

REGISTRY PLAN CHECKLIST

Highway Design Manual
 Appendix 10-9
 Supersedes: March 26, 2010
 Revision Date: April 22, 2014

PROJECT: _____

** The plans being submitted to the Registries for recording shall be legible and have no obscured annotations for all proposed and existing detail. The intent is to use the ROW Purchase Plans as the base for creating the Registry Plan Set. Miscellaneous detail will be turned OFF as necessary to meet the PLAT Law. No shading or hatching should remain on the recorded plans. No "Preliminary Plans..." stamps or "ROW Purchase Plan" Stamps should remain on the plans.*

I. RIGHT-OF-WAY FRONT SHEET

A. <u>Location Map (Included)</u>		Done By/Date	Checked By/Date	Comments
1	To match final ROW purchase plans			

B. <u>Layout (Included)</u>		Done By/Date	Checked By/Date	Comments
1	To match final ROW purchase plans with the following exception:			
	a. Existing buildings should be shown as an outline only, no fill			

C. <u>Miscellaneous (Included)</u>		Done By/Date	Checked By/Date	Comments
1	To match final ROW purchase plans with the following exception:			
	a. Index of sheets completed (place a line through sheets not included in the Registry Set (i.e. symbols sheets))			

* If Town or City funding is involved, the Municipal Highway Engineer will also sign the Front Sheet.
 ** Licensed Land Surveyor Stamp, signature, and date

II. SYMBOLS SHEETS

No Symbols Sheets will be provided to, or recorded at, the Registry. Place a line through this entry on the Index of Sheets on the Front Sheet. The sheet numbers will not change.

III. RIGHT-OF-WAY SUMMARY SHEET(S)

No Right-of-Way Summary Sheets will be provided to, or recorded at, the Registry. Place a line through this entry on the Index of Sheets on the Front Sheet. The sheet numbers will not change.

IV. RIGHT-OF-WAY PROPERTY LAYOUT SHEET(S)

1	To match final ROW purchase plans with the following exception (s):			
	a. Existing buildings should be shown as an outline only, no fill			
	b. No aerial photograph should be attached, change text to black.			

V. RIGHT-OF-WAY GEOMETRIC LAYOUT SHEET

The use, and type, of geometric layout sheets should have been determined during the ROW Purchase Plan creation.

A.	To match final ROW purchase plans			
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VI. RIGHT-OF-WAY GEOMETRIC LAYOUT SHEET - LEGACY ALIGNMENTS

A.	To match final ROW purchase plans			
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VII. RIGHT-OF-WAY PLAN SHEET(S)

A. <u>Miscellaneous</u>		Done By/Date	Checked By/Date	Comments
1	North arrow (grid)			
2	Graphic scale			
3	Provide match lines from sheet to sheet (e.g. Match to ROWSH05)			
4	Sheet title block filled in completely with road/route name, "RIGHT-OF-WAY PLANS", "TOWN/CITY OF ..." and "COUNTY OF...", project number, sheet number, total sheets, and model name (if used)			
5	Limits of ROW with stations to the next largest 5 ft			
6	Limits of Work with stations			
7	In border, "NEW DESIGN" and "SHEET CHECKED" with dates			

B. <u>Existing Detail (Included)</u>		Done By/Date	Checked By/Date	Comments
1	Legacy Alignment(s) - include 100' stationing with 50' ticks, PC, PT and curve data (even if there is a geometric layout sheet)			
2	Parcel numbers and owners' name (as shown on the 12345ERT.dgn) shown on each sheet the parcel appears on			
3	Tax map & lot number for each parcel on each sheet the parcel appears on			
4	Book & page and area for each parcel on each sheet the parcel appears on			
5	ROW lines and property lines			
6	Flagging (existing: bounds, iron pins, drill holes, etc.), permanent easement, and transitions in the ROW)			
7	Existing ROW: label existing ROW appropriately on all cut sheets (label on inside of ROW) in the event of CAROW include the number of points of access and the project they were acquired under			
8	Existing ROW transition points with arrows			
9	Existing easements with labels and notes			
10	Town/city, county, country and state boundaries shown and labeled			
11	Buildings without descriptions			
12	Retaining walls at or near the ROW limits (exclude annotation)			
13	Iron pins, bounds and markers			
14	Fence lines and stonewalls (exclude annotation)			
15	EPs (as curb is excluded the EP may need to be drawn in the 12345EDD.dgn where there was curb)			
16	Tree line connections to slope lines at easement locations (as woods lines are excluded, the connection showing where the tree lines was may need to be drawn in the 12345EDD.dgn)			
17	Geodetic disks			
18	Bridge deck limits, abutments and wings			
19	Streams, shorelines, brooks, and rivers with flow arrows and names			
20	RR Tracks			

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C. <u>Existing Detail (Excluded)</u>		Done By/Date	Checked By/Date	Comments
1	Exclude miscellaneous text and annotation such as curb types, sidewalk types, types of woods (trees, ornamentals, etc.), fence labels, stonewall labels, sign text, utility pole labels, underground facilities, etc.			
2	Exclude property owner's name adjacent to property lines			
3	Exclude traverse points			
4	Exclude invasive species, delineated wetlands and labels			
5	Exclude shoreland protection lines (WB50, NWB150, PS250)			
6	Exclude woods lines, tree, stumps, bush and ornamentals			
7	Exclude TWs, curb, signs, signals, mast arms, lamp posts and mail boxes			
8	Exclude existing underground and aerial utilities and poles			
9	Exclude existing guardrail			
10	Exclude existing drainage, annotation and flow arrows			
11	Exclude ditch lines if they cannot be considered part of a property line/property interest			
12	Exclude ledge outcrops and boulders unless there are geodetic disks in them			

D. <u>Proposed Detail (Included)</u>		Done By/Date	Checked By/Date	Comments
1	Proposed ROW: label ROW, LAROW or CAROW on all cut sheets (label on inside of ROW.) Flag changes in ROW			
2	Proposed bounds with station and offset (flagged off the Legacy Alignment)			
3	Proposed flagging (permanent easements and transitions in ROW)			
4	Projects with proposed CAROW note under the property owner's name the number of access points granted even if it is zero, check the Report of the Commissioner for points of access granted, or other agreements			
5	All ROW concentric or parallel to and referenced from the legacy alignment at a whole foot offset (if practical)			
6	If radius of ROW is not concentric with legacy alignment label ROW line with a radius, length and delta			
7	Proposed slope lines and clearing lines with labels			
8	Proposed EPs, bridges, retaining walls and fences			
9	Drive lines			
10	Temporary easements (use cut/fill/clearing line style as appropriate)			

E. <u>Proposed Detail (Excluded)</u>		Done By/Date	Checked By/Date	Comments
1	Exclude detour alignments			
2	Exclude proposed utilities			
3	Exclude TWs, pavement markings, lane use, curbed islands			
4	Exclude proposed sidewalks, steps/handicap ramps, guardrail, pedestrian rail, and bike rail			
5	Exclude proposed drainage (pipes, flow arrows, pipe labels, end sections, and stone fill)			
6	Exclude Construction notes (loam and seed areas, drainage, guardrail, driveway, "SAVE TREE", etc.)			
7	Exclude signals, signs and mast arms			

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		Done By/Date	Checked By/Date	Comments
F. <u>Easements, Impact areas and Take areas</u>				
1	All impacts and flagging are to match the final ROW purchase plans			
2	Exclude all cross-hatching and fill patterns			
G. <u>ROW Bounds</u>				
1	To match final ROW purchase plans			
H. <u>Flagging</u>				
1	To match final ROW purchase plans			
I. <u>Summaries</u>				
1	To match final ROW purchase plans, with Revision column and numbers removed. This will be for impacted parcels only. Reformatting the tables to remove the "extra" spaces is not necessary.			

VIII. CROSS SECTIONS

A. Cross sections are not necessary

IX. PLAN SETS

A. Submissions

1	Submit a paper copy for review by ROW with the first ROW purchase plans submission.
2	After all ROW has been acquired, after the ROW certificate is issued at the latest, submit a paper copy for review by ROW and the Registry. After receiving Registry approval, Mylars will be produced for recording.
3	The Mylar submission will be printed on a 4 mil Mylar with a matte finish in a pigment based ink. Raised ink will not be permitted.

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