

**Arizona Department of Transportation
Project Delivery and Operations Division
Right of Way
Procedures Manual**



**PLANS SECTION
UNIT 4948**

FHWA Certified: July 16, 2018

ADOT Updated: January 2024



Infrastructure Delivery and Operations

MEMORANDUM

TO: Interested Individuals and Each Holder of the Right Way Group Procedures Manual

FROM: Paula Gibson

CC:

DATE: July 30, 2018

RE: Manual Update

Attached is the most recent Procedures Manual for the Arizona Department of Transportation, Right of Way Group. As you are viewing the electronic (PDF) version of the manual, hyperlinks have been added allowing you to quickly navigate to the various Sections. At the end of each Section and exhibit, you will be given further directions.

This Procedures Manual complies with Title VI of the Civil Rights Act of 1964.

Should you have any questions please contact our office directly at (602)712-7316.



Paula Gibson
Right of Way Administrator



U.S. Department
of Transportation
**Federal Highway
Administration**

ARIZONA DIVISION

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December 13, 2018

In Reply Refer To:
ROWR 03
ROW Manual Approval

Paula I. Gibson
Right Of Way Administrator
Right of Way Group
Arizona Department of Transportation
205 South 17th Avenue, MD 612E
Phoenix, Arizona 85007-3212

Dear Ms. Gibson:

The Federal Highway Administration (FHWA) has received the update to the Arizona Department of Transportation's (ADOT) Right of Way (ROW) Manual. This update was required due to amended provisions published in a Final Rule on August 23, 2016. We have reviewed the updated manual and have determined that it meets the requirements of 23 CFR 710.201(c).

We appreciate the efforts of ADOT to update the manual, incorporate our comments and to consider the amended provisions in the Final Rule. With the completion of this review and update, FHWA is certifying that the Arizona Department of Transportation's 2018 Right of Way Manual is in compliance with federal regulations as of July 16, 2018. If you have any questions, please feel free to contact Alan Hansen at 602-382-8964 or alan.hansen@dot.gov.

Sincerely,

Karla S. Petty
Division Administrator

ecc:

John Eckhardt III, ADOT ROW
Alan Hansen, FHWA AZ Division Team Leader



Infrastructure Delivery and Operations

An Arizona Management System Agency

Douglas A. Ducey, Governor
John S. Halikowski, Director
Dallas Hammit, State Engineer
Steve Boschen, Division Director

July 6, 2018

Karla Petty
Arizona Division Administrator
Federal Highway Administration
Attn: Alan Hansen, Team Lead – PEARC
400 North Central Avenue, Suite 1500
Phoenix, AZ 85007-3212

Dear Ms. Petty:

As the Right of Way Administrator of the Arizona Department of Transportation, Right of Way Group, I hereby certify to the Federal Highway Administration in accordance with CFR 710.201(C), that the current Right of Way Manual submitted is in conformance with Federal and State real estate law and regulations.

There have been no changes to State law that would cause the manual to be in conflict with the Uniform Act requirements. The manual conforms to existing ADOT practices and contains the necessary procedures that comply with the Uniform Act and federal and State real estate laws and regulations. The ROW Manual reflects the amended provisions of the 23 CFR 710 Final Rule published August 23, 2016.

Sincerely,

Paula I. Gibson
Right of Way Administrator
Right of Way Group
205 South 17th Avenue, MD 612E
Phoenix, AZ 85007-3212
602-712-8758

*Title VI of the Civil Rights Act of 1964,
and the Americans with Disabilities Act (ADA)*

Pursuant to Title VI of the Civil Rights Act of 1964, and the Americans with Disabilities Act (ADA), ADOT does not discriminate on the basis of race, color, national origin, age, sex or disability. Persons that require a reasonable accommodation based on language or disability should contact ADOT's ROW office at (602) 712-7316. Requests should be made as early as possible to ensure the State has an opportunity to address the accommodation.

De acuerdo con el título VI de la Ley de Derechos Civiles de 1964 y la Ley de Estadounidenses con Discapacidades (ADA por sus siglas en inglés), el Departamento de Transporte de Arizona (ADOT por sus siglas en inglés) no discrimina por raza, color, nacionalidad, edad, género o discapacidad. Personas que requieren asistencia (dentro de lo razonable) ya sea por el idioma o por discapacidad deben ponerse en contacto con 602.712.7316. Las solicitudes deben hacerse lo más pronto posible para asegurar que el equipo encargado del proyecto tenga la oportunidad de hacer los arreglos necesarios.

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Chapter 1 Organization and Responsibilities

1.01 Purpose

The purpose of this chapter is to describe the organization and responsibilities of Right of Way Plans Section of the Right of Way Group.

1.02 Organization

Plans Section consists of five major teams: Administration, Consultant Management, Project Development, Delineation and Graphics. The current Table of Organization is located in the main table of contents [\(Unit 4948\)](#).

1.03 Supervisory Personnel

The Right of Way Plans Section Manager, under the direction of the Deputy Right of Way Administrator for Development, is responsible for the management, operation, and production of Right of Way Plans Section. The Team Supervisors perform under the direction of the Manager and assume the duties and responsibilities of the Manager when so designated.

The Team Supervisors are responsible for the supervision, operation and production of the assigned team.

1.04 Responsibilities

Right of Way Plans Section is responsible for, but not limited to:

- a. Designing, preparing and reviewing staff and consultant right of way plans.
- b. Designing, preparing and reviewing special maps and plats.
- c. Attending office reviews and field inspections.
- d. Determine the need for coordinating the services of outside consultant engineers.
- e. Initiating change orders.
- f. Preparing and distributing standards and specifications for right of way plans.
- g. Maintaining a work progress log and files of original plans completed.
- h. Furnishing information and assistance pertinent to the right of way corridor to all Sections , the Project Delivery and Operations Division and others, as required.
- i. Providing in-service training for the staff of Right of Way Plans Section.
- j. Preparing documentary and graphic Exhibits for use by attorneys in condemnation actions.

- k. Delineating and preparing legal descriptions of those parcels of land to be acquired for highway or associated purposes.
- l. Preparing legal instruments (deeds) and acquisition packages.
- m. Assigning parcel numbers and map numbers.
- n. Resolution plats for Arizona State Transportation Board resolutions.

1.05 Organization Table

See current Table of Organization located at the end of the Exhibits.

Chapter 2 General Procedures

2.01 Purpose and Scope

The purpose of this chapter is to describe general policies and procedures of Right of Way Plans Section.

2.02 Right of Way Plans Section Policies

The policies of Right of Way Plans Section are primarily directed to insure complete accuracy in the production of plans and documents pertinent to all right of way projects, in accordance with "Standards for Right of Way Plans" established by the Arizona Department of Transportation. Additionally, the following policies are observed:

- a. Qualifications of staff personnel and engineering consultants are established and recorded.
- b. Comprehensive review procedures are followed during all phases of project planning and preparation.

2.03 General Procedures - Preliminary

Project assignment for design occurs when Right of Way Plans Section receives all necessary information, and when a project number has been assigned.

Control reports, including the Active Projects Log record (Exhibit 22.02), are initiated by Right of Way Plans Section on every project requiring acquisition.

2.04 Preparation of Right of Way Plans

Right of way plans are prepared for all proposed projects that require new or additional right of way for The Arizona State Highway System

- a. All right of way plans are prepared by the Project Development and Consultant Management Team, or consulting engineers, in accordance with established standards.
- b. Review procedures are initiated and applied throughout the progress of the project, including, Base Mapping, Final Requirements, and Acceptance stages.

c

- c. Project design data for a right of way project must be obtained from, but not limited to: Preliminary roadway plans, location maps, survey books, existing right of way maps, title reports, recorded subdivision plats, and recorded right of way documents.

2.05 Plan Design Procedures

Plan preparation generally consists of the following six steps, but not necessarily in the sequence given:

- a. A vicinity map is prepared; it may be traced from an appropriate survey map. Tentative limits of the proposed project are established.
- b. Standard plan sheets are prepared, and aerial enlargement sheets, if required.
 - 1. The cover sheet of the plans is prepared at this time.
 - 2. Basic or preliminary calculations.
- c. Each tract or parcel of land affected by the project is plotted and evaluated.
 - 1. Existing highway improvements: Right of way data is shown throughout the plan sheets.
 - 2. Existing right of way: An index to the existing right of way is prepared and incorporated into the plans.
 - 3. Limits of the proposed project are established.
- d. Design plans are compared with current roadway plans to insure that all requirements are shown.
- e. Calculations are made to determine the required areas for each parcel and to provide detailed data for legal descriptions. Subsequently the ownership record is prepared.
- f. Special application forms are prepared as required.

2.06 Legal Recourse

If a legal opinion becomes necessary during project development, approval for same is made by the Right of Way Plans Section Manager and directed to the Titles Section Manager who will coordinate the request with the office of the Legal Advisor.

2.07 Project Schedule Reviewed

The scheduling of the project shall be reviewed no less than monthly, and the schedule maintained as outlined in the report. Per direction of the Right of Way Plans Section Manager, each project shall be reviewed by the Right of Way Plans Technician Reviewer and the Right of Way Plans Section Technical Leader on a weekly basis.

Chapter 3 Plans Assignment, Scheduling, and Preparation Stages

3.01 Purpose and Scope

The purpose of this chapter is to describe the procedures which apply to the assignment, scheduling and preparation stages of plans. When deviations become necessary, the Right of Way Plans Section Manager or designee will determine the course of action best suited to the situation.

3.02 Assignment of Project Numbers

Right of way project numbers are assigned by the Administrative Assistant. Right of way project numbers shall be used by Right of Way Plans Section employees for purposes of making proper time charges on their Bi-weekly Time Sheets (BTS), as well as on other project references, such as correspondence, reports, and other documents.

3.03 Assignment of Right of Way Projects and Map Numbers

A right of way project is normally considered assigned to Right of Way Plans Section when notification is received that new right of way is required.

A map number is a number assigned to a right of way project. The prime purpose of a map number is to permit ease of identification and filing sequentially each right of way project by county. Exceptions to this procedure are facility site detail sheets.

- a. Prior to adoption of the Standards and Specifications for Right of Way Plans in December, 1962, four different widths of tracings known as "right of way strip maps" were prepared and used in the acquisition of right of way.
- b. The map number assigned each right of way project designates the width of the map, the county in which the project is located, and the sequential number of the map. The following is an example of a typical map number and a brief explanation of each character used to make up the entire number: D-7-T-100.
 1. The letter "D" denotes the width of the drawing. The five letters used to designate the width of a map are:
 - (a) Not to exceed 304.8 millimeters (12 inches) in width (continuous length).
 - (b) 304.8 millimeters (12 inches) in width 914.4 millimeters (36 inches) in length.
 - (c) 457.2 millimeters (18 inches) in width 609.6 millimeters (24 inches) in length.
 - (d) 609.6 millimeters (24 inches) in width 914.4 millimeters (36 inches) in length.
 - (e) 914.4 millimeters (36 inches) in width (continuous length).
 2. The number "7" designates the county in which the project is located. The counties are numbered as set forth in paragraph 21.03.

3. The letter "T" designates the subject map as a linen tracing or mylar sheet.
4. The number "100" designates this particular map as the one-hundredth map drafted covering a project in the designated county.

The Review Technician shall assign a map number when it is determined that new plans will be required.

- c. An accurate record shall be maintained by the Right of Way Plans Section Manager of all maps and/or plans within each of the fifteen counties, the related project number and project section, the date the map number is issued, and the person responsible for issuing the map number.
- d. If a project is canceled after a map number is issued, under no circumstances will the canceled map number be reassigned to another project.

3.04 Project Scheduled for Design

Upon receipt of the necessary information, a right of way project is scheduled for design. At this time an Active Projects Log record (Exhibit 22.02) is prepared.

- A Scope of Work (Exhibit 22.01a-w) outlining the general requirements for a right of way design project shall be prepared for each right of way project. Each project will be evaluated at the time the Scope of Work is prepared to determine the method of plans preparation. The Scope of Work shall be prepared by the person designated by the Right of Way Plans Section Manager.

3.05 Project Review Stages

The number and type of review stages for each Right of Way plans project will be determined by the scope and complexity of the work to be accomplished and will be recited in each project's Scope of Work.

- a. Right of Way Plans Section staff shall initiate periodic meetings with the Right of Way On-Call consultants to provide guidance during the development of the project. This will identify and eliminate potential problems, thereby reducing review time and the number of reviews needed.
- b. Whenever possible, only Base Mapping and Final Requirements Reviews shall be conducted.
- c. Complex projects may require more reviews.
- d. Detail Sheet projects may require only one review.
- e. The Delineation Review of the right of way plans shall be limited only to the information required for legal descriptions. All other data, i.e., standards, mathematical calculations, and plotting of ownership information, shall be the responsibility of the Project Development and the Consultant Management Team.

- f. Responsibility shall be placed on the Right of Way On-Call consultant for the quality and accuracy of the completed plans.

3.06 Base Mapping Review

Upon receipt of preliminary plans for a Base Mapping Review, copies of the plans will be made and distribution shall be as follows:

- | | |
|-------------------------------------|-----------|
| R/W Project Management Section | - One Set |
| Titles Section | - One Set |
| Assigned Consultant Management Team | - One Set |
| Delineation Team | - One Set |
- a. The plans furnished to Right of Way Titles Section are for their use in conducting a "Title Review."
 - b. The Plans furnished to the Delineation Team shall be for their use in conducting a "Delineation Base Mapping Review."
 - c. The plans furnished to Right of Way Project Management Section shall be for their use to become familiar with the project. The right of way plans usually do not have sufficient information at this stage for meaningful review by an appraiser; however, comments should be solicited.
 - d. The plans furnished to the assigned Consultant Management Team shall be for the purpose of conducting a Base Mapping Review. One set of plans as furnished shall be stamped "Base Mapping Review," and these plans will be the "true" check prints.
 - e. Allowing a reasonable amount of time after preliminary right of way plans are furnished to Right of Way Titles Section, and considering the due date indicated in the original request, Right of Way Titles Section will furnish a copy for the project file. The Right of Way Titles Section will also furnish the results of their review.
 - f. The assigned Consultant Management Team shall make distribution of all title reports, subdivision plats, etc., for all new roadway and corridor projects. (Distribution of title information for change orders, parcel plats, facility plats, and maintenance camp plats will be outlined in other procedures.) Upon receipt of the title reports and title review information, distribution of the copies shall be as follows:
 - 1. File copy: Shall be directed to the Right of Way Records Center.
 - 2. Plans copy: Shall be retained by the assigned Consultant Management Team and used to conduct the various reviews.
 - 3. Appraisal copy: Shall be forwarded to Right of Way Project Management Section
 - 4. Acquisition copy: Shall be directed to the Delineation Team for conducting the various reviews and for inclusion in the Delineation packages.

- 5. Consultant copy: Shall be directed to the assigned engineering consultant.
- g. The Delineation Team, upon receipt of the "Acquisition" title reports, shall complete their review as soon as possible and the results of this Base Mapping Review furnished to the assigned Consultant Management Team.
- h. The assigned Consultant Management Team, upon receipt of the results of the Delineation Base Mapping Review and the Title review information, shall proceed to complete the Base Mapping Review of the project as soon as possible. Upon completion of the Base Mapping Review, the check prints shall be directed to the consultant, or assigned Project Development Team. The consultant or the Project Development Team shall be requested to submit plans for a Final Requirements Review when they are, for all practical purposes, considered complete.

3.07 Final Requirements Review

Upon receipt of plans for a Final Requirements Review (the Right of Way File title reports must be submitted for use during this review), one set of preliminary right of way plans shall be directed to each of the following: Right of Way Titles Section, Delineation Team, assigned Consultant Management Team, Project Manager, and Utility and Railroad Engineering Section. Two sets are directed to Right of Way Project Management Section.

- a. Right of Way Titles Section shall be furnished with preliminary plans, together with a request for their review and comments. These plans shall be hereinafter referred to as the "Title Final Requirements Review Plans."
- b. Two sets of Right of Way plans and two sets of preliminary construction plans (if available) shall be forwarded to Right of Way Project Management Section for review. One of the sets of right of way plans shall become the "Project Management Review Plans".
- c. The preliminary plans furnished to the Delineation Team shall be for their use in processing the project and in conducting a "Delineation Final Requirements Review".
- d. Utility and Railroad Engineering Section shall be furnished a set of Final Requirements Review plans with a request to review the plans and to confirm and identify on the plans all private and public utility company facilities and to comment on possible utility relocation problems.
- e. The assigned Consultant Management Team shall stamp one set of plans "Final Requirements Review Plans," and these plans shall be referred to as the "true" review plans used for this review.
- f. Right of Way Titles Section, after reviewing the plans as submitted, will forward their comments and recommendations from the review to the assigned Consultant Management Team.
- g. Right of Way Project Management Section, upon completion of their review of the "Project Management Review Plans," will return the plans with their notations or comments indicated throughout the plans. The plans furnished to Right of Way Project

Management Section shall be used in conducting an "Appraisal Final Requirements Review".

- h. Upon receipt of plans at this stage, the Delineation Team shall proceed to conduct a Delineation Final Requirements Review and subsequently prepare all required instruments necessary to compile each parcel file. The Delineation Team shall indicate on these plans the results of the Delineation Final Requirements Review and forward the plans to the assigned Consultant Management Team..
- i. Upon completion of their review, Utility and Railroad Engineering Section will return the review plans with their comments noted on the plans.
- j. The plans furnished to the Project Manager are for their use in reviewing the right of way plans to see that they are in accord with the roadway design plans.
- k. Upon receipt of the Final Requirements Review plans, the assigned Consultant Management Team shall complete the Final Requirements Review as soon as possible, and shall include, as part of the review, comments from the Teams and Sections who received plans for review. Upon completion of the Final Requirements Review, the check prints shall be directed to the consultant or Project Development Team for completion of the plans. The consultant or the Project Development Team shall be requested to submit plans for an Acceptance Review when all corrections have been made.
- l. When the assigned Consultant Management Team considers the plans complete and acceptable, the consultant or the Project Development Team shall be directed to submit the plans originals, (the originals of the plans should not be submitted until the Acceptance of the project by the Right of Way Plans Section Manager) together with all pertinent information.
- m. Upon receipt of the originals, two sets of plans, and all supporting data shall be directed to the Project Development or Consultant Management Team Supervisor.
- n. During the Final Requirements Review, or as soon as the right of way requirements can be determined, a plat shall be prepared and shaded or zipped to show the new right of way for their use in preparing a resolution for establishing or re-establishing the highway right of way, or additional right of way, into the state system. (Exhibit 22.04a-d for a sample resolution map)

3.08 Acceptance Stage

- a. After the plans are accepted by the Project Development or Consultant Management Team Supervisor, an Acceptance Package shall be sent to the Right of Way Plans Section Manager, and include the following information:
 - 1. One set of right of way plans (prints at 50%).
 - 2. Completed Review Checklist.
 - 3. Request for signatures.

- 4 Memo directing the project to be added to the Right of Way Plans Section file milepost log book.
- b. The Right of Way Plans Section Manager shall notify the Project Development or Consultant Management Team Supervisor when he has accepted the project. He shall transmit all related information with his signature to the Project Development or Consultant Management Team Supervisor for distribution.
- c. When the plans are completed and prints have been obtained, the originals of the right of way plans shall be filed in the Right of Way Plans Section File room.

Chapter 4 Sequence of Plans Preparation; Project Development Team and Consultant Management Team Plans Preparation

4.01 Purpose

The purpose of this chapter is to describe the sequence and preparation of right of way plans.

4.02 Purpose of Right of Way Plans

The purpose of right of way plans of each parcel of highway is to show clearly and accurately the essential information of a general nature, useful to the public, the owner, the title examiner, the appraiser, the attorney, the surveyor, the engineer, and anyone else interested in the location, acquisition and use of lands in the right of way, or abutting land, before and after it becomes a highway.

4.03 Preparation of Right of Way Plans

Right of way plans shall be prepared for all proposed projects which require new or additional right of way and/or interests for interstate, state primary and state secondary highways.

- a. All right of way plans shall be prepared in accordance with the standards set forth in the "Standards for Right of Way Plans" and shall be prepared either by the Project Development Team of Right of Way Plans Section or a consulting engineer.

Consultants are utilized to design a right of way project when the workload will not allow design by the Project Development Team.

- b. The data used in designing a right of way project shall be obtained from, but not limited to, preliminary roadway plans, location maps, results of surveys, existing right of way maps, title reports, recorded subdivision plats, and recorded right of way documents.

4.04 Basic Steps in Plans Preparation

The following six steps of operation give a brief summary of the preparation of right of way plans for a proposed project. The order used should not be construed as the exact sequence to be followed, but it best demonstrates the effective procedures involved in the proper preparation of right of way plans.

- a. The first step is to prepare the standard plans sheets.
 - 1. The cover sheet of the plans shall be prepared during the first step.
 - 2. Basic or preliminary calculations shall be made at this time.
- b. The second step is to plot and evaluate each tract of land that will be affected by the project.
 - 1. On proposed projects that consist of improving an existing highway, the existing right of way shall be analyzed and the data contained in the recorded right of way documents shall be illustrated throughout the right of way plans sheets.
 - 2. When existing right of way is involved, an index to the existing right of way shall be prepared and incorporated into the plans on the vicinity map for the proposed project.
 - 3. The final limits of the proposed project shall be established as dictated by the construction project limits, and secondarily, the ownership limits.

Normally, it shall be the policy of Right of Way Plans Section to traverse an ownership in its entirety within a proposed project.
- c. The third step in the preparation of a set of right of way plans is to prepare a standard vicinity map. In some instances, the survey maps include a map drawn to a scale of 1" = 1,000' and the vicinity map may be traced from this survey map, if applicable. The tentative limits of the proposed project shall be established.
- d. The fourth step is to compare the plans with a current set of roadway plans to ascertain that all right of way requirements have been shown. During this review, any discrepancies involving the right of way design shall be noted and the Project Manager shall be notified.
- e. The fifth step is to make final calculations to determine the required areas for each parcel, as well as provide detailed data required for legal descriptions. Normally, the computer will be utilized to perform the calculations that are required in this step. Upon determining the areas of the parcel, the ownership record sheet will be prepared.
- f. The sixth step is to prepare any special application forms that may be required.

Chapter 5 Project Development Team Procedures

5.01 Purpose

The purpose of this chapter is to describe the procedures that generally apply to the operations of the Project Development Team of Right of Way Plans Section and Exhibits prepared for the Attorney General's office. Occasionally these procedures may have to be altered due to unusual circumstances. Such deviations from normal procedure shall be discussed with the Project Development or Consultant Management Supervisor, who shall decide what steps are to

be taken so as not to hinder the operations of Right of Way Plans Section or the Right of Way Group.

5.02 Project Development Team Function

The primary function of the Project Development Team is the preparation of right of way plans, special maps, plats, detail sheets, and revisions thereto based on correct interpretation of title reports, recorded documents, subdivision plats, survey maps, design/construction drawings and other related items, and proper application of such information in accordance with established standards for right of way plans.

5.03 Contents of Right of Way Plans

- a. The development of a set of right of way plans includes six major preparations:
 - 1. Cover sheet, plans sheets and aerial photo enlargement sheets.
 - 2. Plotting ownerships and comparing construction plans.
 - 3. Vicinity map.
 - 4. Computation of right of way and ownership areas.
 - 5. Ownership record sheet and assignment of parcel numbers.
 - 6. Governmental applications (when applicable).
- b. In conjunction with the plans development, extensive mathematical calculations may be required to provide the essential information to be placed on right of way plans for delineation purposes and determination of land areas.

5.04 Assignment of Project

- a. Assignment to prepare a Scope of Work, outlining and containing all information relative to the project, shall usually be considered as authorization to proceed with the design of a right of way project by the Project Development Team.
- b. Upon the assignment of a project, the Project Development Team will create seven files as part of the project folder. They will be arranged in the following order: Miscellaneous; Titles; Existing Right of Way; Subdivision Plats; Construction and As-Built Plans; Survey Information; Computations. This process will develop the project folder.
 - 1. Miscellaneous File - will contain correspondence related to the project and any other data for which a filing location is not specified. This file shall not be a duplicate of the Service's project correspondence file, but shall contain copies of correspondence forwarded to the Team for its use and reference.
 - 2. Title File - a copy of the ownership report; title reports; vesting instruments, county assessor's maps and any plats pertaining to individual parcels.
 - 3. Existing Right of Way File - will contain all information available on existing right of way throughout the project and a copy of the completed "Index to Existing Right of Way" report.

4. Subdivision Plats File - will contain copies of all available subdivision plats, survey plats and General Land Office plats.
 5. Construction and As-Built Plans File - will contain copies of updated construction and as-built plans affecting the project.
 6. Survey Information File - will contain whatever copies have been made of the field notes and other survey information relating to the project.
 7. Computations File - will contain copies of all calculations made which pertain to the project.
- c. The right of way plans will undergo established review stages prior to acceptance by the Right of Way Plans Section Manager. Reviews are generally designated as Base Mapping, Final Requirements and Acceptance.

5.05 Base Mapping Stage

- a. The preparation of the preliminary plans sheets should begin at this stage. In some instances, due to the variation in procedures, it may become necessary to develop the preliminary plans at an earlier date, thereby not limiting the preparation of preliminary plans to a specific time. The Project Development Team Supervisor generally will have acquired a thorough knowledge of the project through the project folder, thereby enabling him to determine the best approach to the development of the right of way plans, the scale to be used, sheet layout, and, in general, conformity to the standards for right of way plans.
- b. Upon receipt of the ownership records, the Project Development Team Supervisor shall record an acknowledgment as to the date received and forward the ownership reports to the Right of Way Plans Technician assigned to the project. The Ownership Record sheet will be begun at this time and will include the parcel numbers, the owner names and the total area figures.
- c. Upon completion of the preliminary plans for a Base Mapping Review, the Project Development Team shall distribute copies of the preliminary plans as outlined in Chapter 3.
- d. The project folder shall be directed to the Consultant Management Team for use in conducting the Base Mapping Review.
- e. Parcel numbers shall have been assigned for each parcel. The parcel numbers are shown on the title reports.

5.06 Final Requirements Stage

- a. Upon receipt of the Base Mapping Review plans from the Consultant Management Team, the Project Development Team shall make the necessary alterations or corrections to the plans, and shall compare the construction to the preliminary right of way plans and show all new right of way requirements.

- b. The Project Development Team shall make all necessary calculations concerning the description of the right of way, with relationship to the parcels, compute the required areas for each parcel affected by the highway project, and complete the ownership record sheet.
- c. Upon completion of the preliminary plans for a Final Requirements Review, the Project Development Team shall distribute copies of the plans as outlined in Chapter 3.

5.07 Acceptance Stage

- a. Upon receipt of the Final Requirements Review plans from the Consultant Management Team, the Project Development Team shall make any necessary corrections to plans.
- b. Upon receipt of notification that the project has been accepted by the Right of Way Plans Section Manager, the Consultant Management Team Supervisor shall consider the project completed and notify the Project Development Team Supervisor.
- c. When the project is completed and prints have been obtained, the originals of the right of way plans shall be filed in the Right of Way Plans File room.
- d. The project folder shall be filed by the Project Development Team in the Right of Way Plans file room.
- e. All original survey maps, transit books, and as-built plans will be returned to Engineering Records Section.

5.08 Functions of the Exhibit Branch of the Project Development Team

The Graphics Team assists the ADOT Office of Legal Advisor trial attorney in condemnation actions by preparing various Exhibits required and delivering them on schedule to the Investigative and Trial Branch of the Condemnation Team within Titles Section.

5.09 Necessity for Exhibits

A well prepared visual Exhibit is a valuable aid to the oral communication of a trial attorney during the presentation of a condemnation action to a judge or jury.

5.10 Instituting the Preparation of Exhibits for a Condemnation Action

At the request of a trial attorney, and under the direction of a member of the Investigative and Trial Branch of the Titles Section, the following steps are taken:

- a. Consultation with the trial attorney and with the Investigative and Trial Branch of Titles Section is made to determine the scope of Exhibits required to effectively orient a judge or jury to specifics relating to the condemnation action.
- b. Additional engineering information, or the necessity for any expert witness(es) may be determined and ordered through the Titles Section Manager. All "in-house" material is ordered by using the appropriate ADOT order forms.

5.11 Scope of Exhibits or Visual Aids

Any or all of the following may be used as visual aids:

- a. Photographs in black and white or color.
 - 1. Aerial, vertical;
 - 2. Aerial, oblique;
 - 3. Ground.
- b. Engineering Drawings.
 - 1. Right of way plans;
 - 2. Design and/or Construction plans;
 - 3. Engineering features or data;
 - 4. Hydrological data;
 - 5. Contour maps;
 - 6. State, county and city maps, zoning maps, etc.
- c. Charts, diagrams.
- d. Relief models to scale.
- e. Appraisal justification forms.
 - 1. Market data chart;
 - 2. Market data map;
 - 3. Value summary;
 - 4. Jury books.
- f. Motion pictures.
 - 1. Road log films;
 - 2. Video tape;
 - 3. Any action film that is admissible in a condemnation action.
- g. Exhibits for independent appraisers, hydrologists, expert witnesses in various fields and others germane to the condemnation action.

5.12 General Procedures for the Preparation of Exhibits

A condemnation trial is usually generated by the fact that new right of way is required for highway construction or by the taking of additional right of way. It is basically an engineering problem that can be explained by the use of scaled photographs, engineering drawings, and/or three-dimensional scale models.

- a. Exhibits must be planned with the courtroom area in mind, and a judge and jury viewpoint should be considered at all times during the planning and layout stage.
- b. Exhibits must be finished to show a clear, concise, and accurate picture of the subject.

A complex problem of engineering or design can be explained by the use of a series of clear plastic overlays on photos or drawings, with the details shown on the overlays with color, tapes, shading, and lettering.

- c. The Exhibits must be completed by a given date as prescribed by the assigned member of the Investigative Branch of Titles Section in liaison with the trial attorney and Titles Section Manager.

5.13 Specific Procedures for the Preparation of Exhibits

a. Photography:

1. Aerials - vertical (as flown by ADOT):

A complete set of vertical aerial photos is made of every highway corridor, before any construction is begun, by ADOT Photography and Mapping Section.

- (a) The vertical aerials are flown at an exact scale, with each exposure being known as a 228.6mm x 228.6mm (9" x 9") "contact print." A 228.6mm x 228.6mm (9" x 9") print, an enlargement of the print, or any portion thereof, is ordered from Photogrammetry and Mapping Section. Photos are chosen for proximity to the date of valuation of the property to show the condition of the property before construction when dealing with highway development.

- (b) The photos ordered must cover sufficient area to include any features that are deemed necessary, such as any landmarks surrounding the subject, or the properties that explain "comparable value" used by property appraisers.

- (c) All pertinent data is added to the photo, plus any overlays deemed necessary. The date of the photo is always included. The photo is mounted on a suitable backing and finished as required.

2. Aerials: Obliques - Ordered under the direction of the Titles Section Manager at the request of a trial attorney, an aerial oblique is useful in showing features not evident in vertical aerials, such as the depth of washes, or the differences in earth formations within a given area. The oblique aerials can be in color or black and white, and can be enlarged in size when requested by the trial attorney.

- (a) Any pertinent information is added to the photos, such as property outlines, by color, tapes, shading, and lettering. Overlays may be added if necessary.

- (b) The date of the photo is always included and the photo is mounted on a suitable backing and finished as required.

3. Commercial Photography:

Commercial photography is used on occasion and may include any category. Any type of commercial photography is ordered under the direction of the Titles Section Manager, at the request of a trial attorney, in the same manner as the ADOT photography.

4. Ground Photos:

These photos may be black and white or color and are a valuable method of showing a visible record of any ground conditions. Ground photos are taken of each condemnation subject by a member of the Investigative and Trial Branch under the direction of the Titles Section Manager. Ground photos include, but are not limited to:

- (a) New construction area;
- (b) Views from four quadrants of a property;
- (c) Drainage areas;
- (d) Improvements (buildings) on property;
- (e) Any predetermined situation that is to be resolved.
- (f) Photos are to be mounted on a suitable backing, identified and dated.

b. Engineering Drawings, Sketches, and Diagrams:

- 1. An engineering drawing prepared for highway construction contains complexities that would tend to confuse one unfamiliar with the procedures. A simplified version is much more graphic, with only the pertinent information shown, and is usually drawn to scale. After mounting on a suitable backing, any additional information can be shown by the use of overlays, color, tapes, shading and lettering. These are finished as required.
- 2. Maps: state, city, county, or zoning maps are ordered through the appropriate channels, under the direction of the Titles Section Manager, and are mounted on a suitable backing, if necessary, and all pertinent information is added.
- 3. Charts and diagrams: These are compiled from various sources, among which are appraisers, expert witnesses and hydrologists, and they can be prepared for Exhibit in original form, or enlarged and finished as required.
- 4. Relief models to scale: These three-dimensional Exhibits provide the most graphic representation for courtroom presentation. They are constructed "in-house," based on site and construction plans, engineering drawings, contour maps, and ground photos taken on field trips to the site.

c. Appraisal Justification Forms:

- 1. Market data chart: This information is prepared from the appraisal file, using ADOT Project Management Section or a fee appraiser. The chart is enlarged and mounted as required.
- 2. Market data map: A map is prepared depicting the location and size of properties comparable to a property under condemnation. The most graphic types of media to show "comparability" are:

- (a) Vertical and oblique aerial photos;
- (b) State, county and city maps;
- (c) Zoning maps;
- (d) A graphic drawing made from the right of way or construction plans.

The basic material for a market data map is used in its original form or enlarged if required. Generally, the subject under condemnation is delineated on the basic Exhibit by means of color, tape, or shading, with all other information used to illustrate the appraiser's research depicted in a contrasting color. Overlays are added, if necessary, and the map is mounted on a suitable backing and finished as required.

- 3. Value summary: The information is prepared from the appraisal file, using ADOT Project Management Section or a fee appraiser. The summary is enlarged and mounted on a suitable backing and finished as required.
- 4. Jury Books: Folders, 297mm x 210mm (8 1/2" x 11") are prepared, containing copies of the appraiser's research material for distribution to the trial judge, opposing attorneys and individual jurors. Jury books will contain:
 - (a) A face sheet with the appraiser's name and the condemnation parcel number and name;
 - (b) A market data map, 297mm x 210mm (8 1/2" x 11");
 - (c) A market data chart;
 - (d) A value summary;
 - (e) Any additional information as requested by the trial attorney or appraiser.
- 5. Motion pictures, Road Logs, etc.: Virtually no preparation is required on the part of the Exhibit Branch for such films, since they are almost always prepared in other areas of the Department or by other specialists.

Chapter 6 Consultant Management Team Procedures

6.01 Purpose

The purpose of this chapter is to describe the procedures that apply to the functions of the Consultant Management Team. When deviations are deemed necessary, the Project Development Team Supervisor or the Consultant Management Team Supervisor, under the direction of the Right of Way Plans Section Manager, will decide the action to be taken.

6.02 Function

The primary function of the Consultant Management Team is to insure that plans are accurately prepared and are in compliance with the Standards for Right of Way Plans (Chapter 17).

Right of way plans are prepared by the Project Development Team of the Right of Way Plans Section and by R/W On-Call consultants.

The procedures involved in the review of plans received from consultants and the Project Development Team are essentially the same, except as outlined in Chapter 7.

Other functions of the Consultant Management Team are:

- a. Review change orders and special maps and plats
- b. Prepare and/or review Resolution Plats

6.03 Review of Right of Way Plans

- a. The Consultant Management Team shall review plans upon completion of each stage of development.
- b. The reviewer will use a checklist in conducting all reviews. This checklist is designed to assist the reviewer. (Exhibit 22.05a-g).

6.04 Base Mapping Review

At this stage of development, the right of way plans should have the alignment and related survey information. Preliminary ownership shall be shown.

- a. The preliminary right of way plans are received by the Consultant Management Team for a preliminary review upon being distributed, as outlined in Chapter 3.
- b. The primary purpose of the Base Mapping Review is to check the alignment, the related survey information, the existing right of way, the ownership information and the way it is shown graphically on the right of way plans.
 - 1. Prior to conducting the Base Mapping Review, the reviewer should assemble the following materials:
 - (a) Right of Way Plans Scope of Work
 - (b) Project folder
 - (c) Correspondence file
 - (d) Existing Right of Way Report
 - (e) All Existing Right of Way maps and Plats that apply
 - (f) As-built Construction plans
 - (g) Aerial photography, if available
 - (h) Preliminary Design information
 - (i) Survey information
 - (j) Ownership information
 - (k) Environmental Impact Statement, if available
 - 2. Using the materials outlined above and the review checklist as a guide, the reviewer will check the right of way plans for accuracy and conformity with the Standards for Right of Way Plans (Chapter 19) and discrepancies should be noted on the check prints. The Consultant Management Team Supervisor should be notified of any major discrepancies and if additional information is required to complete the review.

3. The limits of the right of way project and the related construction project shall be confirmed at this stage.
- c. When the Right of Way Plans Technician has completed the Base Mapping Review, the Base Mapping Review check prints, the checklist, and the project folder shall be submitted to the Consultant Management Team Supervisor for his approval.
- d. When the Consultant Management Team Supervisor has approved the Base Mapping Review, the Base Mapping Review check prints, and related material will be returned to the Project Development Team Supervisor.

6.05 Final Requirements Review

At this stage of development, the right of way plans should be essentially complete. All title information, the new right of way, and areas required from each parcel should be shown.

- a. The preliminary right of way plans are received by the Consultant Management Team for a Final Requirements Review, upon being distributed, as outlined in Chapter 3.
- b. The Consultant Management Team Supervisor will examine the preliminary check prints, assign the project to a Right of Way Plans Technician and establish a due date.
- c. The Final Requirements Review is the major review. The review should only be conducted on a complete set of right of way plans.
 1. Prior to conducting the Final Requirements Review, the reviewer should assemble all of the materials necessary to complete the review, as outlined in paragraph 6.04-c-(1). A set of design/construction plans containing the final right of way requirements is essential for the Final Requirements Review.
 2. Using the materials outlined above and the review checklist as a guide, the reviewer will check the right of way plans for accuracy and compliance. Discrepancies should be noted on the check prints. The check prints of the Base Mapping Review shall be examined to see that the requested changes were made.
 3. The computer run relating the survey centerline, right of way centerline, section ties, and ownership data shall be reviewed for accuracy and compliance with the Standards for Right of Way Plans (Chapter 17).
 4. Areas and closures of parcels shall be verified by the Consultant Management Team using verbatim runs where possible. An area calculation sheet shall be prepared by the Project Development Team or the consultant for each parcel. A graphic depiction of the total parcel and the area affected should be shown. The method(s) used to calculate the areas should be noted.
 5. The reviewer shall solicit comments from all groups concerned with development of the right of way plans: including all units within the Right of Way Plans Section, Right of Way Project Management Section, the Project Manager, Right of Way Acquisition Section, the Roadway Designer and Utilities & Railroad

Engineering Section. Their comments should be incorporated into the right of way plans, if applicable.

- d. When the reviewer has completed the Final Requirements Review, the review check prints, the checklist, and the project folder shall be submitted to the Consultant Management Team Supervisor for his approval.
- e. When the Consultant Management Team Supervisor has approved the Final Requirements Review, the Final Requirements Review check prints, and related material will be returned to the Project Development Team Supervisor or the consultant.
- f. Upon completion of the necessary corrections, the Project Development Team or the consultant will submit revised check prints to the Right of Way Technician. The reviewer shall check to see that all requested changes have been made.
- g. When the Right of Way Technician has verified that all the corrections to the plans have been made, the reviewer will submit the completed right of way plans to the Consultant Management Team Supervisor for approval.
- h. The Transportation Board must approve a resolution before the acquisition process can begin. This resolution is accompanied by a drawing or plat showing the highway and the limits of the related right of way project. This plat is prepared or reviewed by the Consultant Management Team, usually during the Final Requirements stage of development of the right of way plans. The plat will be prepared as outlined in paragraph 8.06.

6.06 Acceptance Stage

At this stage, the right of way plans are considered complete and ready for acceptance by the Right of Way Plans Section Manager.

- a. When the right of way plans are considered acceptable by the Consultant Management Team Supervisor, the following information shall be transmitted to the Project Development Team Supervisor or retained by the Consultant Management Team Supervisor:
 - 1. One set of preliminary right of way plans
 - 2. The Final Requirements Review checklist
 - 3. Project Folder

At this point the Consultant Management Team's role in the development of the right of way plans is considered complete.

6.07 Review of Change Orders, Special Maps, and Plats

All change orders, special maps, and plats prepared by the Project Development or the Consultant Management Teams shall be reviewed to insure compliance with the standards for right of way plans. If errors or discrepancies are found, the document shall be returned to the appropriate Supervisor for corrective action. After all necessary corrective action has been accomplished, all documents and related information shall be forwarded to the Delineation Team for further processing.

Chapter 7 Consultant Design

7.01 Purpose

The purpose of this chapter is to describe the procedures that will generally apply to the processing of projects prepared by consultants. When deviations from the procedures outlined herein are necessary, the Right of Way Plans Section Manager, Project Development Team Supervisor or the Consultant Management Team Supervisor shall prescribe the course of action to be taken.

7.02 Consultants Utilized for Designing Right of Way Plans

On certain projects, due to the workload within Right of Way Plans Section, consulting engineers are utilized in order to expedite the design of right of way plans for a given project.

A Scope of Work report prepared by the Right of Way Plans Section will be furnished to the consultant. The information will outline the scope of work and procedures for the preparation and reviews for the right of way plans. All consultant contracts are prepared and processed by Engineering Consultants Section. Correspondence to consulting engineering firms or relating to a drafting consultant contract shall be routed to Engineering Consultants Section.

7.03 Consultant Plans Reviewed by Right of Way Plans Section

- a. Engineering Consultants Section submits all approved consultant proposals involving right of way plans to Right of Way Plans Section for review. The Right of Way Plans Section, under the direction of the Right of Way Plans Section Manager, shall review the proposal and notify Engineering Consultants Section of the findings.
- b. All plans prepared by consultants are prepared in accordance with the Standards for Right of Way Plans.

7.04 Base Mapping Stage

- a. The first phase of work to be done by the consultant is the preparation of the individual plan sheets.
 1. Upon completion of the preliminary drafting, the consultant submits the required prints to Right of Way Plans Section as outlined in Chapter 3.
 2. Upon receipt of the preliminary plans submitted by the consultant, the check prints are distributed as outlined in Chapter 3.
 3. The preliminary plans shall be reviewed by the Consultant Management Team in accordance with the procedures outlined in Chapter 6.
- b. Upon completion of the review of the preliminary plans, a set of the check prints, marked to show the results of the review, shall be transmitted to the consultant.

- c. When the title reports are furnished by Right of Way Titles Section, a set of the title reports, including parcel numbers, shall be transmitted to the consultant.

7.05 Final Requirements Stage

- a. The second phase of work to be done by the consultant is to complete the right of way plans. This includes showing all required design data, as well as showing the information appearing in the title reports, on the right of way plans.
 - 1. Upon completion of the preliminary plans, the consultant is to submit the required prints of the preliminary plans to the Right of Way Plans Section as outlined in Chapter 3.
 - 2. Upon receipt of the preliminary plans submitted by the consultant, the check prints are distributed as outlined in Chapter 3.
 - 3. The preliminary plans shall be reviewed by the Consultant Management Team in accordance with the procedures in Chapter 6.
- b. Upon completion of the Final Requirements Review of the preliminary plans, a set of Final Requirements Review plans marked to show the results of the review shall be transmitted to the consultant.
- c. Upon receipt of the Final Requirements Review plans, the consultant is to make the required alterations or corrections indicated on the plans and make any other changes or alterations that may be required.
- d. Upon completion of the plans, the consultant shall submit the required prints of the preliminary plans to the Consultant Management Team.
- e. When the Consultant Management Team considers the plans to be acceptable, the consultant shall be directed to submit the originals and all pertinent information.

7.06 Acceptance Stage

Upon acceptance of the plans by the Right of Way Plans Section Manager, normal distribution is followed.

Chapter 8 Special Maps or Plats

8.01 Purpose

The purpose of this chapter is to describe the procedures that will generally apply to the preparation of special maps or plats which are not included in a set of right of way plans. When deviations from the procedures outlined herein are necessary, Project Development Team Supervisor or the Consultant Management Team Supervisor, under the direction of the Right of Way Plans Section Manager, will prescribe the course of action to be taken.

8.02 Responsibility for Preparation of Plats and Maps

It is the responsibility of Right of Way Plans Section to prepare special maps such as facility site plats, land exchange plats, advance acquisition plats, and resolution plats when required. The standards for the preparation of these maps are covered in this chapter.

8.03 Facility Site Plats

An approved Facility Site Plat is an official document that is used in the acquisition of property intended to be used as a facility site. After acquisition, it is used to show improvements located on the property, and will provide information useful to the property owner, abstractor, appraiser, attorney, surveyor, engineer, and other interested parties. (Exhibit 22.06).

- a. A request for a facility site is received from the District Engineer. A representative of Right of Way Plans Section will coordinate with the District Engineer to insure that the proposed location is adequate for the facility.
- b. When the site location has been confirmed, the Right of Way Plans Section Manager, the Project Development Team Supervisor or the Consultant Management Team Supervisor, will assign the preparation of the plat and all correspondence and information relating to the plat will be forwarded as well.
- c. A plat will be prepared for all new facility sites or for existing facility sites which require additional right of way. The necessary data required for preparation shall be obtained from one or more of the following sources:
 1. Field survey books showing the results of a special survey made for each proposed facility site. This survey should establish all corners of the site, show ties to nearest section corners, locate any improvements, and supply other information necessary for the preparation of the plat.
 2. As-built construction plans showing construction features on all completed highway projects.
 3. Existing right of way maps delineating the limits of the existing right of way.
 4. Planimetric maps showing improvements and other basic information obtained from aerial photographs.
- d. The Project Development Team or the Consultant Management Team will order title reports from Right of Way Titles Section and will specify the due date for the completed reports on the request.
- e. The Project Development Team or the Consultant Management Team will request a survey of the proposed facility.
- f. A facility site number will be obtained from the Right of Way Property Management Section.
- g. Only the left half of the plat format is used for the right of way plans drawing. The right half of the format will be prepared by the Right of Way Property Management Section when the plat is forwarded to them after acquisition of the parcels.

- h. When sufficient information is received, the Project Development Team or the Consultant Management Team will commence the preparation of the facility site plat, using the following standards:
1. The ownership record will be completed according to the following instructions:
 - (a) Parcel Number - A number will be assigned to each individual parcel of land affected by the facility site.
 - (b) Owner - The owner of each parcel will be shown. On leased lands, the prime fee owner and the prime lessee will both be shown. Leases will be identified by "L" numbers. Where there is more than one owner on either the fee or leasehold interest, the following terms will immediately follow the name of the prime owner:
 - (1) et al - and others
 - (2) et ux - and wife
 - (3) et vir - and husband
 - (c) Description - A brief description of the parcel will be shown.
 - (d) Area - When areas have been computed from survey data, they will be rounded upward to the nearest one-hundredth of an acre. When an area is calculated from scaled or approximate data, it will be rounded upward to the nearest one-tenth of an acre. Any number reflecting a 3 or larger in the hundredths column shall be increased to the next tenth. For example:
 - (1) 4.23 round to 4.3
 - (2) 3.12 round to 3.1
 - (e) Areas within a subdivision or a commercial area will be expressed in terms of square feet. When applicable, the following areas will be indicated:
 - (1) Total Area - The total area of the parcel affected by the acquisition.
 - (2) Net Take - The new or additional area required for the facility site.
 - (3) Remainder - The area remaining after the "Net Take" area is subtracted from the "Total Area".
 2. When the property required for the facility site has been acquired, the following data is to be entered by the Consultant Management Team in the Acquisition Record:
 - (a) The type and date of legal instrument obtained.
 - (b) If the instrument is of a temporary nature, the expiration date must also be entered.

- (c) The recordation data of the legal instrument.
- 3. A note outlining the authority for acquisition of the site will be entered on the plat, wherein the "Approval to Acquire" shall be obtained from the office of the Director of the Arizona Department of Transportation, including the applicable document number and date.
 - 4. The immediate vicinity map and general site plan are to be prepared in accordance with the following instructions:
 - (a) The existing or proposed highway upon which the facility site fronts will be indicated, with highway stations shown for every fifth station, and drawn from left to right (where possible).
 - (b) All section corners and quarter corners in the vicinity of the site will be shown. Bearings and distance ties shall be shown between the nearest section corner or quarter corner and the right of way centerline at points of intersection. Corners which project off of the working surface, but which serve as ties, will be shown by the use of a broken line.
 - (c) A parcel number will be assigned to each individual parcel of land which is affected by the facility site. Leases will reflect a number consisting of the number of the associated parcel plus a dash: "L-1."
 - (d) Each ownership affected by the facility site, except lands belonging to a government agency or railroad, will be shown in its entirety. Parcels having areas too large to show will be indicated by the use of insets drawn at a smaller scale.
 - (e) Property anchor bars, property limit arrows, and lease limit arrows will be placed in appropriate locations.
 - (f) Bearings and distances either of record, survey, or calculated, will be entered around the perimeter of each take.
 - (g) All streets, roads, and railroads (labeled with name and width), and encumbrances such as utility and roadway easements, affected by the facility site will be shown on the plat.
 - (h) Recorded subdivisions which are affected by the facility site, or which are in reasonable proximity thereto, will be shown with the title of the subdivision, the recording data, block and lot numbers, width of alleys, and width and names of streets.
 - (i) All private utility and sewage lines will be shown on the plat.
 - (j) A north arrow, section numbers, township and range numbers, and county name will also be entered.
 - (k) After the facility site plat is completed, a resolution will be secured from the Transportation Board. The plat will then be processed through the

Consultant Management Team in accordance with procedures for parcel plats and detail sheets.

- (l) The Delineation Team, after reviewing the plat, shall request signatures from the appropriate officials. After the plat has been signed and the resolution number entered, prints will be requested for inclusion in the delineation packages. The delineation packages shall be transmitted to Right of Way Project Management Section. The Delineation Team shall notify other Teams within the Section of the completion of the plat.
- (m) The Consultant Management Team shall retain the original linen and all related correspondence until such time as all parcels have been acquired. At this time, the acquisition record shall be completed by the Consultant Management Team and all information relating to the facility sites will be transmitted to the Right of Way Property Management Section.
- (n) The procedure for revising an existing facility site plat for the purpose of acquiring additional right of way will be the same as shown above, except that the original drawing must be secured from the Right of Way Property Management Section.

8.04 Exchange Detail Sheets

- a. Right of Way Plans Section is also responsible for preparing plans and legal instruments for land exchanges.
- b. Land required for new right of way may be exchanged for land acquired by the department which is not needed for highway purposes.
- c. Requests for the exchange of lands acquired for operating right of way should be initiated or approved by the District Engineer, and by the Right of Way Project Management Section, for land acquired as an uneconomic remnant or excess land.
- d. Requests for land exchanges are sent to Right of Way Plans Section through the Right of Way Project Management Section. The Project Management Section will establish a control file for the exchange and will request title reports from the Right of Way Titles Section.
- e. Upon receipt of the request from the Right of Way Project Management Section and the title reports from Right of Way Titles Section, the Project Development Team will be assigned to prepare the exchange plat and order a resolution, and the Delineation Team shall be assigned to prepare the necessary descriptions for the exchanges.
- f. If adequate survey information is not available, additional survey data will be requested as required, by the Right of Way Plans Section.
- g. The plat will be prepared using the following standards:
 - 1. Land exchange plats will be drawn per Right of Way Plans Standards.

2. The left side of the plat will show the new right of way to be acquired and the right side of the plat will show the land to be exchanged.
 3. An ownership record will be completed for the land to be acquired.
 4. The parcel number will be assigned by the type of acquisition in accordance with Chapter 22.
 5. The information shown on the plat should generally conform to the requirements listed in this chapter for facility site plats. (See Exhibit 22.07 for a sample Exchange Detail Sheet.)
- h. Upon completion of the plat and legal descriptions required for the land exchange, the drawing, descriptions, and title reports will be forwarded to the Right of Way Project Management Section to obtain appraisals and necessary approvals.
 - i. Upon obtaining the approvals, Right of Way Project Management Section will forward the plat to Right of Way Plans Section for a resolution number and to obtain approval signatures.
 - j. Right of Way Plans Section obtains the necessary signatures, prepares the delineation package consisting of exchange deeds and other instruments and forwards the entire file to the Right of Way Project Management Section.
 - k. Upon notification, Right of Way Plans Section revises the right of way plans by change order to show the excess right of way that has been disposed of.

8.05 Resolution Plats

A right of way resolution passed by the STB usually refers to a plat and a legal description that is attached as an appendix to the resolution. This plat is prepared by the Consultant Management Team or a consultant. Generally, there are two kinds of right of way resolutions: those that establish the need for the right of way, and those that dispose of existing right of way.

a. Establishment

Resolutions passed by the STB approving the acquisition of new right of way are initiated by Right of Way Plans Section.

1. The plat shall be prepared by the Consultant Management Team or a consultant upon receipt of "firm" new right of way at the secondary stage of development of the right of way plans. (Exhibit 22.04c-d)
2. The plat shall be prepared in accordance with the standards for resolution plats.
3. The scale shall be adequate to show clearly and concisely the area to be acquired (taken into, or established as part of the state highway system.)
4. Upon completion of the plat, a copy of the plat and associated materials shall be forwarded to the Consultant Management Team Supervisor and the Right of Way Titles Section for review and approval.

b. Disposal

Right of Way Plans Section is responsible for the preparation of plats, drawings, and legal descriptions that are made a part of the resolutions acted upon by the Transportation Board in disposing of excess right of way. The request, which is initiated by Right of Way Titles Section, is received by the Right of Way Plans Section Manager and directed to the Consultant Management Team.

1. The Consultant Management Team Supervisor shall review the request to determine if enough information is attached to proceed, establish a due date, and assign it to a technician.
2. The plat will be prepared in accordance with the standards for resolution plats.
3. The scale shall be adequate to show clearly and concisely the area to be disposed of.
4. Right of way maps and other maps used as reference material shall be noted on the plat.
5. Upon completion of the plat, a copy of the plat, with all appropriate back-up material, will be forwarded to the Delineation Team.
6. When the Delineation Team has prepared the legal description covering the area of disposal, a disposal resolution package is assembled. This package, consisting of three copies of the legal description, the original file of related documents and three copies of the disposal plat or drawing is sent to the Consultant Management Team.
7. The Consultant Management Team will verify that all corrections and/or additions have been made to the plat. The package containing three copies of the plat, three original legal descriptions, all related backup material, and the original request will then be forwarded to the Consultant Management Team Supervisor with the resolution plat.
8. The Consultant Management Team Supervisor will review the package and forward the resolution package to Right of Way Titles Section.
9. After the resolution has been passed by the Arizona State Transportation Board, Right of Way Titles Section will supply the Project Development Team with a resolution number, a resolution date, and recording data. The right of way plans will be updated accordingly to show the area disposed of, to whom it was conveyed, and the recording data.
10. The disposal is distributed by the Project Development Team; half-size copies of the revised right of way plans will be forwarded to the appropriate District and the Right of Way Plans File set will be updated.

8.06 Advance Acquisition Plats

A parcel of land that definitely lies within an approved transportation corridor, if approved (usually by the Deputy State Engineer), may be purchased well in advance of construction, or preparation of right of way plans. In these cases, an advance acquisition plat shall be prepared by the Project Development Team, Consultant Management Team or a consultant.

- a. Advance acquisition plats shall be drawn in accordance with the standards for Right of Way plans. A plat drawing number shall be assigned to the first advance acquisition parcel on a project, and all subsequent advance acquisition parcel plats for the same project, as well as the project itself, shall use the same drawing number (Exhibit 22.08 for a sample Advance Acquisition Plat).
- b. The information to be shown on the plat, the procedures to secure a resolution and the required signatures are outlined in the chapter for facility site plats.
- c. A copy of the completed plat shall be sent to the Right of Way Records Center to be included in the parcel file.
- d. The original plat shall be retained by Right of Way Plans Section, and the parcel number shall be placed on the appropriate sheets when the complete set of plans for the project has been designed and drawn.

Chapter 9 Distribution of Plans

9.01 Purpose

The purpose of this chapter is to describe procedures that apply to the normal distribution of right of way plans during the development of a project.

9.02 Stages of Distribution of Plans

There are definite stages at which right of way plans are distributed. Although the number of stages may vary, common stages are: Base Mapping, Final Requirements, Acceptance, and Change Order.

9.03 Distribution of Preliminary Plans

- a. All plans distributed prior to the completion of the Acceptance Stage are preliminary plans and must be stamped to indicate that they are preliminary plans subject to change.
- b. Completed right of way plans are plans that have been accepted by the Right of Way Plans Section Manager.
- c. All completed plans or prints distributed shall be date-stamped.

9.04 Base Mapping Stage

For distribution of plans at this stage, refer to paragraph 3.06.

9.05 Final Requirements Stage

For distribution of plans at this stage, refer to paragraph 3.07.

9.06 Acceptance Stage

For distribution of plans at this stage, refer to paragraph 3.08.

9.07 Change Order Stage

Upon completion of revisions or alterations to completed right of way plans, prints of the revised sheets and copies of the change order are distributed to the appropriate Section. For detailed procedure relating to change orders, refer to Chapter 12.

Chapter 10 Survey Information

10.01 Purpose

The purpose of this chapter is to describe procedures which will generally apply to the obtaining of survey information.

10.02 Obtaining Survey Information

In order to develop adequate right of way plans and subsequent legal descriptions, accurate and complete survey data must be available for use by Right of Way Plans Section. The survey data is provided by Engineering Surveying Section, or an On – Call Registered Land Surveyor. The results of the survey, such as the survey map, or maps and field books, shall be obtained from Engineering Records Section of the Administrative Services Division. On most projects, it is necessary to have more survey ties or information than appear on the field survey map prepared by Engineering Surveying Section.

- a. It shall be the responsibility of Right of Way Plans Section to process all requests for additional survey information, except when the survey is to be conducted by a private surveyor for the express use of the Condemnation Team of Right of Way Titles Section. A request shall be made to a selected On – Call Registered Land Surveyor outlining the survey information required.
- b. Need for an On – Call Registered Land Surveyor:
 - 1. If the services of an On – Call Registered Land Surveyor are necessary, a Scope of Work shall be submitted by the Consultant Management Team.
 - 2. The Scope of Work submitted must outline in detail the survey information required.

Chapter 11 Maintenance of Plans

11.01 Purpose

The purpose of this chapter is to describe the procedures to be followed in the maintenance of right of way plans and maps.

11.02 Filing of Originals

On projects being prepared by consulting engineers, the originals are retained by the respective firm until such time as the project has been accepted by the Right of Way Plans Section Manager. The originals, after the project has been accepted, are filed in Right of Way Plans Section File Room.

11.03 Plans Reproduction Work Processed by Work Request

- a. All reproduction work is processed by the Reproduction Section of the Administration Section Division upon receipt of the required work request. After a set of right of way plans has been completed and signed by the appropriate officials, the designated person shall submit the Reproduction Work Request, form ADOT 63-8401 (Exhibit 22.09) and the tracings to the Reproduction Section for printing.
- b. Upon receipt of the aforementioned plans, the reduced set of plans shall be distributed and copies placed in the appropriate files.

11.04 Change Orders Prompt New Reproduction Orders

Upon receipt of the change order, the designated person shall order the requested prints from the Reproduction Section using the Reproduction Work Request form.

- a. When the work request form has been completed, it shall be submitted with the tracings to the Reproduction Section.
- b. Upon receipt of the prints from the Reproduction Section, the request form and the prints shall be directed to the appropriate services.

Chapter 12 Change Order Procedures

12.01 Purpose

The purpose of this chapter is to describe procedures that apply to the initiating and processing of right of way plans change orders.

12.02 Definition of Completed Right of Way Plans

Right of way plans are considered complete after they have been approved and accepted by the Right of Way Plans Manager.

12.03 Revision or Alteration of Completed Right of Way Plans

- a. All revisions or alterations of completed right of way plans shall be made under the direction of Right of Way Plans Section and may be made by the Project Development and Consultant Management Team or consultants.
- b. All revisions or alterations shall be processed using the Change Order for Right of Way Plans, form ADOT 60-1801 (Exhibit 22.10). The numbering system used to number the change orders commences with number 1.
 - 1. The use of the change order does not eliminate the use of the revision blocks on right of way plans sheets. In order to provide a proper reference, a column to the left of the revision block shall be provided and therein the change order number shall be entered.
 - 2. The processing of change orders may take precedence over other projects or activities of the Team processing the change order.
- c. One of the first steps to be considered in preparing a change order is to determine if additional title information is needed.
 - 1. The person preparing the change order shall determine if additional title information is needed and shall prepare a request to Right of Way Titles Section, if required.
 - 2. Requests for minor title changes to the right of way plans should have a due date of not more than two (2) weeks.

12.04 Priority Issued to Change Orders by Right of Way Plans Management

- a. Change orders that must be expedited due to various circumstances shall bear a PRIORITY stamp on all copies.
- b. The priority issued shall be at the direction of the Right of Way Plans Section Manager.
- c. All change orders will be prepared and authorized by the Right of Way Plans Section Manager, the Project Development Team Supervisor or the Consultant Management Supervisor before any revisions or alterations are made to completed plans.

12.05 Initiating of Change Orders

A change order may be initiated by the Right of Way Plans Section Manager, the Project Development Team Supervisor or the Consultant Management Team Supervisor. All change orders shall be authorized only by the Right of Way Plans Section Manager.

12.06 Contracts & Specifications and Bid Set Reviews

- a. When the construction plans of a project are sent to Contracts and Specifications Section for preparation of a contract and specifications, and when the plans are printed for bidding, a copy of these plans is received by Right of Way Plans Section for review.

- b. The Project Development or Consultant Management Supervisor assigns a technician to review the plans received for compliance with the Right of Way Plans.
- c. In conducting the review, the technician has two main objectives:
 - 1. To insure that agreements made with the property owners as part of the right of way contracts are properly shown on the construction plans. The parcel files should be checked.
 - 2. Compare the right of way plans with the construction plans, noting particularly all right of way lines, access control and turnouts. All other construction features that can have an impact on the adjacent owners should be checked. All discrepancies shall be reconciled; minor discrepancies should be handled directly by the technician and noted; major discrepancies should be brought to the attention of the Project Development or Consultant Management Team Supervisors. Any changes to the right of way plans should be made at this time.
- d. A change order will be prepared and completed only if changes are required to the Right of Way Plans and/or legal descriptions.
- e. Upon completion of the review, the change order is completed, if required, and returned to the Project Development or Consultant Management Team Supervisor for checking.
- f. Upon acceptance by the Project Development or Consultant Management Team Supervisor the change order is forwarded to the Delineation Team and will be processed as other change orders.
- g. The date of all Contracts and Specifications and bid set reviews shall be placed within the designated box/field on the cover sheet of the plans.

12.07 Right of Way Contracts

- a. In the process of acquiring highway rights of way, the property owner may request special consideration relative to the sale of his property to the state. These requests are usually for such items as turnouts, gates and cattle guards on the remaining property. When an acquisition agent receives such a request, he shall prepare a right of way contract setting forth the terms and provisions of the request and shall have the property owner sign the contract subject to administrative approvals. He then secures the approval of the appropriate District Engineer (in some cases the District Engineer may request the approval be deferred to Right of Way Plans Section). The Right of Way contract is then approved by the Right of Way Acquisition Section Manager to secure the approval of the necessary Section (Highway Plans, Utilities, Permits, etc.) and for the approval of the Right of Way Administrator. The Right of Way contract is then returned to the Right of Way Acquisition Section Manager to secure the approval of the Director.
- b. When the necessary approvals are secured, a copy of the right of way contract and the related documentation will be utilized by Right of Way Plans Section to revise the right of way plans by a change order, if required.

12.08 Corrective Instruments

- a. Occasionally, a situation will arise where a change order will be required in conjunction with the processing of corrective instruments.
- b. When Right of Way Plans Section receives information that may require a corrective deed, the following procedure will be followed:
 - 1. Right of Way Plans Section will make an evaluation of the information submitted to them.
 - 2. Right of Way Plans Section may submit their findings to Right of Way Titles Section and request a title evaluation.
 - 3. When the evaluations are complete, a report will be prepared by Right of Way Plans Section and forwarded to the Right of Way Administrator to determine action to be taken.
 - 4. If the Right of Way Administrator determines that no corrective action is necessary, the Right of Way Plans Section will then return the parcel file to the originator of the request, informing them of the Right of Way Administrator's decision.
 - 5. If the Right of Way Administrator determines that corrective action is necessary, Right of Way Plans Section will make the necessary changes on the right of way plans. The Delineation Team will then prepare a package containing all necessary instruments, title reports, and correspondence and the normal change order procedure will be followed.

12.09 Federal Managing Agency Parcels

- a. Occasionally, a land exchange between a Federal Managing Agency and another party will affect highway right of way or facilities where the right of way from the Federal Managing Agency was transferred by means other than a Highway Easement Deed.
- b. The Federal Managing Agency includes as part of the exchange an easement from the party receiving the exchange land to the Department of Transportation covering the right of way.

The procedure as outlined in Chapter 18.13 shall be followed in processing Federal Managing Agency exchange parcels.

12.10 Accomplishing Change Order Objectives

- a. After a change order has been issued, and the Project Development or Consultant Management Team assigned to the project finds that the change order does not cover all the work that must be accomplished, it shall be their responsibility to request that the change order be revised to include all the necessary work.

- b. When the Project Development or Consultant Management Team has completed all the required revisions or alterations, the lower portion of the change order will be completed, explaining the extent of the work that has been performed. They will then sign the change order and forward the change order, with the plan tracings and other information used to accomplish the work, to the designated checker.
- c. The checker will review the change order, plan tracings, and related information to insure that the revisions designated in the change order have been accomplished. After the checker is satisfied that everything is in order, he shall sign the change order, and forward the change order with the prints of the plan tracings, related information and if applicable, a verbatim computer run to the Delineation Team.

12.11 Delineation Review

- a. Upon receipt of the change order in the Delineation Team the assigned technician shall review the revisions and/or alterations to the right of way plans and subsequently prepare whatever legal descriptions are necessary, if any.
- b. In the event discrepancies are observed on the revised right of way plans included with the change order package, they shall be discussed with the Delineation Team Supervisor, and subsequently the essential material shall be returned to the Team which executed the change order.
- c. When the Delineation Team has determined that the change order is complete and acceptable, the delineation package(s) will be completed and reviewed and sent to Right of Way Project Management Section.
- d. The change order envelope will be forwarded to the Project Development Team for printing, distribution and replacing the corrected sheets in the Right of Way Plans file set.

12.12 Printing and Distribution of Print Reproductions

Upon receipt of the change order for right of way plans, the designated person shall order the requested prints from the Reproduction Section, using a reproduction work request form. When completed, it shall be submitted, together with the tracings and/or reduced originals, to the Reproduction Section. Upon receipt of the print reproductions, distribution shall be made to the appropriate Section. The change order is then considered complete by Right of Way Plans Section.

12.13 Distribution of Copies of Completed Change Order

- a. In order to verify and inform the appropriate Sections of the completion of the change order, duplicate copies of the completed change order will be furnished to the appropriate Sections.
- b. The Project Development Team will then forward the change order envelope to the designated person who will screen all correspondence applicable to the change order, duplicate the change order and all supporting correspondence as needed to be placed in Right of Way Plans Section project file, and update appropriate records, including the

Right of Way Plans Section File set. The designated person will then file all originals in the Right of Way Plans Section File Room.

Chapter 13 Office Review & Plans-In-Hand Inspection Procedures

13.01 Purpose

The purpose of this chapter is to describe those procedures that will generally apply to Right of Way Plans Section regarding office reviews and plans-in-hand field inspections (field reviews).

13.02 Right of Way Plans Section attends Reviews

It is the responsibility of Right of Way Project Management Section and/or the Right of Way Plans Section to attend office reviews and field reviews as the representative of the Right of Way Group. These reviews are generally scheduled by the Project Manager, Management, the Right of Way Coordinator and others.

13.03 Office Review

An office review is conducted during the development of the construction plans and usually occurs just prior to the field review. The purpose of the office review is to discuss all aspects of the project and resolve any potential problems.

- At the completion of the office review, it is sometimes determined that a field review will not be required.

13.04 Field Review

Usually, after the office review is completed, a field review is scheduled by the Project Manager or the designer. The field inspection is conducted on the site of the proposed project and relatively complete construction plans and right of way plans are required.

- a. The person attending from Right of Way Plans Section should be thoroughly familiar with the project. Knowledge of the ownership's affected by the project and the related impact on those ownership's is important.
- b. As a result of the field review, it may be necessary to recommend modifications to the preliminary construction plans to resolve certain right of way related problems. These recommendations should not conflict with good highway design principles.

13.05 Review of Preliminary Right of Way Plans

The person attending the field review (or office review) should review the preliminary right of way plans during the established review stages of the plans. This is necessary to insure that all right of way problems discussed during the field review have been resolved.

- a. Any discrepancies noted should be brought to the attention of the technician or the Project Development or Consultant Management Team Supervisor.

13.06 Surfacing and Safety Projects

- a. Surfacing and safety projects do not always require additional right of way; however, there may be changes made to fencing, turnouts, gates, and other construction features which may affect commitments made during previous acquisition.
- b. A Right of Way Plans Section representative should attend all field reviews on surfacing and safety projects, unless the Right of Way Plans Section Manager, the Project Development Team Supervisor or the Consultant Management Team Supervisor determines that it is not necessary.
- c. In order to prevent a right of way problem from being overlooked, the following general procedure should be followed:
 1. Attend all field reviews.
 2. Review the right of way maps and parcel files to make sure no right of way commitments are being overlooked.

Chapter 14 Excess Land Procedures

14.01 Purpose

The purpose of this chapter is to describe procedures as to how to delineate on right of way plans or maps, any lands acquired in excess of right of way needs. When deviations are necessary to these procedures, the appropriate Section Manager will outline the course of action to be followed.

14.02 Authority to Acquire Excess Lands

The Arizona Department of Transportation is permitted to acquire lands in excess of the right of way requirements when the remainder is of little or no utility or value to the owner. The statutes also provide that the Arizona Department of Transportation can lease, rent and subsequently dispose of any excess land not needed for highway purposes. These lands shall be acquired as "uneconomic remnants."

14.03 Uneconomic Remnants

The following procedure shall be used if a parcel is considered an uneconomic remnant:

- a. When the remainder is determined an uneconomic remnant by the Right of Way Project Management Section, the Plans Section shall revise the plans to reflect the uneconomic remnant. The affected area shall be identified with the appropriate symbol on the plans sheet and labeled "Uneconomic Remnant." The area shall also be shown in the remainder column on the ownership record sheet with an asterisk notation labeling the area "Uneconomic Remnant."
- b. The Delineation Team shall prepare a separate deed for any uneconomic remnant, identifying the deed with the prime parcel number and the suffix "Excess," for example:

7-100 (Excess). After recording, the Project Development Team shall be notified to add a note to the plans sheet reflecting the date acquired and the recording data. This minor change to the plans will be accomplished without a change order being written.

14.04 Excess Land Sales Identified on Right of Way Plans

When land acquired as an uneconomic remnant is sold, the Property Management Section will notify Right of Way Plans Section.

- a. Upon receipt of notification from the Property Management Section of a new portion of right of way that has been declared excess of highway needs, the excess will be indicated on the right of way plans by use of an appropriate symbol and will be labeled "Excess" and the area shown. The date acquired and recording data shall be shown on the ownership record sheet.
- b. Upon receipt of notification from the Right of Way Property Management Section of a completed sale, the following information shown on the plans:
 1. Sale number
 2. Date
 3. Buyer's name
 4. Type of instrument and recording data

14.05 Exhibits

Examples of the manner in which the uneconomic remnants and excess sales are to be entered on the right of way plans are shown in Exhibit 22.11.

Chapter 15 Hold Orders

15.01 Purpose

The purpose of this chapter is to describe the procedures which apply to the initiating and processing of right of way hold orders.

15.02 Purpose and Preparation

A project, or specific parcel(s) on a project, may be placed in a hold status to prevent additional work being done on the project or parcel(s) when it is known or anticipated that changes are to be made which would make it impractical to continue. Usually a hold order is prepared when the completion date of a change order is more than two weeks away.

15.03 Hold Order Procedure

In order to effectively maintain a record of hold orders and rescinding orders relating to right of way projects, the following procedures shall be followed:

- a. All hold orders written shall have an estimated rescission date. In cases where the hold order is placed on a project because of a study being conducted by other Sections, an estimated rescission date should be secured from that Section. If this is not possible,

the originator of the hold order shall estimate a rescission date from the information available.

- b. A periodic check of the hold orders shall be made; if the hold cannot be rescinded by the estimated date, a new hold order shall be prepared showing an updated rescission date.
- c. One hold order shall be active on a project at one time. If an additional hold is necessary on a project, for which a hold order currently exists, one hold order shall be prepared combining the two.
- d. Sample hold order form (Exhibit 22.12).

Chapter 16 Project Clearance Forms

16.01 Purpose

The purpose of this chapter is to describe procedures that will generally apply to the investigation for Project Clearances.

16.02 Investigation for Project Clearance Forms

All project clearances received by the Right of Way Plans Section Manager for signature, from the Right of Way Project Management Section shall be forwarded to the Project Development or Consultant Management Team supervisor for investigation.

16.03 Procedure

Project Clearances are used to clear two types of projects:

New construction on new roadway: The construction project number and right of way project number are both identified; new right of way is required.

- a. Procedure for right of way clearance:
 - 1. Review Project Clearance to verify the project numbers (construction and right of way), highway, section, and stations.
 - 2. Note applicable project purpose as necessary.
 - 3. Review the related Project Parcel Inventory Record to insure all parcel packages have been transmitted to Right of Way Project Management Section.
 - 4. If there is a FMA parcel on the project, note the parcel number and FMA name on the Project Clearance. If there is no FMA parcel, note " FMA Land."
 - 5. Review the related right of way plans to insure they are current and there are no hold orders or change orders which may delay clearance. Attach one half-size complete set of the related right of way plans to the Project Clearance.

6. Review project status with the Project Development & Consultant Management Team Supervisor to insure there are no current or potential problems.
 7. "Recommend" or "Not Recommend" for Right of Way Plans Manager's signature.
- b. Forward to Right of Way Acquisition Section.

Chapter 17 Standards for Right of Way Plans

17.01 Purpose

The purpose of this chapter is to describe procedures and standards that will generally apply to the preparation of right of way plans. It should, however, be understood that at certain times deviations from these procedures may be necessary. When deviations are necessary, the Right of Way Plans Section Manager, the Project Development Team Supervisor or the Consultant Management Team Supervisor shall outline the course of action to be taken.

17.02 Definition and Content of Right of Way Plans

Approved Right of Way Plans are official documents for use in the acquisition of property and property rights and interests, including access rights, which are to be acquired for right of way purposes. Right of Way Plans shall consist of a cover sheet, ownership record sheet, vicinity map, and one or more plans sheets. Right of Way Plans may be supplemented by auxiliary detail sheets, special applications, FMA sheets, and aerial enlargement sheets, as required.

17.03 Sources of Right of Way Plans Data

Necessary data required in the preparation of the Right of Way Plans shall be obtained from one or more of the following sources:

- a. field survey books,
- b. location maps,
- c. results of survey drawings,
- d. construction plans,
- e. contour maps,
- f. existing right of way maps or reports
- g. record documents,
- h. title reports,
- j. city quarter section maps,
- k. railroad maps,
- l. county maps,
- m. subdivision plats,
- n. assessors plats, or
- o. other sources.

17.04 Lines, Symbols and Abbreviations

Lines, symbols, and abbreviations shall be prepared on all sheets as shown on Exhibit 22.15. Line weights and line lengths shall be as shown on Exhibits 22.15 and 22.20 a-b.

17.05 On-Call Consultants Stamp Their Plans

Plans and Results of Survey (Exhibit 22.14a-e) drawings prepared by R/W On-Call consultants shall be stamped in the lower right corner of each sheet with the Registered Land Surveyor's Seal.

17.06 FHWA Standards Observed on Federal Aid Projects

The Right of Way Plans on Federal-Aid projects shall be prepared in accordance with the Federal-Aid Program Guide.

Right of Way Plans

- a. Right of way plans should show:
 1. right of way and access control lines,
 2. width to be acquired,
 3. proposed slope limits,
 4. centerline and stationing with appropriate ties to intersecting property lines and changes in right-of-way widths.
 5. any additional easement areas, either temporary or permanent, that are required to accommodate intersecting roads and streets, land service, access and temporary roads, drainage areas, material storage areas, slope widening, utilities, railroads, or any other special uses,
 6. all pertinent data affecting the cost of the right of way such as structures, land service or access roads, improvements, drain fields, and fences.
 7. all approved points of entry to or exit from the traffic lanes, even where the right of way lines and access control lines are coincident,
 8. disposition of improvements within the proposed right of way, and
 9. for each parcel to be acquired:
 - (a) a parcel identification number,
 - (b) the property ownership lines,
 - (c) the name of the property owners, and
 - (d) the area in square feet or acres of the part to be taken and of each remainder of a partial taking.
- b. The size, form, and arrangement of right of way plans should conform to the general requirements for highway plans and should contain sufficient dimensional and angular data to permit ready identification and correlation with the legal descriptions of all parcel easements and special use areas that are required by the associated highway project.

17.07 Cover Sheet

A Cover Sheet (See Exhibit 22.16a-b), showing general information pertaining to the complete project, shall be prepared for each project, except special projects of one or two sheets.

- a. The Cover Sheet shall be drawn in India ink on standard 558.8mm x 914.4mm (22" x 34") prepared sheet or using C.A.D.D. methods.
- b. Lettering shall be made with the aid of a mechanical lettering device or using C.A.D.D. methods and shall be the same style and size of the lettering as on the preprinted title sheet.
- c. The name of the project, complete TRACS number, federal identification number, highway number, county, district and length of project shall be shown in convenient order in the top center of the sheet.
- d. A state map, with all counties, is shown on the top left corner of the sheet. A star shall be used to show the general location of the project on the state map.
- e. Provision shall be made in the lower right corner of the sheet for the resolution number, date and signatures of the approving state, local, and other officials as required. Separate spaces shall be provided for the date and signature(s) of the appropriate federal official or officials.
- f. An identification block showing the complete TRACS number, Federal Identification number, drawing number and sheet number shall be shown in the lower right corner of the cover sheet.
- g. A block shall be provided in the lower left hand corner for Public Hearing and Environmental Impact Statement requirements.
- h. A location drawing with sufficient identifying information so that the project may be easily located on a county or state map shall be placed in the center of the sheet. The scale shall be adequate to show the necessary details as governed by the topography and length of project.
- i. The proposed roadway, grade separations, traffic interchanges and beginning and ending station numbers shall be shown.
- j. Section lines and major boundary lines, such as National Forest boundary lines, Indian reservation boundary lines, county lines and city limit lines shall be shown.
- k. Major streets, roads, railroads, rivers and canals shall be shown.

17.08 Ownership Record Sheet

An Ownership Record Sheet (See Exhibit 22.17a-b), showing the name of owner, brief description of acquisition, and areas pertaining to each parcel of land affected shall be prepared for each project, except special projects.

- a. The Ownership Record Sheet(s) shall be drawn in India ink on standard 558.8mm x 914.4mm (22" x 34") Mylar sheets or using C.A.D.D. methods.
- b. Lettering shall be clear, open-hand lettering or shall be prepared with the aid of a mechanical lettering device. Lettering shall be in India ink or C.A.D.D. methods.
- c. An identification block showing the complete TRACS number, Federal Identification number, drawing number, sheet number, initials of person making drawing, date completed, highway, section name and county shall be shown on the lower right of the sheet.
- d. A revision block with headings for change order number, date, initials of person making revision, and description of revisions shall be shown on the lower right of the sheet.
- e. The Ownership Record shall be prepared in uniform order with each parcel number being in numerical sequence. Note: the addition of parcels in later stages of the plans development or added by change order will often cause the added numbers to be out of numerical order. The Ownership Record shall contain the following information:
 1. Parcel Number: A number shall be assigned to each individual owner of land affected by the highway. A parcel of land is any tract of land that enjoys Unity of title.
 2. Owner: The name of the owner of each parcel shall be shown. On leased lands, the prime fee owner and the prime leaseholder shall be shown, except on lands under the jurisdiction of the Bureau of Land Management. Only commercial leases need be shown for land lying within a National Forest. Leases shall be designated by "L" numbers. Where there is more than one owner, on either the fee or leasehold interest, the designation listed below shall follow the prime owner's name.
 - (a) et al - and others
 - (b) et ux - and wife
 - (c) et vir - and husband
 3. Description: A brief description of that part of the parcel to be acquired shall be shown.
 4. Total Area: The total area within the boundaries of the parcel shall be shown and shall include all fee ownership of the parcel. The total area shall be shown in square feet. A total area is not required for B.L.M., B.I.A. or National Forest lands or railroads.
 5. Gross Area: The gross area column shall show the new right of way plus that portion of the existing public right of way that lies within the limits of the required right of way, providing that the existing right of way is covered by only an easement and, therefore, the underlying fee to the existing right of way is vested in the adjoining parcel of land. If the existing right of way is covered by a deed, thereby vesting the fee ownership to the right of way in the state, it shall not be shown as part of the gross area. If the only area required is new right of way, then it shall not be necessary to designate a gross area. Exhibit 22.18 shows the

various methods of designating the areas. The gross area shall be shown in square feet.

6. Net Area: The area of the new or additional right of way shall be shown. The net area is the area to be acquired as new right of way and does not include existing easements for public use. The net area shall be shown in square feet.
7. Easement Area: The area of each type easement, both permanent and temporary, shall be shown. The easement area shall be shown in square feet. The area of each type easement shall be shown on a separate line and the following abbreviations shall be used to differentiate the different types of easements to be acquired:
 - (a) D.E. - Drainage Easement: A perpetual easement that gives the grantee the right to construct and maintain ditches and dikes necessary to direct the flow of water.
 - (b) S.E. - Slope Easement: A perpetual easement for the purpose of locating, constructing, repairing and maintaining highway slopes in excavation or embankments. The instrument contains a reversionary clause that provides that, if the grantor excavates or places an embankment on the easement area to the grade level of the abutting highway, then the easement rights shall automatically terminate. Note: The right of way that is acquired for new slope limits will normally be acquired as New Right of Way, as opposed to being acquired as a Slope Easement. Slope Easements shall only be acquired when so approved by the Right of Way Administrator or his designee.
 - (c) T.C.E. - Temporary Construction Easement: An exclusive easement for use by agents, contractors, and the traveling public under the state's direction for vehicles maintenance, construction machinery, job storage, office or other necessary uses in connection with the construction of the highway and is usually for a specified period of time.
 - (d) F.E. - Flowage Easement: A perpetual easement to occasionally overflow, flood and submerge the area designated.
8. Remainder: The area of the parcel remaining after the right of way (new and existing) and the new easement area (except Temporary Construction Easement) has been taken from the total parcel area shall be shown. Remainder areas include all areas of the parcel except those encumbered by ADOT right of way or perpetual easements. This area shall be shown for both the left and right sides of the highway. Each remainder area shall be shown in square feet. Remainders are not required for B.L.M., B.I.A. or National Forest Lands or railroads.
9. Sheet Number: A number indicating the sheet or sheets on which the parcel can be located shall be shown.

f. An acquisition record block shall be shown containing the following headings:

1. Type and date of instrument

2. Recordation information

- (a) Date
- (b) Book
- (c) Page

17.09 Vicinity Map

A vicinity map (See Exhibit 22.19a-b), showing the right of way project and its relationship to the surrounding area, shall be shown for each project, except special projects.

- a. The vicinity map shall be drawn in India ink on standard 558.8mm x 914.4mm (22" x 34") mylar sheets or C.A.D.D. methods.
- b. The scale shall be adequate to show the necessary details as governed by the topography and length of project.
- c. Lettering shall be hand lettering or prepared with the aid of a mechanical lettering device. Lettering shall be in India ink with a minimum height of 3.968mm (5/32") or C.A.D.D. methods.
- d. An identification block showing the complete TRACS number, Federal Identification number, drawing number, sheet number, initials of person making drawing, date completed, scale, highway name, section name and county on the lower right of the sheet.
- e. A revision block with heading for change order number, date, initials of person making revision, and description of revisions shall be shown on the lower right of the sheet.
- f. The centerline(s), existing right of way, and new right of way shall be shown. The centerline shall be stationed in four (4) equal intervals or as otherwise needed.
- g. Centerline tangent bearings and curve data shall be shown for the length of the project.
- h. Names for all interchanges, grade separations, highways, major streets, railroads and county roads shall be shown.
- i. All rivers, county lines, city limit lines, National Forest Limits, Indian Reservation limits, Homestead Entry Surveys, and recorded subdivisions shall be shown.
- j. Section lines, quarter section lines, governmental lot lines, and the township and range lines shall be shown.
- k. If more than one sheet is required for the vicinity map, match lines shall be shown on each sheet.

- l. A dashed outline shall be shown around the area covered by each plan sheet. An appropriate sheet number reference shall be shown for each outline.
- m. The beginning and ending station numbers shall be shown for right of way and construction projects. Contiguous right of way projects shall be shown with respective map numbers.
- n. Existing and New Highway easements shall be shown and labeled.
- o. Existing right of way shall be referenced to an "Index to Existing Right of Way". The "Index to Existing Right of Way" table shall contain the following information:
 - 1. Index reference
 - 2. Subdivision
 - 3. Section
 - 4. Township
 - 5. Range
 - 6. Acquired from
 - 7. Type
 - 8. Book
 - 9. Page
 - 10. Width
 - 11. Year
 - 12. Parcel number (original)

17.10 Plan Sheets

One or more plan sheets (See Exhibit 22.20a-b), showing a plan of a highway improvement and its relation to adjacent property, and the parcels or portions thereof needed for highway purposes, shall be prepared for each project.

- a. All right of way plan sheets shall be drawn in India ink on standard 558.8mm x 914.4mm (22" x 34") Mylar sheets or using C.A.D.D. methods.
- b. The scale should be 1" = 100'. In areas where details are such that this scale would create confusion, a larger scale of 1" = 50' or 1" = 20' may be used. The scale is normally the same as the roadway plans.
- c. Lettering shall be clear hand lettering in India ink with a minimum height of 5/32" or C.A.D.D. methods.
- d. An identification block showing the complete TRACS number, Federal Identification number, drawing number, sheet number, initials of person making drawing, date completed, scale, highway name, section name and county on the lower right of the sheet.
- e. A revision block with headings for change order number, date, initials of person making revisions, and description of revision shall be shown at the lower right of the sheet.
- f. Alignment shall be centered on each of the plan sheets.

- g. Plan sheets shall be drawn with stations running from left to right.
- h. All existing, survey, construction, and ramp centerlines shall be shown. Station numbers shall be shown every fifth station. On ramps or connecting roads that have no bearing on the right of way location, the centerline shall be shown without stations.
- i. Curve data for all curves, including spirals, shall be placed as near as possible to the inside of the curve or spiral to which the data applies. If this is not practicable, a table showing the curve data shall be prepared and proper cross-references established.
- j. Angle points of all right of way lines shall show station numbers and distance right or left of the centerline.
- k. Angle points on the centerline, when there is no curve, shall be shown by the use of a detail as indicated on Exhibit 22.21.
- l. Bearings and distances shall be shown around the perimeter of all permanent easements. An appropriate note shall be shown indicating the type of easement.
- m. Right of way limits for each interchange shall be shown on one plan sheet, even if this necessitates the incomplete use of the preceding sheet. If the interchange area requires more space than is available on one sheet, it shall be cross-referenced to the plan sheet on which the balance of the interchange is shown. In some cases, a right of way detail sheet may be required to show the limits of an interchange.
- n. Width of right of way, both new and existing, shall be shown at both ends of each sheet.
- o. All section lines, quarter-section lines, sixteenth lines and governmental lot lines shall be shown. The bearings of all section lines and quarter-section lines shall be shown if such information is available. Section lines and quarter-section lines shall be labeled in the following manner:
 - 1. Lines connecting two found section corners, with no found quarter-section corner in between, shall be labeled "Section Line".
 - 2. Lines connecting a found section corner with an unfound section corner shall be labeled "Assumed Section Line".
 - 3. Lines connecting two unfound section corners shall be labeled "Approximate Section Line".
 - 4. Lines connecting two found or calculated quarter-section corners within the same section shall be labeled "Mid-Section Line".
 - 5. Lines connecting a found quarter-section corner with an unfound quarter-section corner shall be labeled "Assumed Mid-Section Line".
 - 6. Lines connecting two unfound quarter-section corners shall be labeled "Approximate Mid-Section Line".

7. Lines connecting two found quarter-section corners in adjacent sections with no found section corner in between shall be labeled "Assumed Section Line".

No distance ties shall be calculated along the right of way line to assumed lines or approximate lines.

- p. At all points of intersection of the centerline with an established section line, quarter-section line or sixteenth line, the appropriate station number shall be shown.
- q. All section corners and quarter-section corners shall be shown. Bearings and distance ties shall be shown between the nearest section corner or quarter-section corner and the right of way centerline at points of intersection. Corners that are off the sheet, but are used as a tie, shall be shown by the use of a break line.
- r. The toe of slope or top of cut shall be shown and labeled "slope limit".
- s. On projects where the access rights have been or are to be acquired, the access control lines and all approved points of entry to or exit from the traffic lanes shall be shown. If locked gates are provided for entry to or exit from the traffic lanes, a note stating that the gate is a "locked gate", and the name of the person or company authorized to use the gate, shall be placed on the sheet near the gate.
- t. The direction of travel on through lanes, frontage roads, and ramps shall be shown on each sheet.
- u. A number shall be assigned to each parcel of land and each lease affected by the highway. See paragraphs 22.04 and 22.06 for details of assigning parcel numbers and lease numbers.
- v. Each ownership affected by the highway, except lands belonging to a governmental agency or railroad, shall be shown in its entirety. Parcels, which have an area that is too large to show, shall be drawn at a smaller scale in an insert.
- w. Property anchor bars, property limit arrows, and lease limit arrows shall be placed in their appropriate location.
- x. Whenever possible, bearings and distances, from a survey, shall be shown on the perimeter of each take.
- y. Encumbrances, such as utility and roadway easements, affected by the highway right of way shall be shown. Easement width, easement holder, and recording data shall be shown.
- z. All streets, roads, and railroads shall be shown and labeled to show the name and width.
- aa. Recorded subdivisions that are affected by the right of way, or are in reasonable proximity thereto, shall be shown. The title of the subdivision, recording information, the block numbers, the lot numbers, widths of alleys or easements, and widths and names of streets shall be shown.
- bb. Existing private driveways shall be shown by a dashed line.

- cc. Improvements affected by the highway right of way shall be shown.
- dd. Any improvement lying outside of, but within 25 feet of any right of way line shall be shown.
- ee. Private utility or sewage lines shall be shown.
- ff. New and existing drainage features and drainage structures shall be shown by an arrow indicating the direction of flow. Drainage structures 36" and larger shall be labeled to indicate size. Structures smaller than 36" shall be shown but not labeled.
- gg. Trees shall be shown. A group of trees may be indicated by the symbol for trees around the perimeter of such an area and labeled appropriately.
- hh. Match lines shall be shown on each sheet. Match lines shall be placed at even station numbers and shall be labeled "match lines" and shall show the station number. Match lines shall be drawn perpendicular or radially to the centerline.

17.11 Detail Sheets

One or more of the following types of detail sheets may be required:

Advance Acquisition Detail, Right of Way Detail, Railroad Detail, Special Survey Detail, Condemnation Detail, B.I.A. Application, Aerial Easement Detail

- a. Advance Acquisition Detail Sheet (Exhibit 22.22): When a parcel of land has been approved for advance acquisition and is to be acquired prior to the completion of the right of way plans, a special drawing shall be prepared showing the information required for appraisal and acquisition. In most cases, this information can best be shown by the use of a plat. On projects where the right of way plans are nearing completion, the Right of Way Plans Section Manager may require that an Advanced Acquisition Detail Sheet be prepared. Upon completion of the right of way plans, this detail sheet will become a permanent part of the right of way plans.
 - 1. Advance acquisition detail sheets shall be drawn in India ink on standard 558.8mm x 914.4mm (22" x 34") Mylar sheets or using C.A.D.D. methods. The scale shall be adequate to show the necessary details as governed by the topography and size of the parcel.
 - 2. Lettering shall be clear, hand lettering in India ink with a minimum height of 3.968mm (5/32") or using C.A.D.D. methods.
 - 3. A note showing the authorization for advanced acquisition shall be shown on the bottom right of the sheet.
 - 4. Provision shall be made in the lower right corner of the sheet for the resolution number and the date and signatures of the approving state, local or other officials as required.
 - 5. An identification block showing the complete TRACS number, Federal Identification number, drawing number, sheet number, initials of person making

drawing, date completed, scale, highway name, section name and county on the lower right of the sheet.

6. A revision block with headings for change order number, date, initials of person making revision, and description of revisions shall be shown on the lower right of the sheet.
 7. An ownership record, prepared as outlined in paragraph 19.08 e. and f., shall be placed at the top center of the sheet.
 8. An index to existing right of way block shall be shown containing the following information:
 - (a) Index reference
 - (b) Subdivision
 - (c) Section
 - (d) Township
 - (e) Range
 - (f) Acquired from
 - (g) Type
 - (h) Book
 - (i) Page
 - (j) Width
 - (k) Year
 - (l) Parcel number (original)
 9. The parcel to be acquired shall be shown as outlined in these specifications.
 10. The Right of Way Plans Section Manager may, at his discretion, require additional information such as aerial photograph inserts and a typical section of the proposed roadway.
- b. Right of Way Detail Sheet (Exhibit 22.23): Any area which, because of existing topography or proposed construction features, cannot be properly shown on the plan sheets, shall be shown on a detail sheet.
1. Right of way detail sheets shall be drawn in India ink on standard 558.8mm x 914.4mm (22" x 34") Mylar sheets or using C.A.D.D. methods.
 2. The scale shall be adequate to show the necessary details as governed by the topography and size of the area to be shown.
 3. Lettering shall be clear, hand lettering in India ink with a minimum height of 3.968mm (5/32") or using C.A.D.D. methods.
 4. An identification block showing the complete TRACS number, Federal Identification number, drawing number, sheet number, initials of person making drawing, date completed, scale, highway name, section name and county on the lower right of the sheet.

5. A revision block with headings for change order number, date, initials of person making revision, and description of revisions shall be shown on the lower right of the sheet.
- c. Railroad Detail Sheet (Exhibit 22.24): A detail sheet shall be prepared showing any railroad crossing that is affected by the highway.
1. Railroad detail sheets shall be drawn in India ink on standard 558.8mm x 914.4mm (22" x 34") linen tracing sheets or using C.A.D.D. methods.
 2. The scale shall be adequate to show the necessary details as governed by the topography and size of the parcel. The area of take shall be shown on one sheet.
 3. Lettering shall be clear, open-hand lettering in India ink with a minimum height of 3.968mm (5/32") or using C.A.D.D. methods.
 4. An identification block showing project number, drawing number, sheet number, initials of person making drawing, date completed scale highway, section name and county shall be shown on the lower left of the sheet.
 5. A revision block with headings for change order number, date, initials of person making revision, and description of revisions shall be shown on the top right of the sheet.
 6. A note showing the source of the data used in preparing the detail sheet shall be shown on the top left of the sheet.
 7. An ownership record, prepared as outlined in paragraph 19.08 e. and f., shall be placed at the top center of the sheet.
 8. The Railroad Detail Sheet shall be prepared in accordance with paragraph 23.10. The highway right of way shall be designed as shown in Exhibit 22.24.
- d. Results of Survey Plan Sheet (Exhibit 22.14a-e): When a result of survey is made by private forces, the survey shall be platted and made a permanent part of the right of way plans.
1. Results of Survey Plan sheets shall be drawn in India ink on standard 558.8mm x 914.4mm (22" x 34") mylar sheets or using C.A.D.D. methods.
 2. The scale shall be adequate to show the necessary details as governed by the topography and size of the area being surveyed.
 3. Lettering shall be clear, hand lettering in India ink with a minimum height of 3.968mm (5/32") or using C.A.D.D. methods.
 4. An identification block showing the complete TRACS number, Federal Identification number, drawing number, sheet number, initials of person making drawing, date completed, scale, highway name, section name and county on the lower right of the sheet.

5. A note of certification and the signature of the person making the survey shall be shown.
- e. Aerial Easement Detail Sheet (Exhibit 22.25): A detail sheet shall be prepared for any parcel or parcels from which aerial rights are to be acquired. The limits of the aerial rights to be acquired shall be depicted with an isometric drawing.
1. Aerial easement detail sheet shall be drawn in India ink on standard 558.8mm x 914.4mm (22" x 34") Mylar sheets or using C.A.D.D. methods.
 2. The scale shall be adequate to show the necessary details as governed by the topography and size of the parcel.
 3. Lettering shall be clear, hand lettering in India ink with a minimum height of 5/32" or using C.A.D.D. methods.
 4. An identification block showing the complete TRACS number, Federal Identification number, drawing number, sheet number, initials of person making drawing, date completed, scale, highway name, section name and county on the lower right of the sheet.
 5. A revision block with headings for change order number, date, initials of person making revision, and description of revisions shall be shown at the lower right of the sheet.
 6. Both the horizontal and vertical scale shall be shown.
 7. The limits of the parcels affected shall be shown.
 8. Property anchor bars, property limit arrows, and lease limit arrows shall be placed in their appropriate location.
 9. Proposed construction features, which will directly affect the appraisal or acquisition of right of way shall be shown.
 10. Major topography that will remain beneath the structure shall be shown.
 11. The limits of the aerial easement shall be 3 meters (8 feet) below the bottom of the structure and 3 meters (10 feet) outside the horizontal limits of the structure.
 12. The horizontal limit of the aerial easement shall be referenced at each even station number, distance left or right of the centerline and the elevation. This information shall be shown in an appropriate table.
 13. A note listing the location and elevation of the nearest bench mark shall be shown.
 14. A table shall be shown listing the major topographical features and the elevation of said features.

e. BIA Application Sheet (Exhibit 22.26):

1. A BIA Application Sheet shall be prepared for each project that affects lands under the jurisdiction of the Bureau of Indian Affairs.
2. The application sheet shall be prepared in India ink on standard pre-printed sheets or using C.A.D.D. methods.
3. Lettering shall be made with the use of a mechanical lettering device and shall be the same style and size of the lettering on the pre-printed sheet or using C.A.D.D. methods.
4. An identification block showing the complete TRACS number, Federal Identification number, drawing number, sheet number, initials of person making drawing, date completed, scale, highway name, section name and county on the lower right of the sheet.
5. In the "Engineer's Affidavit" the name of the Chief Deputy State Engineer, the length of right of way, and the beginning and ending station numbers shall be shown.
6. In the "Applicant's Certificate" the name of the State Engineer, the name of the Chief Deputy State Engineer, the length of right of way and the beginning and ending station numbers shall be shown.
7. The name and location of the Indian agency office shall be shown.
8. A. brief description of the right of way being applied for shall be shown.
9. An information block showing the allotment number, parcel number, description of that part of the parcel traversed by the highway, area required, and the plan sheet number on which the parcel appears shall be shown.

Chapter 18 Delineation Team Procedures

18.01 Purpose

The purpose of this chapter is to describe the procedures that will generally apply to the Delineation Team. If these procedures must be altered due to unusual circumstances, the Right of Way Plans Section Manager shall decide what measures are to be taken that will not hinder the operation of Right of Way Plans Section or the Right of Way Group.

18.02 Delineation Team Function

The Delineation Team is responsible for preparing legal descriptions and legal instruments, and to incorporate supportive maps and data into Delineation packages to be used for the acquisition and disposal of lands needed for highway transportation purposes. In preparation of the Delineation packages, the Delineation Team reviews and comments on existing and new

right of way plans to insure sufficient information is available to write legal descriptions, and to meet the current right of way plans standards.

18.03 Delineation Team Project Reviews

The Delineation Team normally will be afforded four reviews of the right of way plans of each project. The reviews are classified as Base Mapping Review, the Final Reviews (Preliminary and Final), and Acceptance.

The Right of Way Plans Technician furnishes one set of half-size plans to the Delineation Team at each review. The Final Requirements review plans are a more complete form than the previous Base Mapping review plans.

a. Base Mapping Review

1. Delineation Team Supervisor receives the Scope of Work from the Right of Way Plans Technician for scheduling purposes.
2. Right of Way Plans Technician furnishes one set of half-size preliminary plans to the Delineation Team; along with the acquisition file copy of the title reports, received from the Right of Way Titles Section.
3. A preliminary review of the plan sheets and title reports is done as outlined on the Delineation Review Form (Exhibit 22.31). Information that is verified on the plan sheets is highlighted in yellow. Information and/or corrections needed are marked.
4. Each parcel is reviewed and a determination is made as to the legal description format to be used at the Final Requirements Review stage.
5. Bearings, distances, curve data, and Local Tangent Bearings (LTB's) necessary to write legal descriptions, are requested at this time.
6. Upon completion of the review, the marked plans are transmitted to the Right of Way Plans Technician and a copy is retained by the Delineation Team.
7. Delineation packages are prepared for Total Acquisition parcels and for State Land Department parcels and are given to the Delineation Team Supervisor for review. Each completed parcel is then logged out in PaTS and the package is forwarded to the Right of Way Plans Technician to run a closure for each parcel, if applicable, and return each package to the Delineation Team Supervisor.
8. Delineation Team Supervisor logs each parcel out in the Access database and transmits it to the Project Management Section and delivers a copy of the "Delineation Transmittal" form to the Right of Way Plans Section Manager.

b. Final Plans (Preliminary and Final) Review

1. Delineation Technician verifies that the previous review comments were addressed.

2. Delineation Technician checks that new title reports correspond with the plans.
3. Delineation Technician reviews plan sheets for ability to write legal descriptions.
4. Delineation Technician marks plan sheets for missing or insufficient information and forwards to Right of Way Plans Technician, retaining a copy in the Delineation Team.
5. Delineation Technician prepares document face sheets and legal descriptions on parcels that are complete and forwards to Delineation Team Supervisor for review. Each completed parcel is then logged out in PaTS the delineation package is forwarded to the Right of Way Plans Technician to run a closure for each parcel, if applicable, and return each package to the Delineation Team Supervisor.
6. Delineation Team Supervisor logs each parcel out in the Access database and transmits it to the Project Management Section and delivers a copy of the "Delineation Transmittal" form to the Right of Way Plans Section Manager.

c. Acceptance Review

Before a project is "Accepted", the Right of Way Plans Technician assigned to the project furnishes the Delineation Team Supervisor a package with the most current applicable information, most current set of right of way plan sheets and construction plan sheets (including detail sheets, if applicable), parcel Exhibit sheets, and the acquisition copy of the title report for each parcel (if not previously transmitted).

1. Delineation Technician verifies that Final Requirement Review comments were addressed.
2. Delineation Technician reviews documents that were already sent out against the new sheets. Makes revisions to packages where necessary.
3. Delineation Technician assembles remaining packages (Exhibit 22.32 for items to be included) and forwards, along with any revised packages, to the Delineation Team Supervisor for review.
4. Delineation Team Supervisor logs each parcel out in PaTS and forwards each package to the Right of Way Plans Technician to run a closure for each parcel, if applicable, log each parcel out in the Access database, and return each package to the Delineation Team Supervisor.
5. Delineation Team Supervisor sends each completed package to Project Management Section and delivers copy of "Delineation Transmittal" form to Plans Section Manager.
6. When all packages are considered complete, the Delineation Technician verifies through the Access database and with the Right of Way Plans Technician, that all the required packages have been completed and forwarded to the Right of Way Project Management Section.

18.04 Preparation of Parcel Files

- a. Upon completion of the project reviews, a parcel file (Delineation Package) shall be prepared for every parcel.
- b. The file for a privately-owned parcel shall contain:
 1. Required instruments
 2. Title reports
 3. Colored reduced prints
 4. Construction Plans prints
 5. Correspondence
 6. Delineation Verification Sheet (Exhibit 22.31)
- c. The requirements for governmental agency parcels and those of railroad and utility companies vary somewhat with each entity, and are as follows:
 1. Bureau of Land Management - No description required; use Highway Easement Deed (B.L.M. format Exhibit 22.29a-e) with the affected sections and their aliquot parts listed in tabular form. Include cover sheet, ownership record sheet and vicinity map as well as the plans sheets affected. Color all new right of way and permanent easements in red. Temporary construction easements require separate colored plans sheets. For Interstate Highway projects the reference to 23 U.S.C. in the second paragraph of the standard H.E.D. is modified.
 2. Bureau of Reclamation - No vesting document required, only seven (7) sets of right of way plans sheets needed which shall include cover sheet, ownership record sheet and vicinity map as well as the plans sheets affected. Color all new right of way and permanent easements red. Temporary Construction Easements require separate colored plans sheets.
 3. Bureau of Indian Affairs - No instruments required, only descriptions with area cited (need not be shown for each tract) are required on 8½" x 11" bond paper with headings for different type of easements (Right of Way, Drainage, etc.). Different tribes have different requirements for the number of sets of plans. See the Delineation Manual for the current requirements. All sets shall include cover sheet, ownership record sheet and vicinity map as well as the plans sheets affected. Temporary construction easements require separate colored plans sheets.
 4. Forest Service - No description required; use Highway Easement Deed (Forest Service format Exhibit 22.28a-g) with the affected sections and their aliquot parts listed in tabular form. Complete sets of colored plans sheets are required.
 5. Forest Service Exchanges - A description is required for an Easement deed (NOT an H.E.D.) with the reversion clause (see following) as required by the Forest Service and, if Forest Service maps are used, a note identifying them as a source of information is also needed as part of the description. No parcel number is assigned at this time. The parcel number is assigned during Phase II as outlined in the Delineation Manual.

Reversion Clause:

"At such time any of the above granted easement is no longer required by the Grantee, or its assigns, the rights to the particular easement shall cease and terminate only upon resolution by the governing body of the entity holding said easement interest. The resolution shall take effect when recorded in the office of the County Recorder of the county in which the easement is located.

6. National Park Service - No description required; use Highway Easement Deed (B.L.M. format) with the affected sections and their aliquot parts listed in tabular form. Modify the reference to 23 U.S.C. in the second paragraph of the H.E.D. form (same as for B.L.M.). Include cover sheet, ownership record sheet and vicinity map as well as the plans sheets affected. Color all new right of way and permanent easements red. Temporary Construction Easements require separate colored plans sheets.
7. Railroad - Description on bond paper required for all types of acquisition except Temporary Construction Easements. Use descriptive headings for each type of acquisition (Right of Way, Drainage Easement, etc.). Include cover sheet, ownership record sheet and vicinity map, as well as the affected plans sheet(s). Color new right of way and all permanent easements red. Temporary Construction Easements require separate colored plans sheets. A special railroad detail sheet(s) and a copy of the computer run may be required.
8. State Land Department - TRUE METES AND BOUNDS description(s) and Exhibit "A" are required on 8½" x 11" bond paper with headings for different types of acquisition (Right of Way, Drainage Easement, etc.) and areas of each tract cited. ALL descriptions shall be written with a separate tract for each section of land the highway lies within. Releases may be needed for Commercial or Mineral Rights (i.e. Oil or Gas) & Leases, however no instruments or descriptions for release of Grazing Leases are required. Include cover sheet, ownership record sheet and vicinity map as well as the affected plans sheet(s). Color all new right of way and permanent easements red. A Metes and bounds description is required for Temporary Construction Easements in urban parts of Maricopa County and Pima County.

All other State agencies - A standard delineation package is prepared and the vesting instrument is a Quitclaim Deed.

9. Utilities - Description required for parcel owned in fee by a utility company and, in some cases, an easement interest also requires a description.

Right of Way Title Examiners will determine if a parcel is to be cleared by the Utility and Railroad Engineering Service or by the Right of Way Group. In the former case, the title report will contain a note stating that the parcel will be cleared by "Utilities" and the Right of Way Plans Section will place a similar note on the Ownership Record Sheet.

A parcel number will be assigned for all parcels owned in fee by a utility company, regardless of who is to clear the parcel. A regular acquisition package with colored plans shall be prepared with the instrument indicated by the title

report in cases where the Right of Way Group is to clear the parcel. When "Utilities" is to clear the fee parcel, a description on Bond will replace the regular instrument and the package shall be transmitted to "Utilities" through the Right of Way Project Management Section.

- d. Upon acceptance of the parcel files by the Lead Delineation Technician, the packages shall be transmitted to Right of Way Acquisition Section, through Right of Way Project Management Section, using a transmittal form. (Exhibit 22.32)
- e. Electronic files of all instruments shall be kept in the Delineation Team.

18.05 Deeds

- a. A deed is a written instrument by which an interest in land is conveyed. The deeds commonly used by the Delineation Team, and their purposes, are:
 - 1. Consent to Easement (or Lease) - Used to document consent of interest holders (mortgagees, lessees, etc.) for all types of permanent easements and Temporary Construction Lease areas (for six (6) months +) for transportation purposes. (Exhibit 22.39a-b) (Not prepared by Delineation, handled in escrow).
 - 2. Deed of Partial Release and Partial Reconveyance - Used to clear the interest held by virtue of a Deed of Trust, (T/D), which is more frequently replacing a mortgage. (Exhibit 22.42a-b) (Not prepared by Delineation, handled in escrow).
 - 3. Drainage Easement - Used for areas in which drainage features are to be constructed and when fee title is not acquired. (Need Consent to Easement for all Deeds of Trust, Leasehold Estates, etc.). (Exhibit 22.37a-b).
 - 4. Easement - Used for areas of the roadway proper when a Warranty Deed is not used and for all National Forest exchange parcels. (Exhibit 22.35a-b)
 - 5. Entry Agreement - Used when the construction deadline does not allow sufficient time for normal appraisal and acquisition processing. NOTE: Must be approved IN ADVANCE by the Right of Way Administrator and must be followed by all instruments needed for normal acquisition procedures. (Not used for T.C.E.'s.) (Exhibit 22.27a-d).
 - 6. Exchange Deed – Not used anymore. Used to exchange a portion of property owned by A.D.O.T., for property needed from a property owner. Use Warranty Deed and Quit Claim Deed (Exhibits 22.33 & 22.36)
 - 7. Highway Easement Deed - Used for acquisition of permanent areas from FMA under Title 23 process. (Exhibit 22.28a-g)
 - 8. Quitclaim Deed - Contains no covenants of warranty concerning the quality or existence of title. Used to clear title to land of all interests for which none of the other instruments apply and for public agencies that cannot warrant title. (Exhibit 22.36)

9. Release of Lien or Other Interest - Used to release mortgages, leases, or other interests in all acquisitions in fee for transportation purposes. Government agencies have their own forms for tax liens and the courts have their own forms for releasing Judgments, therefore, they are to be cleared in escrow, with no instruments prepared by the Delineation Team unless they are specifically requested. When requested, the word "FULL" shall be made a part of the heading and the clause regarding the affect on the balance of the property shall be deleted. (22.41a-f) (Not prepared by Delineation, handled in escrow).
10. Release of Damages - Used to release the State from claims of damage to such things as crops, irrigation systems, etc., the interest to which is usually held by someone other than the fee owner. (Exhibit 22.43a-b)
11. Slope Easement - Used for areas for highway slopes (cuts or fills) when fee title is not acquired. (Need consent to easement for all Deeds of Trust, Leasehold Estates, etc.) (Exhibit 22.38a-b)
12. Special Warranty Deed - Grantor covenants to warrant title as to the effect of his own actions only. Used for fee acquisition upon property owner request, as directed by the Right of Way Plans Section Manager. (Exhibit 22.34a-b)
13. Temporary Construction Easement - Used for areas needed during construction for installing turn-outs, etc. and that will not be used by ADOT after the completion of the construction project. This form requires an attached, colored map and a notation re: purpose on Delineation Verification form. One copy with map colored in Red is required. Temporary Construction Easements normally will not be shown for work that will benefit the property owner (i.e. driveway, utility reconnect, sound wall). (Exhibit 22.40)
14. Temporary (Right of) Entry - Used to secure permission from property owner to enter upon property to conduct foundation, soil, hazardous waste, archeological or appraisal related investigations. (Exhibit 23.27)
15. Waiver of Mineral Surface Rights - Used to clear interests in reservations of oil and mineral rights and interests in unpatented mining claims. (Not handled by Delineation, handled in escrow).
16. Warranty Deed - Grantor unconditionally covenants to warrant the condition of title, subject to any matters stated on the Deed. Unless otherwise indicated on the title report or instructed by the Right of Way Plans Section Manager, a Warranty Deed shall be used as the prime instrument for all highway fee acquisition. (Exhibit 22.33a-b)

Occasionally other instruments will be required to satisfy certain title report requirements of an unusual type. They shall be handled as directed by the Right of Way Plans Section Manager, and require the approval of the Attorney General's office.

- b. If a parcel is to be acquired in its entirety (a "total acquisition"), none of the release forms are used such as the mortgage or lease, because all interests are paid off in escrow.

18.06 Special Instruments

Agreements and special instruments are prepared at the request of ADOT Administration for unusual situations for which there is no preprinted form. Instruments of this type are:

- a. Aerial easements
- b. Affidavits
- c. Bills of sale
- d. Options
- e. Permits
- f. Restrictive covenants

The purpose of each instrument is evident from its title. As a need arises, it is prepared following the forms and using the phraseology of similar instruments or a legal forms book. Before execution, all special instruments shall be approved as to form by the State Attorney General's Office.

18.07 Advance Acquisition

Parcels to be acquired for future use are advance acquisition parcels. The Right of Way Administrator approves the request and authorizes the preparation of the necessary documents for acquisition.

- a. Upon receipt of all correspondence, title report with parcel number assigned and related material, a check is made to determine if plans are available, or if a parcel plat is being prepared.
- b. If completed plans are available, the title report is checked for any changes to be made; if not, the delineation package is prepared. If the parcel is a total acquisition, the description will be taken verbatim from the vesting document, if possible.
- c. In the absence of completed plans, it may be necessary to hold all material until a detail sheet is received. In the case of a total acquisition, a copy of the assessor map may be used if directed by the Right of Way Plans Manager.
- d. When all the required information is received, a thorough review of title and engineering data is conducted. A delineation package is prepared after all data has been verified and, if applicable, the plat has been accepted and signed.
- e. The completed delineation package shall be sent to Right of Way Acquisition Section, through Right of Way Project Management Section, in the same manner as a regular parcel.

18.08 Change Orders

The Change Order procedure is the established method for making revisions or additions to the completed right of way plans.

Delineation Team Supervisor receives Change Order envelope from Right of Way Plans Section Review Technician and assigns to a Delineation Technician.

- a. Delineation Technician reviews Change Order, plan sheets, and updated title reports for accuracy and determines if new or revised descriptions or documents are needed.
- b. If no new or revised descriptions or documents are needed, Delineation Technician signs and submits Change Order to Delineation Team Supervisor, who logs it out of Access and forwards it to the Right of Way Plans Technician.
- c. If parcels are affected or new parcels added, Delineation Technician recovers any existing delineation package from the Acquisition Agent and prepares documents and descriptions, assembles, or re-assembles package, which includes a copy of the Change Order, signed and dated by the Delineation Technician.
- d. Delineation Technician submits the Delineation package(s) and the Change Order envelope to the Delineation Team Supervisor for review.
- e. Delineation Team Supervisor then logs each parcel out in PATS and forwards each delineation package to the Right of Way Plans Technician to run a closure, if applicable, and return the delineation package to the Delineation Team Supervisor, who logs each parcel out in the Access database.
- f. The completed delineation package shall be sent to Right of Way Acquisition Section, through Right of Way Project Management Section.
- g. Delineation Team Supervisor forwards Change Order envelope to the Right of Way Plans Technician.

18.09 Condemnation

The power of eminent domain is an option exercised by the State when an impasse is reached in the acquisition process with the property owner.

- a. All parcels in route to Condemnation shall be processed through the Delineation Team for a final check of descriptions.
- b. The descriptions on the prime instruments shall be compared with the current set of right of way plans and construction plans for accuracy and put into the appropriate Condemnation format. If a temporary construction easement was originally written "as shown shaded," then it shall be described by metes and bounds using information provided by the Right of Way Plans Technician.
- c. Delineation Technician submits the Condemnation package to the Delineation Team Supervisor for review.
- d. Descriptions and the parcel package shall be transmitted to Condemnation through the Right of Way Plans Technician and through the Right of Way Administrator. The date of transmittal shall be noted on the appropriate parcel inventory record.

18.10 Corrective Instruments

Corrective instruments are used when an instrument, already recorded, contains an error in the legal description.

- a. Requests for corrective instruments shall be evaluated and submitted to the Right of Way Plans Section Manager for the necessary recommendations and approvals.
- b. If the Right of Way Plans Section Manager determines that no corrective action is necessary, the parcel file shall be returned to the originator of the request with a copy of the decision.
- c. If the Right of Way Plans Section Manager determines that corrective action is necessary, one of the following steps shall be taken:
 - 1a. A quitclaim deed from ADOT to the property owner (Exhibit 22.36c-f) shall be prepared with the complete description taken verbatim from the defective instrument. The description shall be prefaced as follows: "This instrument is the first of two instruments which are executed for the express purpose of correcting that certain (type of instrument), dated (date), and recorded in Docket/Book (number) at page (number), records of (name) County, Arizona."
 - 1b. A new instrument of the same type as the original instrument shall be prepared with a corrected description and with the following preface: "This instrument is the second of two instruments which are executed for the express purpose of correcting that certain . . ." (same as 1).
 - 1c. The new instruments, and correspondence shall be transmitted to Right of Way Acquisition Section through Right of Way Project Management Section.
 - 2a. Re-recording of an Instrument: Minor corrections may be made to the original instrument by lining through the incorrect information and adding the correct information. A cover sheet is added to the document that says that this is a re-recording of document and explains the purpose of the re-recording.
 - 2b. Major corrections can be made by lining through the original description and adding a new legal that is captioned "corrected". A cover sheet is then added to the document that says that this is a re-recording of document and explains the purpose of the re-recording.
 - 2c. Submit the corrected document to Right of Way Titles Section for re-recording and notification of the signer.

18.11 Excess Lands

Lands that are acquired in excess of right of way requirements for highways are classified as excess.

- a. The remainder of a parcel that is left in a shape or location so as to be of little or no use to the owner shall be labeled an "uneconomic remnant". When this occurs, the

uneconomic remnant may be acquired in addition to the required right of way. Upon receipt of plans that show an uneconomic remnant, the Delineation Team shall:

1. Prepare separate deeds for the new right of way and for the uneconomic remnant.
 2. Number the instruments for the uneconomic remnant with the prime parcel number followed by "Excess".
 3. Transmit instruments for new right of way and uneconomic remnant in the same delineation package to Right of Way Project Management Section.
- b. When the construction of a project is complete, there may be areas in excess of highway needs. Upon receipt of an Information/Delineation Request from Right of Way Titles Section, a description of the excess property shall be prepared, given to a Right of Way Plans Technician for closure, and transmitted to Right of Way Titles Section.
- c. At times, uneconomic remnants or excess lands are exchanged with a property owner for land needed for highways. A quitclaim deed for the state's interest shall be prepared with Arizona Revised Statutes, Section 28-1902 cited. Also, a warranty deed (Exhibit 22.33a-b) for the land needed for highway purposes shall be prepared and both transmitted to Right of Way Acquisition Section through Right of Way Project Management Section.

18.12 Executed Instrument Review

The review of executed instruments is a final check of the descriptions on the prime instruments prior to approval by the Transportation Board and recordation in the County Recorder's Office. This review will have TOP PRIORITY, unless otherwise instructed by the Right of Way Plans Manager.

- a. Upon receipt of the package containing the executed instruments, a review for accuracy and inclusion of the necessary papers shall be conducted.
- b. The descriptions on each of the prime instruments in a package shall be compared with the current set of right of way plans. If the descriptions are correct, the date noted on the appropriate parcel inventory record, and the package transmitted to Right of Way Titles Section. If the descriptions do not agree with the plans, necessary action shall be taken to resolve the discrepancy. This situation may require new instruments with new descriptions, or a change order may be needed to make corrections to the right of way plans.

18.13 Resolutions

The Delineation team will prepare descriptions for resolutions of abandonment and disposal of "excess right of way."

- a. Resolutions for abandonment are needed for two situations: (1) Existing right of way excluded when a realignment of a highway takes place, and (2) disposal of right of way no longer needed for highway purposes.

Both of these situations require a more detailed description than for an establishment, when the resolution is the conveying instrument, such as cases of abandonment to a county, city, or town. When an entire route is being abandoned, or when the resolution will lead to the issuance of a quitclaim deed, an elementary description will suffice. If the abandonment relocates a right of way line, that line shall be described, if necessary.

1. An Information/Delineation Request is received from Right of Way Titles Section that includes the maps showing the area to be relinquished; A description shall be prepared with the heading "Appendix A."
 2. The maps and copies of the descriptions shall be reviewed by the Delineation Team Supervisor, given to a member of the Project Development Team for closure on the description and then transmitted to Right of Way Titles Section by the Delineation Team Supervisor.
- b. Disposal of "Excess Right of Way" - The description prepared for the deed for "excess right of way" areas shall be used in this case.

18.15 Temporary Rights of Entry

An Information/Delineation Request is received from the Right of Way Coordinator in Right of Way Project Management for temporary rights of entry to enter upon land to conduct surveys and/or foundation and soil investigations. Arizona Revised Statutes, Section 12-1115 authorizes such entry, but as a matter of courtesy and good public relations, the following steps are taken to secure the owner's permission:

- a. The areas affected shall be marked on the right of way plans or other maps of property affected.
- b. The instruments shall be prepared with simple descriptions, such as quarter section.
- c. A package shall be prepared for each separate owner containing: (1) copies of the "Temporary Right of Entry", (2) copy of the title report, (3) colored maps or plats and (4) a copy of the request memo.

The packages shall be given the Delineation Team Supervisor for review, logging out of Access and transmitting to Right of Way Project Management.

Chapter 19 Standards for Legal Descriptions

19.01 Purpose

This chapter describes the procedures and standards that will generally apply to the preparation of legal descriptions. The majority of the descriptions that are written for new right of way will be line descriptions. It should, however, be understood that at certain times departures may be necessary. When such departures are necessary, the Delineation Team Supervisor shall outline the course of action that will best suit the situation at hand.

19.02 Legal Descriptions

- a. A description of a certain area is the proper grouping of words which delineates one specific piece of land and which cannot apply to any other piece of land. Although the definition is correctly stated as "land" description, it is generally called "legal" because it must stand up under the law and litigation.
- b. Legal descriptions are written as briefly, yet as completely as necessary. The descriptions must stand on their own merits and be understandable to a layman without benefit of material that is not readily available. If the lands described cannot be "traced" by a competent surveyor, the instrument fails one of its primary purposes.
- c. The legal description identifies in writing the exact location of the land in which interests are being conveyed and contains generally two parts:
 1. The Preamble/Caption: calls attention to the general area in which the land to be described is located. In some instances, the preamble will also serve as a limiting factor when the body of the legal description encompasses more area than is required.
 2. The Body: the description which identifies a specific or particular land area within the locality designated by the caption.
- d. Legal descriptions generally begin at reference points known as monuments. This section does not define record, legal, physical, and other monuments, but defines those monuments acceptable for use in the legal descriptions written by the Delineation Team. These include:
 1. Found Corners:
 - (a) Sectional
 - (b) Closing
 - (c) Homestead Entry Survey
 - (d) Mineral Survey
 - (e) Property
 - (f) Subdivision
 - (f) Lots (Subdivision and Government)
 - (g) Witness
 2. Found Mile Markers on:
 - (a) Land Grants
 - (b) International Boundaries
 - (c) State Line
 - (d) Military Reservations
 - (e) Indian Reservations
 3. U.S. Triangulation Stations
 4. Intersection of streets and/or railroads

- e. Special situations that require the use of monuments, other than those outlined previously, must have the prior approval of the Delineation Team Supervisor.
- f. As stated in BLM's 1973 Instructions to surveyors (p. 205-207) the appropriate meridian name is "Gila and Salt River Meridian."
- g. Most descriptions used to convey property have a combination of straight and curved courses. To properly describe these courses, the following are necessary:
 - 1. Straight line - a bearing giving the direction of the line and the distance of the line, plus a qualifier or identification of the line, i.e., the North line of a section, the West line of a lot, etc., if appropriate (see paragraph h).
 - 2. Curved line - in describing a curve, the first thing necessary is the direction in which the curve turns, either to the right or to the left. Also all mathematical data of a curve can be derived from the facts given by any two elements; therefore, only two elements are required in writing a legal description. The elements used in Right of Way Plans Section for the two types of curves that are common in right of way design are:
 - (a) Simple circular curve - a single segment of an arc. The elements used to describe it are the length and the radius.
 - (b) Spiral curve - a curve of changing radius used at times as a transition from a straight line to a circular curve. The elements used to describe it are the length and the "a" factor. The "a" factor is defined as the rate of change in degree of curvature per 100 feet along a spiral.
 - 3. When the beginning of a curve is not tangent to the course immediately preceding it, a Local Tangent Bearing is to be cited. A Local Tangent Bearing is defined as the bearing of a line that is perpendicular to a line drawn from the center of the circle of which the curve is a part to the beginning of the curve to be described.
- h. It is important to call out recorded or monumented lines when a course of a description comes to or goes along them. Examples of these lines are found section lines, existing right of way lines or property lines.

19.03 Methods of Describing Property

- a. The basic methods that are used for describing land to be acquired for transportation uses are as follows:

THE FOLLOWING DESCRIPTIONS ARE IN ENGLISH UNITS ONLY:

- 1. True metes and bounds - a complete perimeter description of the area to be acquired, reciting each successive course or side by either a bearing and a distance or curve elements. An example of a true metes and bounds description follows:

That portion of the Southeast quarter of the Southeast quarter (SE $\frac{1}{4}$ SE $\frac{1}{4}$) of Section 21, Township 4 North, Range 19 West, Gila and Salt River Meridian, La Paz County, Arizona, described as follows:

Commencing at a 5/8 inch rebar marking the Southeast corner of said Section 21, from which a Bureau of Land Management (B.L.M.) brass cap in a hand-hole marking the East quarter corner of said Section 21 bears North 0° 16' 29" East 2646.71 feet;

thence along the East line of said Section 21, North 0° 16' 29" East 24.04 feet;

thence North 89° 43' 31" West 50.00 feet to the existing West right of way line of State Route 95 (QUARTZSITE-PARKER-TOPOCK HIGHWAY) and the POINT OF BEGINNING;

Thence South 38° 39' 32" West 30.60 feet to the South line of said Section 21;

Thence along said South line South 89° 40' 54" East 19.00 feet to said existing West right of way line of State Route 95;

Thence along said existing West right of way line North 0° 16' 29" East 24.00 feet to the POINT OF BEGINNING.

2. Excess metes and bounds - differs from a true metes and bounds in that several courses extend beyond the actual area to be acquired due to the uncertainty of the location of the property lines. In this case the preamble serves as the limiting factor. An example of an excess metes and bounds description follows:

That portion of the following described tract which lies within ROCKY FLAT PLACER 1885 and Lot 7 in the West half (W $\frac{1}{2}$) of Section 25, Township 4 South, Range 29 East, Gila and Salt River Meridian, Greenlee County, Arizona

Commencing at a United States General Land Office (G.L.O.) brass cap on a 2 inch pipe marking the Northeast corner of Section 26 and the Southeast corner of Section 23, of said Township 4 South, Range 29 East, from which a G.L.O. brass cap on a 2 inch pipe marking the Northwest corner of said Section 25 bears North 0° 37' 44" West 450.01 feet, and from which a G.L.O. brass cap on a 2 inch broken pipe marking the West quarter corner of said Section 25 bears South 1° 30' 10" East 2191.46 feet;

thence along the West line of said Section 25, South 1° 30' 10" East 68.26 feet to the construction centerline of U. S. Highway 191 (SAFFORD-SPRINGERVILLE HIGHWAY);

Thence along said construction centerline South 34° 31' 40" East 15.75 feet to a tangent curve to the Left;

Thence continuing along said construction centerline, along said tangent curve to the Left, having a radius of 3000.00 feet, a length of 1127.17 feet;

Thence continuing along said construction centerline South 56° 03' 18" East 2199.14 feet;

Thence leaving said construction centerline South 33° 56' 42" West 50.00 feet to the existing southerly right of way line of said U.S. Highway 191 and the POINT OF BEGINNING;

Thence continuing South 33° 56' 42" West 175.00 feet;

Thence South 60° 26' 09" East 180.25 feet;

Thence North 25° 11' 01" East 175.00 feet to said existing southerly right of way line of U.S. Highway 191;

Thence from a Local Tangent Bearing of North 64° 48' 59" West, along said existing southerly right of way line along a curve to the Right, having a radius of 1004.93 feet, a length of 153.67 feet to the POINT OF BEGINNING;

3. Strip - an area of uniform width that can be described as a given number of feet on one or both sides of a described line. An example of the preamble for a strip description follows:

That portion of the South half of the South half (S½S½) of Section 34, Township 6 North, Range 2 East, Gila and Salt River Meridian, Maricopa County, Arizona, which lies within a strip of land 310 feet in width, being 210 feet wide on the westerly side of and 100 feet wide on the easterly side of the following described line:

4. The description that is used in most cases is the Line description- it differs from a strip description in that the area to be acquired is not uniform in width and either lies on one side of the line described or between two lines.

The preamble forms the limiting factor, and the same body of description is used for numerous parcels. Any overlapping interests are conveyed, and the need to locate crossing property lines is eliminated. The sidelines of the strip are presumed to be shortened or lengthened to terminate in the grantor's property lines as cited in the preamble. (ref. Land Survey Descriptions by William C. Wattles). Examples of the preamble for line descriptions follow: That portion of Lot 7 of NORTHWOOD SUBDIVISION, as shown in Book 6 of Maps, Page 49, records of Maricopa County Records office, Arizona, which lies southwesterly of the following described line:

or - which lies between the existing northerly right of way line of U.S. Highway 80 and the following described line:

or - which lies between the following described Line No. 1 and Line No. 2:

5. Subdivision - Cites lots and blocks of recorded subdivision plats giving the record information of the subdivision and that portion of section it is located in. An example of a subdivision description follows:

Lots 8 and 9 of NORTHWOOD SUBDIVISION, as shown in Book 6 of Maps, at page 49, records of Maricopa County Recorders office, Arizona, located in the Northeast quarter (NE¼) of Section 12, Township 2 North, Range 2 West, Gila and Salt River Meridian, Maricopa County, Arizona.

6. Portion or Dimensional - Cites a given number of feet of an area or lot, i.e., the North 50 feet or the West 50 feet. An example of a portion or dimensional description follows:

The North 100 feet of the Northwest quarter of the Southwest quarter of the Southeast quarter of the Southwest quarter (NW¼SW¼SE¼SW¼) of Section 36, Township 1 North, Range 6 West, Gila and Salt River Meridian, Maricopa County, Arizona.

or - The North 10 feet of Lot 5, Block 6, AVALON SUBDIVISION, according to Book 5, Page 17, records of Maricopa County Recorders office, Arizona located in the Northeast quarter (NE¼) of Section 12, Township 2 North, Range 2 West, Gila and Salt River Meridian, Maricopa County, Arizona.

7. When the parcel of land being affected is irregular in shape and cannot be readily set forth in the preamble, the property being affected is referenced in the preamble and is later described verbatim from the title report in the body of the description. An example of this type of description follows:

That portion of the following described property located in Section 27, Township 4 North, Range 19 West, Gila and Salt River Meridian, La Paz County, Arizona, which lies within the tract described below:

PROPERTY DESCRIPTION (Parcel 3, Instrument No. 88-4338, records of La Paz County Recorders Office)

The Northwest Quarter of the Southwest Quarter of Section 27, Township 4 North, Range 19 West, Gila and Salt River Base and Meridian, Yuma (now La Paz) County, Arizona.

EXCEPT the West 50.0 feet which is occupied by State Highway 95.

TRACT DESCRIPTION

Commencing at a ¾ inch rebar marking the West quarter corner of said Section 27, from which a brass cap marking the Southwest corner of said Section 27 bears South 0° 16' 40" West 2642.81 feet;

Thence along the East-West mid-section line of said Section 27, South 89° 39' 45" East 50.00 feet to the East line of the West 50.00 feet of said Section 27, also being the existing East right of way line of U. S. Highway 95 (QUARTZSITE-PARKER-TOPOCK HIGHWAY) and the POINT OF BEGINNING;

Thence along said East line of the West 50.00 feet of Section 27, South 0° 16' 40" West 124.00 feet;

Thence North 59° 21' 28" East 46.63 feet to the existing South right of way line of Kuehn Street;

Thence along said existing South right of way line South 89° 39' 45" East 310.90 feet;

Thence North 0° 20' 15" East 100.00 feet to the existing North right of way line of said Kuehn Street;

Thence along said existing North right of way line North 89° 39' 45" West 351.00 feet to the POINT OF BEGINNING.

- b. Occasionally the entire property will be acquired. This is called a whole or total acquisition and the description is used verbatim from the title report.
- c. Source of delineation data: All data required to describe a tract of land shall be obtained from the right of way plans, maps and/or plats and will be used exclusively in all descriptions.

19.04 Provisional Clauses

Provisional clauses are used to modify, enhance, enlarge, limit and/or restrict the use of, or the interest in, the land to be acquired or the Grantor's remaining lands. The clauses that have the most common use in the Delineation Team are:

- a. Underlying fee: The following clause shall be included where it is necessary to extinguish the property owner's right in the existing highway:

"Together with, any and all of the Grantor's fee interest in and to all of the highway right of way for _____, if any."
- b. FMA exchange: Clause shall be included in those easements concerned with land exchanges on FMA lands where the state highways are protected in the escrow and subsequent patent:

"At such time as any of the above granted easements are abandoned by the Grantee or its assigns, the rights to the particular easement so abandoned shall cease and terminate, and the land traversed by or included in said easement shall revert to the Grantors and be free of said easement as fully and completely as if this indenture had not been made."
- c. Corrective: See paragraph 18.10.
- d. Access control: See paragraph 19.05.
- e. Miscellaneous clauses: From time to time situations will arise which will necessitate clauses not covered in this section. In these situations, the Delineation Team Supervisor will determine the most appropriate form. In complex situations, concurrence of the Attorney General's office will be required.

19.05 Access Control

- a. A controlled-access facility is especially designed for optimum mobility of through traffic by permitting owners and occupants of abutting land to have only a restricted right of physical access to and from the roadway at points planned and controlled by the official highway plan.
- b. At about the same time that state highway policy began to recognize the necessity for classifying and managing the various segments of the public highway system according to their respective functions, foundations were laid for the development of a similar national highway policy. The beginnings of this development and subsequent modifications are found in the following federal legislative acts:
 - 1. Federal Highway Act of 1938 - provided for a study of the feasibility of building a series of transcontinental "superhighways" east to west and north to south, and operating them on a toll basis. The results of this study indicated an urgent need for development of a master highway plan for the nation.
 - 2. Federal Highway Act of 1944 - established the National System of Interstate Highways.
 - 3. Federal-aid Highway Act of 1950 - increased the authorization of grants-in-aid for highways and in 1952 included a special authorization for the interstate system.
 - 4. Federal-aid Highway Act of 1956 - provided for long-term financing of the system, raised the statutory limit to 41,000 miles, formally changed the name to the National System of Interstate and Defense Highways, and raised the share of federal participation to 90%. Among the conditions imposed upon the grant of aid was the provision that the state agree to control access and prohibit the construction or maintenance of commercial activities within the right of way.
- c. The State of Arizona has not enacted specific legislation regarding the control of access. However, the Director of the Arizona Department of Transportation, in the name of the State, is given general powers and is empowered to acquire property and any interest therein as follows:
 - 1. A.R.S. 28-108.A.13, "The Director shall exercise such other powers and duties as are necessary to fully carry out the policies, activities and duties of the Department."
 - 2. A.R.S. 28-1865.A., "The Director, in the name of the State, may acquire...real property...Property acquired for such purposes shall include lands or any interest therein considered necessary for rights of way"
- d. The right of access: One of the rights of ownership of land is the right to use the land, and with this right the owner enjoys the right of ingress and egress to and from his land. In the acquisition of right of way for highway purposes, it is sometimes necessary to acquire this right either in full or in part.
 - 1. The right of access is generally considered to be an easement appurtenant to real property abutting upon an existing road, street, or highway. Denial or

substantial impairment of this right will normally require that compensation be paid as damages to the property as reflected by proper appraisals.

2. When a limited access highway facility is to be constructed in substantially the same location as a prior existing highway, road, or street, and additional right of way is to be acquired to accommodate said construction, it is essential that the right of access be extinguished by proper recitation in the right of way deed. If access is to be totally denied a parcel of abutting land, it is necessary to extinguish the right of access by a conveyance of that right alone when no additional right of way is being acquired.
 3. If a proposed highway is conceived, designed, designated, and constructed in a location where no highway, road, or street previously existed, the right of access never becomes an appurtenance to the abutting lands. Technically, therefore, it would not be necessary to include any special clauses concerning access rights in a conveyance of right of way for such relocated highway. As a practical matter, however, it is desirable to include such clauses in all right of way deeds for a limited access highway to preserve its character, eliminate any possibility of misunderstanding and to give constructive notice on the land title records to any possible future purchaser of the abutting real estate.
 4. The Delineation Team shall include access clauses in all limited access highway right of way deeds, whether legally required or not.
 5. To effectively eliminate or alter the right of access with the maximum of clarity, it is desirable to have the grantor convey all the access rights of the property and to then specifically describe those rights of access which are reserved to the owner, or those new rights of access created by the construction details of the highway.
- e. Samples of access clauses: A series of examples follow, setting forth various possible situations and the access clauses appropriate for each. Proper clauses for the conveyance of access rights and reservations and exceptions are also provided.
1. Access Clauses for Deeds and Highway Easements:
 - (a) Limited Access Statement (where no roadway previously existed or where access is completely severed by the State's purchase of new right of way). The Grantor's remaining land shall have no right or easement of access to the limited access highway to be constructed over and upon the right of way described above.
 - (b) Limited Access Clause (where no new right of way is being acquired, but access to an existing roadway is being denied). Together with the extinguishment of all rights or easements of access, if any, to, from and between the Grantor's remaining land and (name of existing roadway) across a line described as follows:
 - (c) Exceptions:
Provided, however, that the Grantor's remaining land (or the ely. 130 ft. of the Grantor's remaining land) shall have access to a one (two) way

frontage road(s) to be constructed on the (southerly, northerly, or both, where the frontage road is to be constructed) side(s) of the said highway at the (street or road name) Interchange.

NOTE: If the frontage road does not abut the full length of the Grantor's land, the limits of the construction should be set forth in the above clause.

EXAMPLES:

- (1) Provided, however, that the Grantor's remaining land shall have access over the South 100 feet thereof (or such other description as used).
 - (2) Which is described by a call of North 68°14'32" East 188.6 feet.
- (d) If the plans provide for locked gates, the following clause should be inserted after Clause No. (1), (a):

Provided, however, that the Grantee herein agrees to construct gated approaches to said highway (on the northerly side at approximate Station 1015+25 and on the southerly side at approximate Station 1133+50) and to which gated approaches only the Grantor reserves a right of reasonable access subject to the following restrictions and conditions.

- (1) Said approaches shall be used for only those purposes necessary to the normal operation of a farm or ranch.
 - (2.) Said gated approaches shall be closed and locked at all times except when in actual use.
 - (3) Access to or from said gated approaches shall be limited to the direction of traffic on the nearest abutting roadway and no crossing of the median shall be permitted.
 - (4) Frequency of use of said gated approaches shall not exceed an average of five vehicles per day.
 - (5) The Grantee reserves the right to remove said gated approaches if alterations or redesign of the interstate highway might provide a safer or more practical means of access.
 - (6) In the event any of these restrictions are violated, the Grantee reserves the right to eliminate all or any of said gated approaches and deny further use thereof without incurring any cause of damages to the Grantor.
- (e) On rare occasions, it might be decided to permit the abutting owner to travel underneath the limited access highway through certain structures, for a particular use. If so, it is necessary to describe the specific structures, the use to be made of them, and any specific restrictions of use with a clause somewhat as follows after Clause No. (1), (a):

Provided, however, that the Grantor shall have the right to travel beneath the main surface of said highway through a (culvert, cattle pass, or bridge) located at Station 157+50 for those purposes necessary to the normal operation of a (farm, ranch, gravel pit, etc.) and the Grantor agrees to (special restrictions such as dust control or not do anything to endanger the safety of traveling public).

2. Access Clauses for Other Instruments:

Release of Lien and Deed of Partial Release and Partial Reconveyance.

The remaining land in which said (Releaser/Trustee) has an interest shall have no right or easement of access to the limited access highway to be constructed over and upon the right of way described above.

See example descriptions covering limited access in the following paragraphs:

Limited Access Example
Description No 1

The West 20 feet of Lot 4 and all of Lot 3, Block 10, EASTSIDE SUBDIVISION, according to Book 35 of Maps, page 29, records of Maricopa County, Arizona.

The Grantor's remaining land shall have no right or easement of access to the limited access highway to be constructed over and upon the right of way described above.

Limited Access Example
Description No. 2

That portion of Lot 4, Section 34, Township 22 North, Range 15 East, Gila and Salt River Meridian, Navajo County, Arizona which lies southerly and westerly of the following described line:

Beginning at a point on the South line of said Section 34, which point bears South 89°10' East 548.80 feet from the Southwest corner thereof; thence North 0°50' East 116.00 feet; thence North 89°10' West 200.00 feet; thence North 24°07'16" West 271.26 feet; thence North 14°41' West 193.11 feet; thence North 0°07'59" East 140.00 feet to the point of ending on the North line of said Lot 4, Section 34.

The Grantor's remaining land shall have no right or easement of access to the limited access highway to be constructed over and upon the right of way described above; provided, however, that the easterly 100 feet of said Lot 4 shall have access to a one-way frontage road to be constructed on the easterly side of the highway and connecting with said highway at the University Drive Interchange.

3. Access Clause for Excess Lands:

At times lands that are in excess of the needs of the State are sold. Those lands that are abutting an access controlled highway need to have the access rights defined as follows:

The parcel(s) of land herein conveyed shall have no right or easement of access to the aforesaid Interstate Highway.

EXCEPT that said parcel(s) shall have a right of reasonable access to and from said Interstate Highway*

*(a) by means of a one-way (two-way) frontage road on the (northerly, easterly etc.) side of the highway and connecting with said highway at the Interchange.

*(b) by way of the (street or road name) Interchange.

4. From time to time special conditions will dictate the use of an access control clause not covered in this section. In these situations the Delineation Team Supervisor will determine the proper form.

Chapter 20 Parcel Numbering Procedure

20.01 Purpose

The purpose of this chapter is to describe procedures that apply to parcel numbers. The major items covered herein are the parcel numbering system, the assignment of a number, the deletion of numbers, the map numbering system and parcel inventory records.

20.02 Parcel Number Purpose and Definition

A "parcel number" is the number assigned to a tract or parcel of land affected by a proposed highway project or other A.D.O.T. facility. The primary purpose of a parcel number is to permit ease of identification and filing of material relating to any given parcel acquired by A.D.O.T.

20.03 Parcel Numbering System

The first or prefix number of each parcel shall designate the county in which the parcel is located. The county numbers are:

| | | |
|-------------|-------------|----------------|
| 1. Apache | 6. Greenlee | 11. Pinal |
| 2. Cochise | 7. Maricopa | 12. Santa Cruz |
| 3. Coconino | 8. Mohave | 13. Yavapai |
| 4. Gila | 9. Navajo | 14. Yuma |
| 5. Graham | 10. Pima | 15. La Paz |

The initial number to be used in each county after the above prefix is -0001. The numbers shall be issued in consecutive order throughout each project, as indicated in the following examples:

On Project 89 CN 442 H2256 01R, the parcel numbers 3-0386 through 3-0391.

On Project 60 MA 137 H2399 01R, the parcel numbers 7-07062 through 7-07066.

20.04 Assignment of a Parcel Number

(NOTE: These are general guidelines. Urgent situations may call for waiving some of these requirements.)

- a. A parcel number is assigned by Right of Way Plans Section when a title report is requested from Right of Way Title Section.
 1. Parcel numbers may be assigned as soon as right of way requirements are available or even earlier for purposes of temporary rights of entry.
 2. Preliminary title information indicating ownership may be utilized.
 3. Project concept report maps and assessors maps may be utilized for the assignment of parcel numbers.
 4. Information on parcel numbers assigned will be forwarded to the Titles Section so that when title reports are prepared the parcel numbers will be used.
- b. A complete and accurate record of all parcel numbers shall be maintained for each of the fifteen counties.
 1. These records shall contain the parcel numbers in numerical sequence, the project name and number (both TRACS and Federal) to which the parcel number has been assigned, the name of the property owner, the date the parcel number is issued, and both the person responsible for issuing the parcel number and the person making the request.
 2. In order to give each parcel its correct number, unity of title is used:
 3. The fee ownership of land is not the prime factor in arriving at the parcel number. It is only one factor in determining unity of title. In order to determine accurately unity of title, the entire "bundle of rights" must be considered for each parcel of land. This unity is determined by examining each instrument which affects the parcel of land.
 4. Only one parcel number shall be assigned to all State Land traversed by the project.
 5. After all parcels in a project have been assigned a number the appropriate assigned number shall be placed on the cover page of all copies of the title report.

20.05 Additional Land Acquisition Designation

If the acquisition of additional land from a given parcel is necessary after the original negotiations are completed and instruments are recorded, but prior to the completion of the construction contract, and the property still qualifies as a parcel under the same original

ownership, the new acquisition and related documents shall contain the prime (original) parcel number with a suffix letter.

- a. The first request for additional land from the original parcel will use the letter "A". For example, if the original parcel number was 7-0132, then the parcel number to be issued for the first additional acquisition would be 7-0132-A.
- b. Subsequent requests will use the next letter in alphabetical order. For example, the second additional acquisition within the parcel designated as 7-0132 would be 7-0132-B.
- c. A new file, including new or revised title report, shall be initiated prior to the revision of the right of way plans.

20.06 The Lease Designation

When public land also contains a leasehold interest, this interest shall be assigned an additional parcel number. This number includes the prime number which is assigned to the fee ownership affected by the lease plus a letter "L" and a number designating each separate recorded leasehold interest that affects the fee ownership. Examples of typical parcel numbers designating leasehold interests are: 7-0016-L1, 7-0016-L2, etc.

20.07 Unpatented Mining Claim Parcel Number

An unpatented mining claim interest shall be assigned an additional parcel number. This number includes the prime number which is assigned to the fee ownership affected by the mining claim plus a letter "M" and a number designating each separate mining claim interest that affects the fee ownership. Examples of typical parcel numbers designating unpatented mining claim interest are: 7-0016-M1, 7-0016-M2, etc.

20.08 Pre Acquisition Sell Out Designation Numbers

Partial sellouts prior to acquisition shall be designated as follows:

If a portion of a given parcel is sold, and if acquisition will be required from that portion, the new acquisition and related document shall contain a totally new parcel number. (The newly assigned parcel number shall not contain the prime (original) parcel number with a suffix designation)

- A new file, including a new Title Report, shall be initiated prior to the revision of the Right of Way Plans

20.09 Parcel Number "Not Used"

When it is necessary to remove a parcel from the right of way plans all information relating to the parcel shall be erased from the plans and the Consultant Management Team shall insure that all copies of the parcel's title report have been voided. Under no circumstances will "not used" parcel numbers be reassigned to any other property at any time. "Not Used" will be added to the parcel number in Access and in PaTS.

20.10 Deletion of a Parcel Number

- a. If revisions to the right of way plans are made, generally after acceptance of the plans, and such revisions remove the necessity of acquiring any right of way from a given parcel, the parcel shall be deleted. In order to delete a parcel, a change order is generally required and must be initiated and processed.
- b. Under no circumstances will a deleted parcel number be reassigned to any other property at any time. NOTE: If later revisions to the right of way plans include a parcel previously deleted and the ownership has not changed, the parcel may be “reinstated”.

20.11 Inverse Action Condemnation Parcel Numbers

Special numbers are assigned to inverse condemnation actions as they arise. The assigning of numbers is the responsibility of the Titles Section.

Chapter 22 Exhibits

The Exhibits listed below are intended for reference purposes. Some of the Exhibits have been reduced in size in order to include them in this manual. [Click Here](#) to go to the Exhibits.

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