

Delaware Department of Transportation
Right-of-Way Plan Submission Checklist for Division of Transportation Solutions Projects

Directions for Completing the Checklist

- This checklist indicates what content should be included in the Right-of-Way Plan Submission. Sections marked with an * do not need to be reproduced as part of the Right-of-Way plan sheets for Right-of-Way Plans that are included in the Construction Plan Set.
- The checkboxes indicate that information is required and must be included in the plan submission.
- Indicate that the required information has been included in the plan submission by placing an “X” in the appropriate checkbox.
- Items may need to be added for some projects and may not be required for others. If the Project Manager determines an item is not required, place a strikethrough line through the item that is not required.
- DeIDOT's Project Manager shall review this checklist with the Designer/Consultant at each submission to verify that all necessary information has been included in the plans and shall sign below for each submission to attest to the completeness of the plan submission. (Electronic Signature is Acceptable)

Project Information			
Contract #:		Primavera ID:	
Contract Name:			
Designer:		Project Manager:	

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Title*	
General Location of Contract	
<input type="checkbox"/>	Highlight contract location on statewide map using “General Location of Contract” line work settings included in the DeIDOT Menu Bar (Ex: B-Spline leader line to project location, project area circle, etc.)
Central Title Block	
<input type="checkbox"/>	Plan Submission Stamp (Semi-Final, Revised Semi Final)
<input type="checkbox"/>	Project Title (Obtained from project initiation form)
<input type="checkbox"/>	Contract Number (Obtained from the project initiation form)
<input type="checkbox"/>	Federal Aid Project Number (Obtained from the project initiation form)
<input type="checkbox"/>	County (Obtained from the project initiation form)
<input type="checkbox"/>	Maintenance Road Number (Obtained from the project initiation form)
Location Map	
<input type="checkbox"/>	Highlight contract location on detailed map using “Location Map” line work settings included in the DeIDOT Menu Bar
<input type="checkbox"/>	Major Routes and Roadways Labeled
<input type="checkbox"/>	Begin Acquisition, End Acquisition and Limit of Acquisition Identified
<input type="checkbox"/>	North Arrow Displayed
Index of Sheets	
<input type="checkbox"/>	Sheet Numbers
<input type="checkbox"/>	Sheet Titles
<input type="checkbox"/>	Total Sheets
Associated Contracts	
<input type="checkbox"/>	Contract Number (Obtained from Archives)
<input type="checkbox"/>	Contract Name (Obtained from Archives)
Signature / Seal Blocks	
<input type="checkbox"/>	Recommended as to Engineering Need block for Team Support’s signature is needed if there are Easements or Right-of-Way acquisitions on the project.
<input type="checkbox"/>	Standard plan signature blocks will be changed from “RECOMMENDED AS TO Engineering NEED” to RECOMMENDED AS TO PROCESS” if reviewed by Team Support for a Municipality or State Agency other than DeIDOT (Transportation Alternatives – Sponsor Administered Project). The Municipality or State Agency representative should sign the Title Sheet and the Designing Consultant must sign and seal it.
Title Sheet Requirements for Right-of-Way Plan incorporated into Construction Plans	
<input type="checkbox"/>	First sheet of Right-of-Way plans to be titled “Right-of-Way Plan”
<input type="checkbox"/>	Provide an abbreviated signature block for Team Support signatures.

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All Sheets - Except Title Sheet	
Title Block	
<input type="checkbox"/>	Scale Bar (If Applicable)
<input type="checkbox"/>	Contract Name
<input type="checkbox"/>	Contract Number
<input type="checkbox"/>	County
<input type="checkbox"/>	Bridge Number (If Applicable)
<input type="checkbox"/>	Designed By (Initials of Designer)
<input type="checkbox"/>	Checked By (Initials of Reviewer)
<input type="checkbox"/>	Sheet Type Label
<input type="checkbox"/>	Sheet Number
<input type="checkbox"/>	Total Sheets

Legend*	
Existing Symbols	
<input type="checkbox"/>	Existing symbols should not be altered from their original state.
<input type="checkbox"/>	Additional existing topography feature symbols may be listed in the “Miscellaneous Symbols” section.
<input type="checkbox"/>	Existing utility facilities and the appropriate utility label. (Utility company abbreviations can be found here)
Proposed Symbols	
<input type="checkbox"/>	Proposed symbols should not be altered from their original state.
<input type="checkbox"/>	Additional proposed topography feature symbols may be listed in the “Miscellaneous Symbols” section.
<input type="checkbox"/>	Proposed utility facilities and the appropriate utility label. (Utility company abbreviations can be found here)

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Horizontal and Vertical Control*	
Sheet Layout	
<input type="checkbox"/>	North Arrow (Upper right corner of sheet)
<input type="checkbox"/>	Horizontal and Vertical Datum Reference Note (Obtained from HV.cel cell library)
<input type="checkbox"/>	Match Line Labels and Stationing
Traverse Points	
<input type="checkbox"/>	Label all traverse points with traverse point number and type. (DeIDOT Cap, Rebar, Spike, PK Nail, GPS Marker, etc.)
Horizontal / Vertical Control Data Schedule	
<input type="checkbox"/>	All traverse points utilized for the project should be listed in this schedule and include the following pieces of information for each traverse point: Traverse Point Number, Station, Offset, Northing, Easting and Elevation.
Construction Alignment Control Schedule (Do not duplicate point information included in Curve Data Schedule)	
<input type="checkbox"/>	Point of Beginning (POB)
<input type="checkbox"/>	Point of Intersection (PI)
<input type="checkbox"/>	Point of Curvature (PC)
<input type="checkbox"/>	Point of Tangency (PT)
<input type="checkbox"/>	Point of Ending (POE)
<input type="checkbox"/>	Point on Tangent (POT) – On long tangent sections, POT point information is provided in the Construction Alignment Control schedule at intervals of 500 feet. (Point numbers for these POTs shall not be annotated on the graphical alignment.)
Construction & Right-of-Way Baselines	
<input type="checkbox"/>	Mainline Alignment, Stationing and Road Name Label
<input type="checkbox"/>	Baseline Labels (Construction and/or Right-of-Way)
<input type="checkbox"/>	Tangent Bearing(s)
<input type="checkbox"/>	Point of Beginning (POB)
<input type="checkbox"/>	Point(s) of Curvature Stationing and Curve Identification Number(s)
<input type="checkbox"/>	Point(s) of Intersection Stationing and Curve Identification Number(s)
<input type="checkbox"/>	Point(s) of Tangency Stationing and Curve Number Identification Number(s)
<input type="checkbox"/>	Point of Ending (POE)
<input type="checkbox"/>	Side Street Alignment(s), Stationing and Street Name(s)
<input type="checkbox"/>	Tangent Bearing(s)
<input type="checkbox"/>	Station Equation(s) tying Side Street(s) to Mainline Stationing
<input type="checkbox"/>	Point of Ending (POE)
<input type="checkbox"/>	Side Street Alignment(s), Stationing and Street Name(s)

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Horizontal and Vertical Control*

<input type="checkbox"/>	Tangent Bearing(s)
<input type="checkbox"/>	Station Equation(s) tying Side Street(s) to Mainline Stationing
Curve Information – Tabular Schedule	
<input type="checkbox"/>	Curve Identification Number
<input type="checkbox"/>	Curve Type (Circular)
<input type="checkbox"/>	Radius
<input type="checkbox"/>	Delta
<input type="checkbox"/>	Degree of Curvature
<input type="checkbox"/>	Curve Length
<input type="checkbox"/>	Tangent Length
<input type="checkbox"/>	Chord Length
<input type="checkbox"/>	Middle Ordinate
<input type="checkbox"/>	External
<input type="checkbox"/>	Chord Bearing

Property Mosaic Sheet*

Sheet Layout	
<input type="checkbox"/>	North Arrow (Upper right corner of sheet)
<input type="checkbox"/>	Show road systems and project Right-of-Way baselines. Mosaic should be scaled smaller than plan sheets to show a greater portion of the project on each sheet.
<input type="checkbox"/>	Show Property Lines
<input type="checkbox"/>	Include all parcel identifiers 1-L, 2-L, etc. These identifiers should not change after being assigned.
<input type="checkbox"/>	Show Begin/ End Acquisition limits.
<input type="checkbox"/>	Create Ownership of Record Table. Table shall provide the current owner’s name as listed on the deed record, parcel number, county assessment number, and title source for each parcel.

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Right-of-Way Plans	
Sheet Layout	
<input type="checkbox"/>	North Arrow (Upper right corner of sheet)
<input type="checkbox"/>	Match Line Labels and Stationing
Construction Baseline (Mainline and Side Streets)	
<input type="checkbox"/>	Construction Baseline Layout, Stationing and Label
<input type="checkbox"/>	Construction Baseline Road Name Labels
Existing Right-of-Way	
<input type="checkbox"/>	Right-of-Way Baseline Layout, Stationing and Label
<input type="checkbox"/>	Label Existing Right-of-Way lines
<input type="checkbox"/>	Dimension Existing R/W lines from Historic Right-of-Way Baseline
<input type="checkbox"/>	Label, Dimension and Provide Source for Existing Easements (PE, Drainage, Sewer, etc.)
Property Information	
<input type="checkbox"/>	Label Property Lines (PL or "Z")
<input type="checkbox"/>	Tax Parcel Identification Number
<input type="checkbox"/>	Parcel Owner Information listed the same as the deed
<input type="checkbox"/>	Deed Record Information / Instrument Number
<input type="checkbox"/>	Blanket Easement Information (Record Number and Easement Owner)
Existing Topography Features	
<input type="checkbox"/>	Rotate existing features to the appropriate orientation (Ex: Alignment or sheet orientation –vs.– Direction sign panel faces.)
<input type="checkbox"/>	Pattern Linear Features (Fences, Woods Lines, Ditches, Guardrail, etc.)
<input type="checkbox"/>	Label Surface Materials (Bituminous, Concrete, Stone, Grass, etc.)
<input type="checkbox"/>	Label Landscape Materials (Woods, Impacted Tree Sizes, Wall Heights, etc.)
<input type="checkbox"/>	Label Drainage Features (Curb Types, Pipe Material & Size, Direction of Flow)
<input type="checkbox"/>	Label Structure Features (1-Story Frame House, Shed, Deck, Porch, Fence, etc.)
<input type="checkbox"/>	Label Utility Features (Owner Information / Number, Materials, ASCE Quality Level, Sizes, etc.)
<input type="checkbox"/>	Label Traffic Features (Poles, Cabinets, Junction Wells, etc.)
Proposed Construction Features	
<input type="checkbox"/>	Pattern Proposed Linear Features (Curb, Guardrail, etc.)
<input type="checkbox"/>	Display Proposed Cells and Identifiers (DI, JB, MH, Monuments, etc.)
<input type="checkbox"/>	Proposed Drainage Pipes, Including Flow Arrows
<input type="checkbox"/>	Proposed Stormwater Management Facility Locations including BMP ID Numbers
<input type="checkbox"/>	Clear Zone (CZ) Shown/ Lateral Offset Shown
<input type="checkbox"/>	Limit of Construction (LOC) Shown

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Right-of-Way Plans

Proposed Right-of-Way	
<input type="checkbox"/>	Parcel Identifiers Added to Parcels With Impacts (TCE, PE, RW)
<input type="checkbox"/>	Dimension Proposed RW lines from Proposed Right-of-Way Baseline
<input type="checkbox"/>	Fee Acquisitions and Easements Patterned and Labeled (RW, RW/DA, PE, TCE)
<input type="checkbox"/>	Show all RW point identifiers referenced on the RW Tab Sheets

Right-of-Way Data Sheet

Create RW Data Sheets using the latest guidance	
<input type="checkbox"/>	Metes and Bounds Descriptions should be listed in clockwise direction
<input type="checkbox"/>	Point identifiers in the metes and bounds should match the points displayed on the Right-of-Way Plan sheet point numbers

Right-of-Way Tab Sheet

Create RW Tab Sheets using the latest guidance	
<input type="checkbox"/>	Use the Remarks column to call out any pertinent information for acquisition purposes.
<input type="checkbox"/>	Provide area of existing easements to be extinguished