
New Preliminary Cover Sheet for ADOT R/W Plans Webpage

Daniel Miller <DMiller3@azdot.gov>

Fri, May 21, 2010 at 5:36 PM

This email is to announce a new product that the On-Calls will be requested to prepare, in the very early stages of a new R/W project.

The timeline on a typical ADOT R/W project from beginning to end can be a number of years. While the information on the R/W Survey and/or R/W plans can be useful, valid and nearly complete during their development, it may take a number of months or even years before they are accepted by the R/W Plans Section, sealed mylars are prepared, and they are filed in our records room and put on our webpage for public notice/use. This significant delay from start to acceptance results in potentially useful information (particularly the survey related information, even though it is technically in a preliminary status) being unknown to the public for long periods of time.

In addition, some On-Call registrants have expressed a concern that they are setting new section corner monuments and that there is no map or record known to the public that shows them; while the results of survey is in a preliminary status and going through the review stages at ADOT for a lengthy period.

To improve this situation, the On-Call will be asked to produce a modified cover sheet that will be transmitted along with the first submittal of the first task of a new project (or new HXXXX 01R project). Most often this will be for the R/W Survey task, but could also be for either the Basemapping Plans task or Final R/W Plans task for those projects for which the R/W survey has been done under a different R/W project number. The attached 'sample 1' file will serve as the standard for this modified cover sheet.

Once this cover sheet has been reviewed and completed, it will be posted on our existing R/W plans webpage. This will notify users of the webpage that a project is underway and that information may be available. But it will still be up to the discretion of ADOT and the On-Call as to if the preliminary information will be released, if requested by the public.

Once the final products have been accepted, the preliminary cover sheet on the webpage will be replaced by the accepted sheets.

Please note - the text font and size of the new text that is between the project header information at the top of the sheet and the location map is the same as the "project location" text next to the star and in the box on the left side of the sheet.

The boilerplate scope for the R/W Survey, Basemapping Plans, and Final R/W Plans tasks has been revised to accommodate this new product. The effected pages are attached for reference with the additions highlighted in yellow.

It is anticipated that the On-Calls will be requested to modify the formal cover sheets already produced on projects that are under development and that are not close to the acceptance stage, and submit the modified version.

It has also been suggested that the On-Call can record a second version of the modified cover sheet with the local County Recorder's (primarily in the case of the On-Call preparing a R/W Survey). This would also steer the public to the ADOT R/W Plans Section to inquire about obtaining any available preliminary information.

It is up to the Consultant's discretion to record a cover sheet at the County Recorder's or not.

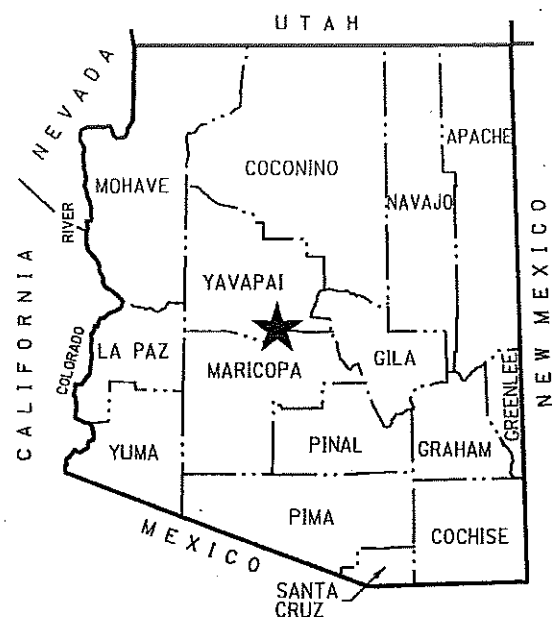
If the On-Call has set new section corner monuments or other cadastral corners for the R/W Survey and they know it will be a long time before the Results of Survey will be accepted by the R/W Plans

Section, they also have the options of recording corner records and/or an "inventory" type of survey drawing.

The attached 'sample 2' is a suggested model for the modified cover sheet for recording at the County Recorder's.

Thank you

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★ PROJECT LOCATION

COUNTY NAME: MARICOPA/YAVAPAI
 LENGTH OF PROJECT: 11.5 MILES
 ADOT DISTRICT: PRESCOTT (P)
 DRAWING NUMBER: D-07-T-979

NOTICE OF RIGHT OF WAY PROJECT

PHOENIX - CORDES JCT. HIGHWAY

MP 234 - BLACK CANYON CITY

017 MA 234 H7207 01R

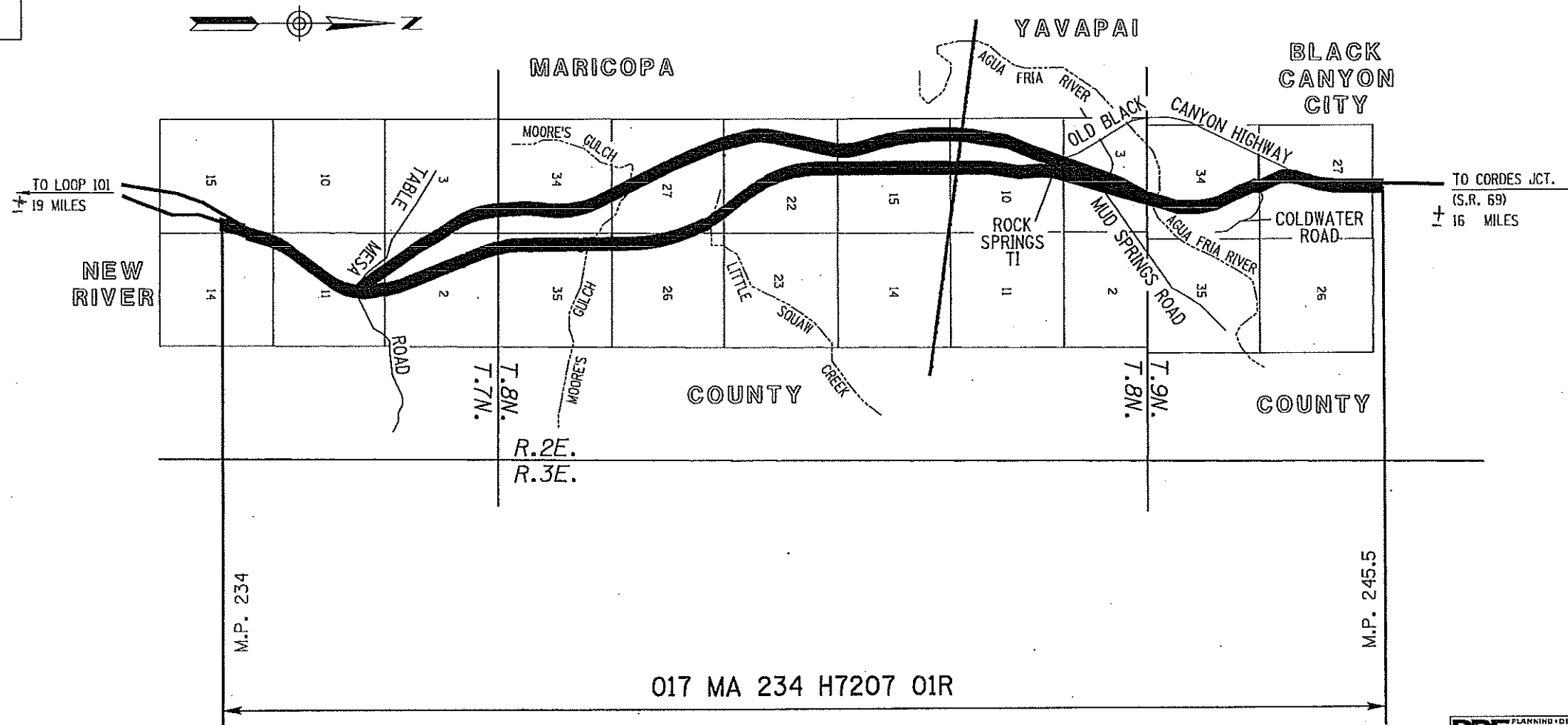
ARIZONA DEPARTMENT
 OF
 TRANSPORTATION
 INTERMODAL
 TRANSPORTATION
 DIVISION



THIS SHEET WAS PRODUCED TO NOTIFY THE PUBLIC THAT A RIGHT OF WAY PROJECT HAS COMMENCED AND IS UNDER DEVELOPMENT FOR THE PORTION OF THE HIGHWAY(S) SHOWN AND DENOTED ON THIS SHEET. THE RIGHT OF WAY PROJECT UNDER DEVELOPMENT MAY CONSIST OF ONE OR MORE OF THE FOLLOWING PRODUCTS AND/OR SHEETS: RESULTS OF SURVEY, RIGHT OF WAY PLANS, DETAIL SHEETS AND MONUMENTATION SURVEYS. TO OBTAIN CURRENT STATUS OF THE PROJECT UNDER DEVELOPMENT AND TO INQUIRE IF ANY PRELIMINARY SHEETS OR OTHER INFORMATION IS AVAILABLE, PLEASE CONTACT THE RIGHT OF WAY PLANS SECTION AT:

DAN MILLER - (602) 712-6174, DMILLER3@AZDOT.GOV, OR
 JOHN DUEL - (602) 712-8782, JDUEL@AZDOT.GOV.

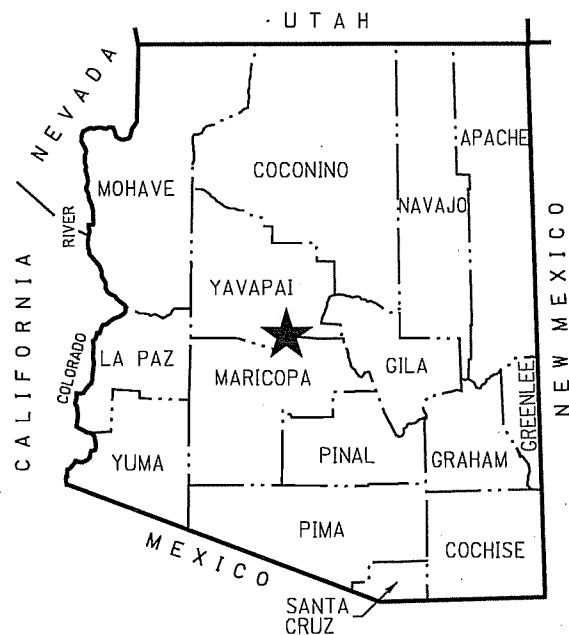
WHEN ONE OR MORE OF THE ABOVE PRODUCTS HAS BEEN COMPLETED AND ACCEPTED BY THE RIGHT OF WAY PLANS SECTION, THIS NOTICE OF RIGHT OF WAY PROJECT SHEET WILL BE REPLACED ON THIS SITE BY THOSE PRODUCTS.



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RBF
 CONSULTING
 PLANNING • DESIGN • CONSTRUCTION
 1005 NORTH 99TH AVENUE, SUITE 100
 PHOENIX, ARIZONA 85028-1000
 602.487.2000 • FAX 602.487.2001
 www.RBF.com



★ PROJECT LOCATION

COUNTY NAME: MARICOPA/YAVAPAI
 LENGTH OF PROJECT: 11.5 MILES
 ADOT DISTRICT: PRESCOTT (P)
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NOTICE OF RIGHT OF WAY PROJECT

PHOENIX - CORDES JCT. HIGHWAY

MP 234 - BLACK CANYON CITY

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BEING PORTIONS OF
 SECTIONS 2, 3, 11, 14 & 15 T.7N. R.2E. &
 SECTIONS 3, 10, 15, 22, 26, 27, 34 & 35 T.8N. R.2E. &
 SECTIONS 27 & 34 T.9N. R.2E.

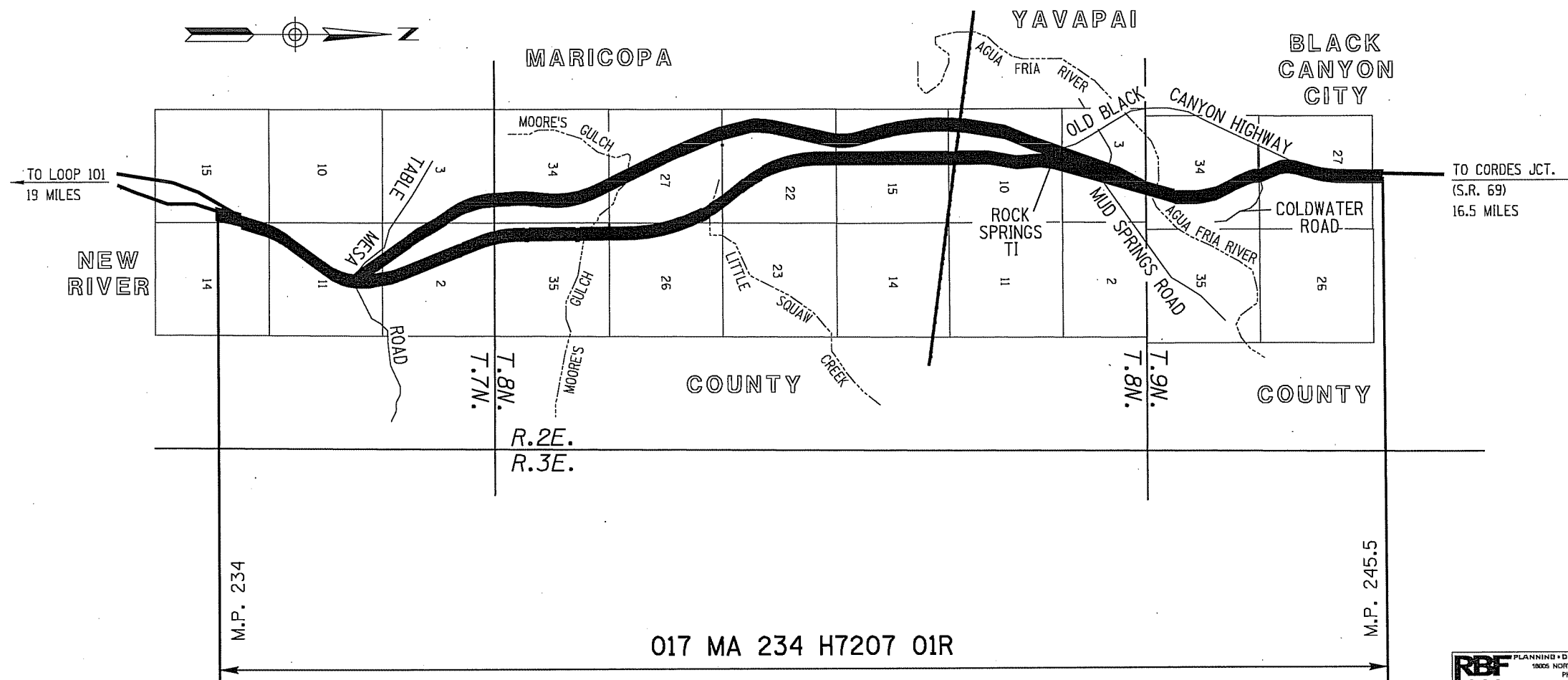
THIS SHEET WAS PRODUCED TO NOTIFY THE PUBLIC THAT A RIGHT OF WAY PROJECT HAS COMMENCED AND IS UNDER DEVELOPMENT FOR THE PORTION OF THE HIGHWAY(S) SHOWN AND DENOTED ON THIS SHEET. THE RIGHT OF WAY PROJECT UNDER DEVELOPMENT MAY CONSIST OF ONE OR MORE OF THE FOLLOWING PRODUCTS AND/OR SHEETS: RESULTS OF SURVEY, RIGHT OF WAY PLANS, DETAIL SHEETS AND MONUMENTATION SURVEYS. TO OBTAIN CURRENT STATUS OF THE PROJECT UNDER DEVELOPMENT AND TO INQUIRE IF ANY PRELIMINARY SHEETS OR OTHER INFORMATION IS AVAILABLE, PLEASE CONTACT THE ADOT RIGHT OF WAY PLANS SECTION AT:

DAN MILLER - (602) 712-6174, DMILLER3@AZDOT.GOV, OR
 JOHN DUEL - (602) 712-8782, JDUEL@AZDOT.GOV.

WHEN ONE OR MORE OF THE ABOVE PRODUCTS HAS BEEN COMPLETED AND ACCEPTED BY THE RIGHT OF WAY PLANS SECTION, THE FINISHED PLAN SET WILL BE ON FILE IN THE ADOT RIGHT OF WAY PLANS RECORDS ROOM AND AVAILABLE ON LINE AT www.azdot.gov/highways/row/rowplans/existingplansIndex.asp.

ARIZONA DEPARTMENT
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 DIVISION



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The Consultant shall:

1. Perform a field survey as outlined above
2. Prepare a Results of Survey Drawing at a suggested scale of 1" = _____. It is estimated that a total of _____ sheets will be produced. A **formal** cover sheet is not being requested at this time. The Results of Survey will be sealed by an Arizona Registered Land Surveyor. Final mylars shall be trimmed to 22"x34".

OR, depending on the nature of the survey, the paragraph below should be edited and used for item 2.

Prepare a Results of Survey Drawing. It is estimated that a total of 8 sheets will be produced. It is estimated that the Results of Survey will consist of 1 "Sectional Control & Key Map Layout" sheet at a suggested scale of 1" = _____, an estimated 5 R/W corridor survey plan sheets at a suggested scale of 1" = _____, and 2 coordinate table/note sheets. A cover sheet is not being requested at this time. The Results of Survey will be sealed by an Arizona Registered Land Surveyor. Final mylars shall be trimmed to 22"x34".

3. Prepare a Calculation Book as outlined below.
4. **Prepare a modified cover sheet for posting on the ADOT R/W existing plans index webpage.**

B. The following items are included with this Scope of Work

1. RW Strip Map Numbers _____
2. RW Plans for Projects _____
3. As-Built Construction Plans for Projects _____
4. County R/W Location Maps _____
5. Survey Control Point Data Sheets _____
6. Existing R/W report dated _____
7. Related Correspondence _____

REVIEWS:

REVIEW TIME FOR THE INITIAL REVIEW WILL BE TEN (10) WORKING DAYS

A. INITIAL REVIEW DUE BY, _____

1. The Results of Survey Drawing, Survey Calculations **and modified cover sheet** shall be submitted for review when all phases of work have been accomplished. The Results of Survey shall be submitted to ADOT RW Plans for review **after** Consultant has completed a Quality Assurance check on the all aspects of the Task. Surveys submitted for review which indicate that such a Quality Assurance Review has not been performed will be returned unreviewed to Consultant for correction.
2. The following items shall be submitted for use in conducting the Review:
 - a. One (1) half-size print of the Results of Survey **and modified cover sheet** to be used as check prints.

Right of Way Report. The Ownership Record Sheets will show only the owner name of each parcel, the total area of each parcel, and the plan sheet reference number of each parcel.

All pertinent existing topographical information (i.e. buildings, fences, signs, planter boxes, pavement, turn outs, etc) will be shown on the plans from the electronic files used to develop the construction design plans.

Mylars for Basemapping Plans will not be included with the Final Task Submittal for Basemapping.

The Consultant shall:

1. Prepare one (1) formal Cover Sheet.
2. Prepare one (1) Standard Abbreviations & Symbols sheet
3. Prepare * (*) Ownership Record Sheet(s). Number of Parcels: * (*)
4. Prepare * (*) Vicinity Map(s) at a scale of 1" = *
5. Prepare * (*) Plan Sheet(s) at a scale of 1" = *
6. Prepare half-size Point Identification Sheets for all calculated points (centerlines, section corners, section line ties, etc.) utilizing the Basemapping Plan Sheets as a base drawing. Unnecessary text information may be removed.
7. Prepare a Calculation Book as outlined below.
8. Prepare a modified cover sheet for posting on the ADOT R/W existing plans index webpage. (Note: remove this item if modified cover sheet was already produced under the R/W Survey task)

NOTE: Basemapping Plan Sheets will be prepared using the current CADD Standards and cell library.

B. The following items are included with this Scope of Work:

1. Final Project Assessment/ Design Concept Report for Project
2. CADD files of Proposed RW Requirements from DCR/EIS for Project _____
3. Existing R/W report dated _____
4. Vesting Instruments/Title Reports for _____ parcels
5. Mylars and CADD files of Results of Survey for R/W Project _____
6. Related Correspondence

REVIEWS:

REVIEW TIME FOR THE INITIAL REVIEW WILL BE TEN (10) WORKING DAYS.

A. INITIAL REVIEW: DUE BY, _____

1. Basemapping Plans and calculations will be submitted for review when all phases of work have been accomplished. The Basemapping Plans will be submitted for review **after** the Consultant has completed a quality assurance/ quality check on the entire

Basemapping Plans information. The Consultant is responsible for the accuracy of all calculations and plotting of all ownership information and all Existing Right of Way information, however, these will be reviewed and returned to the Consultant for correction if errors are discovered. Basemapping submitted for review which indicates that such a Quality Assurance Review has not been performed will be returned un-reviewed to the Consultant for correction.

2. The following items will be submitted for use in conducting the Basemapping Plans Review:
 - a. One (1) half-size print of Basemapping Plans, to include: Cover Sheet, Standard Abbreviations & Symbols Sheet, Ownership Record Sheets, Vicinity Maps, Plan Sheets, Results of Survey, **and modified cover sheet (if applicable).**
 - b. One (1) Compact Disk (CD-R format) with the CADD Files in native MicroStation file format, in a version that is currently acceptable to the R/W Plans Section.
 - c. An ASCII coordinate electronic file containing the Point Number, Northing and Easting, in the following format: Point Number, Northing, Easting, (Description optional) using **commas as delimiters**. Consultant shall ensure that this file is free of extraneous text such as page numbers, headers, batch commands, and the like. This file should be such that it can be imported into a COGO program without reformatting by ADOT Right of Way Plans Section. **Only numeric point numbers will be accepted.**
 - d. Calculation book, consisting of the following information in a 3-ring binder:
 - Traverse of all centerlines that are depicted on the Right of Way Plans
 - Station and Offset listing of the Existing Highway Right of Way, referenced to the existing R/W centerline or other controlling line.
 - Hard copy printout of the entire coordinate file in order of increasing point number.
 - One (1) half-size print of Point Identification Sheets for all calculated or established points (centerlines, section corners, section line ties, etc.) utilizing the Basemapping Plans as a base drawing, showing all points. The sheets may be a specialized plot omitting unnecessary information.
 - An 8-1/2 X 11 point map for each parcel, together with the calculations for the total area of each parcel.

REVIEW TIME FOR THE **FINAL REVIEW** WILL BE FIVE (5) WORKING DAYS

B. FINAL REVIEW

DUE BY, _____

1. This review shall be a complete and thorough review of each sheet of the Basemapping Plans to ascertain that all information is clearly and accurately illustrated.
2. The following items shall be submitted for use in conducting the **Final Review** of the Basemapping Plans:

- A. The Final Right of Way Plans are the continuation of the Basemapping Plans. (Note to reviewer – remove the preceding sentence if the Basemapping Plans task was skipped) The ___% Design requirements have been received and are to be used in the production of the Final Right of Way Plans.

The Consultant shall prepare a set of Final Right of Way Plans in accordance with those Standards and Specifications for Right of Way Plans, utilizing materials included with this Scope of Work.

The Final Right of Way Plans will be prepared utilizing CADD files in native MicroStation file format. Cell libraries provided by ADOT will be utilized. All Final Mylars shall be trimmed to 22"x 34" prior to submittal to ADOT.

All pertinent existing topographical information (i.e. buildings, fences, signs, planter boxes, pavement, turn outs, etc) will be shown on the plans from the electronic files used to develop the construction design plans.

It will be noted that whenever a right of way control point is located on a property line, a field survey will be required as to the proper location of the property line and will be indicated on a Supplemental Results of Survey.

In the event that a control point does fall on a property line, a supplemental survey showing the reasoning used for the placement of the control point on a property line will be required. Evidence such as title information, existing property corners (properly described) and lines of occupation will be considered in the placement of the control point monument.

It should be noted that there may be a possibility of moving the control point to avoid a property line which would require a field survey. This should be done during the initial review of the Right of Way requirements as supplied by the engineering consultant at the 30% design stage.

The Consultant shall:

(Note: If the Basemapping task has been skipped and the scope or scope amendment is to do Final R/W Plans from scratch, you need to revise the boilerplate immediately below in the following 3 ways – a) Change the word "Complete" in lines 1 through 3 to "Prepare", b) Add new items 1 and 2, which will be to prepare a formal Cover Sheet (#1) and prepare a Standard Abbreviations & Symbols Sheet (#2), c) re-number the old numbers 1 through 6 to be numbers 3 through 8)

1. Complete * (*) Ownership Record Sheet(s). Number of Parcels: * (*)
2. Complete * (*) Vicinity Map(s) at a scale of 1" = *
3. Complete * (*) Plans Sheet(s) at a scale of 1" = *
4. Prepare half-size Point Identification Sheets for all calculated points (centerlines, section corners, section line ties, etc.) utilizing the Basemapping Plan Sheets as a base drawing. Unnecessary text information may be removed.
5. Prepare a hard copy printout of the entire coordinate file in order of increasing point number
6. Prepare station and offset listing (hard copy only) of all points used in lines of new acquisition (New R/W, New Drainage Easement, etc.) tying to the controlling

centerline. Ties to centerline spirals shall not be included but rather the semi-tangent shall be utilized. All centerlines shall be equated to each other and all centerlines, New R/W lines, and Existing Highway R/W lines shall be tied to all found Section and Mid Section lines. All ties on a centerline curve, New R/W, and Existing Highway R/W shall include a Local Tangent Bearing. All Spiral-to-Curve (SC) and Curve-to-Spiral (CS) points on centerlines shall include Local Tangent Bearings (in the direction of the curve).

7. Prepare a modified cover sheet for posting on the ADOT R/W existing plans index webpage. (Note: remove this item if modified cover sheet was already produced under the R/W Survey or Basemapping task)

B. The following items are included with this Scope of Work:

1. Title Reports for those parcels from which acquisition is anticipated.
2. Construction/Design Plans for Projects _____
3. Topography CADD files in MicroStation format for Project Number _____
4. Design CADD Files in MicroStation format for Project _____
5. Related Correspondence

SUBMITTALS / REVIEWS:

REVIEW TIME FOR THE **INITIAL REVIEW** WILL BE TEN (10) WORKING DAYS.

A. INITIAL REVIEW

DUE BY, _____

1. Final Right of Way Plans and calculations will be submitted for review when all phases of work have been accomplished. The Final Right of Way Plans will be submitted for review **after** the Consultant has completed a quality assurance/quality check on the entire Final Right of Way Plans information. The Consultant is responsible for the accuracy of all calculations and the information shown and recited on the Final Right of Way Plans, including descriptions, plotting of all ownership information, areas of acquisition and all Existing Right of Way, however, these will be reviewed and returned to the Consultant for correction if errors are discovered.
2. The following items should be submitted for use in conducting an **Initial Review** of the Final Right of Way Plans:
 - e. One (1) half-size print of Final Right of Way Plans, to include: Cover Sheet, Standard Abbreviations & Symbols Sheet, Ownership Record Sheets, Vicinity Maps, Plan Sheets, Results of Survey **and modified cover sheet (if applicable)**.
 - f. One (1) Compact Disk (CD-R format) with the CADD Files in native MicroStation file format, in a version that is currently acceptable to the R/W Plans Section.
 - g. An ASCII coordinate electronic file containing the Point Number, Northing and Easting, in the following format: Point Number, Northing, Easting,