

**ROW REVIEW DELIVERABLES CHECKLIST**

PCN

The following checklist has been drafted to assist with the development of a quality deliverable submitted for ROW review. If in doubt with, or if there is a question with any of the information herein, or with the DOT’s ROW review process, contact your Project Manager before submitting deliverables for review.

The 1/4 section of land is the largest parcel the SDDOT will work with. If, by description, a landowner owns a half or whole section, the property must be broken down to 1/4 sections – each 1/4 its own parcel.

**Items needed for a ROW Review: Plats/exhibits; ROW plans, Construction plans, Landowner meeting minutes and all deeds and plats not obtained via the Office of ROW.**

**CONSTRUCTION PLANS**

**Non-Section Method**

The plans for this method of plans assembly will include the same information as outlined below for Section Method; however, plans assembly will be per Road Design Manual, Chapter 18, page 18-23 “Non-Section Method”.

File is named “PCN#\_NonSection.pdf” .....

**Section A**

Section A file is named “PCN#\_SectionA.pdf” .....

**Title Sheet** (RD Manual Figures 18-1 through 18-6)

Project Route(s).....

Project Number(s) and PCN(s) .....

Counties .....

Work Type .....

If combination construction/ROW plans, add “ROW Plans” to the Work Type

State Location Map .....

Project Location Map

Streets/Roads labeled .....

Section Numbers.....

Townships and Ranges labeled .....

Project Route(s) shown in Magenta (color #6) .....

Structure Numbers labeled (if within project limits) .....

DOT Standard North Arrow .....

Completed Begin and End of Project Notes .....

Index of Sections (Index of Sheets – Non-Section method) .....

Completed Title Block .....

Completed Project Length information (per route) .....

Updated Design Designation information (per route/ramp) .....

“Not For Construction” Background .....

**Section B – Grading**

File is named “PCN#\_SectionB.pdf” .....

**Do not submit General Notes or Quantity Tables with the ROW review submittal.**

Title Sheet (RD Manual Figures 18-B1 and 18-B2)

Begin and End of Project Limits.....  
Index of Sheets.....  
DOT Standard North Arrow.....  
“Not For Construction” Background .....

Typical Sections (RD Manual Figures 18-B5 and 18-B5a)

Per Roadway .....

“Not For Construction” Background .....

Horizontal Alignment Data Sheet (RD Manual Figure 18-B6)

All alignments listed.....  
Completed Datum and Scale Factor information.....  
“Not For Construction” Background .....

Control Data Sheet (RD Manual Figure 18-B7)

Table of Horizontal and Vertical Control Points.....  
Completed Datum and Scale Factor information.....  
“Not For Construction” Background .....

Legend (RD Manual Figure 18-B9)

“Not For Construction” Background .....

Plan Sheets (RD Manual Figures 18-B10 through 18-B12)

Completed Title Block.....  
DOT Standard North Arrow.....  
Horizontal Alignments, including stationing, bearings and curve data (all alignments).....  
Cut and Fill Limits Drawn.....  
Take Out Notes, Retain Notes and Install Notes.....  
Remove Entrance Notes.....  
New Entrances Drawn.....  
Pipes, Inlets, Junction Boxes and Channel Protection Gabions.....  
Structure and Box Culverts.....  
Curb & Gutter and Sidewalk.....  
Drainage Arrows.....  
Existing and Proposed ROW drawn and dimensioned.....  
Right of Way Labels.....  
    Sec. Lines, 1/4 Lines, Sec.-T-R, etc. Also, stations of all intersecting ROW/property lines  
Aliquot parts labeled.....  
Control of Access and notes (when applicable).....  
Proposed Right of Way after property disposal drawn (when applicable).....  
Diversions.....  
Landowner Name.....  
    Include Legal Descriptions if combination construction/ROW plans, or “INFORMATION ONLY” if no ROW impacts.  
Parcel Numbers.....  
Temporary Easements shapes, notes and station/offset annotation (all points).....  
Present Highway and all intersecting streets & roads labeled.....  
New fence drawn and labeled.....  
Other Plan Notes needed (Guardrail, etc.).....  
“Not For Construction” Background .....

Profile Sheets (RD Manual Figures 18-B13 through 1-B16)

Existing and Proposed ground profiles drawn .....  
Vertical Curve Data (with K values) .....  
Grade labels .....  
Entrances Size and Location labels .....  
Benchmark notes .....  
Elevations at each Station Interval (new grade only, not existing) .....  
Special Ditch Profiles and associated labels .....  
Mainline Pipe (or Storm Sewer) and Drop Inlets drawn and labeled .....  
Structure and Box Culvert drawn with Inlet and Outlet Elevations .....  
Hydraulic Data and Overtopping Data .....  
"Not For Construction" Background .....

**Section X - Cross Sections**

File is named "PCN#\_SectionX.pdf" .....

Title Sheet (RD Manual Figure 18-X1)

Begin and End of Project Limits .....  
Index of Sheets .....  
DOT Standard North Arrow .....  
"Not For Construction" Background .....

Cross Sections (RD Manual Figures 18-X2 through 18-X4)

Elevations labeled at key locations .....  
Entrances drawn and labeled .....  
Special Ditch PI Station and Elevations labeled .....  
Storm Sewer drawn and labeled (urban projects) .....  
Drop Inlets, Junction Boxes, Pipes .....  
"Not For Construction" Background .....

**RIGHT OF WAY PLANS** – Examples can be found in the Road Design Manual, Chapter 9 – Right of Way

Depending on the project, Right of Way plans are optional. Consult with the Project Manager to determine if ROW plans are required.

File is named “PCN#\_ROWplans.pdf” .....

Title Sheet – Duplicate of construction plans Section A Title Sheet, except:

Work Type lists only “ROW Plans” .....

DOT Standard North Arrow.....

No Index of Sections (or sheets)

Legend in lieu of Design Designation and Storm Water Permit notes .....

Completed Project Length information (Gross Length only).....

Right of Way Plan Table

**The use of the ROW Plan Table is an exception.** The table and associated right of way plan sheet annotation are reserved for use in lieu of standard annotation procedures – generally urban projects. When standard annotation procedures result in an unusually large amount of text that is difficult to read and associate with the respective property, **consult with the responsible SDDOT Project Manager for approval to utilize this table and the associated right of way plan sheet annotation.**

Right of Way Plans Sheets – Refer to Figure 9-13 Right of Way Plan Sheet Guide

Aerial imagery with proper transparency (See DOT CADD Manual, Chapter C -ROW) .....

Completed Title Block.....

Including Plotting Date, Flown Date and “Photo Not to Scale” note.

DOT Standard North Arrow.....

Horizontal Alignment .....

Existing and Proposed Right of Way drawn and dimensioned.....

Existing Right of Way cross hatched.....

Control of Access and notes (when applicable).....

Proposed Right of Way after property disposal (when applicable).....

Right of Way data labeled .....

Sec. Lines, 1/4 Lines, Sec.-T-R, etc. Also, stations of all intersecting ROW/property lines

Aliquot Parts labeled .....

Landowner names and legal descriptions, or landowner names and “(INFORMATION ONLY)” .....

Legal descriptions (must match plats/exhibits).....

Parcel numbers .....

Cut and Fill Limits.....

Temporary Easements shapes and notes .....

Cross check TE station & offsets with Section B (and if used the ROW Table).....

Curb & Gutter and Sidewalk line work .....

Edge of Shoulder line work .....

Entrances.....

Diversions .....

“Preliminary” Background.....

## **PLATS/EXHIBITS**

It is expected that the plat/exhibit preparer is familiar with the types and styles of plats and exhibits used by the SDDOT and has familiarized themselves with the different plat types as detailed in Road Design Manual Chapter 9 – Right of Way, beginning on page 9-16.

File is named “PCN#\_plats.pdf” .....

Plats/exhibits are assembled into one file and in this order .....

1. Trust Land Portfolio
2. Other US Government Portfolio
3. Fee Title plats and Exhibits in order by Parcel Number
4. Private Access Easement Exhibits
5. Property Plats (rare)
6. Abandonment Plats

**Highway Right of Way Plats (H-Lots)** – Refer to Figure 9-3 Plat Guide for information to be shown

Legal Description excepts out **ALL** Highway ROW .....

Stated purpose is “for highway purposes” .....

DOT Standard North Arrow .....

Calculated areas of 217 sq ft or less, shown in only square feet .....

Existing ROW cross hatched .....

Land Surveyor has reviewed and approved plats before submittal .....

**Exhibits “for highway purposes”** – Refer to Figure 9-4 Permanent Easement Exhibit

Permanent Easement exhibits “for highway purposes” should be avoided. In instances where these types of exhibits are required, the following checklist items apply:

Permanent Easement tied to at least one found or set PLSS corner, or 2 found or set ROW corners .....

Exhibit indicates ROW monuments to be set upon project completion .....

Legal Description excepts out **ALL** Highway ROW .....

DOT Standard North Arrow .....

Existing ROW cross hatched .....

Land Surveyor has reviewed and approved exhibits before submittal .....

**Exhibits tied to a feature** – Refer to Figure 9-5 Permanent Easement Exhibit Tied to a Feature

Exhibit purpose is for one or two specific uses .....

(examples: pipe culvert, drop inlet, luminaire pole, signage, erosion control. **Do not use vague language such as “drainage” or any other language that is an action, and not a feature).**

Legal Description excepts out **ALL** Highway ROW .....

Permanent Easement is tied to feature, not to monumentation .....

DOT Standard North Arrow .....

Land Surveyor has reviewed and approved exhibits before submittal .....

**Private Access Easement** – Refer to Figure 9-6 Permanent Easement for Private Access

Land Surveyor has reviewed and approved exhibits before submittal .....

**Property Plat** – Refer to Figure 9-7 Property Plat

Land Surveyor has reviewed and approved plats before submittal .....

**Federal Lands Portfolio**

All Right of Way acquisition on federal lands require a Portfolio. Certificate block requirements vary by Federal agency. **Examples for each agency are available from SDDOT.** Trust Land Portfolios are the most restrictive; however, all other Federal agency portfolios will be similar to Trust Land Portfolios.

Trust Land Portfolio – Refer to Figure 9-9 Trust Land Portfolio

**Trust Land Portfolio must mimic Figure 9-9. No deviation from this configuration/layout will be accepted.**

- List the appropriate County/Counties.....
- Label the appropriate Reservation on the map .....
- Shade the entire property legal description .....
- (i.e. shade entire 1/4 section if the legal description is for 1/4 section)
- Label each Parcel.....
- Index of Sheets.....
- Begin & End Project notes.....
- Register of Deeds block.....
- Surveyor’s Certificate block properly completed.....
- Director of Division of P&E Certificate block.....
- Townships and Ranges labeled all sides of map.....
- Drawn by and Checked by – with dates .....
- Sheet 1 of ?? Sheets completed.....
- DOT Standard north arrow.....
- Land Surveyor has reviewed and approved plats before submittal.....

Trust Land Plat – Refer to Figure 9-10 Trust Land Plat

**Trust Land Plat must mimic Figure 9-10. No deviation from this configuration/layout will be accepted.**

- Temporary Easement information is listed in table form, but TE’s are not graphically shown .....
- Legal Descriptions DO NOT except out Highway ROW .....
- Completed Title Block in bottom right-hand corner .....
- Existing ROW cross hatched.....
- Drawn by and Checked by – with dates .....
- Land Surveyor has reviewed and approved plats before submittal.....

Trust Land Temporary Construction Easement Plat – Refer to Figure 9-11 Trust Land Temporary Easement Plat

**Trust land parcels with temporary easements only, require a plat. This does not apply to other Federal agency lands.**

**Trust Land Plat for Temporary Construction Easements must mimic Figure 9-11. No deviation from this configuration/layout will be accepted.**

- Temporary Easements are graphically shown, and information is listed in table form.....
- Project alignment and stationing shown.....
- Legal Descriptions DO NOT except out Highway ROW .....
- Completed Title Block in bottom right-hand corner .....
- Existing ROW cross hatched.....
- Drawn by and Checked by – with dates .....
- Land Surveyor has reviewed and approved plats before submittal.....