

R/W PLAT CHECKLIST: District Use May Vary		
R/W PROJECT I.D. _____	NAME OF ROAD _____	HWY _____
COUNTY _____		

- Stage 1: "Base Plat" All existing info (topog, section lines, 40's, existing alignment, existing R/W, towns, CSM's, subdivisions, last deed of record, etc.) is identified and drawn.
- Stage 2: "Relocation Plan" primary use of this stage would be if there are buildings being acquired. PROPERTIES AFFECTED would need property lines, parcel numbers, proposed R/W lines and buildings shaded.
- Stage 3: "Preliminary Plat" For estimating total costs by R/W. Should include property lines, proposed R/W lines, slope intercepts, schedule of interests, distances to buildings, signs and utilities identified, cross hatching, NO major dimensioning and labeling of R/W lines.
- Final: Ready for "Relocation Order" passage, final adjustments done, acreages checked, bearings and distances, station and outs, coordinates, descriptions.

By Date:		By Date:		PRE-PLAT INVESTIGATION	
				P1-Determine right-of-way plat limits.	
				P2-Determine all section corners needed a. Gather all ties for needed corners b. Have missing corners monumented c. Obtain coordinates of needed corners	
				P3-Obtain tax roll lists and maps to determine which deeds and CSM's are needed.	
				P4-Obtain needed deeds and CMS's, easements of records, and/or a full title report.	
				P5-Obtain coordinates of all R/W pines and/or property pins needed.	
				P6-Coordinate with survey for utility locations and needed topography in the planning stages.	
By Date: Stage 1	By Date: Stage 2	By Date: Stage 3	By Date: Final	GENERAL ALL SHEETS	
[]	[]	[]	[]	G1-Check project number on all plat sheets.	
[]	[]	[]	[]	G2-North Arrow.	
			[]	G3-Check all sheets for a sheet number.	
			[]	G4-Check for correct county and route shown on each sheet.	
			[]	G5-Graphic scale shown on detail layout sheets, title sheet, or not to scale.	
			[]	G6-Label 40's or government lots (check with plat book)(oriented toward north.)	

By: Date: Stage 1	By: Date: Stage 2	By: Date: Stage 3	By: Date: Final	GENERAL ALL SHEETS (cont'd)
			[]	G7-Check for revision number is a resubmittal.
				TITLE SHEETS
		[]	[]	T1-Total sheets shown.
			[]	T2-Beginning and ending of relocation order shown with equations and section ties.
			[]	T3-Check total net length of centerline.
			[]	T4-Label all county, state, and federal highways, rail lines, water courses.
	[]	[]	[]	T5-Label all town roads intersection project Limits.
[]	[]	[]	[]	T6-Label and show latest corporate limits of all cities and villages.
	[]	[]	[]	T7-Township and range designated.
	[]	[]	[]	T8-Label town names.
			[]	T9-Type of monuments shown.
			[]	T10-Coordinate system plat is based on.
			[]	T11-Plat signed by district rep. and R.L.S. if designed by a consultant.
				SCHEDULE OF LANDS & INTERESTS REQ'D
	[]	[]	[]	S1-Parcel numbers, (optional-leave every 5 th number empty for additions.)
	[]	[]	[]	S2-Sheet numbers checked against detail sheets
	[]	[]	[]	S3-Owners' names checked against title searches and against detail sheets.
	[]	[]	[]	S4-Interest req'd checked against detail sheets (i.e. Fee, PLE, A.R.)
		[]	[]	S5-Total area checked against tax roll.
		[]	[]	S6-New R/W req'd checked against CADDs, CEAL or CAiCE.
		[]	[]	S7-Existing R/W checked against property description.

By: Date: Stage 1	By: Date: Stage 2	By: Date: Stage 3	By: Date: Final	
				LAYOUT SHEET
		[]	[]	S8-Total/Total remaining, checked for math errors.
		[]	[]	S9-TLE/PLE/RDE acreages checked.
		[]	[]	S10-Utility and R.R. parcels identified. (Operations I.D. if compensable)
		[]	[]	S11-Check landlocked areas on detail sheets against remaining on schedule.
				LAYOUT SHEET
		[]	[]	L1-Sections, lines, township lines, range lines, and property lines.
		[]	[]	L2-Highway, public roads, railroads, lakes, rivers, ponds, streams.
			[]	L3-Corporate limits.
			[]	L4-Section numbers.
	[]	[]	[]	L5- Town names across layout and along town border.
[]	[]	[]	[]	L6-Label all highways and public roads.
	[]	[]	[]	L7-North arrow.
		[]	[]	L8-Parcel numbers checked against detail and
		[]	[]	L9-Property lines and property hooks checked.
				DETAIL SHEETS
[]	[]	[]	[]	D1-Existing R/W of highway and sideroads shown width labeled.
[]	[]	[]	[]	D2-Section lines, 40 lines and property lines shown
[]	[]	[]	[]	D3-Existing property lines labeled with PL.
[]	[]	[]	[]	D4-Label existing buildings, wells, signs, and other select topog.
	[]	[]	[]	D5- Label corporate limits and subdivisions; show lots of block numbers.

By: Date: Stage 1	By: Date: Stage 2	By: Date: Stage 3	By: Date: Final	DETAIL SHEETS - continued
	[]	[]	[]	D6-Check that CSM's show lot numbers with volume and page.
	[]	[]	[]	D7-Pertinent government body's labeled (towns, cities, villages).
[]	[]	[]	[]	D8-North arrow on each sheet.
[]	[]	[]	[]	D9-Mainline, side roads, and waterways labeled and bold.
		[]	[]	D10-Check intersection equations at side roads.
	[]	[]	[]	D11-Horizontal Alignment, Tied to previous DOT proj.
		[]	[]	D12-Tangent Bearings.
		[]	[]	D13-Alignment Curve Notes, PC's Pt's and PI
		[]	[]	D14-Match Lines between sheets shown.
			[]	D15-Check duplicate information from one sheet to the next
	[]	[]	[]	D16-Show existing easements with proper dimensions.
		[]	[]	D17-Access control, existing and proposed.
	[]	[]	[]	D18-Show other access restrictions (Utility easements)
[]	[]	[]	[]	D19-Note indicating how existing R/W and Access control was established. (Previous project no.)
		[]	[]	D20-Check that slope intercept is labeled and within new R/W.
		[]	[]	D21-Parcel numbers are bold and owners names shown.
		[]	[]	D22-Hatching is different on adjacent parcels and parcels directly across roadways.
		[]	[]	D23-Distance from new R/W line to buildings within 100ft. (nearest foot)
		[]	[]	D24-Compensable utility poles, pedestals (shown in solid) and Easements.
		[]	[]	D25-Check that existing property monuments are shown and type noted.
		[]	[]	D26-Coordinates shown on the beginning and ending of the relocation order, section corners, and P.I.'s
		[]	[]	D27-Tie to section or ¼ cor., at least 2 per sheet (oriented toward north).
			[]	D28-Traverse closure for each sheet.

By: Date: Stage 1	By: Date: Stage 2	By: Date: Stage 3	By: Date: Final	DETAIL SHEETS - continued
		[]	[]	D29-Verify bldgs. and utilities added or deleted since aerals were flown.
			[]	D30-Station and outs of new R/W line, TI, PLE limits etc.
	[]	[]	[]	D31-Buildings to be acquired are darkened or heavily outlined.
			[]	D32-Vacated or to be vacated roads and alleys noted.
			[]	D33-Bearings, distance and curve data along new R/W line.
			[]	D34-Coordinates of all new R/W points.
			[]	D35-Encroachments shown with distance to centerline/reference line.
			[]	D36-When property encompasses more than one 40, show remaining acreages of 40's affected by the project.
			[]	D37-Landlocked and severed parcel acreages shown.
Notes: [example...D6-check for new CSM sheet 4.5, parcel 35]				
Notes: [example...D20-sheet 4.7 need to check slope intercepts parcel 50]				