
New Preliminary Cover Sheet for ADOT R/W Plans Webpage

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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 HXXXXX 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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