

## RIGHT- OF-WAY PLAN REQUIREMENTS (Non-Federal Aid)

***\*\*This checklist must be verified and signed 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 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
- 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 RW 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 color. Permanent Easements need to be labeled as to its use, such as "slope easement".
- 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 will contact the property owner. The owner usually has specific information regarding the property that is beneficial to the design of the Right-of-Way Plans.*
- *Design needs to review plats and see if there are any current Right of Way dedications or easements. Plat notes also need to be looked at. **This information is not on the title commitment and must be looked at.***
- *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.*
- *Bridge wing walls should be located in the right-of-way rather than a Permanent Easement.*
- *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.*
- *Legal Descriptions will include an exhibit depicting the requirement to ensure closure and provide a visual aid.*
- **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