanent and temporary construction easements 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.*
- *Any Improvements not labeled on ROW Plans and found in the field will be noticed to Right of Way and Planning & Projects Sections. Assumption will be that improvement will be removed and compensation should be calculated.*
- *Legal descriptions for Requirements that involve property owners who own to the Section Line, will be written such that the taking goes to the Section Line. The paragraph at the end of the legal description which spells out the total square footage of the requirement will include language indicating how much of the total is encumbered by prescriptive road right of way. This is to ensure ACHD has clear title for not only the new portion, but also the prescriptive portion.*
- **Please do not use the word “TAKE” on any legal descriptions, the word “Requirement” will be used.**

DELIVERABLES:

1 (One) Set Full Size ROW Plans in Color

1 (One) Set 11x17 Size ROW Plans in Color

1 (One) Set Legal descriptions for the requirement and permanent easements must match the square footage on the total ownership sheets

1 (One) Set 11x17 Size Cross Sections. Cross Sections will be based upon 50-foot increments. Where a driveway or access point has a change in slope greater than 4%, the Cross Sections will reflect the centerline of the driveway or access point in addition to the 50-foot increments.

1 (One) CD with ROW Plans and Legal Descriptions in .pdf format