

Highway Design Manual

Chapter 10 - Right-of-Way

To navigate to a specific appendix, click on the list below.

[Appendix 10-1: Sample Right-Of-Way Plan Submittal Memo](#)

[Appendix 10-2: ROW Plan Request Form](#)

[Appendix 10-3: Federal Energy Regulatory Commission](#)

[Appendix 10-4: Right-Of-Way Certificate](#)

[Appendix 10-5: Request for Public Hearing Checklist](#)

[Appendix 10-6: Request for Public Officials/Public Informational Meeting](#)

[Appendix 10-7: Roadway Reclassification Memo](#)

[Appendix 10-8: ROW Purchase Plans Checklist](#)

[Appendix 10-9: Registry ROW Plan Checklist](#)

[Appendix 10-10: Building Demolition Checklist](#)

[Appendix 10-11: Plat Law, RSA 478; 1-a](#)

[Appendix 10-12: Request for Combined Corridor Design Public Hearing](#)

[Appendix 10-13: Request for Disposal of State Owned Land Memo](#)

[Appendix 10-14: Guide for Use of +/- for Flagging of Approximate Rights-of-Way](#)

[Appendix 10-15: Guide for Use of +/- for Flagging of Rights-of-Way](#)

ROW PLAN REQUEST

From:

Date:

To: Robert Talon, LLS
Land Titles

Thru: Nancy Spaulding, PE
ROW Engineer

Project name: State # Is Project Chargeable by ROW? Yes / No

If "No" List Chargeable Project:

Public Hearing Date: Advertising Date: Completion Date Requested:

Brief Project Description:

Special Considerations: White Mountains National Forest, State Lands,
Conservation Land, Condominiums, Other

Type of Request (**to be accomplished in descending order**):

1) Project Limit Review: Determines how the existing Right of Way was established within the project area to define the level of survey detail needed to reestablish the Right of Way limits. After this has been determined the survey request can be initiated and the preliminary legacy alignment, if applicable, done upon survey completion.

Include a copy of the as-built plans showing bound locations with the request.

2) Tax Map Level ERL/ERT: Right of Way types and limits are accurately defined from NHDOT records and other sources based on survey detail. Existing Right of Way lines will now be set. Property lines, owner names and parcel numbers are added based on Tax Map information.

This level is completed in order to identify potential areas of impacts beyond the State's ownership and easement rights.

Provide survey field books with alignments if applicable and as built plans with the request.

3) Abstract Level ERL/ERT: Develops an Abstract of Title for all impacted properties. Property lines and acreages are adjusted based on deeds and plans obtained from the title abstract. *A plan depicting project impacts must be provided with all Abstract Level requests.*

This level needs to be completed prior to calculating impacts.

4) ERL/ERT Update: Updates title abstracting to find any changes in property owners, parcel lines and acreages. Required before Public Hearing Notification and prior to Purchase Plan production and Property acquisition. *A plan depicting project impacts must be provided with all Update Requests.* Use this box to also request investigation of ROW plan concerns or problems (identify below).

Comments:

ROW Plan Request Information Sheet
Draft 3/11/10

The ROW Plan Requests need to be completed in the order listed to ensure proper plan development and avoid costly delays and/or rework in the final plan development and ROW acquisitions. At the completion of each level, Right of Way will submit a memo to the requester that the level has been completed and that will also list any requirements or issues needing resolution prior to proceeding to the next level. Once the issues or requirements have been addressed and accepted by the Right of Way Bureau the requester can proceed to the next level.

Level 1. **Project Review should be accomplished at the project initiation.** This is important, as it will determine the level of Survey and Right of Way effort needed to complete Level 2. It will also be helpful to the project team in gaining an understanding of the right of way limitations within the project area.

Level 2. At this level, all survey detail has been accomplished and the existing detail processed in Microstation for use. The person requesting should also be providing the survey field books and as built plans along with the request. The Right of Way Bureau will now develop the existing right of way line work (ERL) plan showing the limit of the ROW and existing right of way text (ERT) plan for design use. The ROW limits should now be set and finalized and the State's rights ascertained.

This is identified as a tax map level because the ownerships and property interest beyond the ROW line have not yet been determined and are only at tax map level. However, because the ROW is accurate the design team can begin determining the potential areas of impacts for the next level.

Level 3. Once the potential areas of impacts are known, the abstracting of impacted parcels can begin. A title abstract determines property ownership and limits along with any other interested parties, mortgage holders, lien holders etc. of the abutting parcels for the proper notification prior to public hearing and for the acquisitions of property and easements. **If scope of project changes resulting in additional impacts this level will need to be redone.**

Level 4. Updates the Level 3 plan whenever there are known changes or questions of property ownership and prior to the Public Hearing and within 3 months of Purchase Plan preparation. This level may be repeated depending on project development timeline.

FEDERAL ENERGY REGULATORY COMMISSION

Federal Energy Regulatory Commission (FERC) is a regulatory agency within the Department of Energy which oversees the interstate sale and transportation of natural gas, hydroelectric dams, wholesale transactions of electric transmission, and rates for interstate transportation of petroleum products. Two areas of the FERC's regulatory responsibility commonly involving highway/transportation projects are FERC licenses for hydroelectric dams and natural gas pipelines.

The issuance of a hydroelectric FERC permit is to a nonpublic (private) entity, company or corporation. Licenses are generally issued for a period of 30 to 50 years with exemptions granted in perpetuity. For hydroelectric facilities, the license application must contain a complete engineering analysis involving dam safety, operation, and maintenance, and addresses the economic and financial aspects for developing the project. In addition, all FERC applications must contain an environmental report describing the effects the project would have on fish, water quality, wildlife, botanical resources, geology, soils, recreational, land uses, and socioeconomic values including identifying mitigative, protective and enhancement measures. FERC issued license contain terms and conditions (license articles) which the owner/operator of the facility is required to maintain to keep the license in effect.

Any highway/bridge project that involves FERC licensed facility is treated as an element of Right-of-Way damage, but may necessitate a detailed hydrological evaluation and assessment to determine the potential effects due to loss of impoundment area and reduced flowage. Impacts caused by the highway/bridge project to the licensed facility that results in a change to the conditions of the license may require a submission to FERC by the permit owner for a relicense. As a minimum, coordination with the permittee and FERC will be required to acknowledge no effect to the conditions of the FERC license.

Examples of a licensed facility are the hydroelectric dams along the Connecticut River including the Moore Reservoir in the Town of Littleton. New England Power Company (NEPC) maintains and operates the power plant, and impoundment area through FERC licenses. Their license generally includes the ownership of the land surrounding the impoundment area of the reservoir in addition to many other conditions. The replacement of the Dalton, NH - Lunenburg, VT Bridge Hill Road bridge over the Connecticut River in 1997 resulted in no measurable impacts to loss of headwaters, flowage restrictions or loss of flood control for the downstream facility, however, a fee taking of the protected buffer of land along both sides of the Connecticut River for the approaches of the highway would have resulted in an extensive time consuming relicense application for the facility.

The expense for processing the engineering evaluation and submitting the new application by the owner and operator of the facility would be an element of damages through the right of way relocation assistance. The cost of a relicense application may or may not be cost prohibitive due to the level of potential engineering, but more importantly is the length of time required for FERC relicense process and the potential resulting delays. However, the placement of an easement use versus a fee taking over the licensed property resulted in no change in ownership and maintained compliance with the licensee's permit.

Should highway/bridge projects impact FERC licensed facilities (hydroelectric and/or natural gas pipe lines) and the owner will be required to reapply for a relicense, then early coordination and evaluation will be required during the preliminary design phase to identify the level of impacts and the necessity of the taking. Once the determination is made that a facility would be impacted by a highway/bridge project then the damage is an element of the Right-of-Way process. Through the Right-of-Way abstracting process and/or the environmental resource identification phase, facilities under a FERC permit should be identified and evaluated.

RIGHT-OF-WAY CERTIFICATE

Town: _____
Project No: _____
Federal Project No: _____

Right-of-Way Acquisition Required YES _____ NO _____

Parcels: _____ # **Relocatees:** _____

Replacement Housing Payments – Owners \$ _____

Replacement Housing Payments – Tenants \$ _____

Residential Moving Costs \$ _____

Farms, NPOs, & Businesses/Relocated _____

Business & Farm Moving Costs \$ _____

Miscellaneous Property/Relocated _____

The New Hampshire Department of Transportation, Bureau of Right-of-Way hereby certifies that the right to occupy and use all the rights-of-way necessary for this project has been acquired by deed, condemnation or right-of-entry. All right-of-way has been acquired and all relocations have been accomplished, in accordance with FHWA regulation (49 CFR 24).

- Without exception
- Except as indicated below
- Acquisition not yet completed

Acquisitions Not Completed

_____ The Department of Transportation has not completed acquisition of the following properties. The properties listed are reserved until the indicated dates.

Parcels	Name	Reserve Date

Continues on opposite side

R/W Acquired/ Possession Not Available

The Department of Transportation has legal title to the following properties, however, the structures and areas indicated on the Right-of-Way Plans are reserved until the indicated dates.

Parcels	Name	Reserve Date

R/W Acquired/Residential Structures Still Occupied

The Department of Transportation has legal title to the following properties, however, the residents have not vacated.

Parcels	Name	Scheduled Vacates

The New Hampshire Department of Transportation affirms that it is in the public interest to proceed with construction of this project. The cause for the delay in clearing the R/W, and the measures taken to protect the rights of those temporarily remaining on the project are as follows:

A Coast Guard permit is is not necessary on this project.

A Corps of Engineers permit is is not necessary on this project.

A State Wetlands Bureau permit is is not necessary on this project. Permit No. ____

was approved as a Nationwide on _____

was approved as an individual project on _____

All families and individuals relocated from this project have been/will be offered decent, safe and sanitary housing, as defined in 49 CFR Part 24. All parties receiving replacement housing payments will be/have been relocated to DS&S housing. Relocation procedures used on this project conform to the standards established by Federal regulations.

Administrator Bureau of Right-of-Way

Date

Assistant Administrator, Bureau of Right-of-Way

REQUEST FOR PUBLIC HEARING CHECK LIST

PLEASE FILL IN YOUR DATE AND FORWARD TO NEXT SECTION ON LIST

Hearing Plan Preparation

<u>SECTION</u>	<u>ACTION</u>	<u>TARGET DATE</u>
* Preliminary Design	Survey Request	_____
Right-of-Way	Abstract Complete	_____
	ROW Earliest Hearing Date	_____
	Req. Notice: <input type="checkbox"/> 30 day <input type="checkbox"/> 90 day <input type="checkbox"/> 14 day	_____
	Conceptual Relocation Study	_____
Survey	Survey Complete	_____
* Final Design	Hearing Plan Data Complete	_____
Preliminary Design	Hearing Plan Complete	_____
Environment	Ready for Hearing (Inc. 30 days) (Fin. Env. Clearance ___ days after P.H.)	_____
* Preliminary Design	Hearing Target Date	_____
<hr/>		
* Preliminary Design	<u>Processing the Request</u>	Revised Hearing Target Date _____
Design Start (In-House or Consultant)		_____
Purchase Plans		_____
ROW Involvement		_____ (Months)
No. of properties		_____
No. of homes acquired		_____
No. of business acquired		_____
Target Advertising Date		_____
Target Construction Completion Date (Hearing Notice)		_____ (Season)
Project Manager	_____ (Name) _____ (Initial)	10-Year Plan FY _____
Clerical Section:	1. Obtain Utility Names (Design Services)	_____ (Initial & Date)
	2. Environmental Data (Bureau of Environment)	_____ (Initial & Date)
	3. Transmit all Data to ROW (Date)	_____
	4. Copy (this sheet) to Proj. Man. (Lead Person) (Date)	_____

Project: _____

Federal No.: _____

State No.: _____

Location: _____

Date: _____

LAROW	_____
CAROW	_____
ROW	_____

* Consultant Section for Consultant Projects.

STATE OF NEW HAMPSHIRE
INTER-DEPARTMENT COMMUNICATION

DATE: May 5, 1997
AT OFFICE: Bureau of Highway Design

FROM: Michael Dugas, P.E.
Chief of Preliminary Design

SUBJECT: Combined Public Officials/Public Informational Meeting
Grafton 12522

TO: Charles Schmidt, P.E.
Administrator
Bureau of Right of Way

Arrangements have been made for the Department to hold a Combined Public Officials/Public Informational Meeting on May 29, 1997, 7:00 PM, at the Fire Station, Route 4, Grafton, N.H.

This project is the removal of the railroad bridge over U.S. Route 4 located 650' east of Tunnel Road. The project includes work on the roadway approaches.

Please notify abutters on the attached map, and advertise this meeting in the local and daily newspapers.

MJD/blc

Attachment

S:\GRAFTON\12522\MEMO\50B50597.DOC



CHRISTOPHER D. CLEMENT, SR.
COMMISSIONER

JEFF BRILLHART, P.E.
ASSISTANT COMMISSIONER

APPENDIX 10-7

June 4, 2007

Town of Newington
Board of Selectmen
205 Nimble Hill Road
Newington, NH 03801

Re: **Newington, 11238C and 11238E**
Shattuck Way and Nimble Hill Road Reclassification

Dear Board of Selectmen:

The purpose of this letter is to officially reclassify, in accordance with RSA 228:36, Shattuck Way and Nimble Hill Road as Class V highways and thereby transfer maintenance control and responsibility of these roadways to the Town of Newington. These roads are being reclassified because they primarily serve local traffic needs and are no longer required for the State's transportation system.

The reclassification has been discussed with the Town on several occasions and has been documented. Please see the attached letters between the State and Town. Also, legislation, House Bill 834-L, was passed on June 6, 2003, which specifies that Shattuck Way (formerly River Road) and Nimble Hill Road be reclassified as Class V highways. The legislation states that the reclassification becomes effective 60 days after construction work is completed. As of December 21, 2006, all construction work for these roadways was complete.

The limits of this reclassification are described below and shown on the attached set of right-of-way plans of the Exit 4 interchange area.

Shattuck Way: Beginning at the intersection of the Spaulding Turnpike northbound Exit 4 off-ramp and running northerly and westerly beneath the Spaulding Turnpike and then southerly on a new alignment to the new intersection with Nimble Hill Road, a distance of approximately 3,500 feet. It is the Department's intent to maintain control of the intersection of the Spaulding Turnpike northbound ramps and Shattuck Way, and in doing so assure the safety of the ramps, particularly the northbound off-ramp.

Nimble Hill Road: Beginning at Nimble Hill Road Construction Center Line Station 504 + 50 on the westerly side of the intersection of Shattuck Way and Nimble Hill Road and continuing westerly the entire length of Nimble Hill Road, a distance of approximately 1.52 miles to the intersection of Nimble Hill Road and McIntyre Road at the boundary of the Pease Development Authority property. It is the Department's intent to maintain control of the intersection of Nimble Hill Road, Shattuck Way, and the Spaulding Turnpike southbound ramps, and in doing so assure the safety of the ramps, particularly the southbound off-ramp.

Portions of the Shattuck Way and Nimble Hill Road right-of-way layouts have been designated with "access control". Access control is a permanent restriction that was purchased by the Department as part of the right-of-way acquisition process, these restrictions are listed in the deed for each property where access control was purchased. The reason for access control is to limit future driveway access to the highway in order to promote the safe and efficient flow of traffic in the area. Part of the Town's maintenance responsibility is to insure that the access controls put in place remain in perpetuity.

The portions of the above roadways that have been designated with access control are shown on the attached plans by the symbols **LAROW** (Limited Access Right-of-Way) or **CAROW** (Controlled Access Right-of-Way). These sections of right-of-way have been embellished in yellow on the attached plans. In areas designated as LAROW, driveway access from properties abutting the roadway is prohibited. Driveway access to areas of CAROW is permitted, however, the number of driveways is limited to the points of access granted to each abutting parcel. The number of "access points", i.e. driveways allowed, and the location of where a driveway could be constructed, is shown on the attached right-of-way plans.

As of June 14, 2007, the New Hampshire Department of Transportation will no longer maintain the above-described sections of highway. As stated above, Shattuck Way and Nimble Hill Roads are being reclassified in accordance with RSA 228:36 as Class V highways. Therefore as of June 15, 2007 it will become the Town of Newington's responsibility to provide maintenance services for these sections of highway in accordance with the Town's standard highway maintenance policy. Future Block Grant Aid allocations will be adjusted to reflect the additional mileage of Class V highway resulting from this reclassification.

The Department requests the Town acknowledge this reclassification and transfer of maintenance responsibility by having the Selectmen sign below signifying their acceptance and agreement to provide future maintenance for Shattuck Way and Nimble Hill Road. Two copies of this letter are being provided, one copy to be retained by the Town and the other to be returned to the Department in the self-addressed stamped envelope provided.

I have asked Douglas DePorter, District 6 Engineer in your area, to assist you and answer any questions relative to this reclassification. Thank you for your assistance regarding this matter.

Sincerely,

Christopher D. Clement, Sr.
Commissioner

I concur _____
Jack O'Reilly
Chairman
Date _____

I concur _____
Cosmas Iocovozzi
Selectmen
Date _____

I concur _____
Jan Stuart
Selectmen
Date _____

CPO/WPJ/dmp
Enclosures

cc: William Janelle, Director of Operations
William Cass, Director of Project Development
William Watson, Planning & Community Assistance
William Lambert, Traffic
Caleb Dobbins, Highway Maintenance
Douglas DePorter, District 6
Charles Schmidt, Right-of-Way
Christopher Waszczuk, Turnpikes

PURCHASE PLAN CHECKLIST

PROJECT: _____

**The plans shall be legible and have no obscured annotations for all proposed and existing detail.
See also Chapter 10 of the Highway Design Manual (HDM) for additional guidance.**

I. RIGHT-OF-WAY FRONT SHEET

A. <u>Location Map (Included)</u>		Done By/Date	Checked By/Date	Comments
1	Project location designated with a circle			
2	State project number attached to circle			
3	North arrow			
4	Major roads, rivers, brooks, streams, lakes, etc. labeled			
5	Town, city, county, country & state names labeled with boundaries			
6	Railroads (RR) labeled			
7	Leaders of location map box extend to the project location on the State of NH outline			
8	Graphic scale			

B. Layout (Included)

1	Legacy Alignment(s) stationed every 500 feet *			
2	Road names			
3	Existing buildings (solid), roadway edge of pavement (EP), drive EPs, curbing, bridges (with bridge numbers), railroads, rivers, streams, brooks, and lakes shown			
4	Existing town/city, county & state boundaries shown and labeled			
5	"To (Town or City)" at all ends of the project with destination arrows			
6	Show water course flow arrows			
7	Limit of ROW with stations that match the ROW plan sheets (use the Legacy Alignment**)			
8	North arrow (grid)			
9	Town/City of () - include only those towns/cities affected			
10	County of () - include only those counties affected			
11	Scale (i.e. 1" = XXX')			

C. Miscellaneous (Included)

1	Right-Of-Way Front Sheet Notes filled out completely			
2	Project name with Federal & State numbers			
3	Road name in sheet title			
4	Title block completed with project number, sheet numbers and signature block with appropriate signature blanks***			
5	Licensed Land Surveyor Stamp, signature, and date			
6	In border, "DRAWN BY" and "CHECKED BY" with dates			
7	Index of sheets completed, do not include x-sections in summary			
8	Note "FOR CONSTRUCTION DETAILS - SEE CONSTRUCTION PLANS"			
9	Do not include the Design Data block			
10	Stamped "PRELIMINARY PLANS SUBJECT TO CHANGE" without the date, if not the final set of purchase plans			
11	Stamped "PRELIMINARY ROW PLANS", "ROW PLANS" or "REVISED ROW PURCHASE PLANS #X" with a date			

* Construction Alignments will only be required on the Geometric Layout Sheets. If a project does not have a Legacy Alignment, the Construction Baseline will be used as the Legacy alignment in the following checklist.

** Verify the alignment to be used with the ROW Engineer prior to finalizing or flagging.

*** If Town or City funding is involved, the Municipal Highway Engineer will sign the Front Sheet.

PURCHASE PLAN CHECKLIST

Highway Design Manual
 Appendix 10-8
 Supersedes: June 2, 2010
 Revision Date: April 22, 2014

II. SYMBOLS SHEETS		Done By/Date	Checked By/Date	Comments
1	Latest revision date verified (should match those in Construction Plans)			
2	The border should not contain a block for "NEW DESIGN" or "SHEET CHECKED BY"			
3	Sheet title block filled in completely with project number, sheet number, and total sheets			
4	Stamped "PRELIMINARY PLANS SUBJECT TO CHANGE" without the date if not the final set of purchase plans			
5	Stamped "PRELIMINARY ROW PLANS", "ROW PLANS" or "REVISED ROW PURCHASE PLANS #X" with a date			

III. RIGHT-OF-WAY SUMMARY SHEET(S)

A. Table of Property Acquisitions

1	"Parcel No." column filled in			
2	"Sheet No." column filled in with the sheet number from the title block of each sheet the parcel appears on			
3	"Property Owner" column filled in with the EXACT names shown on the 12345ERT.dgn as provided by the Bureau of ROW			
4	"Total Area of Parcel" column filled in with the EXACT area shown on the 12345ERT.dgn as provided by the Bureau of ROW			
5	"Take" column filled in with the area acquired (see VII.F.9 under Takes and Easements below)			
6	"Remainder Left/Right" columns filled in with acres			
7	"Permanent Easement" columns filled in with the appropriate area and type			
8	"Temporary Easement" columns filled in with the appropriate area, type and expiration date			
9	"CAROW Points of Access LT/RT" column filled in, if applicable			
10	"Remarks" column filled in to describe unique features that may not be evident on the plans			
11	Note on bottom of summary table "** DURATION OF TEMPORARY EASEMENTS WILL BE FOR XX MONTHS: BEGINNING WITH THE COMMENCEMENT OF CONSTRUCTION ACTIVITIES."			

B. Table of Revisions - used only after the original ROW plans

1	"Revision No." column filled in once for each revision			
2	"Date" column filled in with the ROW revision date			
3	"Sheet No." column filled in to match the Table of Property Acquisitions			
4	"Description" column filled in listing each Parcel affected for that submission and the change, list each parcel separately			

C. Miscellaneous

1	Sheet title block filled in completely with road/route name, "RIGHT-OF-WAY SUMMARY SHEET", "TOWN/CITY OF ..." and "COUNTY OF...", project number, sheet number, total sheets, and model name (if used)			
2	Stamped "PRELIMINARY PLANS SUBJECT TO CHANGE" without the date if not the final set of purchase plans			
3	Stamped "PRELIMINARY ROW PLANS", "ROW PLANS" or "REVISED ROW PURCHASE PLANS #X" with a date			

PURCHASE PLAN CHECKLIST

Highway Design Manual
 Appendix 10-8
 Supersedes: June 2, 2010
 Revision Date: April 22, 2014

IV. RIGHT-OF-WAY PROPERTY LAYOUT SHEET(S)

A. Parcel Owner Table

		Done By/Date	Checked By/Date	Comments
1	Filled in with parcel numbers, sheet, property owners and CAROW Points of Access that match the 12345ERT.dgn and 12345prw.dgn EXACTLY			

B. Plan

1	Legacy Alignment(s) stationed every 500 feet			
2	Route numbers and/or names of roads and railroads			
3	Match lines (if appropriate)			
4	North arrow (grid)			
5	Town/city, county, country and state boundaries shown and labeled			
6	Property lines and Z lines (without owner name labels) showing full property boundaries, including the back lines (if coverage allows)			
7	Edge of pavement, edge of drives, retaining walls and fences			
8	Buildings (solid), lakes, rivers, streams, brooks, etc., bridges (with bridge numbers)			
9	Parcel numbers (as shown on 12345ERT.dgn) without Parcel Names			
10	Existing and proposed ROW without labels			
11	Existing easements without labels			
12	Limit of ROW with stations that match the ROW plan sheets			
13	Approximate scale shown			
14	Aerial photograph attached, change all text, symbols, etc. which are over the aerial to white			

C. Miscellaneous

1	"NOTE: PLAN SHALL NOT BE CONSTRUED AS A BOUNDARY SURVEY"			
2	In border, "DRAWN BY" and "CHECKED BY" with dates			
3	Sheet title block filled in completely with road/route name, "RIGHT-OF-WAY PROPERTY LAYOUT", "TOWN/CITY OF ..." and "COUNTY OF...", project number, sheet number, total sheets, and model name (if used)			
4	Stamped "PRELIMINARY PLANS SUBJECT TO CHANGE" without the date if not the final set of purchase plans			
5	Stamped "PRELIMINARY ROW PLANS", "ROW PLANS" or "REVISED ROW PURCHASE PLANS #X" with a date			

PURCHASE PLAN CHECKLIST

V. RIGHT-OF-WAY GEOMETRIC LAYOUT SHEET - PROPOSED ALIGNMENTS

If the project/alignment is:

- ***less complicated and there is no legacy alignment, geometric layout sheets may not be required.***
- ***less complicated and there is a legacy alignment, only one geometric layout sheet(s) (legacy alignment) may be required.***
- ***more complicated and there is no legacy alignment, only one geometric layout sheets (proposed alignment) may be required.***
- ***more complicated and there is a legacy alignment, two geometric layout sheets (legacy and proposed alignment) may be required.***

*** Contact the ROW Engineer if additional clarification is required.**

**** Construction Base line(s) will only appear on the geometric layout sheet. All information relative to the Construction base line(s) should be a lighter, italicized line style or font (see the CAD/D Documentation).**

A. <u>Plan</u>		Done By/Date	Checked By/Date	Comments
1	Construction Base Line(s) stationed every 500 feet, no detour alignments			
	a. Construction alignment curve control points shown and labeled (PC, PT, etc.)			
	b. Construction alignment curve data with PI coordinates in a table, use a separate sheet if necessary			
	c. Construction bearings			
	d. Construction equations			
2	Equations tying the legacy alignment to the construction alignment			
3	Route numbers and/or names of roads			
4	Limit of ROW with stations that match the ROW plan sheets			
5	Begin and End Construction with stations that match the Construction plan sheets			
6	Limit of Work with stations that match the ROW plan sheets			
7	Town/city, county, country and state boundaries shown and labeled			
8	Match lines (if appropriate)			
9	North arrow (grid)			
10	Exclude all existing and proposed detail			
11	Exclude all property information (property lines, owner names, parcel numbers, etc.)			
12	Exclude all ROW information (existing and proposed ROW, easements, etc.)			
13	Approximate scale			

B. Miscellaneous

1	Sheet title block filled in completely with road/route name, "RIGHT-OF-WAY GEOMETRIC LAYOUT SHEET", "TOWN/CITY OF ..." and "COUNTY OF...", project number, sheet number, total sheets, and model name (if			
2	"NOTE: PLAN SHALL NOT BE CONSTRUED AS A BOUNDARY SURVEY"			
3	In border, "DRAWN BY" and "CHECKED BY" with dates			
4	Stamped "PRELIMINARY PLANS SUBJECT TO CHANGE" without the date if not the final set of purchase plans			
5	Stamped "PRELIMINARY ROW PLANS", "ROW PLANS" or "REVISED ROW PURCHASE PLANS #X" with a date			

PURCHASE PLAN CHECKLIST

Highway Design Manual
 Appendix 10-8
 Supersedes: June 2, 2010
 Revision Date: April 22, 2014

VI. RIGHT-OF-WAY GEOMETRIC LAYOUT SHEET - LEGACY ALIGNMENTS

A. Plan

	Done By/Date	Checked By/Date	Comments
1			Legacy Base Line(s) stationed every 500 feet, include:
			a. Legacy alignment curve control points shown and labeled (PC, PT, etc.)
			b. Legacy alignment curve data with PI coordinates in a table, use a separate sheet if necessary
			c. Legacy bearings
			d. Legacy equations
2			Equations tying the legacy alignment to the construction alignment
3			Route numbers and/or names of roads
4			Limit of ROW with stations that match the ROW plan sheets
5			Begin and End Construction with stations that match the ROW plan sheets
6			Limit of Work with stations that match the ROW plan sheets
7			Town/city, county, country and state boundaries shown and labeled
8			Match lines (if appropriate)
9			North arrow (grid)
10			Exclude all existing and proposed detail
11			Exclude all property information (property lines, owner names, parcel numbers, etc.)
12			Exclude all ROW information (existing and proposed ROW, easements, etc.)
13			Approximate scale shown

B. Miscellaneous

1			Sheet title block filled in completely with road/route name, "RIGHT-OF-WAY GEOMETRIC LAYOUT SHEET", "TOWN/CITY OF ..." and "COUNTY OF...", project number, sheet number, total sheets, and model name (if used)
2			Note: "PLAN SHALL NOT BE CONSTRUED AS A BOUNDARY SURVEY"
3			In border, "DRAWN BY" and "CHECKED BY" with dates
4			Stamped "PRELIMINARY PLANS SUBJECT TO CHANGE" without the date if not the final set of purchase plans
5			Stamped "PRELIMINARY ROW PLANS", "ROW PLANS" or "REVISED ROW PURCHASE PLANS #X" with a date

PURCHASE PLAN CHECKLIST

Highway Design Manual
 Appendix 10-8
 Supersedes: June 2, 2010
 Revision Date: April 22, 2014

VII. RIGHT-OF-WAY PLAN SHEET(S)

* The intent is to use the ROW Purchase Plans as the base for creating the Registry Plan Set. Miscellaneous detail will be turned OFF as necessary to meet the PLAT Law.

A. <u>Miscellaneous</u>		Done By/Date	Checked By/Date	Comments
1	North arrow (grid)			
2	Graphic scale			
3	Provide match lines from sheet to sheet (e.g. Match to ROWSH05)			
4	Sheet title block filled in completely with road/route name, "RIGHT-OF-WAY PLANS", "TOWN/CITY OF ..." and "COUNTY OF...", project number, sheet number, total sheets, and model name (if used)			
5	Limits of ROW with stations to the next largest 5 ft			
6	In border, "NEW DESIGN" and "SHEET CHECKED" with dates			
7	Stamped "PRELIMINARY PLANS SUBJECT TO CHANGE" with the date if not the final set of purchase plans			
8	Stamped "PRELIMINARY ROW PLANS", "ROW PLANS" or "REVISED ROW PURCHASE PLANS #X" with a date			

B. Existing Detail (Included) (If plans are too crowded, See IX.3.d.)

1	Legacy Alignment(s) - include 100' stationing with 50' ticks, PC, PT and curve data (even if there is a geometric layout sheet)			
2	Parcel numbers and owners' name (as shown on the 12345ERT.dgn) shown on each sheet the parcel appears on			
3	Tax map & lot number for each parcel on each sheet the parcel appears on			
4	Book & page and area for each parcel on each sheet the parcel appears on			
5	Abstracting and existing easement notes			
6	ROW lines and property lines			
7	Existing ROW: label existing ROW appropriately on all cut sheets (label on inside of ROW) in the event of CAROW include the number of points of access and the project they were acquired under			
8	Existing ROW transition points with arrows			
9	Existing easements with labels and notes			
10	Town/city, county, country and state boundaries shown and labeled			
11	Buildings with descriptions (if available)			
12	Retaining walls at or near the ROW limits (exclude annotation)			
13	Iron pins, bounds and markers			
14	Woods lines, trees and stumps (include annotation)			
15	Fence lines and stonewalls (include annotation)			
16	EPs, TWs, curb, signs (with annotation) and lamp posts			
17	Geodetic disks			
18	Bridge deck limits, abutments and wings			
19	Streams, shorelines, brooks, and rivers with flow arrows and names			
20	RR Tracks			
21	Existing underground utilities and poles (include annotation)			
22	Delineated wetlands, OHW, TOB, etc. (without descriptions or triangles)			
23	Existing guardrail (exclude annotation)			
24	Existing drainage (include annotation and flow arrows)			

PURCHASE PLAN CHECKLIST

Highway Design Manual
 Appendix 10-8
 Supersedes: June 2, 2010
 Revision Date: April 22, 2014

C. Existing Detail (Excluded)		Done By/Date	Checked By/Date	Comments
1	Exclude miscellaneous text such as curb, guardrail and sidewalk types			
2	Exclude property owner's name adjacent to property lines			
3	Exclude traverse points			
4	Exclude invasive species			
5	Exclude shoreland protection lines (WB50, NWB150, PS250)			

D. Proposed Detail (Included)		Done By/Date	Checked By/Date	Comments
1	Proposed ROW: Label ROW, LAROW or CAROW on all cut sheets (label on inside of ROW.) Flag changes in ROW (See Section H - Flagging)			
2	Proposed bounds with station and offset (flagged off the Legacy Alignment)			
3	Proposed flagging (permanent easements and transitions in ROW)			
4	Projects with proposed CAROW note under the property owner's name, the number of access points granted even if it is zero, check the Report of the Commissioner for points of access granted, or other agreements			
5	All ROW concentric or parallel to and referenced from the legacy alignment at a hundredth of a foot offset (if practical)			
6	If radius of ROW is not concentric with the legacy alignment, label the ROW line with the radius, length and delta			
7	Proposed slope lines with labels			
8	Proposed clearing lines with labels			
9	Proposed EPs			
10	Proposed bridge deck limits, abutments and wings			
11	Limits of proposed driveway improvements (with driveway line)			
12	Proposed fences, pedestrian rail, and bike rail			
13	Detour alignments (do not include curve data or bearings)			
14	Proposed utilities (with flagging if available)			
15	Proposed guardrail			
16	Proposed drainage (pipes, end sections, and stone fill):			
	a. Closed drainage systems with flow arrows and outlet pipe sizes			
	b. Culverts, labeled with flow arrows and pipe sizes			
	c. Stone protection areas			
	d. Erosion control treatment and water quality treatment labeled			
17	Proposed curbing and sidewalks with back curb noted			
18	Proposed curbed islands - label the type of curb and island treatment (grass, concrete, bituminous, etc.)			
19	Proposed retaining walls			
20	Proposed signals, signs (including overhead), mast arms (exclude annotation)			
21	Add notes to loam and seed pavement removal areas			
22	ROW notes ("SAVE TREE", "DO NOT IMPACT...", "ATTENTION ROW: TO BE RELOCATED BY OTHERS", etc.)			

E. Proposed Detail (Excluded)		Done By/Date	Checked By/Date	Comments
1	Exclude construction notes (drainage, guardrail, driveway, etc.)			

PURCHASE PLAN CHECKLIST

Highway Design Manual
 Appendix 10-8
 Supersedes: June 2, 2010
 Revision Date: April 22, 2014

F. <u>Easements, Impact areas and Take areas</u>		Done By/Date	Checked By/Date	Comments
1	Flag only permanent easements, other than slope easements, with station and offset. Do <u>not</u> flag temporary easements. (See Section H.- Flagging)			
2	Include all cross-hatching/dotted fill pattern:			
	a. Drainage/Channel/Erosion Control or Water Quality easements - dotted fill pattern			
	b. Temporary easement (no shading), label all easements once per parcel			
	c. Limits of other easements - solid, bold line (labeled) no shading			
	d. Takes - hatched with alternating patterns for each adjacent property owner			
	e. Outline large take areas with cross hatching approximately 5/16" (8 mm) wide. Crosshatch small take areas entirely			
	f. Structure removal with bold line style (45 degrees)			
3	Proposed driveway work: show a dashed line across the driveway to differentiate the slope easement and temporary drive easement beyond the ROW. (See Chapter 10 Figure 10-9)			
4	In areas of shallow cuts or fills with 4:1 and 6:1 slopes temporary slope easements may be appropriate instead of permanent easements, verify with ROW Engineer			
5	Pay particular attention to easements in areas with high real estate values, may use ft ² vs. Acres			
6	Make sure all TCP involvement is covered by a separate temporary easement, even if it is inside another easement			
7	Consider and include signing, signal and utility easement/acquisition requirements			
8	Calculate slope easements to the clearing line (include connecting lines from the slope line to the clearing line)			
9	Areas of takes, remainders and easements will be computed by the Lead Bureau. (Round takes to 0.01 Acre to the next higher 0.01 Acres. If less than 0.01 Acre or in urban areas, show takes and all easements in ft ²). Round all easements and takes under 0.01 Acres to the next higher 25 ft ² .			
10	Try to eliminate small takes and easements by adjusting slopes unless already dealing with the property owner			

G. ROW Bounds

NOTE:

- Round stations and offsets to nearest 0.01 ft.
- All bounds should reference the legacy alignment.

1	Place bounds on even stations and offsets whenever practical			
2	Place bounds at all PC, PT, Spiral Curve points and angle points on the ROW			
3	Limit placement of bounds to a maximum of 1000 feet			
4	Do not place bounds where ROW intersects property lines			
5	Place bounds at intersection of proposed/existing ROW unless the Proposed ROW terminates at a property line			
6	Bounds set in driveways, parking lots, etc. shall be set flush with the pavement. Every effort should be made to move bounds from driveways, parking lots, etc.			
7	Use stone bounds for Town and City Right-Of-Way			
8	Flagging is necessary for the existing ROW bounds to remain in place at the completion of the project			

PURCHASE PLAN CHECKLIST

H. Flagging

NOTE:

- Round stations and offsets to nearest 0.01 ft.
- All flagging should reference the legacy alignment.

	Done By/Date	Checked By/Date	Comments
1			Flag station and offset at transition from one type of ROW to another
2			Flag station and offset at intersection of permanent easements with ROW lines (existing or proposed), and changes in offset of existing ROW line
3			Flag where the existing and proposed ROW intersect
4			Flag existing bounds, iron pins, drill holes, etc.
5			Do not flag property lines

I. Summaries

1	Show sheet summary on each plan as follows (example shown below)		
2	Place impacts in the table on the first sheet the parcel appears on		

PAR. NO.	PROPERTY OWNER	TOTAL AREA OF PARCEL AC.	TAKE AC.	REMAINDER		EASEMENT				CARROW ACCESS FIS.		REV. NO.
				LEFT AC.	RIGHT AC.	PERMANENT		TEMPORARY		EXPIRES*	LT.	
						SF	TYPE	SF	TYPE			

* DURATION OF TEMPORARY EASEMENTS WILL BE FOR XX MONTHS - BEGINNING WITH THE COMMENCEMENT OF CONSTRUCTION ACTIVITIES.

VIII. CROSS SECTIONS

A. Cross sections are separate from the plan set. They are provided for use by the Bureau of ROW.

IX. PLAN SETS

A. Submissions

1	Plans will be stapled, stamped and labeled, on each end of each roll with a project name and number, "PRELIMINARY PLANS SUBJECT TO CHANGE (with a date)" and the type of plans "PRELIMINARY ROW PLANS", "ROW PLANS", or "REVISED ROW PURCHASE PLANS #X (with a date)".
2	Supervisors will meet with the Bureau of ROW (and provide a draft ROW submission) to review the preliminary ROW plans prior to the first formal submission.
3	The formal submission requires a memorandum to be forwarded from the Section Chief to the ROW Engineer, see the HDM Chapter 10 Appendix 10-1 for a sample. Retain one (1) set of ROW plans labeled "OFFICE COPY" in the tub. Include the following with the memo to ROW:
	a. One (1) set of full scale DRAFT Registry ROW Plans (first ROW submission only)
	b. Seven (7) sets of full scale ROW Plans.
	c. Seven (7) sets of 1/2-scale ROW Plans.
	d. Three (3) sets of full scale Cross Sections.
	e. Two (2) sets of full scale Existing Detail Plans. *
	f. One (1) photocopy of the applicable portion of the Table of Revisions, stapled to the memo
4	ROW Plans are to be placed in the tub separate from the Construction plans, do not discard previous formal submissions.
5	Final ROW plans for Records Section will be Mylar.
6	File, in the pigeon hole, all office copies of ROW Plan submissions together in one roll with the latest revision on the top when unrolled.
7	When highways are reclassified and returned to the Town, See the Highway Design Manual Chapter 10 for explicit instructions for reclassification.
8	Type of ROW plans (Full or Abbreviated, see below for requirements) to be determined at the Project Turnover Meeting to Final Design.

* These are only required if the plans are too crowded to be useful, or legible for the ROW Agent. In this case, create the detail plans with the existing detail and applicable text and remove it from the ROW plans. The existing detail plans are intended to be solely existing detail and an alignment, therefore these plans will only be required for the first submission unless there is a change in alignment, change in existing ROW location or additional survey is acquired.

PURCHASE PLAN CHECKLIST

Highway Design Manual
 Appendix 10-8
 Supersedes: June 2, 2010
 Revision Date: April 22, 2014

B. Sheets required, to be placed in the following order:

	ROW PLANS	ABBREVIATED ROW PLANS
1 Front Sheet	X	X
2 Symbols Sheets	X	X
3 Summary Sheets	X	
4 Property Layout Sheets	X	
5 Geometric Layout Sheets	X*	X*
6 ROW Plans	X	X
7 Cross Sections submitted under separate cover	X	X**
8 Existing Detail Plans (if required, see previous page)	X	X

* If the project/alignment is less complicated and there is no legacy alignment, geometric layout sheets may not be required.

If the project/alignment is less complicated and there is a legacy alignment, only one geometric layout sheet (legacy alignment) may be required.

If the project/alignment is more complicated and there is no legacy alignment, only one geometric layout sheet (proposed alignment) may be required.

If the project/alignment is more complicated and there is a legacy alignment, two geometric layout sheets (legacy and proposed alignment) may be required.

** Only in the area of the impacts

REGISTRY PLAN CHECKLIST

Highway Design Manual
 Appendix 10-9
 Supersedes: March 26, 2010
 Revision Date: April 22, 2014

PROJECT: _____

*** The plans being submitted to the Registries for recording shall be legible and have no obscured annotations for all proposed and existing detail. The intent is to use the ROW Purchase Plans as the base for creating the Registry Plan Set. Miscellaneous detail will be turned OFF as necessary to meet the PLAT Law. No shading or hatching should remain on the recorded plans. No "Preliminary Plans..." stamps or "ROW Purchase Plan" Stamps should remain on the plans.**

I. RIGHT-OF-WAY FRONT SHEET

A. <u>Location Map (Included)</u>		Done By/Date	Checked By/Date	Comments
1	To match final ROW purchase plans			

B. <u>Layout (Included)</u>		Done By/Date	Checked By/Date	Comments
1	To match final ROW purchase plans with the following exception:			
	a. Existing buildings should be shown as an outline only, no fill			

C. <u>Miscellaneous (Included)</u>		Done By/Date	Checked By/Date	Comments
1	To match final ROW purchase plans with the following exception:			
	a. Index of sheets completed (place a line through sheets not included in the Registry Set (i.e. symbols sheets))			

* If Town or City funding is involved, the Municipal Highway Engineer will also sign the Front Sheet.
 ** Licensed Land Surveyor Stamp, signature, and date

II. SYMBOLS SHEETS

No Symbols Sheets will be provided to, or recorded at, the Registry. Place a line through this entry on the Index of Sheets on the Front Sheet. The sheet numbers will not change.

III. RIGHT-OF-WAY SUMMARY SHEET(S)

No Right-of-Way Summary Sheets will be provided to, or recorded at, the Registry. Place a line through this entry on the Index of Sheets on the Front Sheet. The sheet numbers will not change.

IV. RIGHT-OF-WAY PROPERTY LAYOUT SHEET(S)

1	To match final ROW purchase plans with the following exception (s):			
	a. Existing buildings should be shown as an outline only, no fill			
	b. No aerial photograph should be attached, change text to black.			

V. RIGHT-OF-WAY GEOMETRIC LAYOUT SHEET

The use, and type, of geometric layout sheets should have been determined during the ROW Purchase Plan creation.

A.	To match final ROW purchase plans			
----	-----------------------------------	--	--	--

VI. RIGHT-OF-WAY GEOMETRIC LAYOUT SHEET - LEGACY ALIGNMENTS

A.	To match final ROW purchase plans			
----	-----------------------------------	--	--	--

REGISTRY PLAN CHECKLIST

Highway Design Manual
 Appendix 10-9
 Supersedes: March 26, 2010
 Revision Date: April 22, 2014

VII. RIGHT-OF-WAY PLAN SHEET(S)

A. Miscellaneous

	Done By/Date	Checked By/Date	Comments
1			North arrow (grid)
2			Graphic scale
3			Provide match lines from sheet to sheet (e.g. Match to ROWSH05)
4			Sheet title block filled in completely with road/route name, "RIGHT-OF-WAY PLANS", "TOWN/CITY OF ..." and "COUNTY OF...", project number, sheet number, total sheets, and model name (if used)
5			Limits of ROW with stations to the next largest 5 ft
6			Limits of Work with stations
7			In border, "NEW DESIGN" and "SHEET CHECKED" with dates

B. Existing Detail (Included)

1			Legacy Alignment(s) - include 100' stationing with 50' ticks, PC, PT and curve data (even if there is a geometric layout sheet)
2			Parcel numbers and owners' name (as shown on the 12345ERT.dgn) shown on each sheet the parcel appears on
3			Tax map & lot number for each parcel on each sheet the parcel appears on
4			Book & page and area for each parcel on each sheet the parcel appears on
5			ROW lines and property lines
6			Flagging (existing: bounds, iron pins, drill holes, etc.), permanent easement, and transitions in the ROW)
7			Existing ROW: label existing ROW appropriately on all cut sheets (label on inside of ROW) in the event of CAROW include the number of points of access and the project they were acquired under
8			Existing ROW transition points with arrows
9			Existing easements with labels and notes
10			Town/city, county, country and state boundaries shown and labeled
11			Buildings without descriptions
12			Retaining walls at or near the ROW limits (exclude annotation)
13			Iron pins, bounds and markers
14			Fence lines and stonewalls (exclude annotation)
15			EPs (as curb is excluded the EP may need to be drawn in the 12345EDD.dgn where there was curb)
16			Tree line connections to slope lines at easement locations (as woods lines are excluded, the connection showing where the tree lines was may need to be drawn in the 12345EDD.dgn)
17			Geodetic disks
18			Bridge deck limits, abutments and wings
19			Streams, shorelines, brooks, and rivers with flow arrows and names
20			RR Tracks

REGISTRY PLAN CHECKLIST

Highway Design Manual
 Appendix 10-9
 Supersedes: March 26, 2010
 Revision Date: April 22, 2014

C. <u>Existing Detail (Excluded)</u>		Done By/Date	Checked By/Date	Comments
1	Exclude miscellaneous text and annotation such as curb types, sidewalk types, types of woods (trees, ornamentals, etc.), fence labels, stonewall labels, sign text, utility pole labels, underground facilities, etc.			
2	Exclude property owner's name adjacent to property lines			
3	Exclude traverse points			
4	Exclude invasive species, delineated wetlands and labels			
5	Exclude shoreland protection lines (WB50, NWB150, PS250)			
6	Exclude woods lines, tree, stumps, bush and ornamentals			
7	Exclude TWs, curb, signs, signals, mast arms, lamp posts and mail boxes			
8	Exclude existing underground and aerial utilities and poles			
9	Exclude existing guardrail			
10	Exclude existing drainage, annotation and flow arrows			
11	Exclude ditch lines if they cannot be considered part of a property line/property interest			
12	Exclude ledge outcrops and boulders unless there are geodetic disks in them			

D. <u>Proposed Detail (Included)</u>		Done By/Date	Checked By/Date	Comments
1	Proposed ROW: label ROW, LAROW or CAROW on all cut sheets (label on inside of ROW.) Flag changes in ROW			
2	Proposed bounds with station and offset (flagged off the Legacy Alignment)			
3	Proposed flagging (permanent easements and transitions in ROW)			
4	Projects with proposed CAROW note under the property owner's name the number of access points granted even if it is zero, check the Report of the Commissioner for points of access granted, or other agreements			
5	All ROW concentric or parallel to and referenced from the legacy alignment at a whole foot offset (if practical)			
6	If radius of ROW is not concentric with legacy alignment label ROW line with a radius, length and delta			
7	Proposed slope lines and clearing lines with labels			
8	Proposed EPs, bridges, retaining walls and fences			
9	Drive lines			
10	Temporary easements (use cut/fill/clearing line style as appropriate)			

E. <u>Proposed Detail (Excluded)</u>		Done By/Date	Checked By/Date	Comments
1	Exclude detour alignments			
2	Exclude proposed utilities			
3	Exclude TWs, pavement markings, lane use, curbed islands			
4	Exclude proposed sidewalks, steps/handicap ramps, guardrail, pedestrian rail, and bike rail			
5	Exclude proposed drainage (pipes, flow arrows, pipe labels, end sections, and stone fill)			
6	Exclude Construction notes (loam and seed areas, drainage, guardrail, driveway, "SAVE TREE", etc.)			
7	Exclude signals, signs and mast arms			

REGISTRY PLAN CHECKLIST

Highway Design Manual
 Appendix 10-9
 Supersedes: March 26, 2010
 Revision Date: April 22, 2014

		Done By/Date	Checked By/Date	Comments
F. <u>Easements, Impact areas and Take areas</u>				
1	All impacts and flagging are to match the final ROW purchase plans			
2	Exclude all cross-hatching and fill patterns			
G. <u>ROW Bounds</u>				
1	To match final ROW purchase plans			
H. <u>Flagging</u>				
1	To match final ROW purchase plans			
I. <u>Summaries</u>				
1	To match final ROW purchase plans, with Revision column and numbers removed. This will be for impacted parcels only. Reformatting the tables to remove the "extra" spaces is not necessary.			

VIII. CROSS SECTIONS

A. Cross sections are not necessary

IX. PLAN SETS

A. Submissions

1	Submit a paper copy for review by ROW with the first ROW purchase plans submission.
2	After all ROW has been acquired, after the ROW certificate is issued at the latest, submit a paper copy for review by ROW and the Registry. After receiving Registry approval, Mylars will be produced for recording.
3	The Mylar submission will be printed on a 4 mil Mylar with a matte finish in a pigment based ink. Raised ink will not be permitted.

* The plans being submitted to the registries for recording shall be legible and have no obscured annotations for all proposed and existing detail. No shading or hatching should remain on the recorded plans. No "Preliminary Plans..." or ROW Purchase Plan" stamps should remain on the plans.

Building Demolition Checklist

The following (at a minimum) are recurrent questions to be answered for building demolition contracts.

1. Building Specifics
 - a. Street Address
 - b. Previous Owner
 - c. Building usage (residence, garage, etc...)
 - d. Type of construction (wood, brick, concrete block)
 - e. Foundation type (Full concrete, dry stone crawl space, concrete slab on grade, etc...)

2. Environmental Assessment/Coordination:
 - a. Archaeology?
 - b. Historic?
 - c. Contaminants/Hazardous Materials?
 - d. Wetlands?
 - e. Invasive species?
 - f. Any related issues or commitments to be addressed?

3. Water Supply:
 - a. Well or public water?
 - i. if well; location, depth, and type of well (dug or drilled)
 - ii. if public water; location of shutoff
 - iii. Abandoned wells on site? If so; location, depth, and type of well

4. Septic Disposal:
 - a. Private system or public sewer?
 - i. if private; type of leaching system, and location of leach bed and tank.
 - ii. if public system; location
 - iii. Abandoned septic system on site? If so; type and location

5. Natural Gas Line? If so, location and status (active or abandoned)
6. Buried fuel tanks on property? If so, size, type of fuel, and location.
7. Buried trash or debris on property? If so, location
8. Underground or overhead power and telephone, including location and status
9. Outbuildings on site? If so, type and location
10. Inground swimming pools? If so, location
11. Any of the above on the property, through easement, that is owned by (or used in common with) another property? If so location of facility and property that has rights to or is using facility.
12. Asbestos investigation:
 - a. Remediation required?
 - i. Type of remediation?
 - ii. Status of remediation?

Photos are always helpful.

TITLE XLVIII

CONVEYANCES AND MORTGAGES OF REALTY

CHAPTER 478

REGISTERS OF DEEDS

Section 478:1-a

478:1-a Recording of Plats. –

I. No register of deeds shall file or record a plat of a subdivision, or a plat prepared for the purpose of showing existing property lines, if such plat has not been prepared and certified by a licensed land surveyor, since July 1, 1981, or by a registered land surveyor between January 1, 1970 and June 30, 1981, and any such filing or recording shall be void. For the purposes of this section the definition of the word "subdivision" shall be that contained in RSA 672:14. A "plat" for the purpose of this section shall be a map of a specific land area whose boundaries are defined by metes and bounds. A plat may show:

- (a) Newly created parcels, streets, alleys, and easements as in a subdivision; or
- (b) A lot-line-adjustment or site plan depicting existing parcels defined by legal descriptions contained in deeds, grants, or other legal documents.

II. Each register of deeds shall establish a policy for providing adequate space, on the plat, for recording the registry plan number and recording information.

III. The register of deeds shall refuse for recording any map that does not meet the definition of a plat under paragraph I and any plat that does not contain the information or meet the specifications required by this section. Construction plans, construction details, and maps that do not define the limits or extent of legal rights or interest in land shall not be recorded.

IV. All plats shall be drawn with the following sizes: 8.5" x 11," 11" x 17," 17" x 22," 22" x 34," or such specifications and sizes as may be required by the register of deeds. The material composition of the plats shall be suitable for electronic scanning and archiving by the register of deeds.

V. All plats shall have a minimum of 1/2 inch margins on all sides.

VI. All text and dimensions shall be legible for reproduction, and the text sizes shall be no smaller than .08 of an inch for mechanical drafting and 1/8 inch for hand drafting.

VII. All certifications, seals, and approval blocks shall have original dates and signatures in a legible, permanent black ink.

VIII. All title blocks shall be located in the lower right hand corner, when possible, and shall indicate the following:

- (a) Type of survey, such as a boundary survey, subdivision, American Land Title Association (ALTA) survey, or lot line adjustment.
- (b) Owner of record.
- (c) Title of plat or development.
- (d) Tax map number.
- (e) Name of the town in which the parcel is located.

(f) Plat and revision dates.

IX. All plats shall have a scale both as a written and graphic representation.

X. All plats shall have a north arrow with reference to magnetic grid or astronomic north, as applicable. The north arrow shall be labeled with its reference direction.

XI. Shading over any text shall not be permitted on any plat. Cross hatching or other hatching at a scale large enough not to interfere with text legibility, before and after reproduction, may be permitted.

XII. No lines, whether hatching, boundary lines, or topographic contours shall obstruct or interfere with the legibility, either before or after reproduction, of any bearings, dimensions, or text.

XIII. The minimum line widths on plats shall not be smaller than .01 inches.

Source. 1988, 233:3. 1995, 303:1, eff. Jan. 1, 1996. 2004, 103:1, eff. Jan. 1, 2005.

**STATE OF NEW HAMPSHIRE
INTER-DEPARTMENT COMMUNICATION**

DATE: March 22, 2011
AT OFFICE: Bureau of Highway Design

FROM: Michael J. Dugas, P.E.
Chief of Preliminary Design

SUBJECT: Swanzey
X-A000(889)
15697
NH 12 / Lake Street / Swanzey Factory Road intersection safety improvements

TO: Charles R. Schmidt, P.E.
Administrator
Bureau of Right-of-Way

THRU: Victoria A. Chase, P.E.
Right-of-Way Engineer
Bureau of Right-of-Way

It is requested that a Combined Corridor and Design Public Hearing be scheduled on the above referenced project. A target date of **July 15, 2011** is suggested. Prior to finalizing the Public Hearing date, **please confirm with the Bureau of Environment that environmental documents will be ready.**

This project **is** included in the State's Ten Year Highway Plan as an element of the Highway Safety Improvement Program.

A copy of the project description is attached along with a listing of public officials, agencies, utilities, etc., that should be notified of the hearing.

The target advertising date for this project is **August 2012.**

The need for this project is to **improve intersection safety.**

Limited access right of way exists within the project limits and will be perpetuated. No new access limitations are proposed as part of this project. A Special Committee will be required.

An **Environmental Study** is being prepared for public inspection.

This project **will not** impact wetlands or floodplains.

This project's effect on historic resources is under evaluation and the findings will be available prior to the public hearing.

The following parcels are likely to be impacted by the proposed improvements and should be notified of the public hearing: *hold until new plan is developed to identify impacts*

Request level 4 abstracting (update) – may not be necessary since level 3 was completed only recently

MJD/mjd

Attachments

cc: R. Grandmaison

S:\(TOWNS)\Swanzy\15697\public hearing\Request Hearing.doc

SAMPLE

STATE OF NEW HAMPSHIRE
INTER-DEPARTMENT COMMUNICATION

DATE: December 30, 1998
FROM: William J. Oldenburg, P.E. **AT (OFFICE):** Bureau of Highway Design
Administrator
SUBJECT: MISC. ENG. DISTRICT 5
1832-I
DISPOSAL OF STATE-OWNED
LAND IN PEMBROKE
TO: Charles Schmidt, P.E.
Administrator
Bureau of Right-of-Way

MEMORANDUM

The Bureau of Highway Design has reviewed your November 18, 1998 request for disposal of State-owned land on the southwesterly corner of Route 106 and Sand Road in the Town of Pembroke.

Our recommendation is that this property be released as requested except to retain all of the property north of station 24+50 for future realignment of Sand Road and the frontage of the property along Route 106 to a distance of 50' from the center line for future widening.

James A. Marshall
Chief of Final Design

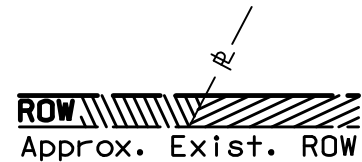
JAM/wjh/jmc

S:\M5-1832\MEMOS\B5012308.DOC

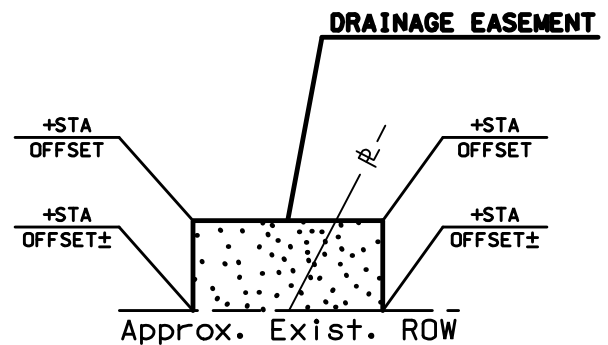
GUIDE FOR THE USE OF ± FOR ROW FLAGGING

REVISED:
 11/07/11

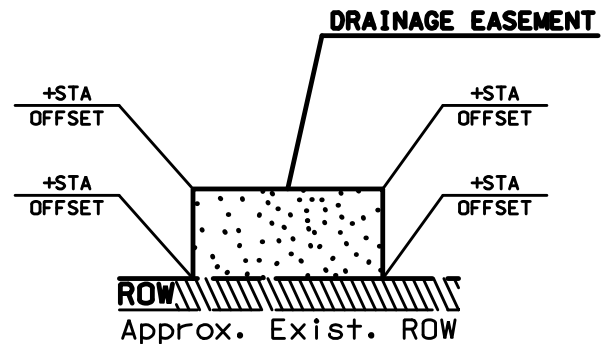
Acquisition:
 Property Line at the Proposed ROW &
 Property Line at the Approx. Exist. ROW.
 (Do not flag the Property Line.)



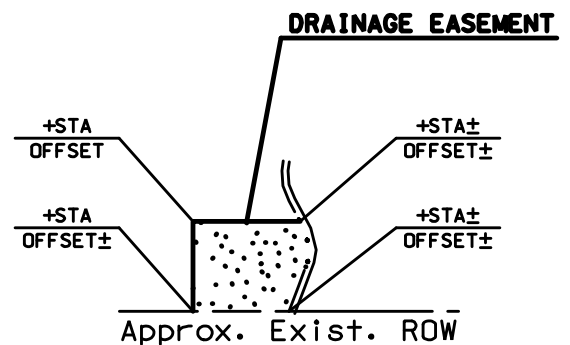
Permanent Easement:
 Property Line at the Approx. Existing ROW.
 (Do not flag the Property Line.)



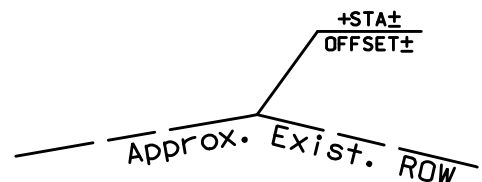
Permanent Easement:
 Permanent Easement at the Proposed ROW.



Permanent Easement:
 Permanent Easement at the Approx. Exist.
 ROW at a waterbody.



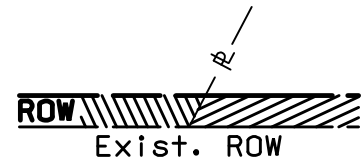
Approx. Exist. ROW:
 Changes in Existing ROW
 or intersections of Existing ROW.



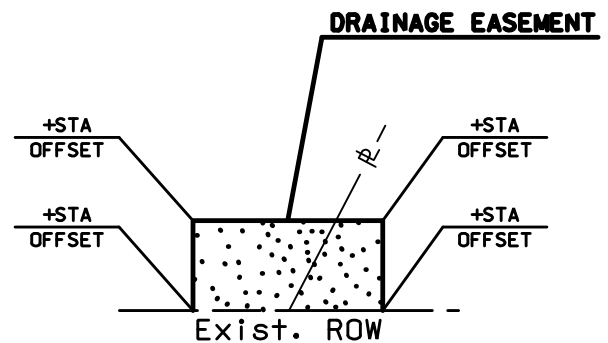
GUIDE FOR THE USE OF ± FOR ROW FLAGGING

REVISED:
 11/07/11

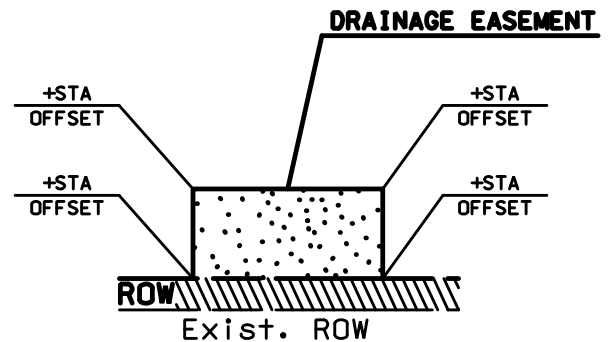
Acquisition:
 Property Line at the Proposed ROW &
 Property Line at the Exist. ROW.
 (Do not flag the Property Line.)



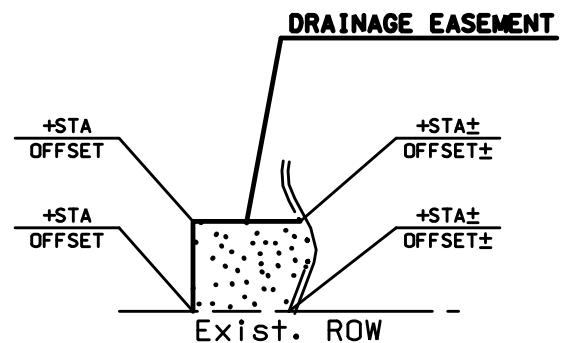
Permanent Easement:
 Property Line at the Existing ROW.
 (Do not flag the Property Line.)



Permanent Easement:
 Permanent Easement at the Proposed ROW.



Permanent Easement:
 Permanent Easement at the Exist.
 ROW at a waterbody.



Exist. ROW:
 Changes in Existing ROW
 or intersections of Existing ROW.

