



Plans Essential Requirements Checklist

Idaho Transportation Department – Right of Way

Project Number	Project Name	Key Number

Title Sheet

1.	<ul style="list-style-type: none"><input type="checkbox"/> Highway Number, Project Name & Number, Key No., County Name, Drawing Date (Mo/Yr) & District #<input type="checkbox"/> Segment Code, Vicinity Map with North Arrow and Vicinity Map Scale<input type="checkbox"/> Horizontal and vertical scale that applies to the Plan Sheets. Horizontal scale preference is 30-60 for urban areas and 60-100 for rural areas<input type="checkbox"/> Township & Range<input type="checkbox"/> Begin and End Arrows with Milepost with Stationing<input type="checkbox"/> Previous applicable projects.<input type="checkbox"/> Signature Box for signatures of District and/or consultants (For example, Submitted by: Consultant Surveyor or ITD Surveyor; Recommended by: Project Manager; Approved by: Design/Construct Engineer, as shown in the picture on Page 3).<input type="checkbox"/> Revisions Block<input type="checkbox"/> Index of Plan Sheets

Total Ownership Map

1.	<ul style="list-style-type: none"><input type="checkbox"/> Label the following: city, county, state lines, railroad, county roads, and city streets.<input type="checkbox"/> North arrow on all sheets. Sheets numbered consecutively.<input type="checkbox"/> Correct symbols used on found and unfound monuments.<input type="checkbox"/> Identify new and existing alignments (bold for new and gray scale for existing).<input type="checkbox"/> Identify Township, Range, Section, Quarter, and Quarter-Quarter or government lots. Include match lines and sheet references.
2.	<ul style="list-style-type: none"><input type="checkbox"/> Label all section lines and include bearings and distances on all the section lines<input type="checkbox"/> Identify subdivision names, lots, blocks, and tracts<input type="checkbox"/> Label begin and end of project callout,<input type="checkbox"/> Show distance from corner to centerline and show distance from corner to corner.<input type="checkbox"/> Show Points of Commencement (POC) (indicate e.g., POC P2) on the Total Ownership Map unless it can be sufficiently identified on the Plan Sheets. (Must be a found Public Land Survey System (PLSS) corner or a found Corner Perpetuation & Filing (CP&F) recorded point.)<input type="checkbox"/> Label all waterways (rivers, lakes, canals, etc.) and include flow direction and current ordinary high water/meander line.
3.	<ul style="list-style-type: none"><input type="checkbox"/> Total Owner Data Table includes the following columns: Parcel No., Parcel ID No., Record Owner, Total Ownership Assessed Acreage; Right of Way (ROW Required Acreage, Existing ROW Acreage); Remainder (Left Acreage, Right Acreage); Required Easements (Permanent Acreage, Temporary Acreage). (If parcel assessed acreage does not match surveyed legal description, identify the parcel by an asterisk and provide an explanation below the table.)

4.	<input type="checkbox"/> Parcel ID Numbers properly assigned to each parcel and will be the same for all of that parcel's requirements (Fee, Existing ROW, Permanent and Temporary Easements). (One Parcel ID Number per parcel notwithstanding the multiple types of requirements.)
5.	<input type="checkbox"/> Acreage for requirements match acreage data in legal descriptions. Calculations carried out to four decimals and rounded to three. Table shows three decimal places.
6.	<input type="checkbox"/> Advanced purchased parcels identified by an asterisk and explanation.
7.	<input type="checkbox"/> Parcels adjacent to project parcels labeled "Info Only" and identified by an asterisk in Table, and on map. ("Info Only" parcels are not colored and do not have Parcel ID Numbers.)
8.	<input type="checkbox"/> Total Ownership Data table is color-coded for each parcel across entire tabulation block, and parcel colors are consistent on all plan sheets. (For legibility, use darker pastel colors over text and use contrasting colors on adjacent parcels.) In the Total Ownership Map, show the entire ownership parcel with the assigned color as opposed to the colored property boundary lines in the Plan Sheets.
9.	<input type="checkbox"/> Include a Legend as a separate, standalone sheet. The following are included on the index, if applicable: Section Corner, ¼ Section Corner, Set Aluminum Cap, Set 5/8" Rebar; Found Brass or Aluminum Monument, Found Concrete Monument; Found Iron Pipe; Found 5/8" Rebar; Found ½" Rebar, etc.

Plan Sheets

Plan Sheets	
1.	<input type="checkbox"/> Label the following: city, county, state lines, railroad, county roads, and city streets. <input type="checkbox"/> North arrow on all sheets. Sheets numbered consecutively. <input type="checkbox"/> Correct symbols used on found and unfound monuments. <input type="checkbox"/> Identify new and existing alignments (bold for new and gray scale for existing). <input type="checkbox"/> Identify Township, Range, Section, Quarter, and Quarter-Quarter or government lots. <input type="checkbox"/> Subdivision Name, Lots, Blocks, Tracts, and dimensions of subdivision lots. <input type="checkbox"/> Match lines and sheet references.
2.	<input type="checkbox"/> Label all section lines and include bearings and distances on all the section lines; callouts where section lines cross centerline of the highway or the ROW line. Show a broken line to the Section corners <input type="checkbox"/> Label begin and end of project callout, with station equations on appropriate sheets. <input type="checkbox"/> Show distance from corner to centerline and show distance from corner to corner. <input type="checkbox"/> Show Points of Commencement (POC) (indicate e.g., POC P2) on the Total Ownership Map unless it can be sufficiently identified on the Plan Sheets. (Must be a found Public Land Survey System (PLSS) corner or a found Corner Perpetuation & Filing (CP&F) recorded point.) <input type="checkbox"/> Add point numbers on found monuments and set monuments. <input type="checkbox"/> Label all waterways (rivers, lakes, canals, etc.) and include flow direction and current ordinary high water/meander line.
3.	<input type="checkbox"/> Indicate width of new highway from center line to right and left new ROW lines.
4.	<input type="checkbox"/> Show and label existing approach locations, widths, and types. (Types: single family residential, multi-family residential, farm field, canal approach, light commercial, heavy commercial, public approach, boulevard, joint use (Pursuant to IDAPA 39.03.42). Private approach radii do not extend beyond parcel station limits.
5.	<input type="checkbox"/> All existing approaches scheduled for closure to be labeled as "To Be Closed". <input type="checkbox"/> If warranted, any non-permitted access should be evaluated for location, permitted as part of the project, and the
6.	<input type="checkbox"/> Access control typologies (both existing and proposed); i.e., INT (interstate), PAC (Purchased Access Control), ROW (Right-of-Way). If overlap, show proposed access control symbol.
7.	<input type="checkbox"/> Show and label all Irrigation facilities, including but not limited to pumps, underground lines, pivot, systems, ditches with flow direction, and structures. For irrigation being relocated, show new irrigation system as located in Temporary Easement.

8.	<input type="checkbox"/> Curve data contains radius, arc length, delta/central angle, curve direction (right or left), long chord (bearing and distance).
9.	<input type="checkbox"/> Identify (show and label) all improvements on a parcel within +/-100 feet of the existing ROW line, including, but not limited to houses, sheds, wells, septic tanks, drain fields, fences, trees, signs. Distances should be coordinated with the District during the preliminary design stage.
10.	<input type="checkbox"/> Station and offsets for all points where bearings and distances change along new R/W line. Station and offsets for section, $\frac{1}{4}$ and $\frac{1}{16}$ lines where they cross the proposed R/W.
11.	<input type="checkbox"/> For all requirement parcels, including Permanent Easements, include station and offset data for every point around the required parcel.
12.	<input type="checkbox"/> Color-coding for individual parcels matches Total Ownership Map colors: Parcel number color-coded within the parcel (use arrow if parcel too small), property lines color-coded and includes existing ownership outline in color to center of highway if applicable, parcel requirements color-coded with fee as solid color, permanent easements hatched in color assigned to parcel; temporary easements hatched in the opposite direction in color assigned to parcel. Show hatching directions of permanent and temporary easements in the Legend.
13.	<input type="checkbox"/> Permanent and Temporary Easements are labeled for specific use (ditch construction, embankment, approach, utilities relocation, etc.), offset, and stationing. Permanent Easements must have bearings and distances matching the legal description.
14.	<input type="checkbox"/> Property depicted on plans lies within the legal description of the property described in the title report.
15.	<input type="checkbox"/> Items in (or very near) the requirement, e.g., signs, shrubs, trees, mailboxes, wells, sprinkler systems, awnings, fences, etc., that are to be retained and protected or removed and relocated will be labeled as to the nature of the item. For example, "Retain and Protect Trees."
16.	<input type="checkbox"/> ROW Plans should be submitted to ROW Agent for review with all Submittal Checklist Items (<i>see attached</i>). Draft reviews of the ROW Plans must include draft legal descriptions.

Additional Sheets

1.	<input type="checkbox"/> Profile sheets and survey control sheets, with basis of bearing, should be on separate pages from plan sheets and should match each plan sheet as to stationing. Profile sheets to include profile of approaches having a cut or fill height of three (3) feet or greater.
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I have reviewed the ROW Plans for completeness and accuracy

District Signature / Printed Name / Title

OFFICIAL R/W PLANS		
Submitted by: _____		
Consultant Surveyor <u>or</u> ITD Surveyor <u>or</u> Project Manager		Date
Recommended by: _____		
Project Manager <u>or</u> Design/Construct Engineer		Date
Approved by: _____		
Design/Construct Engineer <u>or</u> District Engineer		Date

Signature Box exhibit