

District 2
RIGHT-OF-WAY PLAT CHECKLIST

(Do not submit the Right-of-Way Plats without completing all items listed below.)

Sheet No. _____

- | | | |
|--------------------------|--------------------------|--|
| √ | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | 1. All Right-of-Way Plats must be prepared using Microstation and Geopak and must follow the Department's CADD Roadway Drafting Standards and District Two's Plat of Highway drafting standards. When differences occur between the two standards (i.e. CADD level assignments, line styles, text sizes, fonts and symbology), District Two's Plat of Highway standards should be utilized. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. The Microstation and Geopak files should be provided to the District with each submittal of the Right-of-Way plats. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. The legal descriptions should be submitted at the same time that the Right-of-Way Plats are submitted to the District. A Microsoft Word file should be provided for all legal descriptions. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Sheet size is 22" x 34" / Excess plat sheet size is 11" x 17" |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. The north arrow follows direction of stationing. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Do not use match lines between sheets. Instead, use Section Lines (1/2 mile) as reasonable overlap from sheet to sheet. (applies only to 22" x 34" sheet size and plan sheets) |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Leader lines should not cross text, objects or another leader line. (If necessary, break the leader line to avoid text, objects or other leader lines.) |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. All lettering should be 0.10 of an inch or greater. (English: TX=5 for 1"=50', TX=2 for 1"=20') |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Complete the project box in the lower right-hand corner. |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Fill in drawer and folder number (Provided by IDOT). |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Show consultant's company name, address, phone number and professional design firm number near the title box. |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Label the basis of bearing. If IDOT provides the control data for the project, the following note for the basis of bearing should be added to the Right-of-Way Plats, near the north arrow: "Bearings shown hereon are based on survey control data as provided by the Illinois Department of Transportation". If IDOT does not provide the control data, the consultant should amend the basis of bearing note accordingly. |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Label the Township, Range and P.M., along the top border. |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Show necessary landlines (section lines, lot lines, property lines, etc.) - use the proper line type. Label only the 1/16th section lines. |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Show necessary Section corners on plat. If section line crosses the survey line, show stationing on survey line, distance and bearing to the intersection. Label the Northing and Easting of section corner, what was found or set, offset and station of corner. |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. Label all subdivisions (include the subdivision name, recording date and Book & Page or document numbers), block and lot numbers. (Show record dimensions.) |

17. Indicate and label the following lines (use the proper line types):
- EXISTING AND PROPOSED SURVEY LINES
 - EXISTING AND PROPOSED RIGHT-OF-WAY LINES
 - EXISTING AND PROPOSED ACCESS CONTROL LINES
 - EXISTING AND PROPOSED EASEMENT LINES (Only show those easements that have been granted, or are proposed to be granted, to IDOT. Do not show private easements or utility easements.)
18. The total holding for every parcel should be identical to title report.
- a. Show **all** record lines and dimensions referenced in the title commitment on premise plats. This includes lot dimensions if the title commitment describes a lot in a subdivision or the dimension of tracts of land that are referenced in the title by a recorded document.
 - b. Be sure to include all contiguous lands described in Schedule B of the title commitment
 - c. If separate title commitments are received for contiguous properties, and the title commitments also indicate the fee simple interest is vested in the exact same owner, then the properties described the title commitments should be combined into one total holding and should be treated as one parcel.
19. The property line symbol should be shown on all sides of the total holding.
20. Use land hooks to show common areas of ownership.
21. The proposed parcels shown on the Right-of-Way Plats should match the proposed right of way design as provided by the District. The consultant does have the liberty to normalize the parcel geometry and make common sense adjustments to the proposed right of way design. (Adjustments to the proposed right of way design should not reduce the size of the proposed parcel.) The consultant should contact the district if they have any questions.
22. Parcel numbers are to be labeled as a three digit number followed by the sheet number. Number all ROW acquisitions first and finish with temporary easements. If the parcel spans multiple sheets, show the sheet number of where the parcel chart is located.
- Fee Simple Acquisitions 001/1
 Permanent Easements 001/1-PE
 Temporary Easements 001/E1
23. Dimension the takes and easements.
24. Total takes: If the Department proposes to acquire the entire property from a property owner, all record distances should be shown along with all measured bearings and distances for all sides of the boundary. The legal description for total takes shall be identical to the legal description on last deed of record.
25. All existing and proposed access control lines should be shown. Label the beginning points, ending points and bend points for access control lines with stations and offsets.
26. Label the POB for every parcel.
27. All areas shall be shown to the nearest 0.001 acre if the total holding of the parcel is over 1 acre. Areas for parcels with total holding less than an acre shall be shown to the nearest square foot.
28. Complete the Parcel/Area Table:

Sample

**John Doe &
Jane Doe**

PARCEL 022/3

0.567AC.

Part of the East Half of the Southeast Quarter of
Section 25, Township 27 North, Range 3 East of
the Fourth Principal Meridian

Total Area	3.247 Ac.
Total Area Req'd	1.589 Ac.
Area in Exist. Rdwy.	1.022 Ac.
Net Area Req'd	0.567 Ac.
Area Remaining	1.658 Ac.

**John Doe &
Jane Doe**

PARCEL 022/3

4.177 AC.

Part of the Northeast Quarter of the Southwest
Quarter and of the Northwest Quarter of
Section 25, Township 19 North, Range 11
East of the Fourth Principal Meridian

Total Area	67.000 Ac.
Total Area Req'd	8.698 Ac.
Tract One	0.421 Ac.
Tract Two	8.277 Ac.
Area in Exist Rdwy.	4.521 Ac.
Tract One	0.374 Ac.
Tract Two	4.247 Ac.
Net Area Req'd	4.177 Ac.
Tract One	0.147 Ac.
Tract Two	4.030 Ac.
Area Remaining	58.302 Ac.

29. Indicate any land locked remainders.
30. Show and label all buildings on the plat (affected parcels only).
31. Show existing topo.
32. Show all existing and proposed survey line geometry for the entire project, i.e. curve data & bearings on tangents
33. Label the project's beginning and ending stations.
34. Label the station and offset at the following points:
- a. All existing right-of-way corners
 - b. All proposed right-of-way corners
 - c. All proposed permanent and temporary easement corners
 - d. Intersection of all property lines with the proposed right-of-way lines and easement lines.

- 35. The station of the intersection of the proposed survey line with all section and quarter section lines should be shown.
- 36. Show all found monumentation with offsets to calculated corner.
- 37. Do not stake the proposed right- of- way corners until the District has approved the Right- of -Way Plats and legal descriptions