HIGHWAY ADIMINISTRATION
PROJECT DELIVERY DIVISION
RIGHT OF WAY BUREAU

DESIGN MANUAL

March 2020

Federal and State laws prohibit employment and/or public accommodation discrimination on the basis of age, color, creed, disability, gender identity, national origin, pregnancy, race religion, sex, sexual orientation or veteran's status. If you believe you have been discriminated against, please contact the Iowa Civil Rights Commission at 800-457-4416, or the Iowa Department of Transportation's Affirmative Action Officer. If you need accommodations because of a disability to access the Iowa Department of Transportation's services, contact the agency's Affirmative Action Officer at 800-262-0003.

The Iowa DOT recognizes the October 1, 2014 effective date for amendments to the Uniform Act pursuant to Section 1521 of the Moving Ahead for Progress in the 21st Century Act (MAP-21). This manual has been updated to reflect this most recent federal guidance.

A. INTRODUCTION **2**

01. EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE 2
02. PURPOSE OF RIGHT OF WAY DESIGN 2
03. TYPES OF RIGHT OF WAY ACQUIRED IN THE STATE OF IOWA 3
04. SYMBOL SYSTEM FOR RIGHT OF WAY PLANS 4
05. RIGHT OF WAY DESIGN BY CONSULTANTS 4

B. RECEIVED PLAN SUBMITTAL (D5) **6**

01. ACCEPTANCE OF D5 6
02. SCHEDULING OF RIGHT OF WAY DESIGN WORK 6

C. DETERMINE LAND OWNERSHIP **7**

01. TITLE SEARCH, FORMS AND PROCEDURES 7
02. TITLE SEARCH SOURCES AND COUNTY RECORDS 7
03. ASSIGNMENT OF PARCEL NUMBERS 7
04. REPORTS OF LIEN ORDERS 8
05. EXISTING RIGHT OF WAY 9
06. PLAN PREPARATION USING TITLE SEARCH INFORMATION 9
07. RAILROAD RIGHT OF WAY 10
08. ADVERTISING MANAGEMENT (SIGNS) 10
09. DRAINAGE DISTRICTS 10
10. MITIGATION PARCELS 11
11. QUITCLAIM AREAS 11

D. ESTABLISH PROPOSED RIGHT OF WAY **11**

01. CROSS SECTION REVIEW 11
02. ESTABLISH THE RIGHT OF WAY LINE 11
03. TEMPORARY NEEDS 17
04. BORROWS 16
05. FENCING & AREA CALCULATIONS 16
06. CITY OWNED LANDS 17
07. COUNTY OWNED LANDS 18
08. ACCESS RULES AND REGULATIONS 18
09. RIGHT OF WAY FIELD EXAMINATION 22
10. EXCESS LAND 22
11. PLAN PREPARATION 23

E. ESTABLISHING PARCEL FILES **24**

01. PREPARATION OF PARCEL FILES 24
02. PREPARATION OF SUMMARY OF PROPOSED ACQUISITION AND PLOT PLANS 24

F. INTERACTION WITH OTHER OFFICES **26**

01. DESIGN BUREAU **ERROR! BOOKMARK NOT DEFINED.**
02. DISTRICT OFFICES 26
03. FACILITIES MANAGEMENT 27
04. DEPARTMENT OF NATURAL RESOURCES (DNR) 27
05. OFFICE OF LOCAL SYSTEMS 27
06. OFFICE OF TRAFFIC AND SAFETY—UTILITY AGREEMENTS 27

G. TRANSMITTAL OF THE PROJECT **28**

H. REVISIONS AND CORRECTIONS **28**

I. DEVELOPMENT ESTIMATES **29**

J. HIGHWAY GIS INFORMATION ENTRY **29**

A. INTRODUCTION

The intent of this manual is to instruct those who are preparing plans and parcel files for the acquisition of highway right of way. The right of way is intended to encompass the construction and maintenance needs of the highway. Right of way lines should be as aesthetically functional as possible with due regard to maintenance problems by both the landowner and the State of Iowa. This manual does not cover all situations. Direction by the supervisor may be required.

01. EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE

In an effort to discover minority and female abstractors, the Right of Way Design section performs a survey of abstracting firms each year.

All work accomplished in the Design Section is done without regard to race, color or national origin in compliance with TITLE VI OF THE CIVIL RIGHTS ACT OF 1964.

02. PURPOSE OF RIGHT OF WAY DESIGN

The Right of Way Design Section operates under the supervision of the Right of Way Director and is located in the Central Office in Ames. The section is supervised by a Right of Way Design Supervisor.

The Right of Way Design Section's basic purpose is to produce and maintain a set of right of way plans for a project that are accurate, legible, clear and concise so as to be understood by landowners and Department personnel alike. The section provides support to other right of way sections and personnel. The section develops plot plans and summary sheets, and supporting data necessary to affect a successful appraisal and acquisition process and to ensure project cost participation from the Federal Highway Administration.

The Right of Way Design Section provides title search data for the other sections of the Right of Way Bureau and to other offices of the Project Delivery Division. It establishes a right of way line which encompasses the construction need line. It ensures the Project Delivery Division that the Department of Transportation right of way policy, access management policy and the right of way requirements of federal and state laws and regulations are met.

Personnel in the section work through the section supervisor in conjunction with other sections of the Right of Way Bureau and with other bureaus of the Project Delivery Division. They review the Design Bureau construction needs and ensure that the area of the proposed right of way meets those needs. The proposed right of way should encompass the areas necessary to produce the fills, cuts, mitigation sites or borrow material required for the construction and maintenance of the project. The Right of Way Bureau personnel conduct office reviews and participate in field inspections necessary to ensure application of right of way design principles and concepts.

03. TYPES OF RIGHT OF WAY ACQUIRED IN THE STATE OF IOWA

The uses for which right of way is acquired in the State of Iowa fall into five main categories. These are classified as follows:

a. Permanent Right of Way - the minimum land that will be required for the completed highway and its maintenance as long as the road shall exist. Permanent right of way is normally acquired in fee simple on highways in urban areas and where access rights are acquired in both urban and rural areas. Acquisition by fee simple means that all of the property owners' rights are acquired and terminated. On rural projects where access rights are not acquired, the right of way is normally acquired by permanent easement. The decision to acquire right of way by fee simple or permanent easement is made after discussing the project with the Right of Way Design Supervisor.

b. Underlying Fee – Underlying fee is a term used for that area of existing right of way held by permanent easement that will be converted to fee simple title with the project. The area calculation is indicated on the summary sheet but is not depicted on the plans or plot plans. It is assumed that this area is encompassed by the proposed fee acquisition line. In rare cases where the underlying fee is difficult to distinguish, it may be indicated on the plot plan only. This is not to be common practice.

c. Special Purpose Permanent Easement - land that is necessary for the construction and maintenance of auxiliary features such as dikes, storm sewers, sanitary sewers, stream control devices, etc., is occasionally acquired by permanent easement to construct and maintain. This permanent easement gives the State the right to use the land for a specific purpose. The owner retains underlying title to the land and may continue to use the land after construction so long as that use is compatible with the easement. If and when the land is no longer required for the specific purpose for which it was acquired, it may be abandoned. Permanent structures are typically not placed within these easements.

d. Temporary Easement - land which is required for use of a temporary nature during the construction of a project. This is normally a construction right only and after the necessary construction is completed; the state retains no right of any nature to the property. Temporary easements are used for, among other things, construction of channel changes, haul roads, borrow areas, detours, building removal, relocating tile, construction of entrances serving one property owner, and in very isolated cases, the construction of slopes. The use for construction of slopes is normally limited to urban projects where normal procedure dictates that fee title is acquired 2 feet beyond the walk and any necessary shaping beyond that point is done by temporary easement.

e. Flowage and Ponding Easements – Ponding rights are normally acquired when the state reduces the size of a structure under the road and by doing so reduces the flowage rate causing ponding for a limited time (flowage easement) or when the inlet of a structure is raised thereby causing ponding for an indefinite period of time (ponding easement). In each case, these are special purpose permanent easements. Flowage easements may also be required by the DNR in locations where the new structure is actually increasing the capacity to move water. The Office of Bridges and Structures will provide us with the limits of flowage and ponding easements.

f. Access Control – access control is established in accordance with Chapter 112, Primary Road Access Control of the Administrative Rules and Regulations as set forth by the Department of Transportation.

04. SYMBOL SYSTEM FOR RIGHT OF WAY PLANS

The types of right of way on the right of way plans are denoted by different symbols at each break point. (See Appendix D)

A flagging system to denote station plus and centerline distances will be used at each right of way breakpoint. It should be noted that they are meant to denote distances and pluses normal or concentric to centerline. Any exception to this rule will be noted on the plan sheets.

The limits of a proposed excess land purchase should be denoted. The proposed permanent right of way line through the excess land shall be dashed and labeled as future right of way line. The future right of way line is shown on plans at the time when submitted to the Appraisal section. The future right of way line is not shown on the hearing display.

In urban/developed areas along with areas where excess land is acquired access control status will be noted on each plan sheet (R/W & C/A) on proposed right of way line on each side of the sheet. In those cases where we have previously acquired access rights and the right of way line and the access control line are not coincidental, special notations must be made which explain the situation. Access control limits for side roads shall be noted and plotted on the side road plan sheets.

A notation is to be made on each temporary easement area to denote their purpose.

05. RIGHT OF WAY DESIGN BY CONSULTANTS

It shall be the responsibility of the consulting engineer to perform the following functions in order to complete the right of way design phase of the project contract per the Right of Way Manual. Prior to beginning the right of way design for the project, the consulting engineer shall contact the Design Section Supervisor or their designee.

a. Determine and show a permanent right of way either by fee simple or permanent easement and/or access control line on the right of way plans for the project. Review with the Design Section Supervisor or their designee to determine type of R/W to be acquired.

b. Determine and show all temporary easements needed for the construction and completion of the project.

c. Establish parcel numbers as required for a project. Perform the preliminary title search needed to determine the ownership of each parcel of property along the project limits. Discuss with the Design Section Supervisor or their designee to confirm who will be responsible for ordering reports of liens for the project.

d. Establish and show all existing roadway easements and property lines if not provided by the District Land Surveyor.

e. The right of way layout should include: existing ROW, proposed ROW and temporary easements (with station breaks), property ownership limits, parcel numbers, existing physical features, drainage structures and the existing and proposed centerline.

f. **When a Right of Way Field Exam is Necessary**: Preliminary plans for the right of way field exam shall be submitted prior to the R01 as per the Iowa DOT Production schedule. The Right of Way Bureau will thoroughly review the plans for errors, omissions, and adherence to the Right of Way Design policy and instructions. The right of way field exam will be scheduled by the Right of Way Bureau when it is determined the consultant will be able to supply final field exam plans. The consultant will provide a representative(s) for the field exam.

   The Right of Way Field Exam Coordinator will make notations to the plans as to any recommendations, suggestions, errors or omissions during the field exam. Upon completion of the corrections, the consultant will submit the final right of way plans to the Right of Way Bureau. The plans will then be rechecked for a final review. In the event additional errors and omissions become evident, a memorandum will be sent to the consultant addressing any necessary corrections.

g. Compile a complete parcel file for each property involved with the project. IDOT staff will create parcel folders in ProjectWise, under the project directory. Consultant should place the following documents, in PDF format, and named accordingly in each individual ProjectWise parcel folder:

   Report of Lien1(1 being the parcel number).pdf
   Plot Plan & Summary1.pdf
   Public Hearing Comments(if applicable)
   Property Owner Comments(if applicable)
   Survey Plat & Description1.pdf
   Preliminary Research.pdf (Assessor's Info., Old Survey Plats, etc.)

   A PDF of *all* Plot Plan and Summary of Acquisition sheets *and* an excel file that includes parcel numbers and area calculations split out; ie. Fee title vs. Permanent Easement vs. Temporary Easement, should be submitted **two weeks prior** to the public hearing date or by the scheduled R0 date.

h. A complete set of H sheets, including a title sheet and Parcel Check List (supplied by DOT staff), in PDF format should be placed in the Plans & Displays folder in ProjectWise. The "H" sheets (Right of Way Sheets) will comply with the guide "Creating ROW H Sheets". Right of Way form *Plot Plan and Summary of Acquisition* will be provided to the Department by the date of the scheduled R0 Event in PDF format. Summary Sheets will be created through PSS. The Plot Plans (Temporary

Easement & Total Acquisitions) and Summaries of Acquisition will comply with the guide "Creating Plot Plans & Summaries".

It will be necessary to provide graphic exhibits for those parcels that are involved in condemnation proceedings showing the land required for the project and any land to be acquired as an uneconomical remnant.

i. Provide an excess land plat for all excess land on the project.

All of the above functions shall comply with the detailed right of way instructions, procedures and regulations that are contained herein.

B. RECEIVED PLAN SUBMITTAL (D5)

01. ACCEPTANCE OF D5

The Right of Way Bureau receives plan submittals from various sources including The Design Bureau, Location and Environment Bureau, Districts, and Cities.

The Design Section is responsible for acceptance of all projects submitted to the Right of Way Bureau. All projects must meet criteria established in the "D5 Checklist" guide used by the Design Bureau. If discrepancies are found, the submitting source is contacted in an attempt to rectify the situation.

Projects requiring right of way are entered into the Project Scheduling System (PSS). The Design Section is responsible for entering all required parcels into the Project Scheduling System along with information specific to each parcel including required acreage, ownership, etc. This information is entered very early in the right of way process. When the project is transmitted from the Design Section to the Appraisal Section, the Parcels are to be transmitted in PSS as well as via email..

An electronic Project Information folder is kept for each project (Electronic Parcel Files) This file consists of all information pertaining to the project and is a complete right of way design history of the project. The Project Information folder is maintained by the personnel responsible in Design Section for the project and placed in the project's directory.

02. SCHEDULING OF RIGHT OF WAY DESIGN WORK

Work assignments are made by the Right of Way Production Coordinator. As work continues on a project the Production Coordinator and\or Design Section Supervisor are to be made aware of any significant problems especially those issues that may affect the schedule.

Right of way design performed by consultants, as a part of an overall design contract, is monitored by the Right of Way Design Section in cooperation with the contracting office. The field exams and liaison with the design consultant are coordinated throughout the contracting office. The Right of Way Design Production Coordinator is responsible for

administering the right of way design work performed by the consultant. The work product of the consultant is checked and any corrections or revisions are transmitted to the design consultant for proper action.

C. DETERMINE LAND OWNERSHIP

01. TITLE SEARCH, FORMS AND PROCEDURES

After the alignment(s) of the project has been established, the first step in the right of way design process is that of title determination. This should be done as early in the process as possible. Title search consists of a search through county records to determine the correct title ownership and the description of all properties which will be affected by the proposed highway. This can be accomplished by either requesting copies of the information over the phone, accessing information through the county website, or by a visit to the courthouse. A report of liens will be ordered from an Abstractor for each parcel containing permanent acquisition valued at $50,000 or less, (and not a Total Acquisition), and will be placed in the parcel folder in ProjectWise. The timing of the order of reports of lien for larger projects should be discussed with the Design Section Supervisor prior to ordering.

02. TITLE SEARCH SOURCES AND COUNTY RECORDS

a. County Auditor - The Auditor's office is responsible for maintaining the current ownership throughout the county and is a common contact of this section. Often this office is the source for book and page numbers for all recorded deeds that will be required when requesting copies from the Recorders office. Also this office is a good starting point to determine the possible existence and location of drainage districts.

b. County Recorder - The actual deeds for the various types of land transactions are available in the Recorder's Office. There are deeds of several types: warranty deeds, easements, contracts of sale, leases, mortgages, etc. The original plats and descriptions of surveys for subdivisions of land are also located within this office.

c. Clerk of Court - Any properties that are settlements of estates have been noted as being transferred by Change of Title (COT). This information is filed in the office of the Clerk of Court. Information to be obtained from this office includes a copy of the will (if available), results of the probate proceedings and final disposition of the property.

d. County Assessor - The Assessor's office is responsible for tax assessment and as such taxable acreage is shown for each tract. This acreage must be recorded on the form by forty-acre tracts or fractions thereof. The taxable acreage is especially important to the right of way process, as it is used for calculating area remaining after the right of way acquisition.

03. ASSIGNMENT OF PARCEL NUMBERS

Each ownership from which property or property rights are to be acquired for the project shall have a numerical parcel number assigned to it. These numbers should be in approximate sequence from beginning of the project to the end of the project, starting on

one side of the alignment from BOP to EOP, then switching to the opposite side of the alignment from BOP to EOP. Once parcel numbers have been assigned, they shall not be changed. If two parcels are combined, then one parcel number can be deleted, however, the deleted parcel number shall not be used on another parcel. Do not try to renumber parcels due to design changes. It may be necessary to add additional parcels after the original parcel numbers have been established. The new parcel number should be numbered the same as other parcels nearby with a letter added to the parcel number (i.e., 6A, 6B, 6C. Note letters D, M, R, S, & U are reserved for specific parcel types as noted below.).

Parcel numbers in the 1000 series are reserved for advertising signs. Add 1000 to the parcel number for the real estate tract that the sign is on. If there is more than one sign on a particular tract, then simply add 1000 for each sign (i.e., 1034, 2034, 3034).

(R) -Railroad Parcels: Any parcel involving an operating railroad's real estate interests will be numbered in accordance with the project parcels and the letter "R" added to the parcel number (i.e., 346R). This applies to operating railroads only. On railroad right of way that has been abandoned or disposed of, the "R" designation will be eliminated and the land will be treated in the same manner as any other privately owned property.

(U)- Utility Parcels: Any parcel involving real estate interests of a utility company will have the letter "U" added to the parcel number (i.e., 347U).

(M)- Mitigation Parcels: Any parcel designated as mitigation by OLE staff will have the letter “M” added to the parcel number (i.e., 29M).

(D)- Drainage district parcels: Should(S) be denoted with the letter “D” (i.e., 15D).

(S)- Supplemental parcels: Supplemental parcels are created if additional right of way is required from a tract of land that has already had right of way acquired (under the same ROW project number), and the parcel is now closed. Should be denoted with the letter “S” (i.e., 15S)

04. REPORTS OF LIEN ORDERS

A determination will need to be made as to when to order reports of lien for all parcels that require permanent acquisition (see below). This is done by reviewing the project schedule and after discussion with the Design Section Supervisor or their designee. At the selected time a request for reports of lien is to be prepared and emailed to the abstractor. This should be done approximately 3 to 6 months prior to the D5 event for larger projects. Due to the nature of smaller projects it is usually not necessary to order reports of lien so far in advance.

A report of liens should be ordered on all parcels that require the acquisition of a permanent right such as fee simple title valued at $50,000 or less, permanent easement, access control, ponding easements, flowage easements and also for parcels that have mitigation areas, haul roads, detours and temporary easement parcels that involve

considerable amounts of damage. Parcels that have temporary easement only with small amounts of damage do not require a report of liens but will require a copy of the deed for the area.

When ordering reports of liens from the abstractor you should provide as accurate a description as possible of the total ownership of the subject property. On large orders, the abstractor will be contacted prior to submittal of the order claims in an effort to establish a workable time frame.

The abstractor shall furnish one copy of the report consisting of **all** the attachments (A PDF file is preferred). An electronic copy will be placed in the parcel file folder in the project directory. (See Appendix B 1-3)

See Section 07 for details on title research for a Railroad Parcel.

As development continues and the D5 event approaches, the supervisor should be consulted with regard to recertification of the reports of lien.

05. EXISTING RIGHT OF WAY

Existing right of way is to be provided via CADD file from the District Land Surveyor. In the case of a consultant design the existing right of way may be the responsibility of the consultant. This information is to be made available in completed form on or prior to the T1 date. The District Land Surveyor is the official source for all existing right of way.

06. PLAN PREPARATION USING TITLE SEARCH INFORMATION

All information provided by this section for plans is placed in the ROW CADD file under the directory for the specific project. The existing right of way, section lines, and property lines abutting the highway will be referenced into this ROW file from the District Office file. The names of all title property owners and contract purchasers and the proposed right of way will be placed in ROW file which is referenced to the sheet files. No live information is placed in the sheet files.

Information that should be placed in the ROW file by this section is as follows: property lines (in conjunction with District information), names of property owners, proposed right of way including temporary easements, station flags with pertinent notes, subdivisions and lot lines, and major easements (i.e., gas lines, ingress/egress easements). All text (names, station flags, notes etc.) should be placed at the same angle as the corresponding “H” sheet and be the specified height and weight. This information placed in the file should be in such a manner as to avoid interference with other text that will be shown on the plan sheet.

07. RAILROAD RIGHT OF WAY

When a railroad is encountered, the Fiscal and Title section will be consulted in order to verify the official name of the railroad. Before any decision is made to acquire either an operating or non-operating railroad right of way, the following guidelines should be followed as to how to treat the title search:

a. ***If the railroad is an active operating railroad and there is no reason to expect it to be abandoned in the near future*** – then no Report of Liens will be necessary. All that will be required will be a copy of the most current conveyance document where the current railroad acquired the land. This document can be obtained from the county courthouse.
b. ***If the railroad is not an active operating railroad and there is no reason to believe that it will become active in the near future*** – then a Report of Liens will be required with a request that the original conveyance document of the original railroad be included with the report. Note that some railroads are rail banked and if a need for a railroad occurs again, the railroad company has the right to reestablish the railroad.

The title search is to determine what title the railroad company holds to the real estate. The search may involve ordering a report of liens and asking for a copy of the conveyance that first transferred the real estate to a railroad (*see* Section C04 Reports of Lien Orders). The conveyance must be reviewed to determine whether the railroad has fee title or if they only have an easement right to the real estate. If, after reviewing the conveyance, it is not clear what interest rights the railroad holds, it should be brought to the attention of the Design Section Supervisor. The supervisor or the supervisor's designee will confer with a representative of the Fiscal and Title Section to resolve the title issue. If it is determined that the railroad holds fee title to the right of way, a parcel is established for the acquisition of the necessary real estate from the railroad. If it is an operating railroad, the parcel file is submitted to the Acquisition Section. If the railroad only holds an easement to the right of way and the railroad is abandoned, the land would then revert to the adjacent landowners. The reversion would normally be half of the corridor. If any of the abandoned railroad right of way is to be acquired, it will be acquired from the adjacent owners.

08. ADVERTISING Management (SIGNS)

The Relocation Section will notify the Design Section if it is necessary to acquire a sign or signs. Upon notification, the Design Section will set up a parcel file and transmit to the Appraisal Section the appropriate sign parcels. The designer shall make every attempt to avoid the acquisition of significant and expensive signs when the new right of way is laid out. This may include asking the Project Engineer to modify the highway design to avoid the sign.

09. DRAINAGE DISTRICTS

Affected drainage districts will need to be addressed. Information provided in the summary sheet (no Plot Plan is needed) is: name of drainage district, station location of the structures – both existing and proposed, what is to be done with the existing and/or proposed structures, who is the controlling authority for the drainage district. When a drainage district has an existing easement that will be altered by the D.O.T., the easement will be adjusted and/or replaced at the previous width. (See Appendix I: Drainage Districts). If no other right of way is required, the District will handle drainage district concerns without involvement from the ROW Bureau.

10. MITIGATION PARCELS

These parcels are treated virtually the same as all other parcels on the project; however, the determination of how to acquire the property is provided by the Location and Environment

Bureau (LEB). The LEB will provide this and other information including a Management Plan (sometimes referred to as a "Long Term Management Plan") and any contact notes. A copy of the information is to be placed in the Parcel Folder in ProjectWise. A separate acquisition plat is required for all land used specifically for mitigation. The original acquisition plat is to be transmitted to the Title & Closing Agent 4 with a PDF placed in the parcel file, and emailed to the LEB. This section will verify with LEB as to whether or not access will be required.

11. QUITCLAIM AREAS

A Quitclaim deed according to "The Dictionary of Real Estate Appraisal" is: A form of conveyance in which any interest the grantor possesses in the property described in the deed is conveyed to the grantee without warranty of title. Essentially the grantor transfers whatever interest they possess to the grantee and this may be fee simple title or nothing at all.

Quitclaim Deeds are sought when ownership is undeterminable, in dispute or when an area in use by one property owner is within the legally described boundaries of another property. Proposed Quitclaim deeds are generally proposed by the Surveyor, who in the course of completing the T01 event finds the ownership to be in a condition as stated above. When a Quitclaim is necessary the area should be outlined with a dashed line and noted on the plans. There is also a line on the summary sheet for the area that will need to be filled in.

D. ESTABLISH PROPOSED RIGHT OF WAY

01. CROSS SECTION REVIEW

A "construction need line" is provided in the design DGN that should reflect and match the cross sections. Cross sections are provided electronically from the Design Bureau or consultant in sheeted PDF format and cross section DGN file. When reviewing the construction needs, all cross sections are to be reviewed. The construction need line and cross sections are an aid in laying out the proposed right of way line.

02. ESTABLISH THE RIGHT OF WAY LINE

The location of the right of way line is dictated, to a large degree, by the need line. The right of way line must be sufficient to allow the construction and maintenance of the highway. The minimum right of way requirements that are used to establish the right of way line can be found in Appendix C.

The proposed acquisition will generally be acquired in the same manner as the original road establishment or the presently established right of way.

Right of Way Line – The right of way line should be placed parallel or concentric to the centerline where it is reasonable to do so. Excessive breaks are to be avoided. In all cases where homes are being impacted, or areas of high damage, the Design Section Supervisor should be consulted.

Items such as parallel ditches, retaining walls or tile lines that are not on existing right of way and will need to be reconstructed with the project, and remain the property of others, should be constructed outside of the proposed right of way. A temporary easement should be used for construction of these items. If these items are not outside of the proposed right of way discuss with the Production Coordinator to see if the Design Bureau should be contacted to request that they be moved beyond the proposed right of way line.

At the completion of the layout, the Production Coordinator is to be notified so that a review can be performed prior to submittal of the R1 event.

a. Rural - The proposed acquisition line is laid out to encompass the need line and required additional area without excessive breaks. In areas of high damage, the additive distance shall be adjusted to allow a minimum amount of area to construct and maintain the roadway. In such cases the Production Coordinator/Design Section Supervisor should be consulted. While it isn't our responsibility to acquire extra right of way for utilities, consideration should be given to how utilities will be located within the proposed right of way in order to help expedite the relocation of utilities and thereby assist in the overall constructability of the project.

   Urban – Inside corporate limits, the roadway right of way is usually acquired by fee simple title in the name of the state and, on side roads, in the name of the city. In urban areas, it may be necessary to limit the right of way width. However, every effort should be made to accommodate the proposed design. In certain situations, the shaping of slopes beyond the permanent right of way line can be accomplished with a temporary easement.

   Retaining walls may be constructed in order to minimize deep slope cuts or high fills, and the state may or may not retain ownership of the retaining wall. The right of way needed to construct and maintain the retaining wall will be based on each specific situation. In cases where the retaining wall is quite high, the District and Soils Design should also be consulted when determining the amount of right of way to acquire. Additional excavation and sloping to construct the wall and "finish" the slopes may be accomplished by a temporary easement.

   Existing right of way lines may contain curves. In most situations, the proposed right of way lines will not have curves and will be chorded to simplify fencing. In some situations, generally where an existing right of way curve is present, it may be beneficial to propose a curved right of way line and the proposed curve should be parallel, or concentric, to the existing curve. When a concentric curve is used, the proposed right of way line should be labeled "CONCENTRIC". When tying to a geometric point on an existing curve, round to the nearest foot and place the specific point designation on the top line of the station indicator (i.e.: PC/PT) so that the intent is clear.

b. Agreements - In order to acquire right of way in the name of a city, county or other public entity, a "28E" agreement (intergovernmental agreement) is required. These agreements are coordinated by the Local Systems Bureau. If there is not a signed 28E agreement, the right of way will be acquired in the name of the state.

c. Drainage Structures - All drainage structures shall be constructed within permanent right of way. In most cases, a minimum of 20 feet of right of way will be acquired from the end of all large structures (larger than 48" diameter). Shaping and/or rip rap placement beyond this is usually covered with permanent easement. The "situation plan" should be checked for shaping lines that are not shown on the cross sections. *When federal funds are used in construction, rip rap *must* be covered with permanent right of way.

d. Bridges - When establishing the right of way for a bridge, 20 feet from the outboard projection of each side of the bridge is recommended. It may be necessary to acquire temporary easement outside of the 20-foot permanent acquisition area.

e. Stability Berms - In areas where there are stability berms with a slope of 12:1 or flatter, we shall acquire the berm area by a special purpose permanent easement to construct and maintain the stability berm. Where the berm is steeper than 12:1, the area required will be considered as roadway and be acquired in the same manner as the roadway.

f. Slopes – Backslopes steeper than 6:1 are to be covered by permanent acquisition. Backslopes 6:1 or flatter are to be covered with temporary easement since they are considered farmable. The proposed permanent right of way line will remain at the original location and a temporary easement added to encompass the adjusted construction limits.

g. Stationing – All stationing is established by a perpendicular offset from the construction centerline chain. In most cases, station calls will be either from the mainline centerline or from the side road centerline. The mainline right of way will take precedence over all other right of way. Once the mainline proposed right of way is completed, the side road proposed right of way should be established. Station calls will be based from the respective construction centerline chain. In the case where a common breakpoint is used for both mainline and side road, the mainline call will be used. Both station calls (pluses) and offset distances are to be to the nearest 1-foot increment.

   In the case of having two mainline chains, one should be selected. All stationing for the project should be based on the selected chain. Station callouts should include the chain name in parenthesis. Ramp chains should not be used to station proposed right of way.

h. Breakpoints – Breakpoints must be placed at the intersection of all property lines that divide property of different ownership. Breakpoints should not be placed in a waterway or entrance. When it is necessary to angle at a stream crossing, break points should be placed on each bank and connected with a straight line. Whenever possible, the right of way breaks should be placed as close as possible to existing fence lines. A right angle

plus to the nearest foot should be used. Do not refer to the fence or use plus or minus fence line.

i. Breakpoint Adjustment – When tying to a property line or existing right of way line, a "plus or minus" symbol (±) is to be placed on the relevant side (top or bottom) of the station call. This informs the surveyor of the expectation that the point will be adjusted to hit precisely the desired line. If the breakpoint is expected to be moved longitudinally along the centerline to the exact location of the property line or existing right of way line, then the plus or minus symbol would be placed on top. If the breakpoint is to be moved perpendicularly to the centerline to tie to the exact location of a property line or existing right of way line, then the plus or minus indicator would be placed on the bottom with the offset distance. The plus or minus symbol may only be used once per station call. If, as in the case of a property corner, it is necessary that both directions of the breakpoint need to be adjusted to tie to the exact property corner, then one side of the station call would have the plus or minus symbol and the other side would state "(property corner)" to indicate the intent that the breakpoint is to be adjusted to the property corner. The plus or minus symbol is only used to locate property lines or existing right of way lines. When it is necessary to tie to a lot line or section line these are to be placed in parentheses behind the station. Other items, such as fences should not be tied to, but a break can be placed at the fence line without any special notification or direction.

j. Interchange Stationing - In interchange or ramp areas, the right of way is to be stationed from the mainline chain. Do not use ramp chains to station proposed right of way.

k. Channel Relocation - Where a major channel relocation is proposed and a base line is provided, the right of way should be stationed from the base line (BL). Right of way for channel changes or ditching the channel to conform to culvert flow lines is normally acquired by temporary easement. However, direction should be provided by the Location and Environment Bureau (Wetland Unit) and the Bridges and Structures Bureau as far as special considerations, type of acquisition, etc.

l. Easements – For each instance where either a special purpose permanent easement or a temporary easement is used, a note block will be placed describing the purpose for the easement on the plan sheets. Permanent easements specifically for roadway purposes do not require a note block.

m. Subterranean Easements – In the case where underground rights are required, such as for soil nails associated with retaining walls, a subterranean easement will be acquired.

n. Flowage and Ponding Easements - In the case of a flowage easement or a ponding easement for the benefit of the State of Iowa, a special purpose permanent easement is required. Ponding for a flowage easement is required when the flowage of water is restricted, and ponding will occur for a short period of time. A ponding easement occurs when water is ponded indefinitely where it was not previously.

The area lying between the proposed ponding elevation and the historical ponding elevation will be indicated as a "flowage easement" or a "right to pond water" depending upon the situation. The area of ponding will be established with as few breaks as practical while still encompassing the new ponding area. It will be necessary to indicate this area on the plot plan and obtain a survey plat. In either case, the statement "right to pond water to elevation _____ feet" will be placed on the plans. The ponding area will be listed on the summary sheet in the areas provided. This area is a right and is not to be subtracted from the tax acres.

In all cases, the ponding elevation will be provided by the Bridges and Structures Bureau.

o. County Road Connections – As a general rule, use 5 feet from the backslope for a cut section and 10 feet from the toe of slope for a fill section. Safety dikes for county road connections are to be covered with permanent acquisition even if the dike is also used as an entrance. Confirm the minimum permanent acquisition limit for the safety dike with the Design Engineer.

On county road connections where the existing county road intersects the primary road at something less than 90 degrees it is sometimes necessary to relocate the county road to form an approximate 90-degree intersection. When this is done it may leave an uneconomical remnant between the existing county road and the proposed county road.

When an entire tract is acquired and all or part will be disposed of it may be necessary to retain a county easement over a part of the area.

p. Dikes - Generally, all dikes should be constructed within permanent right of way if for the benefit of the highway. A permanent easement to construct and maintain may be used in specific locations such as jetties or spurs. An exception to this would be if an existing dike on and for the benefit of private property is being reconstructed, in which case a temporary easement would be used.

03. TEMPORARY NEEDS

Temporary Easements – Temporary easements are utilized to perform work on private property that will be released back to the property owner. Temporary easement limits should be laid out in a manner to allow the work to be accomplished but not be excessive. Attention should be paid to any high damage item(s) within the easement area. If there are items that warrant consideration for avoidance, attempt to adjust the temporary easement accordingly. If the temporary easement is not adjustable due to construction limits, a determination should be made as to whether or not the item can be worked around. If, after reviewing the cross sections, ROW personnel are unable to determine that the items(s) can be worked around, the Project Engineer will need to be consulted. In either case, the Project Engineer and Right of Way Agent will need to be notified if a note is to be placed on the construction plans. (See: Easements)

a. In most cases temporary easements shall be used for the following construction situations: Channel Changes, Ditching Inlets/Outlets, Special Shaping, Removing Buildings, Snow Treatment. Care should be taken in laying out the temporary easements so that we provide enough room for the construction activities and yet cause the least amount of damage to the subject property. It is permissible to square off temporary easement areas for descriptive purposes if it does not cause an excessive amount of damage.

b. Entrance Construction – If the need lines for the construction of an entrance fall outside the permanent right of way limits, a temporary easement will be acquired to do the necessary construction work. Care should be taken to insure that the easement is wide enough to accommodate the side slopes of the entrance and provide the contractor with adequate working room. Typically, a distance of 10 feet should be added to the intercept point of the entrance with the ground line for construction. The stationing for all temporary easements is to be from either the mainline or side road centerline and not from detour centerline or baseline.

   If an entrance to serve one owner must cross the land of another, the land required for the entrance must be purchased as permanent right of way, and become a PUBLIC ACCESSWAY. A temporary easement should not be placed on one property to construct an entrance to another property. The Design Section Supervisor is to be consulted on all such instances. This situation should be carefully evaluated to ensure that the expense to construct and maintain the access way is reasonable compared to the property that is being accessed. Refer to Relocated Access ways(Public) for further information

c. Snow Treatment – Snow treatment is sometimes incorporated into the plans. Usually this will involve flattening the terrain on the north side of the highway. The final slopes are almost always flat enough to allow farming after shaping. In these cases where the slope is 6:1 or flatter the shaping will be covered by a temporary easement. If the area for shaping in these cases is steeper than 6:1 the designer should be contacted and notified of the criteria required to return the land to the owner. There may be specific structures or plantings developed for snow control, in these cases the structures or planting are to be covered with permanent right of way, typically permanent easement.

04. BORROWS (See Appendix G)

05. FENCING & AREA CALCULATIONS

a. Fencing – On interstate, freeway systems and other route segments when so determined, the State will be responsible for constructing the fence along the access control line. If the State is to construct the fence, the Designer is to determine and list the station limits in the appropriate location on the summary sheet. The fence beyond the access control limits is to be constructed by the property owner. The ROW acquisition agent is responsible for measuring the amount of fencing to be replaced beyond the access control limits. On lower classifications of relocated highways, the

property owner is responsible for the fence erection and is paid accordingly. Written notification of the limits of State fencing are to be obtained from the Design Bureau. Determination of fence type and limits of placement on 4 lane highways is the responsibility of the respective district.

b. Area Calculation – The calculation of areas is an important function of the Right of Way designer. These areas are used at the public hearing, and extreme care should be exercised to assure that the proper area has been calculated. After the survey plat is received, all pertinent areas will be adjusted to match.

c. Rural areas – areas to be acquired are normally expressed in acres. These areas shall be rounded to the nearest hundredth (10.688=10.69).

d. Urban areas – the areas to be acquired within corporate limits are normally expressed in square feet. These areas are rounded to the nearest square foot.

Separate area calculations shall be made for the various types of acquisition (fee simple title, permanent easement, etc.) and for acquisition acquired in another entity's name (city, county, etc.). Also area calculations will be made for special purpose easements and temporary easements, borrow and haul roads. The existing right of way to which we are acquiring underlying fee title will also be calculated separately. When a parcel is severed by a relocated alignment, the remaining area left and right of centerline will be calculated.

06. CITY OWNED LANDS

a. Inside Corporate Limits - All projects within corporate limits where we will acquire right of way in the name of a city will require a city agreement (28E Agreement). The agreement will include a clause that states in part that "The City will provide to the state, without cost, existing streets and alleys and other city owned lands with the exception of park or recreational lands". If the acquisition area includes improvements, the state will be responsible for reimbursing the city for the improvements.

If the acquisition area does not include improvements, a statement shall be placed on the summary sheet that "this parcel will be a Mutual Benefit Contract and will not be appraised". A city agreement must be in place for this contract.

If the acquisition area includes an improvement and/or improvements, a statement shall be placed on the summary sheet that the land shall be acquired as mutual benefit and the improvement and/or improvements shall be appraised.

When land owned by the City is required for a city street or other city improvements, the area will be covered by a temporary easement.

Any time publicly owned recreational areas (such as: parks, golf courses, public schools) are to be affected it is necessary to contact the Location and Environment Bureau. This should be done as soon as these areas are known to be affected.

b. Outside Corporate Limits - If the acquisition area includes city owned lands that lie outside of the corporate limits, we must reimburse the city for the land and improvements thereon. A statement shall be placed on the summary sheet that "The acquisition area is outside the corporate limits and the land to be acquired must be appraised".

07. COUNTY OWNED LANDS

When land is owned by the county that is not currently roadway right of way (ie: wildlife conservation, maintenance shop) the area is treated like a typical business parcel. If the area of acquisition is for a county road the proposed right of way will be acquired by temporary easement.

08. ACCESS RULES AND REGULATIONS

Entrance locations are established according to the policies, procedures and rules of the Iowa Department of Transportation. Entrance locations are shown on the right of way plans submitted to the Right of Way Bureau by the Design Bureau. Access control details are furnished for each project via the Access Control letter provided by the Traffic and Safety Bureau. These details denote the access classification and point out any special access problems or situations involved. It is the responsibility of the Design Section to ensure that the details are reflected in the information forwarded to the various sections in the Right of Way Bureau. (See: Iowa Primary Highway Access Management Policy)

Special access problems encountered during right of way design should be referred to the Right of Way Design Section Supervisor.

a. Access Control - Chapters 306A and 307 of the Code of Iowa authorizes highway authorities to acquire property rights, including the rights of access, for construction of controlled access facilities. Access Control will be acquired in fee simple title to the State of Iowa. The access rights will be acquired based on the Access Control Letter provided by the Traffic and Safety Bureau. Access control on county roads will only be acquired when access control is acquired on the primary highway

   If the previously acquired access control was established by permanent easement rather than fee simple title it will be necessary to acquire access control again as the easement acquisition is insufficient to transfer access rights. When the existing access control documents have the appearance of permanent easements please review the documents with the Title & Closing Production Coordinator. Fee simple title will be used for acquisition along mainline on all projects that require access control, and underlying fee will be obtained within the proposed acquisition.

   Access locations are located based on safety and need. Access locations within access control limits that are to be constructed with the project are noted in the Access Control letter.

Main line Access Control is typically noted via the Access Control Letter, and not noted on the Right of Way main line "H" sheets. Side road Access Control is indicated on the side road "HE" sheets and labeled "ACQUIRE ACCESS CONTROL ON SIDE ROAD FROM STATION _____ TO STATION _____."

When there is existing access control established and there will be no changes made to the access control, we will note in the Comments section of the Summary." MAINLINE ACCESS RIGHTS WERE PREVIOUSLY AQUIRED IN "YEAR" BK. _____ PG. _____."

If it is necessary to adjust access control on a highway that has existing access control established, the initial acquisition will need to be researched and thoroughly evaluated in relation to the proposed Access Control Letter. In this case the recording data of the documents establishing the original reserved locations will be cited and a copy placed in the Parcel Folder. A determination between the original establishment and the proposed establishment is made and assuming that the stationing between old and new is different we will note in the Comments section of the Summary the change as follows: "CLOSE ACCESS LOCATION AND ENTRANCE PREVIOUSLY RESERVED AT STATION _____(OLD STA.)_____(NEW STA.) DOC NO.\BK&PG_____

When a new alignment requiring access control is located where there was no previous roadway the adjacent owners have no inherent right of access to the new facility, therefore no access control limits for mainline will be acquired and the following note is to be placed in the comment section of the summary sheet: "NO DIRECT ACCESS TO RELOCATED U.S.____."

When access control is being acquired on an existing highway that had no access control previously, the following should be completed:

- the access control area of the summary sheet will reference the access control limits, and
- a note placed in the comment section of the summary sheet: "All other entrances within the construction limits of this project and not listed on this document will be closed."

(see: Appendix E exhibit 3B and 3C)

Access control along railways running parallel and adjacent to the highway will be acquired from the property owner on the opposite side of the railway. This property owner, by Iowa code, has the right to cross the railway. The type of ownership held by the railway is inconsequential. Access Control from the railway will not be acquired. If the railway is owned by fee simple title and the ownership of the railway corridor changes the access control issue will be addressed at the time it becomes an issue. When considering access control on a side road across a parallel railway, we will look at where the access control limit falls and if it is near the outside right of way of the railway no access control will be acquired on the side road.

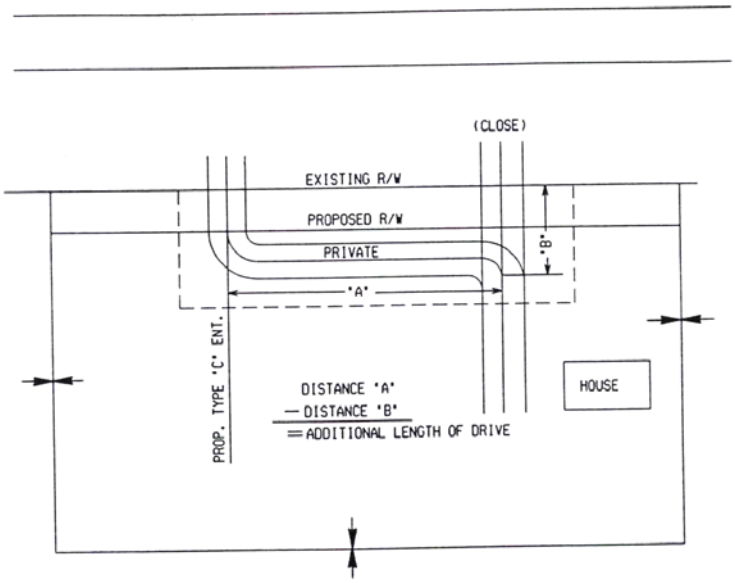
b. Sideroad (public at-grade) - We will acquire access control in accordance with the Access Control Letter; however, proposed acquisition will be by permanent easement unless the county requires otherwise. Underlying fee will not be obtained past the mainline proposed acquisition unless the county acquisition is by fee title. When a side road is encountered that is also a state highway, we will acquire fee acquisition and underlying fee to the access control limit. When the side road is at an interchange underlying fee will be acquired along the county road to the access control limit. Access control limits on side roads are to be shown as a dashed line and stationed only on the side road sheet with the note "ACQUIRE ACCESS CONTROL ON SIDE ROAD FROM STATION _____ TO STATION _____." Access control at interchanges will be described on summary sheets and plot plans along mainline through the interchange and along the side road through the interchange. Ramps are not included in the access control verbiage in this section.

c. Entrances – Entrances within the project limits must be addressed in one of three ways:

1. UAC (use as constructed) – construction activities will not affect the entrance and it will remain as is.
2. CLOSE – entrance will be permanently closed.
3. PROPOSED – new entrance will be constructed. Must be classified by type (see: Iowa Primary Highway Access Management Policy).

Entrances outside of the construction limits may be closed due to access control otherwise they will not be addressed. Entrances that will be closed are to be listed in the comments section of the summary sheet.

d. Additional Length of Drive - Where entrances on private property are relocated from the original alignment, the additional length of the drive to be maintained shall be noted on the Summary of Proposed Acquisition sheet. Compute only that part which is beyond the terminal point of existing entrance and the proposed drive from proposed right of way to the end of construction then subtract the lateral distance of existing entrance from existing right of way to the terminal point of the two entrances. The property owner will be compensated for the additional length of drive that is their responsibility to maintain.



e. Relocated Access ways (Public) - It sometimes becomes necessary to relocate a private access way across another ownership. When this is done, permanent right of way is acquired in the name of the State, County, or the City in which the project is located. Right of way shall not be acquired in either the name of a city or a county without an approved city and/or county agreement. In this case a note is to be placed on the summary sheet that states: "Entrance will be via public accessway." (see: Entrance Construction)

When a tract is landlocked and direct access cannot be provided to the property, it may be necessary to provide access via a public access way. The Right of Way Design Supervisor is to be notified of these situations and an economic analysis shall be completed before any public access way is considered. If the result of the economic analysis justifies the public access way, then it may be considered. However, the public access way will require public maintenance. Therefore, we should make an effort to limit the number of public access ways required.

In the event that a clear decision cannot be made to provide access to the landlocked tract, the appraiser may be instructed in the following manner. A Case I/ Case II appraisal shall be made for this parcel. Case I would acquire the landlocked tract. Case II would provide a public access way to the landlocked tract.

The right of way for public access ways shall be laid out in the following manner:

- Right of way for access ways that connect to county road systems will be acquired by easement in the name of the county provided there is a signed county agreement and no other provisions are provided for in the agreement.

- Right of way for access ways that connect to city streets will be acquired in fee title in the name of the city provided there is a signed city agreement. There may also be

some access ways within a city that connect only to the primary road system and the right of way may be acquired by fee title in the name of the city.

- Right of way for accessways that do not connect to a city street or county road will be acquired in the name of the state unless otherwise covered by a 28E agreement.

09. RIGHT OF WAY LAYOUT REVIEW

a. There may be a right of way review on major projects after a tentative right of way design has been completed. The following personnel should be notified of the review:
   - ROW Design Technician who is assigned the project
   - ROW Design Supervisor/Lead Worker
   - Appraisal Section Supervisor
   - Acquisition\Relocation Assistance Section Supervisor
   - Assistant District Engineer

b. There should be great effort taken to assure that the District Project Manager/Project Engineer are able to attend. These individuals should be able to provide input and find solutions to problems encountered during the review.

   The following items should be checked during the review:

   - Check the proposed permanent right of way lines to determine if adjustments can and should be made to reduce excessive property damages.

   - Check the proposed access locations to determine their feasibility and note any need for change. This is a very important part of the layout review and should be considered carefully.

   - Check locations of detours and any other temporary construction requirements.

   - Note areas of environmental concern.

c. Following the right of way review, any necessary revisions shall be made on the Right of Way plans.

10. EXCESS LAND

It sometimes becomes necessary to acquire tracts of land in addition to what is required for the construction and maintenance of the highway. These tracts are known as excess land. Most commonly this occurs when a tract of land is left without access (landlocked) or is deemed an uneconomical remnant (of no use or value to the owner). In each case the department will propose to acquire the property.

While all excess tracts are proposed to be acquired, if during negotiations the owner requests to keep the excess tract, the request will be considered provided the area is not required for mitigation. The land owner must provide access to these landlocked tracts.

When excess land is determined, a future right of way line will need to be established to denote between required right of way(for construction and maintenance of the highway)and excess land. The future right of way line may be determined at the same time that the proposed right of way for the project is established.

When excess land* is identified, District Survey will supply an excess land acquisition plat as part of the T2 event. The acquisition plat will be provided to the Property Management Section, via the Appraisal submittal, for their inclusion of the tract into the excess land inventory.

*The excess determination made by the Design Section is preliminary and may change with construction of the project.

See additional information on excess land related to easement retention in section 07: COUNTY OWNED LANDS

11. PLAN PREPARATION

a. Right of Way Plan Sheets (H-Mainline and HE-Sideroad Sheets) - For each project, plan sheets will need to be created by the Design Section. These are referred to as H sheets and are in addition to the official plan set created by the Design Bureau. The H sheets are intended to show the proposed right of way in a manner that will allow the user to more easily see and comprehend the area of acquisition and the impacts associated with the specific property. The H sheets are to comply with the guide "Creating ROW H Sheets".

b. Hatching on H sheets is used to indicate proposed right of way to be acquired in the name of the county and/or in the name of the city. Cross hatching at 90 degrees indicates right of way to be acquired in the name of a county. Single hatching with dashed lines indicates right of way to be acquired in the name of a city. Proposed acquisition in the name of the State is not hatched on plan sheets.

c. Parcel Check List Sheet – The R01 set of plans will have a parcel check list inserted consisting of the ownership name and amount of acquisition for each parcel. The parcel check list will not be included in the Current Plan. (See: Appendix B Exhibit 8: Parcel Check List)

   Access Control Letter – Each set of plans will have a sheet containing the Access Control Letter. If the project does not require the acquisition of access control, a sheet will be provided stating: "No access rights are to be acquired on this project" or "Access Control Previously Acquired." (See: Appendix E Exhibit 3: Access Control Examples)

d. Order of Plan Sheets— A.01, Parcel Check List (R01 Plan), A/C Sheet, H/HE (Mainline and Sideroad) Sheets.

E. ESTABLISHING PARCEL FILES\PROJECTWISE FILES

01. PREPARATION OF PARCEL FILES\PROJECTWISE FILES

a. Parcel Definition - A parcel is defined as a tract or tracts of land having the following characteristics:

(1) Unity of ownership.
(2) Tracts that are contiguous or abutting (considered contiguous if separated only by a road, railroad, river or other natural barrier).

To be considered a parcel, the tract must include both characteristics above. Both parcel number and the names of all fee owners and/or contract purchasers should be placed on the plans within the limits of the property as plotted on the plans.

b. ProjectWise Parcel File - The following information is to be placed into the ProjectWise Parcel File.

- Summary of Proposed Acquisition (PDF)
- Plot Plan (if Temporary Easement is required) (PDF)
- Report Of Record Ownership and Liens (PDF)
- Acquisition Plat & Description
- Excess Land Determination, if applicable. In most cases District Survey will supply an Excess Acquisition Plat (PDF)
- All correspondence, notes, etc. related to the parcel.

See: Electronic Parcel File

c. Transmittal Email - All of the above information is transmitted electronically (see Appendix B: Exhibits:5, 10-12 Submittal Email).

d. ProjectWise Project Information File – A Project Information File is to be created in the ProjectWise Directory for each project. The Project Information File should contain copies of or links to the Concept Statement, Access Control Letter, Field Exam Letter, Public Hearing Letter (wrap up letter), and pertinent project-related correspondence.

02. PREPARATION OF SUMMARY OF PROPOSED ACQUISITION AND PLOT PLANS

The Summary of Proposed Acquisition and Plot Plan (if necessary) are treated as one document and are sent out of the Design Section attached together.

SUMMARY OF PROPOSED ACQUISITION

The Summary is intended to provide a summarization of the impacts specific to each parcel and contains, in part, the following information:

- County, project number and parcel number.
- Owner of Record. The ownership should be listed the same as what is shown on the deed if possible, and should be consistent with other documents within the Design Section. All owners are to be listed.
- All types and amount of proposed acquisition from the parcel is accounted for on the summary sheet.
- The total taxable area of the property.
- Flowage easements and ponding rights.
- All temporary easements.
- Access control limits and predetermined access locations (PDA). Future PDAs are not listed on the summary sheet.
- Entrances that will be constructed with the project. Entrances that will be closed and Use as Constructed are to be listed in the comments section.
- Additional length of drive, if applicable.
- Access Control Fencing
- Comments deemed pertinent to the parcel.

PLOT PLANS

Individual displays, (PLOT PLANS) shall be prepared for every parcel that includes a Temporary Easement or Access Control Only. The display should show the following:

- Name of property owner. The owner name should be the same as listed on the Summary of Proposed Acquisition.
- Section, township and range numbers. Lot , block and subdivision in urban areas.
- Parcel number (numerically), for each right of way parcel.
- North Arrow.
- Dimensions of individual tracts.
- Ownership boundaries.

- Existing right of way lines - State - County - City Streets.
- Impacted buildings, if within the acquisition area.
- Highway centerline (ramps at interchange). Do not include station indicators (tick marks), station text, or geometric information.
- Proposed right of way lines shown by a solid line.
- Section, 1/4 Section and 1/4 1/4 Section lines. (Label all ¼ ¼ sections that have acquisitions within them)
- Frontage road and relocated local road centerlines.
- Railroads (show centerline and right of way lines).
- Temporary easement area outlined by a dashed line and shown by bar hatching and labeled temporary easement area. (Use only on plot plans.)
- Points of access (arrowhead with the arrow pointing out from the centerline; also, notation: Point of Access - Station and plus). (See: Appendix F, *Creating Plot Plans*.)

F. INTERACTION WITH OTHER OFFICES

01. DESIGN BUREAU

The Right of Way Bureau and Design Bureau work closely together to assure that sufficient right of way is acquired to construct and maintain the proposed highway construction. Projects are submitted to the Right of Way Bureau (Design Section) from the Design Bureau via a D5 submittal. Any changes to the design of a project, after the D5 submittal, that affect the right of way process or alter the impact to properties require a "Revision to the D5" letter from the originator of the initial D5 submittal.

02. DISTRICT OFFICES

Communication with the District offices is essential throughout the development of a project through the right of way process. Projects may also be submitted to the Right of Way Bureau (Design Section) from the District Office via a D5 submittal letter. Correspondence related to the project in general is sent to the District Engineer and/or the Assistant District Engineer.

The District Land Surveyor is responsible for establishment of the existing right of way and property line locations (at the intersection of the highway) for all projects that will require additional right of way (T01 event). This information is to be placed in the Microstation file in adherence with established CADD policy. When the existing right of way has been placed in the file notification is sent to the Design Section informing them that the T01

event has been completed. When the plot plans are developed to a point where the preliminary proposed right of way and property lines are established the District is notified by the Design Section that the R00 event has been completed. At this time the District Land Surveyor initiates the development of the survey plats and descriptions for all parcels requiring permanent acquisition.

The Right of Way Design Section receives the completed survey plats for each project (T02 event). Each survey plat is checked to verify that the area depicted is in agreement with the area proposed for acquisition by the Design Section. The area calculated is also compared to the preliminary calculation and any discrepancy is rectified prior to the project being sent to the Appraisal Section.

Survey plats are required when acquiring underlying fee only but not when acquiring access control only or temporary easement only. After the survey plat is checked the original is sent to the Condemnation Unit and a PDF placed in the parcel folder in ProjectWise.

If the proposed right of way changes after the survey plats are received, the District Land Surveyor will be notified with an explanation of the change(s) so that an updated plat can be provided.

03. FACILITIES MANAGEMENT

Whenever DOT owned buildings are involved in a highway improvement, a memo stating that fact along with the applicable plan sheet is sent to Facilities Management as soon as possible. This enables Facilities Management to react to any implications in a timely manner.

04. DEPARTMENT OF NATURAL RESOURCES (DNR)

A set of right of way plans should be submitted to the DNR as early as possible on projects where the construction limits extend onto land managed by the DNR. The type and size of acquisition may need to be altered to accommodate DNR requirements. We will now acquire land via a Sovereign Land Permit in most cases. (See: Appendix H, *DNR Owned Parcels*.)

05. UTILITY AGREEMENTS

Utility parcels that require a partial acquisition of real estate only will be submitted to the Appraisal Section with the other parcels for a project. Utility parcels that require the acquisition of real estate along with improvements will be submitted to the Utility section in the Right of Way Bureau. This submittal will be at the same time the other parcels are submitted to the Appraisal Section.

In certain situations, the DOT may be responsible for acquisition of right of way in the name of a particular utility company. In order for this to happen there must be a pre-existing easement which is being displaced by the project, and an agreement in place with the utility company. Information related to the requested easement must be received early enough in the process to allow for consideration and implementation into the plans.

G. TRANSMITTAL OF THE PROJECT

In order for projects to be sent out of the Design Section the following conditions need to be met:

- Environmental, cultural and historical clearances need to be completed. (OLE clearance)
- All public contacts need to be accomplished. (P9/P10 events)
- Receipt of survey plats for parcels that require permanent acquisition.
- A project is electronically transmitted out of the Design Section email. A link to the project directory is provided, and all pertinent documents can be found here.

In addition to the above criteria: Railroad parcels are sent to the Appraisal Section with an email notification to the Rail Transportation Bureau.

H. REVISIONS AND CORRECTIONS

The Right of Way Bureau deals with two general types of revisions; revisions made to the design of the project (proposed construction) and revisions made to the proposed right of way.

When the Right of Way Bureau feels that it may be desirable to alter the design of the proposed construction in some manner the Design Section will be responsible for contacting the relevant Project Engineer to discuss the situation and determine the feasibility of the request. In all such cases the Design Section Supervisor is to be consulted prior to contact with the Design Bureau or District. The Design Bureau or District also initiates revisions that may require the Right of Way Bureau to make adjustments. In each case a “Revision to the D5” letter will be required from the Design Bureau.

“Revisions” are also initiated within the Right of Way Bureau. When the Design Section receives revision requests from other sections the revision is reviewed and acted upon. All revisions initiated within the Right of Way Bureau must be approved in the Design Section. When the revision has been made all appropriate personnel are copied with relevant documents and electronic information is updated.

“Corrections” are of a more minor nature and are made to documents mainly to bring them into compliance with other documents and information that does not affect the proposed right of way. Examples of corrections would be name changes and changing the area of acquisition to match the survey plat. The corrected information is forwarded to the responsible section and the Original File is updated.

I. DEVELOPMENT ESTIMATES

This section may be asked to provide cost estimates at certain times during the development of a project. The estimates are necessary for the preparation of highway program quantities. The degree of accuracy is of course somewhat dependent upon the development stage of the project. Estimates may be compiled with the assistance and coordination of the Appraisal, Acquisition, and Relocation Sections depending on the complexity of the project. Cost estimates should be completed in a format that would allow later interpretation. The cost estimate is entered into iPD Web, and Project Scheduling System.

J. HIGHWAY GIS INFORMATION ENTRY

The ROW Design Section is responsible for entering the right of way shapes into the GIS system for use in the DOT Highway GIS Portal. The information is to be entered at the time of the Appraisal Submittal and will be updated as the ROW process is completed.

APPENDIX INDEX

APPENDIX A: ROW TIMELINE

APPENDIX B: RIGHT OF WAY DESIGN FORMS & TRANSMITTALS

EXHIBIT #	DESCRIPTIVE TITLE
1.	ORDER CLAIM FORM
2.	REPORT OF RECORD OWNERSHIP & LIENS
3.	REPORT OF LIENS EMAIL SUBMITTAL
4.	APPRAISAL SUBMITTAL EMAIL
5.	SUMMARY OF ACQUISITION (BLANK)
6.	PLOT PLAN (BLANK)
7.	EXCESS & MITIGATION LAND DETERMINATION
8.	PARCEL CHECK LIST
9.	REQUEST FOR ROW DESIGN REVISION
10.	REVISION SUBMITTAL EMAIL
11.	R01 SUBMITTAL EMAIL
12.	R00 SUBMITTAL EMAIL

APPENDIX C: RIGHT OF WAY REQUIREMENTS

APPENDIX D: ROW DESIGN SYMBOLS

APPENDIX E: CREATING ROW H SHEETS

1. DIRECTIONS
2. H SHEET EXAMPLES
3. ACCESS CONTROL EXAMPLES
    a. ACCESS CONTROL LETTER FROM TRAFFIC AND SAFETY
    b. ACCESS CONTROL PREVIOUSLY ACQUIRED
    c. NO ACCESS RIGHTS

APPENDIX F: CREATING PLOT PLANS

1. DIRECTIONS
2. PLOT PLAN EXAMPLES

APPENDIX G: BORROWS

APPENDIX H: DNR OWNED PARCELS

APPENDIX I: DRAINAGE DISTRICTS

APPENDIX J: ELECTRONIC PARCEL FILES

Appendix A: ROW Timeline

- Receive D5
- Create CAD Files in ProjectWise ROW folder
- Review D5 Submittal
- Determine Land Ownership
- Order Report of Liens
- Layout Proposed ROW
- Enter Information into PSS
- Create H Sheets
- R1 Submittal
- R0 Submittal
- R1 Revision (when requested)
- Receive Plats
- Appraisal Submittal
- Revisions/Corrections (when requested)

APPENDIX B

Design Section
Forms & Transmittals

Form 533200 (10-19)

Right-of-Way Bureau
800 Lincoln Way | Ames, IA 50010
Phone: FAX: (515) 233-7859
Email:
Website: iowadot.gov

REQUEST FOR SERVICE AND PAYMENT

Date:

Vendor:

When corresponding, refer to:

County

Project:

Parcels:

Service:

Upon completion, please send the report to the requesting staff member via email or post.

Parcel Number	Property Description

(Abstractor: Please complete bottom portion and return the entire form to the personnel listed above.)

I do certify that the items for which payment is claimed were furnished pursuant to state law, and the fee of $_____ is reasonable, proper, correct, and no payment has been received.

INVOICE REFERENCE NO.: _____ X _____ _____

ABSTRACTOR (sign in ink) (date)

EXHIBIT 1

Form 632004 (06-14)

IOWA DOT

Right-of-Way Office

REPORT OF RECORD OWNERSHIP AND LIENS

I Order No.: _____
N Date: _____
D County: _____
E Project No.: _____
X Parcel or Tract No.: _____

1. This Report Is Prepared For A Tract Of Land Located In _____ County, Iowa, More Particularly Described As Follows:

2. Title To The Above-Described Tract(s) Is In

(REPORT AND ATTACH outstanding Purchase Contracts, Articles of Incorporation, etc.)

3. Title Was Acquired By | Recording Information | Date

4. The Following Additional Title Instruments And Proceedings Affect Title: (Include all transfers of title occurring within the past five years) | Recording Information | Date

5. Zoning Information ☐ None ☐ _____

6. Restrictive Covenants ☐ None ☐ _____

7. Easements, Leases, and Other Land Use Agreements ☐ None ☐ _____

8. Mineral Reservations ☐ None ☐ _____

9. Title To This Tract(s) Is Also Subject To:

A. Mortgages ☐ None ☐ _____

B. Judgements ☐ None ☐ _____

C. Financing Statements ☐ None ☐ _____

D. Taxes and Assessments ☐ None ☐ _____

E. All Other Liens ☐ None ☐ _____

Attach Copies Of All Instruments Listed In Items 3 Through 9 Inclusive

10. Certification - The Undersigned Hereby Certifies That Title To this Land Is As Reported And Shown In The Records Of _____ County, Iowa.

This Report Is A Report Of Liens Only. No Examination Is Made And No Opinion Has Been Formed As To The Legal Effect Of Any Instrument Or Proceeding Inspected. It Is Made For The Exclusive Information And Use Of The Iowa Department Of Transportation And The State Of Iowa And No Liability For Errors Or Omission Will Accrue To The Benefit Of Any Other Person, Firm, Or Corporation.

Dated this _____ day of _____ , 20 ___ , at _____ o'clock ___M

At _____ , County of _____ , State of _____

Signed _____

Title _____

Address _____

Telephone Number _____

EXHIBIT 2

11. Assessment Data:

BY 40 AC TRACT OR LOT	LAND ASSESSED	SEC.	TWP.	RNG.	Acres of Lots Taxed

12. Additional Information Furnished But Not Certified To:
Please List Any Additional Information You May Have Such As Names And/Or Addresses Of Spouses, Property Managers, Lienholders, Attorneys Involved In Proceedings Affecting Ownership, Any Instruments Of Which You May Have Knowledge But Which Are Not Shown Of Record, Etc.

EXHIBIT 2 (CONT.)

Carman, Amelia

Subject: Report of Liens Order Claim - Name County – Project #

Hello,

Please find attached the following documents:

Request for Services
Order Claim Instructions
Report of Record Ownership & Liens

Please return the reports of liens to our office by email, in color(if possible), to Amelia Carman @ amelia.carman@iowadot.us by (Date)

Please let us know when you have received this email.

If you have any questions, please contact myself by phone (515-233-7758) or email.

Thank you!

AMELIA CARMAN
DESIGN TECHNICIAN
RIGHT OF WAY BUREAU

iowadot.gov
Office: 515-233-7758
Fax: 515-233-7859
amelia.carman@iowadot.us

Iowa Department of Transportation
@iowadot
@iowadot
800 Lincoln Way, Ames, IA 50010

EXHIBIT 3

Carman, Amelia

Subject: Appraisal Submittal – County – ROW Project #

Date

PSS Clipboard

Transmitting # parcel(s) to Appraisal on the above project.

There is a total of # parcel(s) on the project.

parcels are being held on this project.

The following parcel(s) are included in this submittal: #

You should be aware of the following general information concerning this project: Transmitting # parcel(s) to Appraisal. ADDITIONAL INFORMATION AS NECCESARY (This project is now considered complete in ROW Design.)

If you have any questions, please contact Amelia Carman (17758) or Nikki Cuva (11611).

PROJECTWISE LINK TO THE CURRENT PLAN PDF

PROJECTWISE LINK TO PARCEL FILE FOLDER

AMELIA CARMAN
DESIGN TECHNICIAN
RIGHT OF WAY BUREAU

iowadot.gov
Office: 515-233-7758
Fax: 515-233-7859
amelia.carman@iowadot.us

Iowa Department of Transportation
@iowadot
@iowadot
800 Lincoln Way, Ames, IA 50010

EXHIBIT 4

RIGHT OF WAY BUREAU

SUMMARY OF PROPOSED ACQUISITION

DESIGN SECTION

County _____ **Project No.** _____ **Parcel No.** _____

Owners of Record: _____

Contract Purchasers: _____

1. PERMANENT ACQUISITION TO STATE OF IOWA

Required ROW Fee _____
Excess Land _____
Borrow Area (Fee) _____
Easement for Public Highway _____
Easement for _____ _____
Mitigation (Fee) _____ _____
Mitigation (Easement) _____ _____

2. PERMANENT ACQUISITION TO COUNTY

ROW Fee in Name of County _____
Easement for Public Highway to County _____
Easement for _____ _____
Mitigation (Fee) _____ _____
Mitigation (Easement) _____ _____

3. PERMANENT ACQUISITION TO CITY

ROW Fee in Name of City _____
Easement for Public Highway to City _____
Easement for _____ _____
Mitigation (Fee) _____ _____
Mitigation (Easement) _____ _____

4. OTHER ACQUISITION

Easement for _____ _____
Easement for _____ _____
Easement for _____ _____
Quitclaim Area: _____ _____
Underlying Fee: _____ _____
Flowage Easement To Elevation _____ Feet _____
Ponding Easement To Elevation _____ Feet _____

5. AREA OF REMAINING PROPERTY

Left of ROW _____
Right of ROW _____ _____

Total area of property before acquisition (sum of above) _____

6. TEMPORARY ACQUISITION

Temporary Easement(s) to _____ Total Area _____

7. ACCESS CONTROL

Access rights to be acquired between Sta. _____ & Sta. _____
Sta. _____ & Sta. _____
Sta. _____ & Sta. _____
Sta. _____ & Sta. _____

Access location points at Sta. _____
Sta. _____
Sta. _____
Sta. _____

Entrances will be constructed at Station(s) _____ _____
_____ _____

Additional Length of Drive _____ Feet

8. ACCESS CONTROL FENCING (Acquisition Agent is responsible for determining the amount of fence, if any, to be replaced in all other locations.)

The State will construct access control fencing through the access control limits:

from Sta. _____ to Sta. _____ ; from Sta. _____ to Sta. _____
from Sta. _____ to Sta. _____ ; from Sta. _____ to Sta. _____

COMMENTS:

NOTE: ALL OTHER ENTRANCES WITHIN THE CONSTRUCTION LIMITS OF THIS PROJECT AND NOT LISTED ON THIS DOCUMENT WILL BE CLOSED

EXHIBIT 5

IOWA DEPARTMENT OF TRANSPORTATION
PROJECT DEVELOPMENT

PLOT PLAN

0000000000\row\00000000.

PARCEL NO.: _____

OWNER: _____

_____

SECTION: _____T_____N-R _____W.

SCALE: 1"= _____

LEGEND	
W.D. OR EASEMENT LINE:	_____
ACCESS LOCATION POINT:	
PROPERTY LINE:	

EXHIBIT 6

COUNTY: _____ PROJECT NO.: _____

00000000a00\row\j123456789.

RIGHT OF WAY MITIGATION/EXCESS LAND DETERMINATION

ID NO. _____

PARCEL NO. _____

ACQUIRED FROM _____

SECTION: _____T_____N-R _____W SCALE:1"= _____

COUNTY: _____ PROJECT NO.: _____

FORMULA EVALUATION	TOTAL ACQUISITION		ROW ACQUISITION		BORROW/MITIGATION		EXCESS LAND ACQUISITION	
	AREA	VALUE	AREA	VALUE	AREA	VALUE	AREA	VALUE
LAND		$		$		$		$
IMPROVEMENTS		$		$		$		$
TOTAL		$		$		$		$

FILLED IN BY _____ DATE _____, 20_____

C: PROPERTY MANAGEMENT
WETLANDS UNIT
AGENT 4 - ROW DESIGN
SUPERVISOR - SOILS

EXHIBIT 7

Story	ROW: NHSN-030-5(263)--2R-85				PIN	13-85-030-010															
	I-35 to 11th St in Nevada																				
		STATE			COUNTY			CITY				TEMP EASE		BORROW							
PARCEL NO.	OWNER NAME	FEE	EASE		FEE	EASE		FEE	EASE		EXCESS			FEE	T.E.	MITIGATION	OTHER	HOUSE	BUILDING(S)	A/C ONLY	TOTAL ACQ.
1	Jon A. Wheeler 2015 Trust - Fee	1.5 AC																X			X
2	Mel Brekke - Fee					0.66 AC					.33 AC		262 SF								
3	Brekkes Town & Country Store, Inc. - Fee					0.04 AC															
4	Roger A. Kingsbury - Fee Jayson D. Kingsbury - Fee Amy L. Bottorf - Fee					0.16 AC						0.01 AC									
5	Michelle M. Flynn - Fee					6.12 AC						0.48 AC									
6	Bankers Trust Company - Fee					9.48 AC						0.01 AC									
8	Applegate Heritage Farms LLC - Fee					0.09 AC						0 AC									
9	Madden Farms Inc - Fee					4.49 AC						0.02 AC									
10	Ronald E. Jensen - Fee	.25 AC				3.97 AC						0.03 AC									
11	Rod and Bev Simpson Family Trust - Fee					1.18 AC					.37 AC							X			X
12	Weldon B. Kingsbury Trust A - Fee	24.34 AC				18.52 AC						0.16 AC									
13	Patricia Dodds - Fee					6.19 AC						0.02 AC									
14	Bruce L. Kingsbury - Fee Dennis Kingsbury - Fee	17.25 AC				13.68 AC						0.1 AC									
15	James D. Elliot - Fee					0.01 AC															
16	Patrick D. Blair - Fee											0.01 AC									
17	Janice S. Schroer Rev Trust - Fee					0.16 AC															
18	Judd R. Beck - Fee					0.92 AC						0.07 AC									
19	Lowell K. Kingsbury - Fee	1.72 AC				10.08 AC						0.04 AC									
21	Vetter Equipment Company - Fee					3.87 AC						0.04 AC									
22	Randy Brekke - Fee																				
23	Mervin Ihle - Fee Flexi-Coil Inc CTR - CP1					0.11 AC						0.02 AC									
21 Parcels	"TOTALS	45.06 AC	0 AC		0 AC	79.73 AC		0 AC	0 AC		0.7 AC	1.01 AC		0 AC	0 AC	0 AC					
		0 SF		0 SF	0 SF		0 SF	0 SF		0 SF	0 SF		262 SF								

EXHIBIT 8

IOWA DOT

RIGHT-OF-WAY BUREAU
REQUEST FOR ROW REVISION

Date: 10/15/2019 Project No:

Parcel No: County:

Ownership:

Revision requested by:

Reason for revision:

Approved by:_____ Date: _____
ROW Design Supervisor

Approved by:_____ Date: _____
ROW Director

Approved by:_____ Date: _____
Access Supervisor

Approved by:_____ Date: _____
District Engineer

Revision made by:_____ Date:_____

EXHIBIT 9

Carman, Amelia

Subject line: Revision – County – ROW Project #

PSS Clipboard

This revision involves parcel(s):

This revision affects plan sheet(s):

You should be aware of the following general information concerning this project: ADDITIONAL INFORMATION AS NECCESARY

If you have any questions, please contact Amelia Carman (17758) or Nikki Cuva (11611).

PROJECTWISE LINK TO THE CURRENT PLAN PDF

PROJECTWISE LINK TO PARCEL FILE FOLDER

AMELIA CARMAN
DESIGN TECHNICIAN
RIGHT OF WAY BUREAU

iowadot.gov
Office: 515-233-7758
Fax: 515-233-7859
amelia.carman@iowadot.us

Iowa Department of Transportation
@iowadot
@iowadot
800 Lincoln Way, Ames, IA 50010

EXHIBIT 10

Carman, Amelia

Subject: R01 Submittal – County – ROW Project #

Date

PSS Clipboard

EVENT: R1 Submittal

OF PARCELS:

Below is a link to the R1 submittal for the above project. If you have any questions, please contact Amelia Carman (17758) or Jeff Larson (11268).

PROJECTWISE LINK TO R1 SUBMITTAL PDF

AMELIA CARMAN
DESIGN TECHNICIAN
RIGHT OF WAY BUREAU

iowadot.gov Iowa Department of Transportation
Office: 515-233-7758 @iowadot @iowadot
Fax: 515-233-7859 800 Lincoln Way, Ames, IA 50010
amelia.carman@iowadot.us

EXHIBIT 11

Carman, Amelia

Email Subject Line: R00 Submittal – County – ROW Project #

PSS Clipboard

EVENT: R0 Submittal

OF PARCELS:

Below is a link to the R0 submittal for the above project. If you have any questions, please contact Amelia Carman (17758) or Jeff Larson (11268).

PROJECTWISE LINK TO R0 SUBMITTAL PDF

AMELIA CARMAN
DESIGN TECHNICIAN
RIGHT OF WAY BUREAU

iowadot.gov
Office: 515-233-7758
Fax: 515-233-7859
amelia.carman@iowadot.us

Iowa Department of Transportation
@iowadot
@iowadot
800 Lincoln Way, Ames, IA 50010

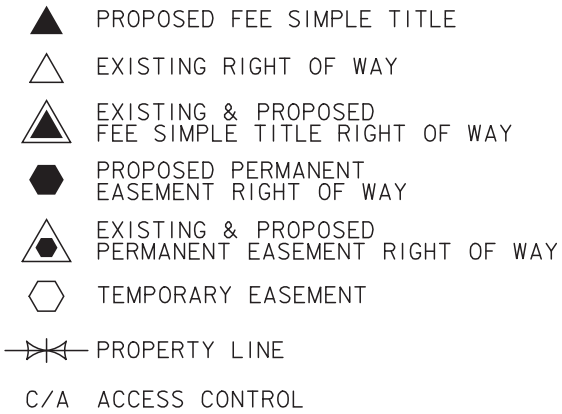
EXHIBIT 12

Appendix C

RIGHT OF WAY REQUIREMENTS

		ACCEPTABLE	PREFERRED		
	FILL (US 4 LANE) INTERCEPT PLUS	15'	10'		
	FILL (INTERSTATE) INTERCEPT PLUS	15'	10'		
	FILL (US AND IA 2 LANE) INTERCEPT PLUS	15'	10'		
	FILL (COUNTY ROADS) INTERCEPT PLUS	15'	10'		
	CUT (US 4 LANE) INTERCEPT PLUS (may increase if there are snow issues)	7'	5'		
	CUT (INTERSTATE) INTERCEPT PLUS (may increase if there are snow issues)	7'	5'		
	CUT (US AND IA 2 LANE) INTERCEPT PLUS	7'	5'		
	CUT (COUNTY ROADS) INTERCEPT PLUS	7'	5'		
	CUT WITH BENCHED BACKSLOPE	*	25'		
	INTERCEPTING DITCH	*			
	MINIMUM TEMPORARY EASEMENT FOR ENTRANCES	*	10'		
	MINIMUM R/W (URBAN) ADEQUATE R/W TO CONST. & MAINTAIN FACILITY	**			
	MINIMUM R/W (RURAL) ADEQUATE R/W TO CONST. & MAINTAIN FACITLITY	**			
	MINIMUM R/W (URBAN RETAINING WALL) DISTANCE FROM WALL	Check w/Dist	15'		
	PIPE JACKING	*	60' x 100'		
	DRAINAGE STRUCTURE (RCB, RCP, CMP 48" AND LARGER)- END OF WING WALLS OR FES		20'		
	BRIDGE OUTBOARD PROJECTION		20'		
	RAIL ROAD RAILS		no closer than 15' from rails		
	SILT DITCH AND SILT FENCE	5'	3'		
	RIP RAP/ EROSION CONTROL MEASURES (PERMANENT)	5'	3'		
	RIP RAP/ EROSION CONTROL MEASURES (TEMPORARY)	10'	5'		
*	Situational - check with appropriate Bureau for guidance and/or concurrence				
**	Minimum R/W should be wide enough to accommodate all elements of the design cross section				1/3/2019

Appendix D
ROW DESIGN SYMBOLS

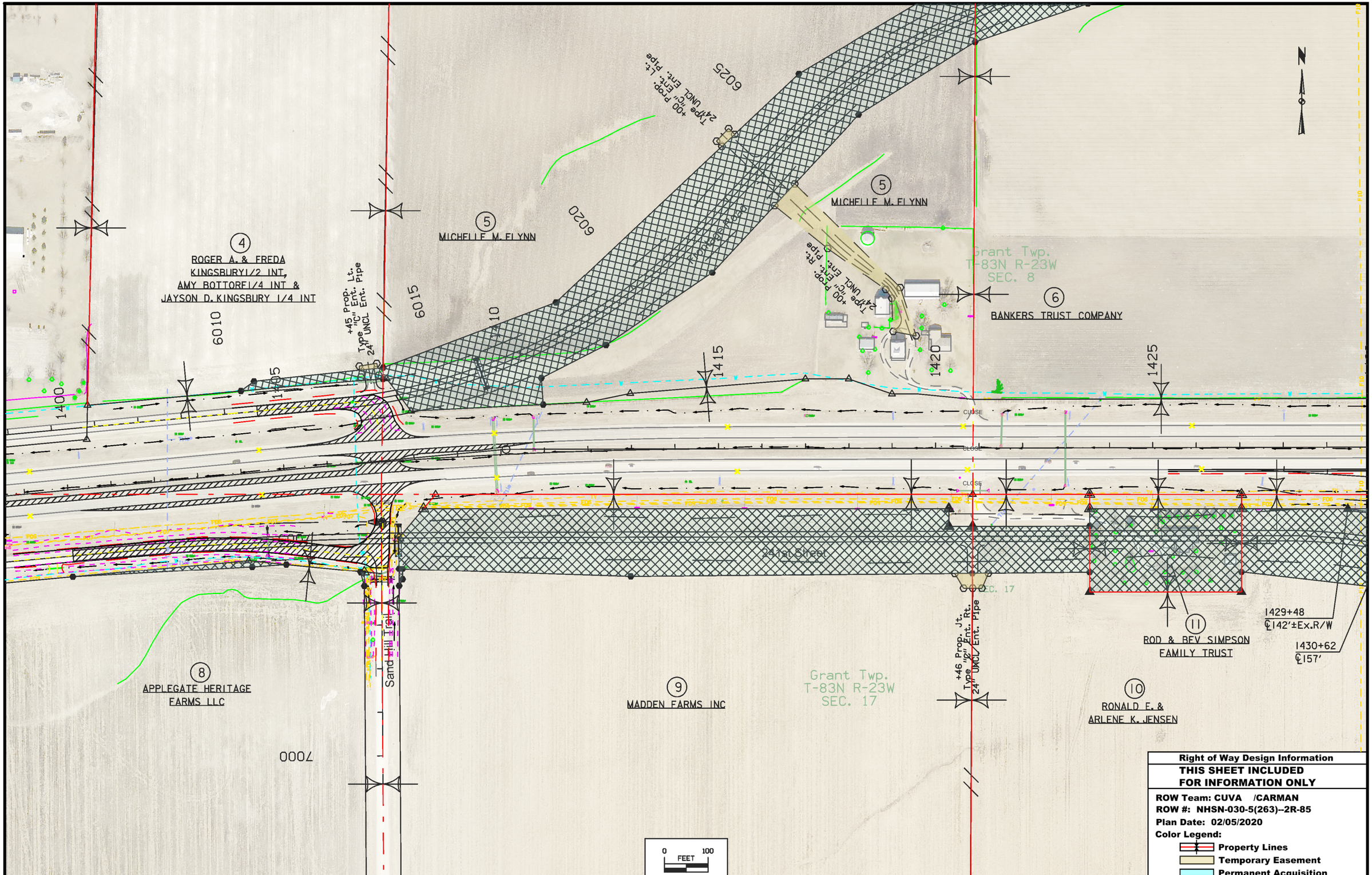


APPENDIX E

CREATING ROW H SHEETS

CREATING H SHEETS

- In ProjectWise
  - Right click the ROW folder of the project.
  - Copy Seed
  - Choose file Type: ROW layout seedfile
  - Name File (CCRRRPPP).sht
  - Click Create File
  - Rename file created to remove the .row
- Open .sht file
  - Open- English ROW Model
  - Reference
  - Attach Reference
    - Go to correct ProjectWise Location
    - Select .row file
    - Logical Name- ROW
    - Select Coincident World
    - Nested Attachments- Copy Attachments
    - Nesting Depth- 1
    - Click OK
    - Attach Sheet File
      - ProjectWise
      - Documents
      - Standards
      - Road Design
      - Civil
      - Sheeting
      - Res. 10000
      - EngShtRef
        - 100’=3000-0
        - 50’=1500-0
        - 20’=600-0



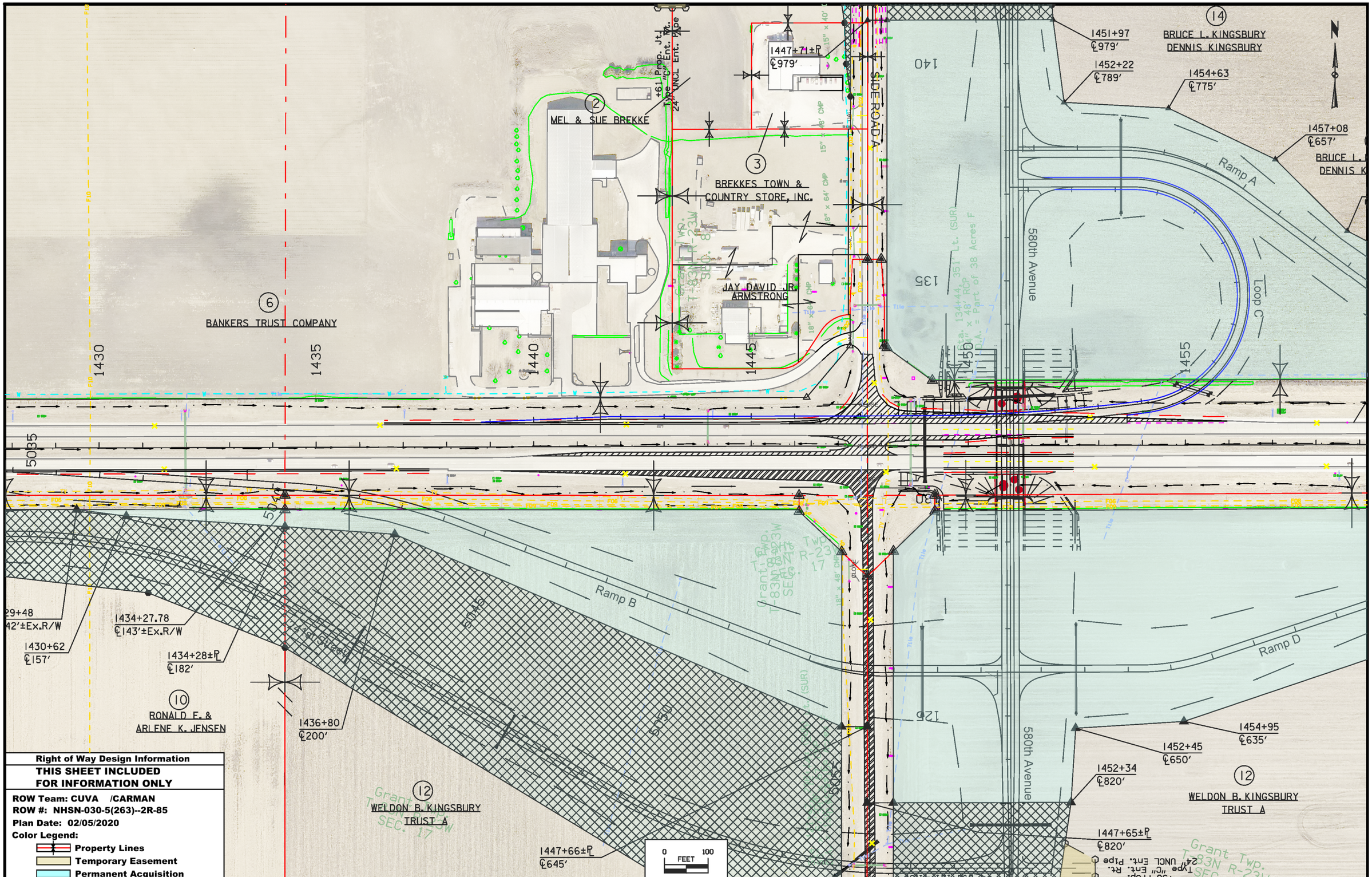
Right of Way Design Information

THIS SHEET INCLUDED FOR INFORMATION ONLY

ROW Team: CUVA /CARMAN
ROW #: NHSN-030-5(263)--2R-85
Plan Date: 02/05/2020
Color Legend:
- **Property Lines**
- **Temporary Easement**
- **Permanent Acquisition**

FILE NO.	ENGLISH	DESIGN TEAM Flattery \ Johnson	STORY COUNTY	PROJECT NUMBER NHSX-030-5(258)--3H-85	SHEET NUMBER H.1

12:57:59 PM 2/5/2020 untitled pw:\\ntPwInt1.dot.int.lan:PWMain\Documents\Projects\8503001013\ROW\85030263.sht



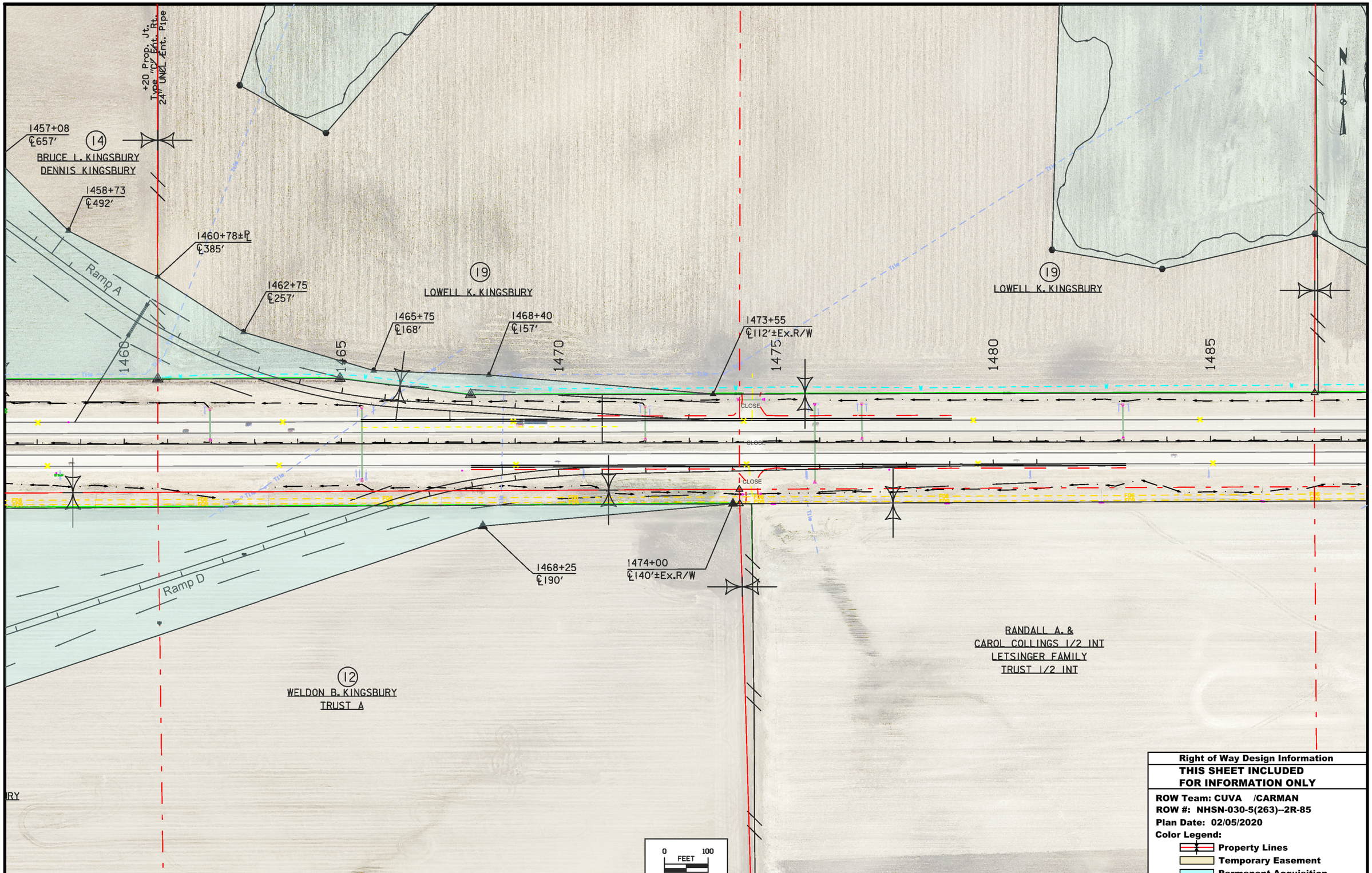
Right of Way Design Information

THIS SHEET INCLUDED FOR INFORMATION ONLY

ROW Team: CUVA /CARMAN
ROW #: NHSN-030-5(263)--2R-85
Plan Date: 02/05/2020
Color Legend:
- Property Lines
- Temporary Easement
- Permanent Acquisition

FILE NO.	ENGLISH	DESIGN TEAM	Flattery \ Johnson	STORY COUNTY	PROJECT NUMBER	NHSX-030-5(258)--3H-85	SHEET NUMBER	H.2

12:58:55 PM 2/5/2020 untitled pw:\\ntPwInt1.dot.int.lan:PWMain\Documents\Projects\8503001013\ROW\85030263.sht



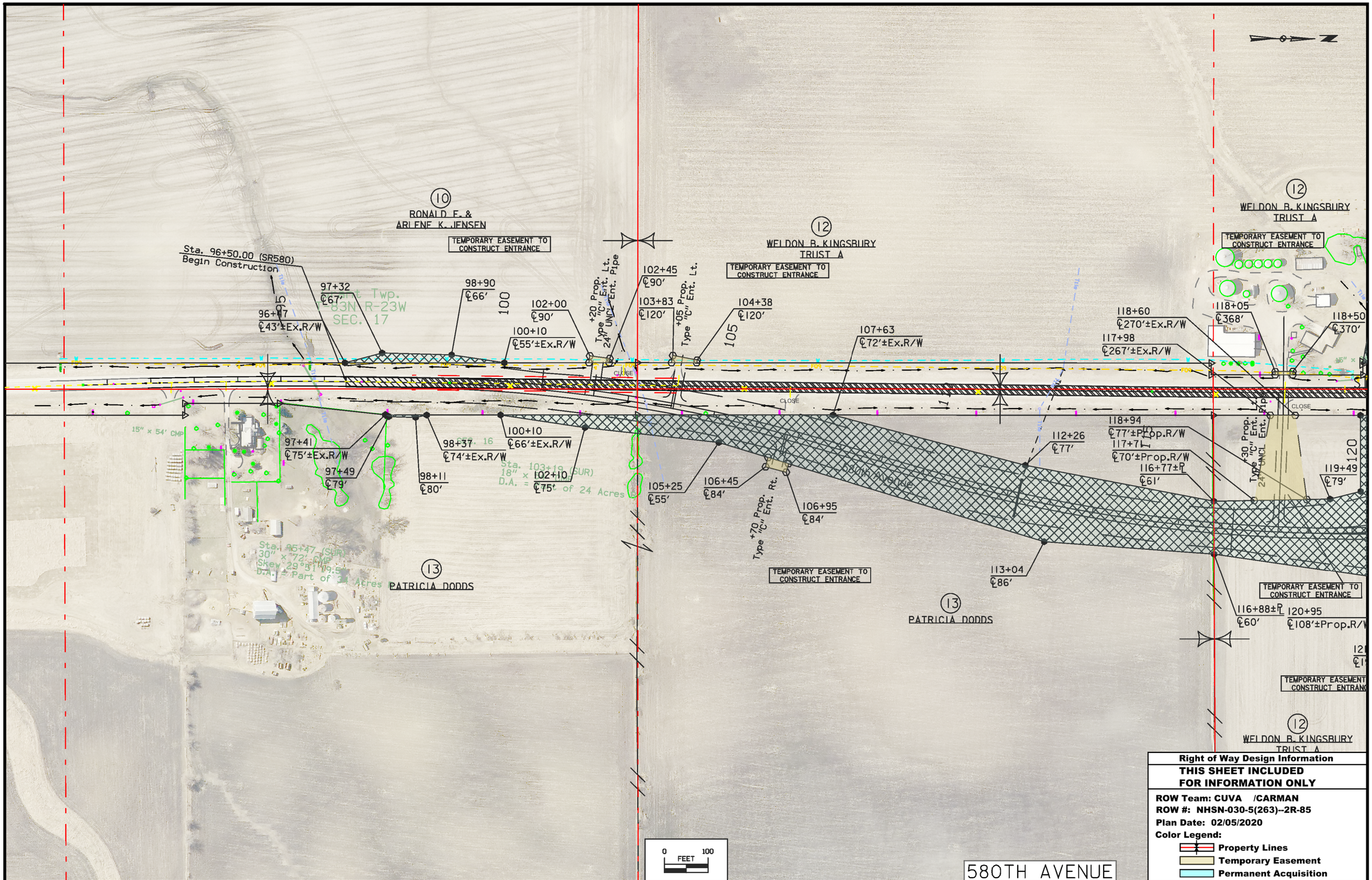
Right of Way Design Information

THIS SHEET INCLUDED FOR INFORMATION ONLY

ROW Team: CUVA /CARMAN
ROW #: NHSN-030-5(263)--2R-85
Plan Date: 02/05/2020
Color Legend:
- Property Lines
- Temporary Easement
- Permanent Acquisition

FILE NO.	ENGLISH	DESIGN TEAM Flattery \ Johnson	STORY COUNTY	PROJECT NUMBER NHSX-030-5(258)--3H-85	SHEET NUMBER H.3

12:59:55 PM 2/5/2020 untitled pw:\\ntPwInt1.dot.int.lan:PWMain\Documents\Projects\8503001013\ROW\85030263.sht



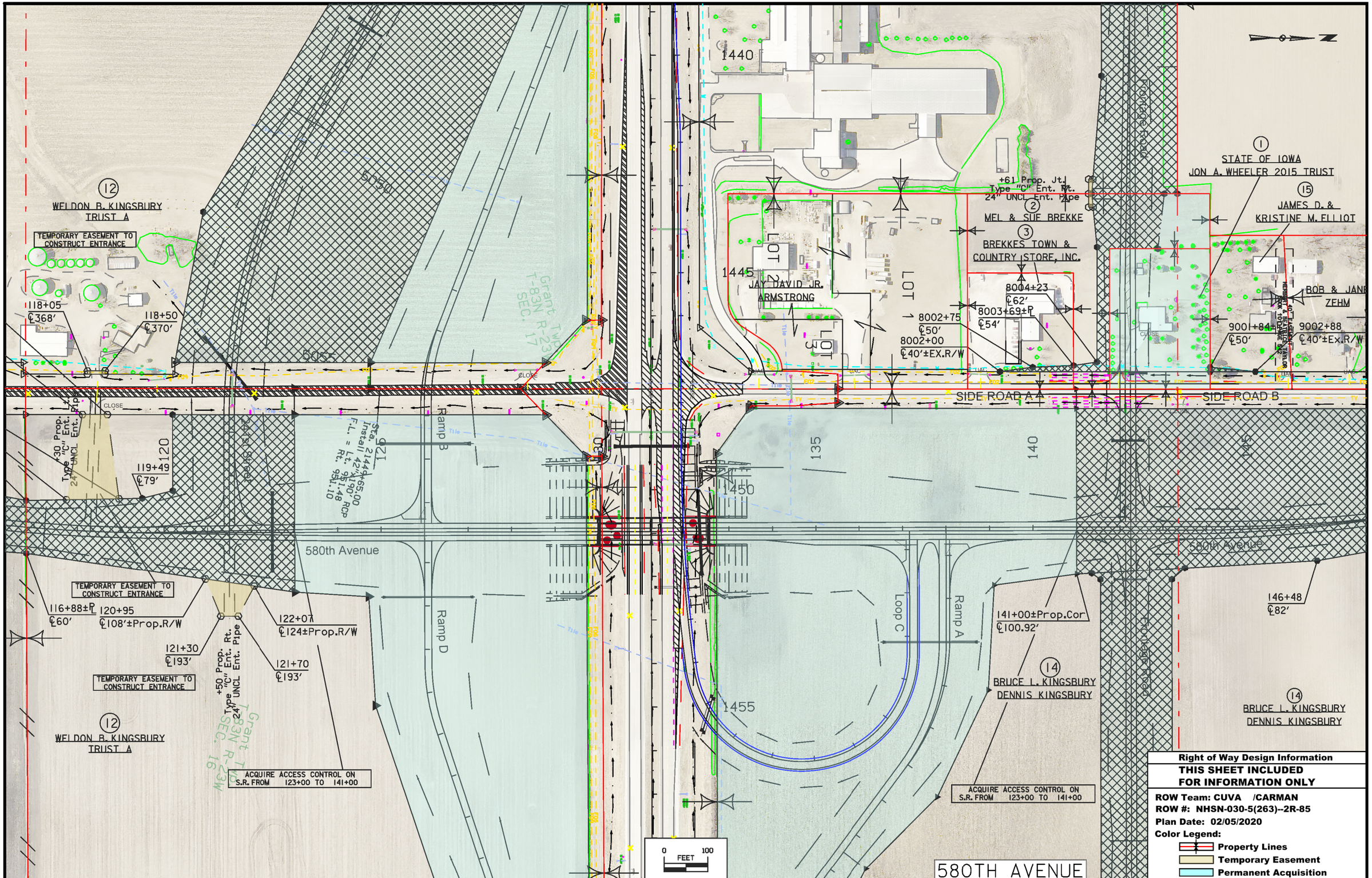
Right of Way Design Information

THIS SHEET INCLUDED FOR INFORMATION ONLY

ROW Team: CUVA /CARMAN
ROW #: NHSN-030-5(263)--2R-85
Plan Date: 02/05/2020
Color Legend:
- Property Lines
- Temporary Easement
- Permanent Acquisition

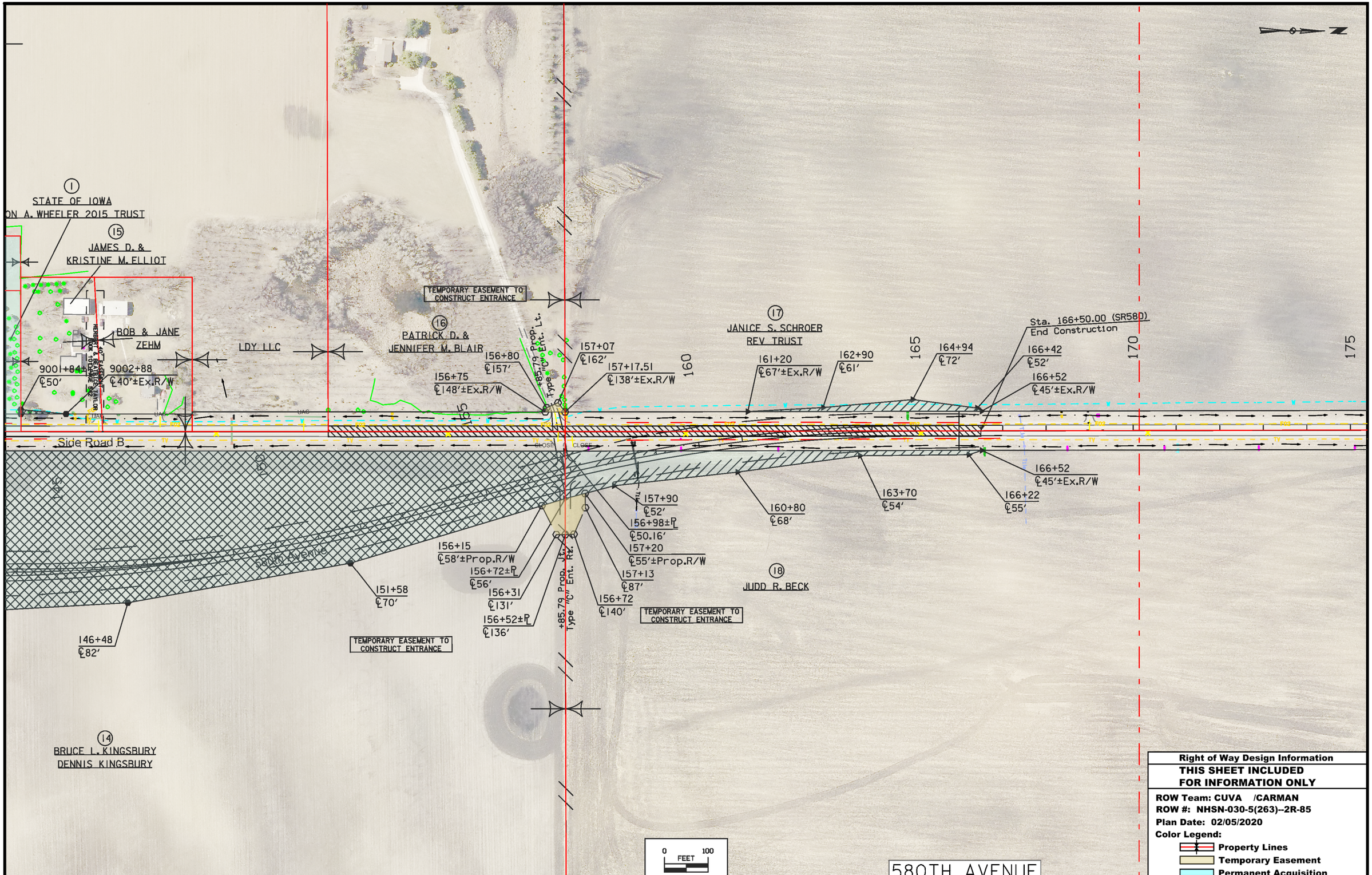
FILE NO.	ENGLISH	DESIGN TEAM Flattery \ Johnson	STORY COUNTY	PROJECT NUMBER NHSX-030-5(258)--3H-85	SHEET NUMBER HE.1

1:00:53 PM 2/5/2020 untitled pw:\\ntPwInt1.dot.int.lan:PWMain\Documents\Projects\8503001013\ROW\85030263.sht



FILE NO.	ENGLISH	DESIGN TEAM Flattery \ Johnson	STORY COUNTY	PROJECT NUMBER NHSX-030-5(258)--3H-85	SHEET NUMBER HE.2

2:00:25 PM 2/5/2020 untitled pw:\\ntPwInt1.dot.int.lan:PWMain\Documents\Projects\8503001013\ROW\85030263.sht



Right of Way Design Information

THIS SHEET INCLUDED FOR INFORMATION ONLY

ROW Team: CUVA /CARMAN
ROW #: NHSN-030-5(263)--2R-85
Plan Date: 02/05/2020
Color Legend:
- Property Lines
- Temporary Easement
- Permanent Acquisition

FILE NO.	ENGLISH	DESIGN TEAM Flattery \ Johnson	STORY COUNTY	PROJECT NUMBER NHSX-030-5(258)--3H-85	SHEET NUMBER HE.3

1:02:42 PM 2/5/2020 untitled pw:\\ntPwInt1.dot.int.lan:PWMain\Documents\Projects\8503001013\ROW\85030263.sht

To: **Eric Wright**
Office of Right of Way Design

Review Date: June 15, 2018

District 5: **Jim Armstrong**
Mark VanDyke

Project Details:
PIN: **97-29-061-010-02**
Project #: **NHSX-061-2(65)--3H-29**
ROW #: **NHSN-061-2(91)--2R-29**

TAS: **Jan Laaser-Webb**
Office of Traffic & Safety

From: **Stanley Consultants, Inc.**

DES MOINES – US61 (central segment)

SUBJECT: **Access Review**

PROJECT LOCATION AND DESCRIPTION:

This project is the reconstruction of US 61 from south of 210 Street to north of 235th St. Access rights shall be acquired for this entire project. (The station reference for this project is 1669+00 to 1858+00.

ACCESS PRIORITY CLASSIFICATION:

Priority 1 Expressway Facility – Sta. 1730+00 to Sta. 1867+00
Priority 3 Expressway Facility – Sta. 1669+00 to Sta. 1730+00

- The access classification for this highway project is Priority 1. Access is allowed only at interchange locations . Accesses ahead of and following an interchange location may be located 600 feet from the points of ramp bifurcation.
- Median openings should generally be placed at increments of 2640 feet (half mile); preferably at public road connections.

No deviations from the current access control policy were found for this project.

Priority 1 - (bypass) (1730+00 to 1867+00)

It has been determined by the PMT to designate the bypass a fully controlled access facility between Hawk Road and 240th Street, no direct access shall be allowed. As a result, an interchange will be located at County Highway 38.

Pursuant to IAC Section 761: *Chapter 112.11(5) Access Rights along Intersecting Roadways at Interchanges*, access control shall be acquired and maintained for a minimum distance of 600 feet from the ramp bifurcation. Therefore, access control shall be acquired and maintained along the intersectioning roadways using the following station references:
"County Highway 38 Interchange" - (1730+00 to 1867+00).

Priority 3 - (side road connections) (210th Street East, Hawk Road)

EXHIBIT 3A

In addition to the spacing requirements, access control shall be acquired along public road connections for a distance of 150 feet as measured from the near edge of the primary highway traveled way. Any existing accesses within this area be closed and access shall be established beyond the control limits. The above listed roadways will comply with this control criteria.

ACCESS LOCATION DETAILS:

Location	West Side (Left)	East Side (Right)	Comment
1678+00	Joint, Type "C" (proposed)	n/a	RIRO Only
1691+36	CLOSE	n/a	Access provided at Sta. 1678+00
1703+07	CLOSE	n/a	210th Street access is eliminated from the west.
1703+10	n/a	210th St. East	Median Opeing
1708+15	CLOSE	CLOSE	Access provided from 210th St.
1718+13	Type "C" (proposed)	n/a	RIRO Only
1719+71	n/a	CLOSE	Access provide from Hawk Road
1722+14	CLOSE	n/a	Access provided at Sta. 1729+57
1729+57	Joint, Type "C" (proposed)	Hawk Rd.	Median Opeing
1730+00	n/a	n/a	Begin Priority 1 Access Control on US 61
1733+14	CLOSE	n/a	Access provided at Sta. 1729+57
1742+50	n/a	Obliterate existg US 61	From 1742+50 extending North
1743+00	n/a	CLOSE	Access provided on Ex. US-61
1785+77	County Road H 38	County Road H 38	Interchange Ramps
1813+47	CLOSE	CLOSE	Access provide from Access Way off H-38
1836+89	n/a	Obliterate existg US 61	From 1836+89 extending North
1858+00			End of Project

EXHIBIT 3A (CONT.)

NO ACCESS RIGHTS ARE TO BE ACQUIRED ON THIS PROJECT.

ACCESS CONTROL PREVIOUSLY ACQUIRED.

EXHIBIT 3B

NO ACCESS RIGHTS ARE TO BE ACQUIRED ON THIS PROJECT.

EXHIBIT 3C

APPENDIX F

CREATING PLOT PLANS

Appendix F: Plot Plans

The Temporary Easement Plot Plan is to show the property owner where any proposed Temporary Easements will be located.

All temporary easements must have a note stating their specific purpose. The note should include area of the temporary easement.

Access locations must be indicated by a bold arrow, see example, and a station call is to be provided at each location.

Existing and proposed centerlines are to be shown and labeled. All text should be oriented with the sheet or 90 degrees counter clockwise to the sheet except the ¼ ¼ Breakdown (45°).

Each Plot should have the following information

- North Arrow
- ¼ ¼ Breakdown
- Property Lines
- Existing R/W
- Proposed R/W
- Property Line Symbols
- TE Noteblock with Area Calculation
- TE Station Call Outs
- TE Hatching
- Access Location with Arrow
- Access Location Labeled- Access Location @ ____+____

URBAN PLOTS

Urban plot plans need to indicate the appropriate lot, block, subdivision and city involved with the acquisition area.

EXCESS LAND

The plot plan will include future right of way lines since they are on the same level as the proposed right of way lines, however, this line is not to be stationed or labeled on the plot plan. The summary sheet is to include the acreage breakdown for excess land, borrows etc.

To create Plot Plans

- Right Click on ROW folder in Project Wise
- Copy Seed File
- File Type: Plat and Summary Seed File
- Name: (CCRRRPPP)
- Create File
- Open .PLT file in Project Wise
- Select Microstation
- Ok
- Edit file path in upper right hand corner using “Edit Text” (match Project Wise Path)
- Update County and Project Number located at the bottom of Sheet

Appendix F: Plot Plans

- Close Microstation .PLT file
- Right Click on ROW folder in Project Wise
- Copy Seed File
- File Type: ROW
- Name: (CCRRRPPP).sed
- Create File
- Right Click
- Rename (delete .row from end of file name)
- Open .SED file in Project Wise
- Attach .PLT,
- Either Attach .ROW files using copy Attachments Nesting Depth 1 or also attach the following files (if you copy attachments detach all but the following)
    - ROW
    - T1
    - .GEO (show CL of Roads)
- Copy model (or more than one) for each parcel that has temporary easement
- Scale .PLT reference as needed for each parcel
- Move .PTL reference to location of parcel
- Fill out the top information
- Clip reference files to rowdsnPSPlotArea
- Shut off rowdsnPSPlotArea
- Copy Station Call outs live to move and scale as needed
- If needed you can also copy Temporary Easement linework live (ie: at property line if you need to shut the linework off so the other property's temporary easement area doesn't show)
- Hatch area of Temporary Easement
- Label Temporary Easement with Area
- Label Ex.R/W, Prop.R/W, CL of Road
- Copy Blue Batch Print Border live- dsnShtPlotShapeBatchPrint
- Place North Arrow
- Batch Print
    - Batch Pringing
    - Edit-Add Active Files
    - Printer: Legal_PDF_Plots
    - Display: Grayscale
    - Select Parcel(s) to PDF
    - Print
    - Browse Document Set Single File Output
    - Cancel
    - Select Location & Name PDF
    - Save

IOWA DEPARTMENT OF TRANSPORTATION
PROJECT DEVELOPMENT

PLOT PLAN

PARCEL NO.: 9

OWNER: MADDEN FARMS INC

SECTION: 17 T 83 N-R 23 W.

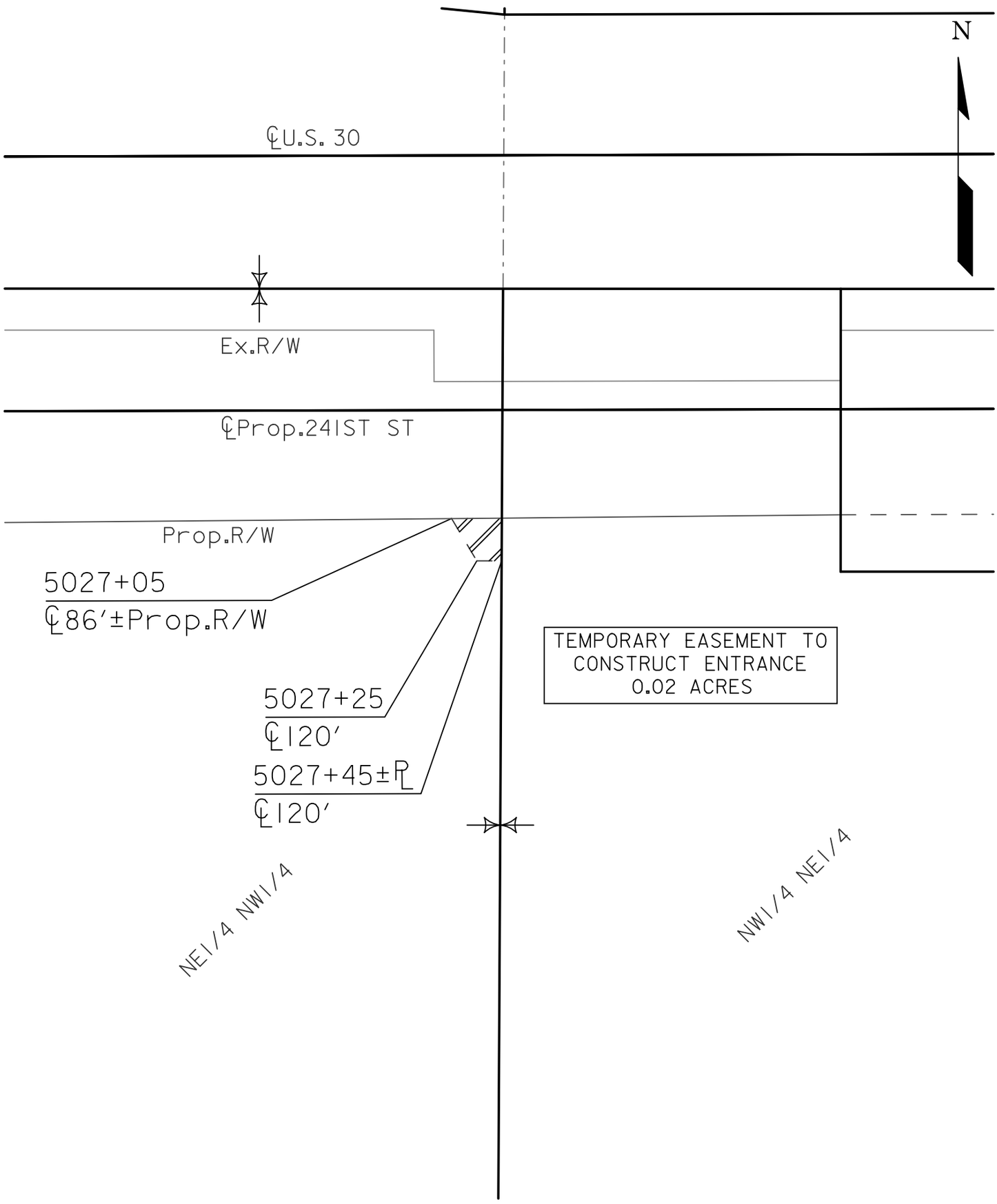
SCALE: 1" = 100'

LEGEND

W.D. OR EASEMENT LINE:

ACCESS LOCATION POINT:

PROPERTY LINE:



COUNTY: STORY

PROJECT NO.: NHSN-030-5(263)--2R-85

IOWA DEPARTMENT OF TRANSPORTATION
PROJECT DEVELOPMENT

PLOT PLAN

PARCEL NO.: 16

OWNER: BAIRD FAMILY TRUST & MARITAL TRUST UWO DORTHY MARIE BAIRD

SECTION: 2 T 72 N-R 3 W.

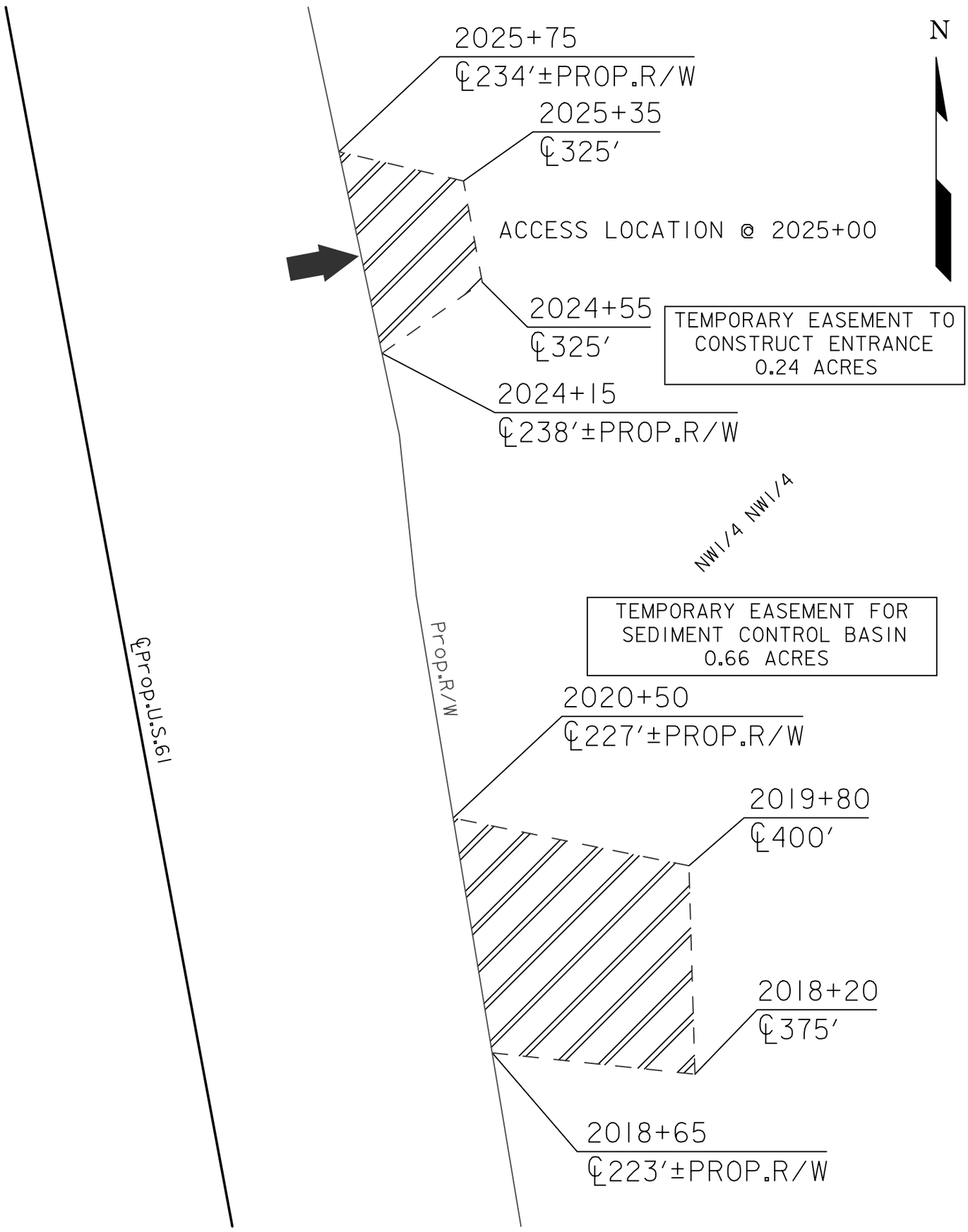
SCALE: 1" = 100'

LEGEND

W.D. OR EASEMENT LINE:

ACCESS LOCATION POINT:

PROPERTY LINE:



COUNTY: DES MOINES

PROJECT NO.: NHSN-061-2(092)--2R-29

IOWA DEPARTMENT OF TRANSPORTATION
PROJECT DEVELOPMENT

PLOT PLAN

PARCEL NO.: 19

OWNER: LOWELL K. KINGSBURY

SECTION: 09 T 83 N-R 23 W.

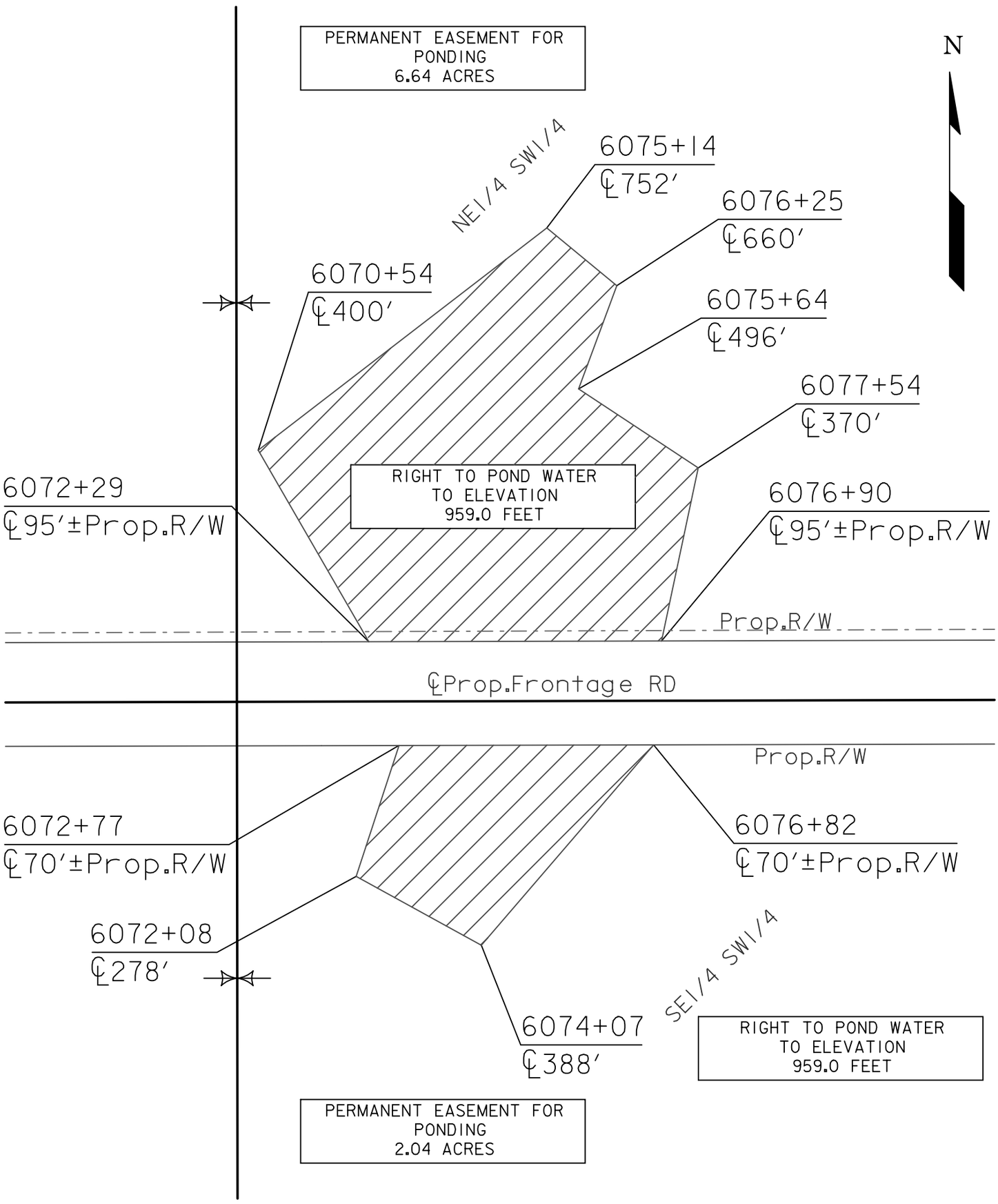
SCALE: 1" = 200'

LEGEND

W.D. OR EASEMENT LINE:

ACCESS LOCATION POINT:

PROPERTY LINE:



COUNTY: STORY

PROJECT NO.: NHSN-030-5(263)--2R-85

APPENDIX G

BORROWS

APPENDIX G: BORROWS

Borrows are not normally included in our highway projects, but should a special case arise the following guidance will apply. Borrows are located and designed by the Soils Section of the Office of Design. Borrows are developed through the S2 event at the time of submittal to the Office of Right of Way (D5). The S2 event involves, among other items, the final borrow location and conceptual design. The conceptual design is preliminary and will usually change through the construction process. Borrow usage and conformity to design is dependent upon the construction requirements of the project except in the case of mandatory borrows. Mandatory borrows require the material to be removed as designed.

If, in the opinion of the Office of Right of Way, a preferable alternate source of borrow is available they will discuss the alternate source of material with the Office of Design. Issues such as land use and land economics will be taken into consideration in any recommendation for an alternate source of borrow. Consideration should be paid to proximity to high damage areas such as cemeteries, building sites, gas lines etc. Notify the Design Section Supervisor of any such instances.

a. Borrow Types - There are two basic types of borrows from a right of way perspective:

   - Surface – this borrow is designed to drain. Surface borrows are assumed to be farmable if the slope is 6:1 or flatter.

   - Pond – this borrow is designed as a pond and may or may not hold water when the project is completed.

b. Borrow Layout – In most cases borrows will initially be proposed to be acquired by fee simple title. During the negotiations the Department and the property owner may determine that a temporary easement is desirable, and the change can be made at that time.

   In the event that the borrow, or a portion of the borrow, is to be used for mitigation the type of acquisition will need to be in compliance with the requirements of the Office of Location and Environment.

   If possible, borrows should be contained within one ownership. If a small portion of the borrow limit extends onto an adjoining property, the Office of Design (Soils Section) should be consulted to see if the borrow could be modified in such a manner as to place the entire borrow on one ownership.

   Borrow areas should have a minimum of 50 ft. between the construction limit and proposed borrow acquisition line. This allows working room for construction equipment. It is desirable to square up the borrow area if practical to do so.

   On borrow areas that are adjacent to the roadway the designer shall review the cross sections to determine if the right of way needs for the highway are affected by the borrow design. This is particularly true in areas where a high backslope is being removed. The proposed right of way line should be designed considering the final stage of construction.

When borrows affect entrances consideration must be given to assure that the property owner has adequate access during use of the borrow. If alternate access is unavailable, a note should be placed in the comment section of the Summary Sheet to alert the right of way agents.

c. Topsoil – Topsoil in all cases, with the exception of commercial and residential development areas, will be replaced. In the case of a pond borrow the topsoil will be replaced to the expected water line. In borrows where the proposed right of way is greater than 10 acres it is assumed that the topsoil can be stockpiled within the borrow area. For those borrow areas encompassing less than 10 acres a stockpile location may be required. This area is usually located with input from the Office of Design and possibly District personnel and is usually acquired by temporary easement. The stockpile location should be reviewed during the right of way field exam to verify that it is workable for the D.O.T. and that the property owner is not unfairly inconvenienced. As a general rule the stockpile area requires 1 acre for every 10 acres of borrow area. If the borrow area is less than 10 acres and a stockpile area is not defined the designer will need to contact the Soils Section of the Office of Design and inquire as to whether or not a stockpile area is necessary.

d. Haul Roads – For each borrow there must be a method of transporting the soil from the borrow area to the required location. In many cases, such as off site borrows, a haul road will be required. If no haul road has been provided by the Office of Design it will be necessary to consult with the Project Engineer to determine a logical location. Consideration must be given as to the type of acquisition to acquire the haul road. If the borrow is by fee acquisition it will usually be desirable to acquire the haul road by fee acquisition to assure that access will be available after usage. If the borrow is acquired by temporary easement the haul road should be by temporary easement as well. The width for haul roads is typically 50 ft. but this may need to be altered due to circumstances such as terrain or construction techniques. The Project Engineer should be consulted to verify that the proposed haul road is adequate for both size and location.

   In the case where a borrow is also to be used as a mitigation site access may need to be provided with permanent acquisition in addition to the haul road. If this has not been provided the Office of Location and Environment will need to be contacted to determine how access will be accomplished for their future use.

e. Seeding – All borrows will be stabilized by seeding.

APPENDIX H

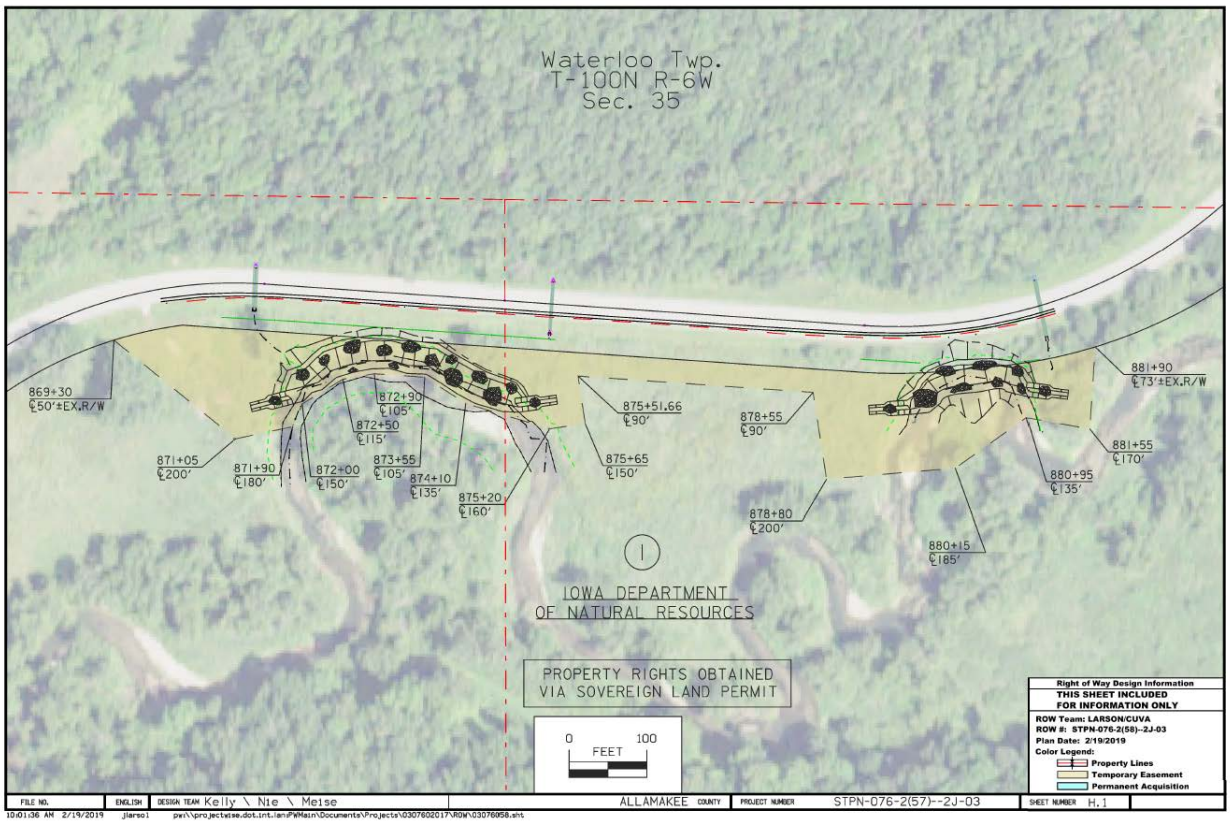
DNR OWNED PARCELS

APPENDIX 'H' DNR Owned Parcels

The DNR will no longer grant fee title or permanent easements to the DOT; instead these will be done via a Sovereign Land Permit.

In the .row file, the land needed for construction purposes should be shown with a temporary easement shape and include a note block stating, "*PROPERTY RIGHTS OBTAINED VIA SOVEREIGN LAND PERMIT*".

See H sheet example below.



In the Comments section of PSS, a statement should be added that includes the acquisition area (SqFt/Acres), and PROPERTY RIGHTS OBTAINED VIA SOVEREIGN LAND PERMIT. Nothing should be entered in any other acquisition fields.

See Summary of Acquisition example below.

RIGHT OF WAY BUREAU

SUMMARY OF PROPOSED ACQUISITION

DESIGN SECTION

County ALLAMAKEE Project No. STPN-076-2(58)--2J-03 Parcel No. 1

Owner of Record IOWA DEPARTMENT OF NATURAL RESOURCES

Contract Purchaser _____

Leasehold _____

Mineral Rights /Mineral Leases _____

1. PERMANENT ACQUISITION AND PROPERTY AREAS:

ROW in Name of State	_____ acres /SF	
Excess Land Area	_____ acres /SF	
Mitigation Area _____	_____ acres /SF	_____ acres /SF
* Fee Title ROW in Name of City	_____ acres /SF	
ROW in Name of County	_____ acres /SF	
* Easement for _____	_____ acres /SF	
* Easement in Name of County for _____	_____ acres /SF	_____ acres /SF
* Easement in Name of City for _____	_____ acres /SF	

Area of remaining property

Left of ROW	_____ tax acres /SF	_____ acres /SF
Right of ROW	_____ tax acres /SF	

Total area of property before acquisition (sum of above) _____ acres /SF

* Quit Claim Deed _____ acres /SF

* Refer to plat for takings from more than one tract

2. FLOWAGE EASEMENT TO ELEV. _____ _____ acres

3. RIGHT TO POND WATER TO ELEV. _____ _____ acres

4. ACQUIRE UNDERLYING TITLE TO EXISTING ROW (CURRENTLY HELD BY EASEMENT)

State _____ acres

5. TEMPORARY ACQUISITION:

Borrow by Easement _____ acres

Haul Road by Easement _____ acres

Detour by Easement _____ acres

Temporary Easement to _____

6. ACCESS CONTROL:

Access rights to be acquired between Stations _____ & Sta. _____

_____ & Sta. _____

_____ & Sta. _____

_____ & Sta. _____

Access location points at stations _____

Entrances will be constructed at Stations _____

Additional Length of Drive _____ ft.

7. ROW FENCING:

The State will construct fencing from; sta. _____ to _____, sta. _____ to _____,

sta. _____ to _____, sta. _____ to _____, sta. _____ to _____,

including side road from; sta. _____ to _____, sta. _____ to _____,

sta. _____ to _____, sta. _____ to _____, sta. _____ to _____,

The Acqusition Agent is responsible for determining the amount of fence, if any, is to be replaced in all other locations.

COMMENTS: 2.21 ACRES; PROPERTY RIGHTS OBTAINED VIA SOVEREIGN LAND PERMIT

Prepared by: LARSON/CUVA

Date: 2/19/2019

APPENDIX I

DRAINAGE DISTRICTS

Appendix I: Drainage Districts

If you suspect a Drainage District along a stream or tile line, call the County Courthouse Auditor to find out:

- If there is one at suspected location
- The identifying number of the Drainage District
- The controlling authority of the Drainage District
- The contact person for the controlling authority
- Does the Drainage District own the land or is it just an agreement between property owners
- Do they have a Drainage District plat on file

They may not know all this information but ask who might. (Example: Board of Supervisors)

Call the contact person & get the Drainage District plat (if possible) and any other information that the Auditor did not have.

Assign them a parcel number (with a "D") and name. The parcel name may be something like "Drainage District #41"

Put parcel name & number in ROW file to show up on plans.

Add parcel name & number to parcel tracking (Example: DD114, 1D, 2D)

On the Summary, in the Comments section, add the contact person name & phone number. Also add what is going to happen that will affect the Drainage District; type, size & location (Section- Township- Range) of the existing structure; and the type, size & location of the proposed structure. On most small projects, the concept statement of Design limits are stated on the D5 Submittal letter.

DO NOT MAKE A PLOT PLAN FOR DRAINAGE DISTRICTS.

In most cases the Drainage District has only an agreement and does not own the land.

APPENDIX J

ELECTRONIC PARCEL FILES

Standard file & document names are in GREEN

ROW Electronic Project Files

ROW
SECTION 1
SECTION 2

If a Project has multiple sections, each section will have its own Plans & Displays, Project Information and Parcel Files folders

PLANS & DISPLAYS

- R1submittal.pdf (includes parcel check list) (NOTE: These plans become obsolete after Current Plans are created)
- Current Plans.pdf (will include a cover sheet, A sheets, and H sheets only - does NOT include parcel check list). For Design plan sheets (D & E) and cross sections, consult ROW Design Section.
- Any requested displays for agents or condemnation purposes

PROJECT INFORMATION (any information pertaining to the project)

- Concept Statement
- City/County Agreements
- D5 Submittal
- D5 Revision Submittals
- F3 Information (Environmental)
- Fencing Determination (access control fencing)
- Mitigation Information
- R1/R0 Transmittal Emails
- Appraisal Submittal Emails (Includes link to Design plan sheets and cross sections)
- Revision Submittal emails (with updated cross sections attached (if available))
- Property Owner Contacts/Communication
- Condemnation Certificate (signed by AG's office-one per project) (if applicable)
- Advertising Device Inventory
- **CORRESPONDENCE** (FOLDER) Other notes/emails/miscellaneous information pertinent to the project
- **REPORTS OF LIENS** (FOLDER)
  - SENT (FOLDER)
  - RECEIVED (FOLDER)

PARCEL FILES
PARCEL FILES-COUNTY1
PARCEL FILES-COUNTY2

If a Project has multiple counties involved, parcel files will be separated like this

PARCEL 1
DESIGN

- Report of Lien1.pdf or Warranty Deed1.pdf (Report of Lien will be updated each time a recertification is received, with the most current being placed on top of the previous one)
- Plot Plan & Summary1.pdf or Summary of Acquisition1.pdf (this PDF will be updated each time a correction/revision is made, with the most current being placed on top of the previous rendition. Look for the watermark saying 'VOID/DATE' on the old summary sheets)
- Public Hearing Comments.pdf (if needed)
- Property Owner Comments (if needed)
- Survey Plat & Description1.pdf
- Preliminary Research.pdf i.e. Assessor's Info, Current Deeds, Old Survey Plats, etc.

APPRAISAL

- 01Appraisal1.pdf [CoAppraisalPar]
- 01Review1.pdf [CoReviewPar]
- 01Appraisal Waiver Determination1.pdf [CoAppraisal WaiverPar]
- 01Just Compensation Letter1.pdf [CoJust Compensation LetterPar]
- 01Mutual Benefit Letter1.pdf [CoMutual Benefit LetterPar]
- 01Appraisal Contact Notes1.pdf [CoAppraisal Contact NotesPar]

ACQUISITION

- Appraisal Waiver (if applicable)
- Tenant Information Form
- Offer to Purchase
- Revised Offer to Purchase (if applicable)
- Interoffice Breakdown
- Administrative Settlement (if applicable)
- Record of Contact
- Certification of Negotiator
- Draft Purchase Agreement (unsigned) *(if Condemned)*
- **DRAFT DOCUMENTS** (FOLDER)
    - Draft Purchase Agreement (unsigned)
    - Draft Purchase Agreement (TenantName1) (unsigned)
    - Draft Purchase Agreement (TenantName2) (unsigned)
- **CORRESPONDENCE** (FOLDER)
    - Appraisal Letter (if applicable)
    - Notes/Emails
    - Condemnation Letter *(if Condemned)*
- **TENANT(NAME1)** (FOLDER)
    - Offer to Purchase (Tenant)
    - Record of Contact (Tenant)
    - Breakdown (Tenant)
    - Certification of Negotiator (if turned in separately from owner)
    - Draft Purchase Agreement (unsigned) *(if Condemned)*
    - **CORRESPONDENCE** (FOLDER)
        - Notes/Emails
        - Condemnation Letter *(if Condemned)*
- **TENANT(NAME2)** (FOLDER)
    - Offer to Purchase (Tenant)
    - Record of Contact (Tenant)
    - Breakdown (Tenant)
    - Certification of Negotiator (if turned in separately from owner)
    - Draft Purchase Agreement (unsigned) *(if Condemned)*
    - **CORRESPONDENCE** (FOLDER) (if applicable)
        - Notes/Emails
        - Condemnation Letter *(if Condemned)*

RELOCATION

- General Information Notice
- Letter of Intent (if applicable)
- Receipt of Brochure
- Offer of Relocation Assistance
- 30-Day Notice Letter
- Extension Letter
- **CORRESPONDENCE** (FOLDER)
  - Notes/Emails
- **TENANT(NAME1)** (FOLDER)
  - General Information Notice
  - Receipt of Brochure
  - Offer of Relocation Assistance
  - **CORRESPONDENCE** (FOLDER)
    - Notes/Emails

TITLE & CLOSING

- Purchase Agreement (recorded)
- Purchase Agreement-Tenant(Name1) (approved) (scan)
- Purchase Agreement-Tenant(Name2) (approved) (scan)
- Recorded Conveyance Documents (including affidavits, releases, etc)
  NOTE: The document name should be the file name, i.e. Warranty Deed, Easement for Public Highway, Easement for Public Highway-County, Purchaser's Affidavit, etc.
- Closing Statement (if applicable) (pdf) (scan before seller signs as a placeholder - re-scan when seller returns)
- Title Opinion (pdf) (if applicable)
- Graphic Exhibit (Totals or Access Rights Only-if applicable) (scan)
- Parcel Checklist (scan after closed)
- **DRAFT DOCUMENTS** (FOLDER)
  - Draft Conveyance Documents
  - Any other Draft Documents
- **CORRESPONDENCE** (FOLDER)
  - Approved Purchase Agreement Letter (pdf)
  - Approved Purchase Agreement Letter-Tenant(Name1) (pdf)
  - Approved Purchase Agreement Letter-Tenant(Name2) (pdf)
  - Notice to Lender (pdf) (if applicable)
  - Notice to Insurance Company (pdf) (if applicable)
  - Proof of Insurance (pdf) (if applicable)
  - Notice to Treasurer (pdf) (if applicable)
  - Document Letter (pdf) (if applicable)
  - Closing Letter (pdf)
  - Original Document letter to City/County (pdf) (if applicable)
  - Title Opinion Request (pdf) (if applicable)
  - Notes/Emails
  - Any other correspondence as necessary

CONDEMNATION

- Information for Condemnation Sheet (pdf)
- Draft Notice (pdf)
- Closed File Checksheet (pdf)
- Recorded Application and Notice
- Recorded Dismissal (if applicable)
- Recorded Amendment (if applicable)
- Parcel Checklist (scan after condemned)
- Property Sheet (pdf)
- Service Packet (pdf)
- Certificate and Notice of the Commencement of Condemnation Proceedings (pdf)
- Hearing Report & Director's Recommendation (scan)
- Hearing Papers Cover Sheet (pdf)
- Recorded Final Condemnation Packet
- Postcard (scan)
- **APPEAL** (FOLDER) (if applicable)
  - Copies of Stipulation, Agreement, Settlement Papers from Legal
- **CORRESPONDENCE** (FOLDER)
  - Notes/Emails (including Staking and Award Warrant Delivery Confirmation emails)
  - Letter to Chief Judge (pdf)
  - Letter to Sheriff (pdf) (sent with packet)
  - Letter to Sheriff - Service Request (County) (pdf) (if applicable)
  - Warrant Letter with copy of warrant(s) (pdf)
  - Treasurer Letter (pdf)
  - W-9/Allocation of Proceeds Letter (Name) (pdf)
  - Newspaper Letter-Publication Request (pdf) (if applicable)
  - Any other correspondence necessary
- **DRAFT DOCUMENTS** (FOLDER)
  - Draft Notice (word doc)
  - Notice (word doc)
  - Group Papers (word doc)
  - Any other Draft Documents

PAYMENT & AUDIT

- Audit & Control Sheet
- Audit & Control Sheet-Tenant(Name1)
- Audit & Control Sheet-Tenant(Name2)
- Excess Land Determination
- Voucher - Possession
- Voucher - Relocation Claim1
- Voucher - Relocation Claim2

PROPERTY MANAGEMENT

- Demolition Request
- Possession Card
- **EXCESS SALE FILE** (FOLDER) will include Excess Land Appraisal & Review, State Land Patent, etc