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

 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.

 2. The Microstation and Geopak files should be provided to the District with each

submittal of the Right-of-Way plats.

 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. The legal descriptions may be provided by diskette or by e-mail.

 4. Rural sheet size 12” x 36” / Urban sheet size 11” x 17”

 5. Never show the north arrow pointing down or to the right.

 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 12” x 36” sheet size and plan

sheets)

 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.)

 8. All lettering should be 0.08 of an inch or greater. (English: TX=4 for 1”=50’, TX=1.6 for 1”=20’)

 9. Complete the project box in the lower right-hand corner.

 10. Fill in drawer and folder number (Provided by IDOT).

 11. Show consultant’s company name, address, phone number and professional design firm number near the title box.

 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.

 13. Label the Township, Range and P.M., along the top border.

 14. Show necessary landlines (section lines, lot lines, property lines, etc.) - use the proper line type. Label only the 1/16th section lines.

 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.

 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 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. Show width of existing R.O.W. at least once per sheet.

 19. 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.

 20. The property line symbol should be shown on all sides of the total holding.

 21. Use land hooks to show common lines of ownership.

 22. 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.

 23. Parcel numbers are to be labeled as a three digit number followed by the sheet number. Use the suffix “PE” for permanent easement “TE” for temporary easement. If the parcel spans multiple sheets, show the sheet number of where the parcel chart is located.

|  |
| --- |
| Sample Parcel Numbers |
|  | Sheet Size |
|  | 12 x 36 | 11 x 17 |
| Fee Simple Acquisitions | 001/1 | 001 |
| Permanent Easements | 001/1-PE | 001PE |
| Temporary Easements | 001/E1 | 001TE |
|  |  |  |

 24. Dimension the takes and easements.

 25. Total takes: If the Department proposes to acquire the entire property of 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 the title commitment.

 26. 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. The bearing and distances along the access control lines should be shown.

 27. Label the POB for every parcel.

 28. 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.

 29. 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.

 30. Indicate any land locked remainders.

 31. Show and label all buildings on the plat (affected parcels only).

 32. Show all gas pump islands.

 33. The existing survey line and, proposed survey line should be shown on the plat and labeled. Use proper line type. Show all existing and proposed survey line geometry for the entire project.

 34. Label the project’s beginning and ending stations.

 35. Label the survey line and baseline stationing, including all station equations.

 36. 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.

 37. The station of the intersection of the proposed survey line with all section and quarter section lines should be shown.

 38. Show all found monumentation with offsets to calculated corner.

 39. Do not stake the proposed right- of- way corners until the District has approved the Right- of -Way Plats and legal descriptions