

RIGHT-OF-WAY LAYOUT PLAN CHECKLIST

4/18/17

PROJECT: _____

(Refer to Sample ROW Plans in Volume II of the Highway Design Manual)

The plans being submitted to the Registries for recording as required by RSA230:32 shall be legible and have no obscured annotations for all proposed and existing detail. Registry plans shall meet the requirements of the County Registry of Deeds and the Plat Law RSA 478:1-a. Plans shall be prepared by a NH Licensed Land Surveyor and /or staff directly supervised by the Licensed Land Surveyor.

I. RIGHT-OF-WAY FRONT SHEET

A. <u>Location Map (Included)</u>		Done By/Date	Checked By/Date	Comments
1	Project location designated with a circle			
2	State project number attached to circle			
3	North arrow			
4	Town, city, county, country & state boundaries labeled			
5	Major roads, rivers, brooks, streams, lakes, etc. labeled			
6	Railroads (RR) labeled			
7	Leaders of location map box extend to the project location on the State of NH outline			
8	Graphic scale			

B. <u>Layout (Included)</u>		Done By/Date	Checked By/Date	Comments
1	*ROW Alignment(s) stationed every 500 feet			
2	Road names and Route numbers			
3	Limits of existing roadway and drives, bridges, railroads, rivers, streams, brooks, water course flow arrows and lakes shown			
4	Town/City, County & State boundaries shown and labeled			
5	"To (Town or City)" at ends of the project with destination arrows on State Routes.			
6	North arrow (grid)			
7	Town/City of () - include only those Towns/Cities affected			
8	County of () - include only those Counties affected			
9	Scale (1" = XXX')			

C. <u>Miscellaneous (Included)</u>		Done By/Date	Checked By/Date	Comments
1	Right-Of-Way Front Sheet Notes and Plan Intent			
2	Project name with Federal & State numbers			
3	Road name and route number in sheet title			
4	Title block completed with project number, sheet numbers and signature block with appropriate signature blanks			
5	Consultant LLS Stamp and Signature (if applicable)			
6	Layout Hearing Notes			
7	Survey Certification for Recording (RSA 676:18, III)			
8	Survey Certification for Class "U" Boundary Survey			

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NOTE: Symbol, Summary or Property Layout sheets are not required for registry plan sets

Right-of-Way alignments are defined as the alignments used to acquire lands and easements and the setting of the Right-of-Way boundaries and related easements. In areas where there has not been a prior Right-of-Way project, the construction project alignment will be used for Right-of-Way acquisitions. The construction alignment will be also be used on highway realignment projects and shall match into the original alignment at the beginning and end of the realignment.

II. RIGHT-OF-WAY GEOMETRIC LAYOUT SHEET

Right-of-Way geometric sheets are required to show the relationship between individual right-of-way alignments and construction alignments. All alignments need to be tied together geometrically and referenced to the Right-of-Way boundary. If all of the geometric data can be shown on the Right-of-Way plan sheets then the Geometric Layout Sheet may be eliminated.

A.	Plan	Done By/Date	Checked By/Date	Comments
1	ROW alignment(s) stationed every 500 feet			
2	Construction alignments stationed every 500 feet with equations tying the ROW alignment to the proposed construction alignment			
3	Route numbers and/or names of roads			
4	Town/city, county, country and state boundaries shown and labeled			
5	Match lines (if appropriate)			
6	North arrow (grid)			
7	ROW alignment metes and bounds with PI coordinates and curve data shown as delta, length, radius, tangent and include chord bearing and distance for non- tangent curves.			
8	ROW alignment curve control points shown and labeled (PC, PT, etc.)			
9	Exclude all existing and proposed detail			
10	Exclude all property information (property lines, owner names, parcel numbers, etc.)			
11	Exclude all ROW information (existing and proposed ROW, easements, etc.)			
12	Approximate scale shown as bar scale and written			
B. Miscellaneous				
1	Sheet title border filled in completely with road/route name, "RIGHT-OF-WAY GEOMETRIC LAYOUT SHEET", "TOWN/CITY OF ..." project number, sheet number, total sheets, and model name (if used)			

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III. 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 border filled in completely with road/route name, "RIGHT-OF-WAY LAYOUT PLANS", "TOWN/CITY OF ..." and "COUNTY OF...", project number, sheet number, total sheets, and model name (if used)			
B. <u>Existing Detail (Included)</u>				
1	Parcel numbers and owners' name (as shown on the 12345ERT.dgn) shown on every sheet the parcel appears on			
2	Tax map and lot number for every parcel on each sheet the parcel appears on			
3	Book and page and area for each parcel on every sheet the parcel appears on			
4	ROW lines and property lines			
5	All Right-of-Way and alignments to be defined with metes and bounds.			
6	ROW alignments - include 100' stationing with 50' ticks, PC, PT, curve data and metes and bounds			
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 granted 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	Existing iron pins, bounds, drill holes etc. (with flags and /or survey ties)			
12	Fence lines and stonewalls (exclude annotation)			
13	Geodetic disks			
14	Streams, shorelines, brooks, and rivers with flow arrows and names			
15	Limits of roadway, existing edge of pavement and curb line			
16	Additional detail may be included and will be reviewed for readability by DOT.			

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D.

Proposed Detail (Included)

	Summary table for each parcel shown on each sheet the parcel appears on.			
1	Areas of takes and permanent easements labeled individually on plan and listed in summary box.			
2	Areas of takes and easements completely within the parcel shall be labelled exact. Areas partially within the parcel, abutting property or meander lines shall be labelled +/-.			
3	Temporary easements labelled on plan. List areas and use (ie. drive) in summary box only.			
4	Proposed ROW: label ROW, LAROW or CAROW on all cut sheets (label on inside of ROW.) Flag changes in type of ROW. For example; the transition from ROW to LAROW			
5	Proposed bounds with boxed station and offset from ROW alignment			
6	Proposed easement lines with labels. Include clearing line area in the slope easement.			
7	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			
8	All proposed ROW concentric or parallel to and referenced from the ROW alignment at a whole foot offset (if practical)			
9	Do not offset spiral curves. Intersect the forward and back tangents of the simple curve with the tangent line segments.			
10	Bounds at all PC, PT, angle points etc. Limit placement of bounds to a maximum of 1000'. This may be changed to project control monumentation and/or Consultant Licensed Land Surveyors standard property monumentation in lieu of bounds.			
11	Place bounds at intersection of proposed and existing ROW unless the proposed ROW terminates at a property line			
12	Where bounds cannot be set at transition points a reference bound shall be placed and noted as such			
13	Use stone bounds for Town and City Right-of-Way			
14	Label all proposed and existing right-of-way lines and permanent easements with metes and bounds. Effort shall be made to label all lines and curves directly. The use of line and curve tables is to be kept to a minimum and will require final approval by the department.			
15	Do not include metes and bounds on temporary easements			

*** The plans being submitted to the registries for recording shall be legible and have no obscured annotations for all proposed and existing detail.**

IV PLAN SETS

A. Submissions

1	Submit paper copies for review to the Right-of-Way Bureau and to the Registry. After receiving Right-of-Way and Registry approval, Mylars will be produced for recording. Electronic copies of plans to be submitted to the department in dwg or dgn format.
2	A Licensed Land Surveyor shall be responsible for recording of the plans.