

# FACILITIES DEVELOPMENT MANUAL

Wisconsin Department of Transportation

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## FDM 12-1-1 Introduction

November 15, 2019

### 1.1 Originator

The Chief Surveying and Mapping Engineer is the originator of this chapter. All questions or comments regarding the content of this chapter should be directed to the Right-of-Way Plat Coordinator at (608) 243-3397.

### 1.2 General

[Chapter 12](#) will explain the content and use of transportation project plats, traditional right-of-way plats and exhibits. The information in both Sections 1 and 5 will explain the common characteristics of the different types of acquisition maps and will also help guide the user in the determination of when to develop each specific type of product.

### 1.3 When Is a Plat or Exhibit Needed?

Under the current transportation project plat policy and Wis. Stat. s. 32.05(1), a relocation order (map or plat) is required whenever the total aggregate compensation for all property owners and utility relocations on a project is estimated by appraisal to be \$1000 or more.

### 1.4 When to Use a Transportation Project Plat (TPP)

It is department policy to use the transportation project plat process whenever a permanent land interest is required. Permanent rights and interests may include such items as new highway right-of-way, permanent limited easements, access rights, highway easements etc. It is also department policy to use the TPP process in areas where it is necessary to delineate existing highway right-of-way. In areas where the right-of-way is vague or unknown, it is in the department's best interests to plat these areas so that in the future the department knows the exact location of the right-of-way limits.

This requirement currently pertains to only state highway, U.S. highway, and interstate highway projects as explained in the policy statement given in [Attachment 1.1](#). Follow [FDM 12-10](#) of this chapter when developing a transportation project plat.

### 1.5 When to Use a Traditional Right-of-Way Plat

In situations where a highway improvement project is being developed and only temporary interests are to be acquired, a traditional right-of-way plat can be utilized. In some cases, the plan & profile sheets can be used in lieu of a TPP or traditional plat. It is acceptable for local governments such as counties, towns, municipalities, etc. to use the traditional right-of-way plat process when acquiring lands or permanent rights or interests for a local road project. The use of a traditional right-of-way plat may also be used on any connecting highway project where a state, U.S., or interstate highway is involved. Follow [FDM 12-15](#) of this chapter when developing a traditional right-of-way plat.

### 1.6 When to Use an Acquisition Exhibit

Acquisition exhibits may be utilized in specific situations where a highway improvement project is being developed. Two types of exhibits that can be used are TLE acquisition exhibits and advanced acquisition total buyout/protective purchase exhibits.

#### 1.6.1 TLE Acquisition Exhibit

TLE acquisition exhibits can be used to acquire non-complex periodic temporary interests. The use of a TLE acquisition exhibit may be used on any state, U.S., or interstate highway project or connecting highway project. Follow the guidance provided in [FDM 12-20-1.1](#) when developing a TLE Acquisition Exhibit.

#### 1.6.2 Total Buyout/Protective Purchase Exhibit

Total buyout/protective purchase exhibits can be used to acquire advanced acquisition cases where the entire property may be needed for the highway project (partial acquisitions still require a TPP). In total-take situations, the region may opt to use a simple sketch or Exhibit in lieu of a TPP. Follow the guidance provided in [FDM 12-20-1.2](#) when developing an advanced acquisition total buyout/protective purchase exhibit.



## **LIST OF ATTACHMENTS**

[Attachment 1.1](#) Policy to File or Record Transportation Project Plats

### **FDM 12-1-5 Existing Features**

*February 15, 2023*

Existing features are an important aspect in the development of comprehensive right-of-way plats and exhibits. Since the acquisition maps are normally developed at the same time as the highway plans, there are many features that will impact the proposed highway improvement. Following is a list of features that need to be located/researched for the map preparer to assess the land interests required (fee, access control, permanent limited easements, temporary interest, etc.).

#### **5.1 Access Control**

Existing access control shall be determined from previous department projects (right-of-way and access control plats), city and town records, title reports, covenants, certified survey maps, and subdivision plats (see [Chapter 7](#), Access Control) and shown on the highway improvement plat, not on an Exhibit. The Highway Access Management System (HAMS) application is also a useful tool for WisDOT staff for researching existing access controls.

#### **5.2 Easements**

Most existing easements need to be shown and referenced on all plats **and exhibits**. These may include restricted development easements, scenic easements, permanent limited easements, vision corner easements, etc. Permanent property easements such as ingress/egress easements, drainage easements, etc. shall also be shown and referenced on the plat **or exhibit**.

The one exception to this guideline pertains to utility easements. The physical location of existing utility easements shall not be shown on the plats **and exhibits**. A **plat or exhibit** need only reference the source document by volume and page, document number, etc., which applies to all existing utility easements located within the limits of that **plat sheet or exhibit**. Show the physical location of all existing utility easements on a specific layer **using WISDOTs Civil3D drawing templates**. Provide a separate pdf document of the highway improvement plat or exhibit that contains the physical location of all existing utility easements. Show all utility facilities and utility related information in color and all **applicable** layers from the Civil3D drawing file for use by the Utility Section. All other easements relating to highway interests, that are located within a land acquisition area, shall be shown, and referenced on the plat **or exhibit**.

#### **5.3 Existing Monumentation**

Determine which Public Land Survey System corners, monuments from platted land surveys or other surveys of record, and other survey monuments that are needed for the project. Coordinate activities with the region survey unit and/or county surveyor to locate the appropriate corners and monuments (see [Chapter 9](#), Surveying).

#### **5.4 Existing Right-of-Way**

For projects constructed within existing un-monumented right-of-way, the re-establishment and monumentation of right-of-way lines is encouraged whenever doing so is determined to be cost effective.

In situations where the existing right-of-way boundaries are not monumented and it is not cost effective to do so, re-establish the existing right-of-way from available evidence. In these cases, evidence needs to be evaluated from the following sources:

- Existing field evidence (found monumentation from prior plats, platted land surveys or other surveys of record, right-of-way posts, fences)
- County courthouse documents (deeds/conveyances, awards, prior transportation project plats, platted land surveys or other surveys of record)
- County clerk documents (right-of-way plats)
- County highway department (town and county road records)
- Department records (prior project alignments, prior construction plans, plats, and survey notes)
- Records of military, territorial, and plank roads

See [FDM 9-50](#), Alignments, for further resource information.

#### **5.5 Existing Roadway Location**

Coordinate with the region survey unit to have the existing mainline, side-road alignments and existing monumentation located (see [FDM 9-50](#), Alignments, for further resource information).

## 5.6 Property Owners' Names and Descriptions

Ownership and property descriptions may be determined using last deed of record, and/or a complete title report. For title report reference, see [FDM 12-1-10](#), Title Report.

## 5.7 Topography

Coordinate with the survey unit to locate any topographic features that may impact right-of-way acquisition.

## 5.8 Utilities

In addition to the utility location information acquired by field survey, check the utility system maps, previous highway project plans, Diggers Hotline locates, records from the Region Office and county maintenance units, recorded easements, title reports, and other available sources for information of possible conflicts.

### FDM 12-1-10 Title Report

*November 15, 2019*

A Title Report is a chronological report of encumbrances against a property. Every area and situation may be different. Utilities and other easements may require more extensive research to the early 1900s.

Encumbrances may include deeds, awards, land contracts, mortgages, easements, tax liens, mineral rights, forest croplands, bankruptcy, etc. If a parcel is in bankruptcy, notify the district real estate unit immediately.

Some reasons for reading a Title Report are to use the legal description from the deed(s) to lay out the property boundaries and to determine who has interests or encumbrances in the property.

Easements and other encumbrances shown in the Title Report shall be read to see if they have any impact on the rights to a parcel.

### FDM 12-1-15 Types of Acquisition

*November 15, 2022*

In order to construct new highway improvement projects, the department may need to acquire rights and interests in the land being used for these projects. The design unit shall coordinate with the real estate unit to determine the type of interest to be acquired. Notwithstanding ss. 82.03(5)(a) and 82.35 stats, the following definitions and criteria for selection of interests to be acquired are applicable to all projects administered by the department.

#### 15.1 Fee

Acquisition in fee is the full and complete acquisition of the land, including all rights and interests that run with the land. There are no reversionary rights. This is the preferred type of interest to be acquired for permanent highway right-of-way. Fee acquisitions must be shown on the highway improvement plats and exhibits for total buyout/protective purchases. The area of the fee acquisitions must be shown in the Schedule of Lands and Interests Required table. The exterior boundaries of the new permanent right-of way acquisition shall be shown with a bold solid line. The area between the new highway right-of-way and the existing right-of way shall be hatched. Station and offsets shall be shown on the highway improvement plats at the angle points of the new right-of way. Bearings and distances shall be shown for the boundaries of the new right-of way.

In cases where an easement exists between the owner of the lands and the state for lands being used for highway purposes, these lands will be acquired in fee at the time of any new highway improvement. By showing the acreage of these lands as existing lands in the Schedule of Lands and Interests Required table and also in the total of the lands required for the project. WisDOT is acquiring all of these lands by fee from the property owner. The value of these lands is minimal to the property owner since they are currently being used for highway purposes.

#### 15.2 Highway Easement

A highway easement (HE) is the acquisition of interest in property for highway purposes. The property remains on the county tax records, but its use is denied to the owner as long as the property is used for highway purposes. This type of acquisition is used only in rare instances where fee acquisition cannot be accomplished, usually involving small non-complex acquisitions or acquisitions from another public agency, semipublic agency or Native American Nation. This method is particularly well suited for acquiring land interests from the Wisconsin Department of Natural Resources (DNR), railroads, or federal agencies and for the acquisition of contaminated parcels. Highway easement acquisitions must be shown on the highway improvement plats. The area of the highway easement acquisition must be shown in a separate column in the Schedule of Lands and Interests Required table. The exterior boundaries of the new highway easement acquisition shall be shown with a bold solid line. The area between the new highway easement and the existing right-of way shall be hatched. Station and offsets shall be shown on the highway improvement plats at the angle points of the new highway easement.

Bearings and distances shall be shown for the boundaries of the new highway easement.

### 15.3 Permanent Limited Easement

A Permanent Limited Easement (PLE) is a permanent acquisition for a specific purpose. It is typically used for construction outside the normal right-of-way that does not seriously impair the property owner's use but does require occasional access for maintenance purposes. Some typical applications are riprap of drainage ditches, channel changes, yard drains, culvert outlets, and construction of storm sewer outfall lines. This type of acquisition is also used in areas where the acquiring agency will jointly use the same lands with others: e.g., the Department may have need for periodic access to land as does the Department of Natural Resources, railroads, or utility companies. A PLE requires compensation in most cases. Permanent limited easement acquisitions must be shown on the highway improvement plats. The area of the permanent limited easement acquisition must be shown in a separate column in the Schedule of Lands and Interests Required table. The permanent limited easement acquisition shall be hatched. Station and offsets shall be shown on the highway improvement plats at the angle points of the PLE. Bearing and distances shall be shown for the boundaries of the PLE. Identify the purpose of the PLE on the highway improvement plats. PLE purpose notes can be stated once on a page rather than identifying the purpose of every PLE.

### 15.4 Access Rights

Access rights (AR) are the rights to control the entrance upon and departure from a public highway (see [FDM 12-5-5](#)).

### 15.5 Temporary Limited Easement

A Temporary Limited Easement (TLE) is an interest in land and must be used whenever the department has a need to temporarily use a portion of the property owner's lands in order to construct the highway project. It is most appropriate when the owner's private use of the land will not damage or impair the use and utility of the highway. This type of instrument is typically used for temporary construction such as a bypass road around a structure site, ADA-compliant ramps, and for construction outside the normal R/W that does not require future maintenance. Temporary Limited Easements should not be used for cut and fill slopes with a "rural" type cross section. This requires a permanent type of acquisition.

TLE forms ([RE1577](#)) are available on [the Real Estate Program Manual/Forms webpage](#). TLEs must be shown on the highway improvement plats and exhibits with the area values shown in a separate column in the Schedule of Lands and Interests Required table. They must be identified and cleared as part of the project's right-of-way certification. The Temporary Limited Easement acquisition shall be hatched. Station and offsets shall be shown on the highway improvement plats to the angle points of the TLE or show a perpendicular distance from a right-of-way boundary with a leader line. Identify the purpose of the TLE on the highway improvement plat and exhibit. TLE purpose notes can be stated once on a page or exhibit if the purpose is applicable for all the TLE acquisitions shown rather than identifying the purpose of every TLE.

The designer shall request that the real estate staff use and record a temporary limited easement when they become aware that the current owner is likely to sell the property prior to construction, or when condemnation is necessary to acquire the interest. This type of acquisition normally requires compensation and usually is used in conjunction with a fee acquisition when a permanent interest is not necessary for the easement area. See the [Real Estate Program Manual](#), Section 3.4.2.

#### 15.5.1 Construction Permit

A Construction Permit (form RE1732) available on [the Real Estate Program Manual/Forms webpage](#) is not an interest in land. It is an agreement between the property owner and the department that gives WisDOT the right to temporary use of a small portion of property, normally for the purpose of making the property compatible to the roadway. A construction permit may be used for such purposes as the reinstallation of a driveway entrance, decreasing the slope of a driveway, or matching lawns to sidewalks or slopes. Since a construction permit is typically for the benefit of the owner, most do not require compensation. Construction Permits should indicate that the department's right to enter the property will terminate upon either a specified date (to be determined by the department) or upon completion of construction, whichever comes first. The identified date should not exceed 5 years. For any term beyond 5 years, a new Construction Permit should be executed.

Construction Permits can be obtained only with the cooperation of the owner and cannot be used for condemnation purposes. Such permits do not transfer a legal interest in real property as defined in s. 84.09(1) stats and therefore Chapter 32 does not apply. If an owner refuses to sign a permit, the department will abandon its request and refrain from entering on that portion of the owner's property or acquire a TLE interest. Construction Permits identified during the negotiation stage should be shown on the final construction plan and mentioned in the Statement to the Construction Engineer. Typically, Construction Permits are not recorded. See the Real Estate Program Manual, Section 3.4.2 for further guidance.

### **15.6 Scenic Easement**

A Scenic Easement is an interest acquired from private property for the conservation and development of roadside views and natural features. The view or feature may be located on public property, such as a river, or on private property, such as a bluff. Scenic Easement acquisitions must be shown on the highway improvement plats. The area of the scenic easement acquisition must be shown in a separate column in the Schedule of Lands and Interests Required table. The Scenic Easement acquisition shall be hatched.

### **15.7 Restricted Development Easement**

A Restricted Development Easement (RDE) is a permanent acquisition that gives the right to control and restrict development on private property. Examples are the acquisition of rights to preserve sight distance at a highway intersection; to prohibit building construction on lands that might later be needed for highway improvements; or to impose a building setback, thus preserving land needed for future highway work while leaving it in private ownership for the present. Restricted development easement acquisitions must be shown on the highway improvement plats. The area of the restricted development easement acquisition must be shown in a separate column in the Schedule of Lands and Interests Required table. The Restricted Development Easement acquisition shall be hatched. Station and offsets shall be shown on the highway improvement plats at the angle points of the restricted development easement. Bearing and distances shall be shown for the boundaries of the RDE. Identify the purpose of the restricted development easement on the highway improvement plats. See [Attachment 15.1](#) for example.

### **15.8 Air Rights**

Air rights are included in the fee acquisition of lands. The department may lease this space above, at, or below the grade line of a highway for private development. Also, the department may obtain an easement for the use of air rights on private, utility, or public land for the development of facilities such as elevated highways and airports.

### **15.9 Advertising Rights**

Advertising rights give the right to control and restrict the placement of outdoor advertising signs along highways (see [FDM 12-1-30](#)).

### **15.10 Waterway Rights**

In the event the Department needs to acquire lands adjoining a river, stream or creek and the adjacent property owner's deed states the owner has title to a portion of the waterway; it is necessary to clear title not only for the acquired land parcel but also any rights the owner has in the waterway. When showing this situation on a plat; property line labels shall be shown along the appropriate lines described in the owner's deed. The name and flow direction of the waterway shall be shown. The hatching for all types of acquisitions shall be used for the land parcel and shall extend to the boundary defined in the owner's deed. This applies whether or not the waterway is navigable or non-navigable. In the Schedule of Lands and Interests Required table the total acquisition area for both the land parcel and the area in the waterway shall be included in the new right-of-way acres required column and the total column. If a highway easement (HE), Permanent Limited Easement (PLE) or Temporary Limited Easement (TLE) is being acquired, the total acquisition area for both the land parcel and the area in the waterway shall be included in the appropriate interest type column. There shall be a note with a leader line pointing to the waterway area shown in the detail area of the page containing the acreage that is determined to be in the waterway area. The area of the land parcel can be determined by subtracting the waterway area value from the total value shown in the Schedule of Lands and Interests Required table. [Attachment 15.1](#) shows both a depiction of the boundary line being within the waterway and at the water's edge.

### **15.11 Order of Importance**

When more than one interest is to be acquired for one parcel, the sequence of interests to be stated on the instrument of conveyance is as follows:

1. Fee
2. Highway Easement (HE)
3. Permanent Limited Easement (PLE)
4. Access Rights (AR)
5. Temporary Limited Easement (TLE)
6. Scenic Easements
7. Restrictive Development Easement (RDE)

- 8. Air Rights
- 9. Advertising Rights
- 10. Waterway Rights

### **15.12 Covenants and Agreements**

A covenant is an obligation or reservation that runs with the land. All covenants must be recognized and included in the deed or conveyance.

Agreements involving things to be done by either the grantor or the department (such as commitments that would ordinarily appear in a purchase agreement) and which will be fulfilled and satisfied by performing the obligation will not be included in the deed or conveyance. Such items are not satisfied by execution or delivery of a deed/conveyance, since they have no effect upon the title to the land itself and thus do not merge in the deed/conveyance. Such clauses should be written in a purchase agreement. They remain continuing obligations under the terms of the purchase agreement until fulfilled.

### **LIST OF ATTACHMENTS**

[Attachment 15.1](#) Waterway Example Plat

(Larger image available upon request)

## **FDM 12-1-20 Encroachments on Highway Improvement Projects**

August 17, 2020

### **20.1 Definition**

An encroachment is any unauthorized object located partially or wholly within the highway right-of-way. This includes but is not limited to buildings, signs, fences, or other objects as well as any unpermitted uses such as parking lots, driveways, etc.

### **20.2 Policy Statement**

The following procedure is intended to be used for highway improvement projects. It is not intended to be used as a universal procedure for all encroachments.

Typically, encroachments are not to be allowed within state highway right-of-way. It is the responsibility of the department to maintain the highway right-of-way free and clear of encroachments, particularly those in rural areas. A revocable permit may be issued for an existing encroachment. Encroachments should not be created by the purchase of new right-of-way for a project.

### **20.3 Procedures for Existing Encroachments**

The Region Office or their consultant shall locate, identify, and prepare a list of all existing encroachments that fall within the design criteria applications below on a project during the project definition phase. All appropriate region sections shall review this list of encroachments to determine how each encroachment will be handled. Encroachments will be evaluated on the basis of their effect on operations and safe flow of traffic. The construction plan shall show all encroachments on projects that have identified encroachments. The permitting process will be completed prior to, or concurrently with the real estate acquisition process. Existing encroachments can be handled in one of three ways.

Specific guidance regarding improvement strategy and design criteria application is as follows:

- For S-1 application areas that do not involve right of way purchases, encroachment identification and evaluation is not required.
- For all S-2 and S-3 application areas all encroachments should be removed to the right of way line.
- All encroachments should be removed for new right of way purchases.
- All building structures that have been identified to be on right of way shall be removed or issued a revocable occupancy permit.

#### **20.3.1 Removal Ordered**

If it is determined that the encroachment must be removed, the Region Office shall contact the owner(s) of the encroachment as well as the fee owner(s) of the property to seek a voluntary removal. If the encroachment is not removed after 30 days, a Finding, Determination, and Order will be sent to the owner(s) and the provisions of s. 86.04 stats. will be followed to effect removal.



### **20.3.2 Revocable Occupancy Permit**

A permit may be issued, and the encroachment allowed to remain, if all the following criteria are met.

- The encroachment will not impair the highway function or interfere with the free and safe flow of traffic.
- The encroachment is of a permanent nature or is actively used and properly maintained.
- It does not conflict with the broader public interest.

Notwithstanding the above criteria, revocable occupancy permits may not be granted for free-standing signs or outdoor advertising structures located totally within the highway right-of-way. A permit also may not be granted for any appurtenance which is less than 8' 0" above the sidewalk grade or less than 2' 0" from the front face of the curb.

### **20.3.3 Sale or Lease of Highway Lands**

The land on which an encroachment is located may be sold if the Region Office determines that it is not needed for present or future highway purposes and it is in the best interest of the state. If the land is to be sold, the sale will be accomplished in accordance with established procedures.

A lease may be appropriate in cases where the land is not needed for the present highway facility but may be needed in the future. The procedure described in the Real Estate Program Manual will be followed when leasing lands. Encroachments located in the leased area will be authorized as a condition in the lease. The lease will contain language similar to that found in the revocable permit relating to the conditions under which the encroachment may exist or could be revoked.

## **20.4 Procedure for Permits**

It is the policy of the Division of Transportation Systems Development that no encroachments will occupy highway right-of-way. Existing encroachments that do not interfere with the safe and efficient movement of traffic may be allowed to temporarily remain in place if removal would be impractical or would create a hardship on the owner.

The following procedure is established for allowing encroachments to remain via permit.

1. The Region Office or their consultant will identify all encroachments on a project as part of the project development process.
2. Region project development staff will then identify all encroachments which must be removed based on safety considerations. Also, in concert with other appropriate region sections, they will identify those encroachments that can remain by Revocable Occupancy Permit (form "RE1551" available on the Real Estate Program Manual/Forms web page (<https://wisconsin.gov/Pages/doing-business/eng-consultants/cnslt-rsrcs/re/repm-forms.aspx>)).
3. Region project development staff recommends to the region project development chief that certain encroachments be permitted to remain by revocable permit. All such recommendations shall be done on a project basis, not individually. The recommendation shall include the following information:
  - Names of the owners of the encroachment and the adjacent land.
  - A description and photograph of the encroachment.
  - A copy of the construction plan showing the location and a sketch of the encroachment indicating distances to the existing or proposed right-of-way lines and the reference line of the proposed highway.
  - Any other pertinent information as deemed necessary or helpful in determining what appropriate action should be taken.
  - A statement that allowing the encroachments to remain will not conflict with public interest and will not impair the highway or interfere with the free and safe flow of traffic. There should be no encroachment into proposed clear zones or vision corners. The request should describe clear zone dimensions and/or vision corner dimensions as appropriate.
4. The region project development chief will review the recommendation, make the appropriate determination and advise the region project development staff of the decision.
5. Region staff or local units of government (for connecting highways) will issue revocable permits where encroachments are allowed to remain.
6. Region staff or local units of government (for connecting highways) will work with owners to have nonpermitted encroachments removed.
7. At plan due date time, the Region Real Estate Supervisor or Region Technical Services Manager

certifies the status of all encroachments remaining on the project. The Manager advises when each will be removed or if certain encroachments will be allowed to remain under permit. For multiple encroachments located on one site, a revocable occupancy permit shall be prepared for each encroaching item. For example, an encroaching building with two overhanging signs would require three permits.

Revocable occupancy permits typically are not issued for the following items unless special exceptions are granted.

- Abandoned buildings.
- Free standing signs with bases wholly on the right-of-way.
- Underground fuel tanks located within the right-of-way.
- Proposed encroachments.
- Encroachments created due to the purchase of new right-of-way.
- Well and septic.

See [Attachment 20.1](#) for a sample of a Revocable Occupancy Permit.

## **20.5 Local Public Agency Projects**

Appropriate local public agencies (LPAs) may issue revocable occupancy permits for highways and streets maintained under their authority in accordance with their own policies and procedures. Documentation and resolution of encroachments will be included in the Design Study Report (DSR). See FDM 3-4 for further information on DSR completion.

The encroachment report shall include the same information as required by region staff for state trunk highways. If occupancy by revocable permit is denied, the local unit of government will take steps to have the encroachment removed. If a revocable occupancy permit is issued by the LPA, the permit may be recorded at their discretion.

## **LIST OF ATTACHMENTS**

[Attachment 20.1](#) Revocable Occupancy Permit

## **FDM 12-1-25 Surplus Lands on Highway Right-of-Way**

*November 15, 2019*

### **25.1 General**

The policy of the department is to acquire only those lands necessary for transportation purposes. However, there are circumstances when land becomes surplus because of the facilities development process. On all active maintenance and improvement projects, region staff shall identify land areas no longer needed for transportation purposes. They shall also inventory and determine a value of those land areas which, in their judgment, are of reasonable size, shape, and market potential. If these land areas are saleable, the department shall declare them as excess land and dispose of them whenever possible.

### **25.2 Definition**

Surplus land is land under the jurisdiction of the department that is unused and not anticipated to be needed as right-of-way for transportation purposes. Surplus land may result because:

- Lands were originally purchased for transportation purposes and are no longer needed.
- Uneconomic remnants were purchased from a property owner during real estate acquisition activities. These parcels were known to be surplus at the time of purchase, but purchasing was necessary to make the property owner whole and to complete the acquisition.
- A property owner requests to purchase a land area that was not previously identified as surplus land due to its insignificant size or value. Such a land area may be identified as surplus land and so inventoried by the region real estate unit at the time of the request.

### **25.3 Projects to be Evaluated**

The Region Office will evaluate the right-of-way on all improvement projects within its boundaries. Even those projects for which no right-of-way interests are being acquired will have their existing right-of-way evaluated to identify potential surplus land. In addition, all state highway facilities shall be reviewed for surplus lands if any of the following situations arise:

- Design engineering is authorized for the section of road.
- An inquiry is made about a particular land area.

- A request for purchase is initiated.

#### **25.4 Process for Identification**

Identification of surplus land should take place by a team of representatives, as appropriate, from the region project development and technical services sections. The most appropriate time would be prior to or concurrent with submitting the PS&E to the Bureau of Project Development. At this point, uneconomic remnants will have been identified and future design changes will be minimal.

When a PS&E is submitted to the Bureau, region project development staff shall identify all surplus lands for that project on a copy of its most recent plat. This marked-up plat shall be submitted to the region real estate unit. This plat should show the following categories of surplus lands:

- Surveyed and platted remnants.
- Surplus land areas that are cost effective to survey and plat.
- Surplus land areas that are not cost effective to survey and plat.

Region Office real estate staff will evaluate the categories on the Surplus Lands, inventory and determine their value.

NOTE: This process may have to be repeated after the project is built if construction activities have altered right-of-way needs along the highway.

This process to evaluate a project for surplus lands should be documented in the project file. If surplus lands are identified, a copy of the information sent to the region real estate unit identifying the surplus lands shall be retained in the design project file. If no surplus lands exist, place a general statement in the project file stating all of the right-of-way should be retained.

#### **25.5 Evaluation Criteria for Right-of-Way**

In the evaluation of surplus lands, the collective judgment of the Region Office project development and technical services staff, regarding the present and future right-of-way needs, may be necessary. Engineering or maintenance criteria that should be considered may include, but not be limited to, the following:

- Reasonable slopes
- Maintenance needs
- Safety
- Preservation of sight distance
- Noise corridors
- Potential mitigation lands
- Future public utility needs
- Land for a potential future improvement (e.g., adding a lane, an interchange, sidewalks, bike paths, or permanent drainage facilities)
- Controlled access issues
- Detention ponds for water quality
- Erosion control
- Landscaping needs

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#### **FDM 12-1-30 Sign Control**

*November 15, 2019*

Sign acquisition plats are required by control of advertising laws for acquiring affected signs and sites along certain highways. They may be developed to acquire a particular category of signs in a specific county or to acquire various categories of signs from a particular sign company throughout a defined area (county, counties, statewide). For a discussion of the control of outdoor advertising as a real estate function, see the Real Estate Program Manual. For further guidance on the development of sign acquisition plats, please contact the Region Office.

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#### **FDM 12-1-35 Right-of-Way GIS Modernization**

*February 15, 2023*

This procedure sets forth the requirements for preparing and submitting plat and map drawing (CADD) files for use in the GIS environment. Plats and maps depicting the acquisition of permanent interests will be utilized. It is mandatory that all CADD files are prepared using WISDOT drawing templates. Templates can be found at: - [Wisconsin Department of Transportation Roadway design files \(RDF\) \(wisconsin.gov\)](https://wisconsin.gov/transportation/roadway-design-files-rdf). Specific layers and



attributes will be imported from the CADD files into the GIS environment. Coordinate correct polylines shall be used and placed on the appropriate layers. The layers that will be imported are the existing and new (proposed) right-of-way, existing and new (proposed) permanent easements, the four types of access control (if applicable) and parcel acquisition polygons. An ACAD file containing the applicable information shall be submitted to the Department after the Relocation Order has been recorded or filed with the County. If a TPP Amendment is recorded or revisions are made to the traditional plat sheets and exhibits changing any of the permanent interests being acquired, a new CADD file shall be submitted. All ACAD files shall contain the Coordinate/Datum reference for the project, Real Estate project ID and date. Instructions for creating the ACAD file can be found at: [R/W DWG extraction for GIS \(wi.gov\)](#).

#### **LIST OF ATTACHMENTS**

[Attachment 35.1](#)      R/W Modernization GIS Project Deliverables

## Policy to File or Record Transportation Project Plats

It shall be the policy of WIDOT to file or record all Transportation Project Plats (TPP) at the County Register of Deeds Office. The subsequent purchase of land interests shall be by a deed referencing the filed or recorded plat and parcel number. This policy shall apply to all new right-of-way whether on new location or abutting existing right-of-way.

All right-of-way needs should be determined and all appraisal contacts or appraisals should be made prior to filing or recording each Transportation Project Plat in accordance with ss. 84.095. Every effort shall be made to reduce the number of revisions to a previously filed or recorded plat. It is anticipated that staff familiar with the project and the right-of-way needs will contact each affected landowner prior to recording a Transportation Project Plat to discuss potential right-of-way needs and solicit concerns in order to minimize future changes.

### Application of This Policy

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Transportation Project Plats shall be used on all state highway, US highway, and interstate highway acquisitions with the following exceptions:

1. Highway improvement projects prepared by internal staff in which the Design Study Report was approved prior to July 1, 2003.
2. Highway improvement projects under contract with a consultant prior to July 1, 2003.
3. Projects which require only temporary interest.
4. Early acquisitions, which may be done by utilizing other instruments such as tax key maps or other instruments which will be later incorporated into a Transportation Project Plat.
5. Connecting highways.

A Transportation Project Plat is optional for the above exemptions, but is not required. Other exemptions will be considered on a case-by-case basis with approval of the Chief Surveying and Mapping Engineer in the BHD Surveying and Mapping Section.

Approved by John E. Haverberg Date 03/07/03  
John E. Haverberg, P.E.  
Director, Bureau of Highway Development



**REVOCABLE OCCUPANCY PERMIT**

Wisconsin Department of Transportation  
 Exempt from filing transfer form [s. 77.21(1), 77.22(1) Wis. Stats.]  
 RE1551 04/2016 (Replaces RE1551 08/2011) Ch. 84 Wis. Stats.

Occupant name and address: **Brooks Properties LLC**  
**PO Box 42**  
**Winneconne, WI 54986**  
 Agency name and address: **WisDOT**  
**944 Vanderperren Way**  
**Green Bay, WI 54304**

Highway: **STH 116**

County: **Winnebago**; City: **Winneconne**

Encroachment location: **224 West Main Street**

Encroachment description: **Concrete ramp (Legal Description attached)**

The use and occupancy of highway right of way under this permit is conditioned upon the Occupant's compliance with these provisions:

1. This permit only authorizes the described encroachment to remain temporarily within the STH 116 right of way by 1.2 feet; however, if the described encroachment is damaged from any cause whatsoever, to the extent that repair costs would be equal to or greater than 50% of the assessed or estimated value of the described encroachment at the time of said occurrence, then it cannot be repaired, re-erected and/or replaced anywhere within the existing highway right of way.
2. In the event that the Agency deems it necessary to revoke this permit because of a need to expand capacity or improve safety, the Agency reserves the right to give notice regarding the removal of the described encroachment. The Agency may terminate this permit upon (30) days written notice to the Occupant. The Occupant shall remove the described encroachment maintained under this permit within the time specified in the notice.
3. If the Agency determines that the installation or use of the described encroachment authorized under this permit increases the difficulty of highway maintenance, creates conditions adverse to the best interest of the highway users, the general public, or presents a threat to highway safety, then the occupant, upon notification by the Agency shall promptly remove the encroachment from the highway right of way.
4. Failure by the Occupant to comply with the provisions of this permit is cause for the Agency to terminate this permit and to require the Occupant to take immediate action to clear the right of way to a safe condition.
5. Issuance of this permit shall not be construed as a waiver of the occupant's obligation to comply with any more restrictive requirements imposed by local ordinance.

This space is reserved for recording data

Return to  
 Wisconsin Department of Transportation  
 944 Vanderperren Way  
 Green Bay, WI 54304

Parcel Identification Number/Tax Key Number  
 1910474

Date

State of Wisconsin )

) ss.

Brown County )

On the above date, this instrument was acknowledged before me by the named person(s).

Signature & Date

Signature, Notary Public, State of Wisconsin

Print Name

Print or Type Name, Notary Public, State of Wisconsin

Title

Date Commission Expires

Project ID:  
 6190-15-00

This instrument was drafted by:  
 Wisconsin Department of Transportation

Parcel No.:  
 06

**LEGAL DESCRIPTION**

The East ½ of Lot Nine (9) and all of Lot Ten (10), excepting the East 9.3 feet of said Lot 10, all of Block Three (3) in RIPON ADDITION TO WINNECONNE, in the Village of Winneconne, Winnebago County, Wisconsin.



## R/W Modernization GIS Project Deliverables

- This applies to all Plats/Maps that acquire permanent interests
- Minimum Standard CADD File
  - Mandatory use of current WisDOT C3D Templates  
Wisconsin Department of Transportation Roadway design files (RDF) ([wisconsindot.gov](http://wisconsindot.gov))
- Items to Capture from C3D CADD files (FDM 15-5 Attachment 3.5)
  - Coordinate correct polylines on appropriate C3D Layers (Permanent Interest Types)
    - Existing Right-of-Way: C3D Layer Name: E\_RW\_Existing
    - New Right-of-Way (FEE, Highway Easement (HE)): C3D Layer Name: P\_RW\_Proposed
    - New Permanent Easements (PLE, RDE):  
C3D Layer Name: P\_RW\_EasementPerm
    - Existing Permanent Easements (PLE, RDE, LHE, etc.):  
C3D Layer Name: E\_RW\_Easement
    - Access Rights (AR)
      - Access Restricted by Acquisition:  
C3D Layer Name: P\_RW\_AccessAcquisition\_Whiskers
      - No Access (New Highway):  
C3D Layer Name: P\_RW\_AccessNewRdwy\_Triangles
      - No Access (By Statutory Authority):  
C3D Layer Name: P\_RW\_AccessStatute\_Balls
      - Access Restricted (By Previous Project or Control):  
C3D Layer Name: P\_RW\_AccessPreviousProject\_Diamonds
  - Polygons (coordinate correct)
    - Parcel Acquisition Polygons: Create takings parcels ([wi.gov](http://wi.gov))  
C3D Layer Name: P\_RW\_Parcel
- Extraction Process
  - Instructions for creating ACAD file for extraction. R/W DWG extraction for GIS ([wi.gov](http://wi.gov))
  - Extraction Tool extracts by layers, polyline types and/or Polygons from DWG files
- Deliverables
  - Standard File naming convention using Plat(RE) project ID:
    - Initial Submittal (TPP or Traditional Plat): (Date)\_ACAD-XXXXXXXX-RW-GIS.dwg
    - TPP Amendment Submittal: (Date)\_ACAD-XXXXXXXX-4.XX\_Amendment- RW-GIS.dwg
    - Revised Traditional Plat Submittal: (Date)\_ACAD-XXXXXXXX\_Revised- RW-GIS.dwg

(Date format example: 20220804)

(For Permanent Interest Exhibits use the same naming convention used for Traditional Plats)

  - TPPs
    - After all the TPPs for the project have been recorded, submit one CADD file containing the Fields/Attributes (Permanent Interest Types) listed above. If the project has an Intermittent layout, one file is preferred but depending on the situation, multiple files may be accepted. If an Amendment is needed that changes any of the permanent interests being acquired on any of the TPP pages for the project, a new CADD file will need to be submitted.
  - Traditional Plats/Permanent Interest Exhibits
    - After the Region files the Relocation Order, submit one CADD file containing the Fields/Attributes (Permanent Interest Types) listed above. If any revisions are made to the plat sheets and Exhibits after the initial relocation order has been filed changing any of the permanent interests being acquired, a new CADD file will need to be submitted.
  - CADD file(s) submitted to and checked by Central Office.



## FDM 12-5-1 Determining Permanent Right-of-Way Needs

February 18, 2020

A determination of the right-of-way widths required for a project is to be based on physical needs as determined by highway design, construction, maintenance policies and practices, and may include consideration for the accommodation of public utilities. In general, a proposed right-of-way line should roughly parallel the construction limits with sufficient allowance for construction operations. A width of 5 feet beyond the slope intercept is adequate in most instances and the width can be reduced to a practical minimum of one foot in restrictive situations to avoid extensive damage to existing improvements. Retaining walls and other construction methods can be employed, when cost effective, to reduce right-of-way width requirements to avoid or mitigate damage to adjoining property.

Engineering analyses of safety considerations such as vision corners at intersections may require interests in additional land areas.

Because slope intercept locations vary throughout the length of a project, considerable judgment must be exercised to avoid abrupt changes in right-of-way widths or the taking of excessive areas. Angular changes in right-of-way line direction are generally preferable to right-angle changes because they simplify paralleling utility installations.

Some other influences on the determination of a proposed right-of-way line for a project include but are not limited to: buildings, septic systems, zoning requirements, wells, wetland mitigation, hazardous waste contamination, and historical properties.

### Best Practices

Cross sections, drainage needs, driveway profiles and slope intercepts should all be identified before determining right-of-way needs.

In rural areas, ensure to purchase five feet of right-of-way beyond the slope intercept. Purchase enough right-of-way to accommodate temporary and final drainage as well as storm water management and potential utility relocates. Minimize right-of-way jogs.

In urban areas, ensure to purchase enough right-of-way to provide for construction, accommodate drainage facilities as well as storm water management and potential utility relocates.

Use Temporary Limited Easements (TLE) for minor changes in construction to avoid damage to improvements and vegetation. TLEs are sometimes useful to minimize irregular right-of-way lines, if the interest secured is compatible with both the immediate and long-term needs of the improvement project. Refer to FDM section [12-1-15.5](#) for TLE guidance.

## FDM 12-5-3 Acquisition Restrictions

February 28, 2007

### 3.1 General

When determining right-of-way needs, s. 86.255 stats. mandates that the department or local public agencies may not acquire land or any interest in land using appropriations under s. 20.395(3) stats unless both the following conditions are met.

- The land or interest in land is acquired in association with a state trunk or connecting highway project, and
- The land or interest in land is located within ¼ mile of the highway.

### 3.2 Exceptions

Section 86.255 stats does not apply to the following situations.

- The purchase of any land that is acquired as compensatory mitigation for another wetland that will suffer an adverse impact as part of a highway project.
- The purchase of any land or interest in land under an agreement executed before October 29, 1999, or under a relocation order filed before October 29, 1999.

- Compensation paid to certain individuals, businesses, and farm operations for the purchase of comparable housing, businesses, or farm property as replacement for such property taken in association with a highway project will not be considered to be contrary to s. 86.255 stats.
- Purchasing land as compensatory mitigation for replacement of Section 6(f) park or recreation land that will suffer adverse impact as part of a highway project and purchased in association with a highway project, will not be considered contrary to s. 86.255 stats.
- The department interprets the phrase “within ¼ mile of the highway” to mean the purchase of land or interest in land located on a single parcel may be completely or partially within ¼ mile of the highway or proposed highway, including frontage and service roads, park & ride facilities, scenic easements, and uneconomic remnants. A highway is defined to include “all public ways and thoroughfares and all bridges upon the same” [s. 990.01(12) stats]. For purposes of s. 86.255 stats, a highway may include a state or connecting highway, including, but not necessarily limited to, frontage and service roads, and park & ride facilities.
- Any purchase of land or interest in land must be for highway purposes. In case of special situations, regions will confer with the Chief Surveying & Mapping Engineer who will seek input from the Office of General Counsel.

**FDM 12-5-5 Access Control**

November 15, 2019

Access control is the right to control the entrance upon and departure from a public highway (see [Chapter 7](#), Access Control)

**5.1 Research/Investigate Previous Access Control**

In order to make a determination if there is previous access control on a project, perform the following:

- Check previous right-of-way plats.
- Check the Highway Access Management System (HAMS) for existing access controls. For consultant projects, WisDOT staff will provide this information.
- Check complete title report for deed restrictions, subdivision plats, access, covenants, certified survey maps, etc.
- Check with planning section for access control plans, and findings, determinations and declarations (s. 84.25 stats.).
- Check with local governing body (city, town, county, etc.) for any local ordinances, laws, or access policies.

**5.2 Determine Access Control Requirements for a Project**

Define areas of existing access control and meet with appropriate region section to determine if current access control is adequate to meet the scope of the project, or, if additional access control is required.

**5.3 Indicate Access Control on Right-of-Way Plat**

- Show any previous access control with appropriate reference to the plat and/or document(s) that established the restrictions.
- Show access control required for the project using the standard symbols. Access control symbols are the same on both transportation project plats and traditional right-of-way plats.



#### FDM 12-10-1 Guidelines

February 15, 2023

##### 1.1 Introduction

This procedure sets forth the requirements for producing a Transportation Project Plat (TPP). Many of these requirements are specified in Wisconsin Statutes Section 84.095. To ensure that all requirements are met, use the checklist in [FDM 12-10-5](#), Plat Preparation Checklist.

These guidelines are to be used when preparing Transportation Project Plats for all projects that involve the permanent acquisition of lands or interests. The Transportation Project Plat will continue to fulfill the role of the right-of-way plat; however, it differs from the traditional right-of-way plat in a number of ways.

- The Transportation Project Plat is the legal document showing the permanent land interests being acquired by the department in conjunction with a transportation improvement project.
- A Transportation Project Plat may be either a stand-alone document that contains all the information pertaining to the parcels shown on one page, or it may consist of a detail page and other sheets accompanying that page.
- Transportation Project Plats will become a permanent document that have an increased value as a reference for all conveyances of land interests within the right-of-way and adjacent to the right-of-way. They will be recorded in the office of the county Register of Deeds, since that is the traditional location for the preservation of land records, and the access point to land records by the public.
- The traditional right-of-way plat did not meet the definition of a plat in that the deed description did not refer to the plat. The land interests were acquired by means of a deed containing a metes and bounds description, which established the limits of the acquisition. The deed will now reference a parcel number and show the parcel on the recorded Transportation Project Plat.

A Transportation Project Plat is a scaled graphical representation of the land interests being acquired by the department and shall include sufficient information to be used as the basic document for surveying, preparing property descriptions, and appraising the proposed right-of-way. The Transportation Project Plat shall show the extent of the acquisition, contain the information necessary to define the right-of-way line, and show the relationship of the plat to the county, township, range, section, quarter-quarter section, recorded private claim, government lot, certified survey map, assessor's plat, subdivision plat, or another Transportation Project Plat in which it is located. Each TPP page is a snapshot in time and shall reflect the current conditions at the time of recording. *The information shown on the plat page needs to be clear and legible to depict the department's real estate acquisitions and right-of-way boundaries.* Therefore, all information on a TPP shall be shown as black on white with no gray shading or line work.

Since there are no metes and bounds descriptions in the acquisition deeds, the plat must be understandable. Careful attention to placement of all the information in the plat is essential. Utility lines, hatch patterns, access control symbols or other text can make the bearings and distances difficult to read and make the plat inadequate as the means for the description of the lands and interests to be acquired. In cluttered areas, use leaders, arrows, course tables, enlargement details and accompanying sheets to ensure that all bearings and distances can be read.

The Transportation Project Plat shall be prepared either as a single stand-alone plat page or as a combination of a detail page and other sheets accompanying that page. Each stand-alone TPP page will be recorded and referenced as a unique document and shall contain all the required information for that page. If accompanying sheets are included, the recording information will be shown on the first page of the document, which will be the detail page.

[Attachment 1.1](#) is a sample stand-alone TPP example. The Register of Deeds recording block shall be located in the upper right corner of the plat page. All other information shall be positioned based upon the best usage of available space.

For a project with consecutive pages, begin and end each Transportation Project Plat abruptly at a government line (section line, quarter-section line, sixteenth line, etc.) or property line, preferably in that order of importance. If this is not possible, create a match line. Do not overlap, or duplicate information from one plat page to the next, except such information as necessary to define the plat; e.g., section corner and accompanying coordinate information, section line ties and proposed alignment information.

The guidance given below is organized by what information belongs on a TPP detail page and a title sheet. A stand-alone TPP will include all the items listed below except the state map with counties outlined.



## 1.2 Detail Page

The detail page is the first page in the set. When an accompanying sheet is added to a detail page the detail page becomes sheet 1 of XX in the set. No more than two accompanying sheets shall be included with a detail page. It shall contain the following items as appropriate.

### 1.2.1 Accompanying Sheets

Sometimes a detail page will become crowded and hard to read that making an accompanying sheet advantageous.

#### 1.2.1.1 Title Sheet

When the detail page/title sheet configuration is used, the title sheet can apply to several detail pages. [Attachment 1.5](#) shows how [Attachment 1.1](#) would look if the plat was set up as a detail page and title sheet. These examples are not intended to restrict the location of specific information, except for the area reserved for the Register of Deeds recording block. In this case the title sheet is recorded with the first detail page submitted for the project. This may or may not be page 4.01. The page that the title sheet is recorded with shall contain a reference note such as the example below.

*For additional information refer to the Title Sheet, recorded as Sheet 2 of 2.*

Subsequent detail pages shall contain a reference note such as the example below.

*Refer to the Title Sheet, recorded as Sheet 2 of 2, in Volume X of Transportation Project Plats, Page X, as Document No. XXXXXXXX for additional information.*

Refer to Section 1.3.1 for Title Sheet requirements.

#### 1.2.1.2 Extension Sheet

When the detail page becomes crowded and hard to read consider making a second detail sheet. The first page of the recording shall contain a reference note such as the example below. See [Attachment 1.9](#) for example

*For tables and enlargements refer to Extension Sheet, recorded as Sheet 2 of 2*

Refer to section 1.3.2 for Extension Sheet requirements.

#### 1.2.1.3 Utility Sheet

When the detail page becomes crowded and hard to read due to the amount of compensable utilities and utility related information consider making a second detail sheet containing the compensable utility information. The first page of the recording shall contain a reference note such as the example below. See [Attachment 1.10](#) for example

*For compensable utilities and utility related information refer to Utility Sheet, recorded as Sheet 2 of 2*

Refer to section 1.3.3 for Utility Sheet requirements.

## 1.2.2 City, Village, Town, and County Designations

The city, village, town, and county names shall be shown on the Transportation Project Plat. The line style designating the city or village limits shall be shown on the plat. When a transportation project is in more than one county, a separate Transportation Project Plat shall be recorded in each county.

## 1.2.3 Appraisal Plat Date

On every Transportation Project Plat a date shall be shown as the appraisal plat date. This date indicates when the plat is ready for appraisals to begin. This date shall be located outside of the main border of the Transportation Project Plat and normally located below or to the left of the plat. This date will be used in the appraisal process to verify which plat was used for the appraisal. A new appraisal plat date is needed when there are plat changes that will affect interests being acquired by the department. When acquisition interests are changed, the real estate agent responsible for the project should be notified of the changes, the parcels impacted, and the new appraisal plat date. If the plat is submitted prior to the start of the appraisal process use the same date that the plat preparer certifies the plat page.

## 1.2.4 Relocation Order

Every plat shall contain an official order or resolution of the department, city, village, town, or county authorizing the project. The relocation order shall appear substantially the same as that shown in [Figure 1.1](#). The relocation order on each plat shall pertain to the specific area shown on that plat page. The relocation order is approved on the date the plat is signed in the region by an authorized person for the department. When local entities are the condemning authority, the underlined references in the relocation order below, shall refer to the local municipality, town, or county. The relocation order shall also refer to the appropriate statute(s), authorizing the local entity to acquire. Refer to Section [1.12.2](#) - Relocation Order of the Local Program Real Estate Manual (LP RE Manual) for guidance regarding the appropriate statute(s) [Wisconsin Department of Transportation Local Program Real Estate Manual \(LP RE Manual\) \(wisconsin.gov\)](#). A plat being created for a LPA or "Connecting Highway" project shall only be signed by the entity under whose authority the property is being acquired in

addition to the person overseeing the plat preparation.

<p><b>RELOCATION ORDER (HIGHWAY NAME) (PROJECT TITLE and LIMITS) _____ COUNTY.</b></p> <p>TO PROPERLY ESTABLISH, LAY OUT, WIDEN, ENLARGE, EXTEND, CONSTRUCT, RECONSTRUCT, IMPROVE, OR MAINTAIN A PORTION OF THE HIGHWAY DESIGNATED ABOVE, <u>THE STATE OF WISCONSIN DEPARTMENT OF TRANSPORTATION</u> DEEMS IT NECESSARY TO RELOCATE OR CHANGE SAID HIGHWAY AND ACQUIRE CERTAIN LANDS AND INTERESTS OR RIGHTS IN LANDS FOR THE ABOVE-NAMED PROJECT.</p> <p>TO EFFECT THIS CHANGE, PURSUANT TO AUTHORITY GRANTED UNDER SUBSECTIONS <u>84.02 (3), 84.09 AND 84.30</u>, WISCONSIN STATUTES, THE <u>DEPARTMENT OF TRANSPORTATION</u> HEREBY ORDERS THAT:</p> <ol style="list-style-type: none"> <li>1. THAT PORTION OF SAID HIGHWAY AS SHOWN ON THIS PLAT IS LAID OUT AND ESTABLISHED TO THE LINES AND WIDTHS AS SO SHOWN FOR THE ABOVE-NAMED PROJECT.</li> <li>2. THE LANDS OR INTERESTS OR RIGHTS IN LANDS AS SHOWN ON THIS PLAT ARE REQUIRED BY THE <u>DEPARTMENT</u> FOR THE ABOVE PROJECT AND SHALL BE ACQUIRED IN THE NAME OF THE <u>STATE OF WISCONSIN</u>, PURSUANT TO THE PROVISIONS OF <u>SUBSECTION 84.09 (1) OR (2)</u>, WISCONSIN STATUTES.</li> </ol>
--

**Figure 1.1. Relocation Order**

### 1.2.5 Project Title

Each Transportation Project Plat will have a unique project number. This information should be shown as "TRANSPORTATION PROJECT PLAT (Real Estate Project (TPP) Number) - (Page Number)" and shall be printed on the plat in prominent letters. The following parcel location information (as appropriate) of the property(s) where there are any rights or interests to be acquired, shall be included in the title. See [Attachment 1.1](#) for an example location description.

- Subdivision plat including lots and blocks
- Assessors plat including lots and blocks
- Certified survey map including lots
- Government lot
- Recorded private claim
- Vacated Roads
- Quarter-quarter section
- Section, township, range, and county

Since many projects will have multiple plats, the department will include, as part of the project number, the page number to make each plat unique within the project. The first plat of a project shall be numbered \_\_\_\_-\_\_\_\_-4.01, (project number-page number); and the second plat of a project shall be \_\_\_\_-\_\_\_\_-4.02, (project number-page number), etc. The plat title shall contain the project number and the page number together. This will produce the unique entry for the index in the office of the Register of Deeds. A design project number or a construction project number shall NOT be used in a Transportation Project Plat number. All page numbers shall contain two digits after the decimal, i.e. 4.01, 4.02, 4.10, 4.21, etc. and shall be numbered consecutively, increasing in the direction of the project.

### 1.2.6 Local Agency Signature

When a Transportation Project Plat is prepared for or in conjunction with a local agency, provision should be made for the signature(s) of the approving local agency official(s). A signature block similar to [Figure 1.2](#) shall be incorporated into the Surveyor's Certificate in [FDM 12-10-1.2.7](#) replacing the Wisconsin Department of Transportation relocation order approval statement for this purpose. Prior to the recording, the plat must be signed by a representative from every agency authorizing approval of the plat.

<p>THIS PLAT AND RELOCATION ORDER ARE APPROVED FOR THE (CITY, VILLAGE, TOWN, OR COUNTY) OF _____.</p> <p>_____</p> <p>PRINTED NAME SIGNATURE DATE</p>
---

**Figure 1.2 Local Government Signature Block**

### 1.2.7 Surveyor's Certificate

Transportation Project Plats prepared under contract by a consultant working for the department, a city, a village, a town, or a county shall be signed and sealed by a professional land surveyor licensed under Wisconsin Statutes Section 443.06. In addition, the name of the consulting firm employing the surveyor is also required. Place either the name of the firm or the company logo in the space provided (refer to [Figure 1.3](#)). The logo may be shown only if it does not interfere with the information required to be shown on the plat.

As of August 1, 2014, all Transportation Project Plats prepared by the department shall be sealed and signed by a professional land surveyor licensed under Wisconsin Statutes Section 443.06 (see [Figure 1.3](#)).

A plat prepared for recording under Wisconsin Statutes Section 84.095, shall include a certificate of a professional land surveyor licensed under Wisconsin Statutes Section 443.06, which states that the plat is a correct representation of the project described and that the identification and location of each parcel can be determined from the plat. Use a signature block as shown in [Figure 1.3](#) on a plat prepared by a professional land surveyor licensed under Wisconsin Statutes Section 443.06. Figure 1.3 also includes the department or municipal approval statement and signature in the same block. Signature block is available on WisDOT page templates.

**STATE OF WISCONSIN DEPARTMENT OF TRANSPORTATION**

I, <SURVEYOR NAME> PROFESSIONAL LAND SURVEYOR, HEREBY CERTIFY THAT IN FULL COMPLIANCE WITH THE PROVISIONS OF SECTION 84.095 OF THE WISCONSIN STATUTES AND UNDER THE DIRECTION OF THE DEPARTMENT OF TRANSPORTATION, I HAVE MAPPED THIS TRANSPORTATION PROJECT PLAT AND SUCH PLAT CORRECTLY REPRESENTS ALL EXTERIOR BOUNDARIES OF THE SURVEYED LAND.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

REGISTRATION NUMBER: S-XXXX

**STAMP**

THIS PLAT AND RELOCATION ORDER ARE APPROVED FOR THE WISCONSIN DEPARTMENT OF TRANSPORTATION <REGION NAME - OFFICE NAME>

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

**Consultant Stamp Dimensions:**

- Primary consultant name or logo site: 6" MAX
- Alternate Consultant name or logo site: 2" MAX (width), 3" MAX (height)
- Stamp area: 1" MAX (height)

**Consultant Stamp Content:**

I, <SURVEYOR NAME> PROFESSIONAL LAND SURVEYOR, HEREBY CERTIFY THAT IN FULL COMPLIANCE WITH THE PROVISIONS OF SECTION 84.095 OF THE WISCONSIN STATUTES AND UNDER THE DIRECTION OF <THE DEPARTMENT, CITY, VILLAGE, TOWN OR COUNTY> I HAVE SURVEYED AND MAPPED THIS TRANSPORTATION PROJECT PLAT AND SUCH PLAT CORRECTLY REPRESENTS ALL EXTERIOR BOUNDARIES OF THE SURVEYED LAND.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

REGISTRATION NUMBER: S-XXXX

**STAMP**

THIS PLAT AND RELOCATION ORDER ARE APPROVED FOR THE <THE DEPARTMENT, CITY, VILLAGE, TOWN OR COUNTY>

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

**Figure 1.3 WisDOT and Consultant Professional Land Surveyor Certificates**

### 1.2.8 Plat Dimensions and Register of Deeds Recording Block

The Transportation Project Plat which is recorded in the county office of the Register of Deeds is required to have a 1-inch margin on all sides. It is to be reproduced on any material that is capable of clearly legible reproduction and is acceptable to the Register of Deeds. The TPP will be either 30" x 22" or, if acceptable to a

specific Register of Deeds, it may be 34" x 22".

Space will be provided for the Register of Deeds to add recording information to the plat. This will include a notation for the recording information for that specific plat and references to any affidavits of correction or amendment plats. A standard text block like the one shown in [Figure 1.4](#) shall be used. A block that measures 3 inches wide by 3-3/4 inches high allows enough room for the Register of Deeds recording information. The lower portion of the signature block should be 3/4-inches high and include space to note the project number with page number included, amendment number and any accompanying sheets as shown below. If a TPP page doesn't contain any accompanying sheets, then the block can be edited to remove accompanying sheet information. The area reserved for the Register of Deeds recording block will be located in the upper right-hand corner of the plat.

RESERVED FOR REGISTER OF DEEDS PROJECT NUMBER XXXX-XX-XX-X.XX_ AMENDMENT NO:___ SHEET 1 OF XX
--

**Figure 1.4 Register of Deeds Signature Block**

### 1.2.9 Scale and North Arrow

Plat pages will typically be drawn using one of the scales listed below.

1 inch = 200 feet (rural areas)	1 inch = 50 feet
1 inch = 100 feet	1 inch = 20 feet

These values have proven to be the most useful in the greatest number of situations; however, other scales may be used in certain situations. Additional scales that may be used are 1 inch = 10 feet, 1 inch = 30 feet, 1 inch = 40 feet and 1 inch = 60 feet (scales shown on an engineer's scales). Consider the readability of the pages when choosing a scale. *The information shown on the TPP page needs to be clear and legible to depict the department's real estate acquisitions and property boundaries.* Data on reduced size sheets become difficult to show clearly if the full-size document is drawn smaller than 1 inch = 200 feet. Even a scale of 1 inch = 100 feet is sometimes difficult to read when the document is reduced. Therefore, not all consecutive plat pages need be drawn at the same scale. Plat pages crowded with data may be drawn at 1 inch = 50 feet and others at 1 inch=100 feet. If an otherwise adequately scaled plat has isolated spots of cramped detail, enlargements of the crowded areas may be used on the plat to provide clarity. When such enlargements are used, it is not necessary to reproduce base page topography unrelated to what is intended to be communicated by the enlargement.

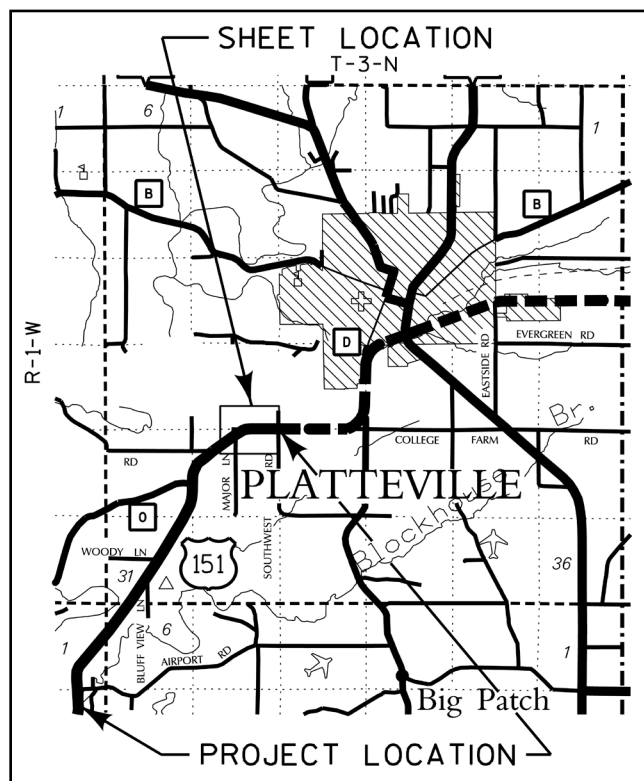
Each plat shall have a north arrow symbol along with a graphic scale bar. The right-of-way plat staff will determine the size and location of the scale and north arrow symbols to best use the space available. North should be oriented to the top of the page unless the detail proportions are such that the orientation to the right side (rotated clockwise 90 degrees) is desirable.

### 1.2.10 Location Sketch

Maps should be to an appropriate scale and in sufficient detail to readily depict the project location. Portions of county, town, or city maps may be used. Sufficient detail must be shown to enable the user to relate to known geographic features. The maximum size of the location sketch on the detail page shall be 4" x 4". Show the following information on the location sketch:

- Show the beginning and ending locations of right-of-way acquisition for each page.
- Show additional, streets or highways that may help in the location of the project.
- Show the location of the village or city when the highway improvement project is located near the limits of the village or city.
- The location sketch shall have the same orientation as the Transportation Project Plat page. (North should be oriented to the top of the page unless the TPP page proportions are such that the orientation to the right side is desirable.) The location sketch does not need to show a north arrow except when the orientation of the sketch is different than the orientation of the TPP page.

See [Figure 1.5](#) for example location sketch.



(Not to Scale)

**Figure 1.5 Sample Location Sketch**

### 1.2.11 Coordinate Reference

All coordinates and bearings shown on Transportation Project Plats (TPPs) shall be oriented to the Wisconsin Coordinate Reference System (WISCRS) in accordance with [FDM 9-5-10](#), Standard Geodetic References. The coordinate reference note to be used on all TPPs shall read: *"Positions shown on this plat are Wisconsin Coordinate Reference System Coordinates (WISCRS), (County name) County, NAD 83 (year) in US Survey Feet. Values shown are grid coordinates, grid bearings, and grid distances. Grid distances may be used as ground distances."*

The notes may include a reference to the station or stations used and the year the survey was done.

When the project is located in more than one county or parallels the county line and rights or interests are acquired in both counties, use the multiple county overlap guidance as stated in [FDM 9-20-27](#).

### 1.2.12 U.S. Public Land Survey System Reference Information

Describe and reference at least two United States Public Land Survey System (USPLSS) corners to the new



highway reference line and to the highway right-of-way lines shown on each TPP page at the time of recording. A USPLSS corner is defined as a government lot corner, section corner, or quarter-quarter corner. A minimum of two USPLSS corners need to be recovered or reestablished to establish a reference basis for the plat. If more than two USPLSS corners were recovered or reestablished and are shown on the TPP page, then describe and reference them to the highway reference line and to the highway right-of-way lines shown on the TPP page. If a USPLSS corner is not located within the platting limits depicted on the detail sheet, a line sketch, not to scale, may be used to reference the USPLSS corner to the highway reference line and to the highway right-of-way lines shown on the TPP page.

Each USPLSS corner shown that was not recovered or reestablished shall include the note, "Not Recovered" or "Computed". If the location of the USPLSS corner was computed include the reference information stating how the location of the monument was determined and the coordinates of the computed location. If one or more USPLSS corners need to be perpetuated to establish a reference basis for the plat, this shall be done in accordance with [FDM 9-5-1](#), Perpetuation of Landmarks.

Each recovered USPLSS corner shall include coordinate values to a minimum of two decimal places, relating to the Wisconsin Coordinate Reference System (WISCRS), three decimal places are preferable, contact Region plat coordinator. Whether two decimal places or three decimal places are chosen, all the coordinates on all the TPP pages for the TPP project need to be shown in a consistent manner. Descriptions of all depicted USPLSS corners should include the type of monument (e.g., Harrison Monument, Berntsen Monument).

Section corner and quarter corner information (see [Attachment 1.2](#)) shall be readable and oriented to the north arrow shown on the TPP page. Show numbers and proper designation of government lots. Show section, township, and range numbers. When a section corner is located beyond the limits of the TPP page, the corner shall appear in line with its actual location, separated from an extension of the section line or quarter-section line by a broken line.

### **1.2.13 Existing and New Locations of the Transportation Facility**

The Transportation Project Plat will clearly show the highway number and name of adjacent and intersecting roads, the existing reference or centerlines, the existing right-of-way lines, and the new reference and right-of-way lines. See Chapter 9, Section 50 for further resource information.

#### **1.2.13.1 Existing Locations**

Show existing highway centerlines, reference lines, right-of-way lines and widths when the existing right-of-way lies within or abuts the proposed right-of-way. Right-of-way lines and widths shall be shown from the previous project reference line or conveyance that established the right-of-way lines. If monuments have been found and accepted from a previous monumentation plat, the right-of-way lines and widths shall be shown from the previous right-of-way delineation plat reference line. If right-of-way lines were established by platted land surveys or other surveys of record, show platted widths. If no records can be found, show state statutory widths using existing centerline of the highway. When the existing right-of-way is parallel to the reference line that established or re-established the lines, the widths shall be shown perpendicular from the reference line to the existing right-of-way line. When the existing right-of-way is not parallel to the reference line that established or re-established the lines, the widths shall be shown perpendicular from the reference line to the angle points in the line. If found right-of-way monuments from previous right-of-way plats are being accepted, include "as recorded" information from the previous right-of-way plats. The information shall be indicated in parentheses. The use of the parenthesis is to show the previously recorded or filed widths.

#### **1.2.13.2 New Locations**

The new right-of-way line should generally parallel the construction limits, with sufficient allowances for construction operations. Where the alignment curves, right-of-way may be defined along either a curve or a series of tangents, whichever best fits the situation (see [Attachment 1.3](#)). When the new right-of-way line curves, include the right-of-way curve length, long-chord length, long-chord bearing, and the radius length. When a right-of-way curve intersects a field located USPLSS, recorded private claim or federal reservation line, two sets of curve data should be shown for the parts of the curve on either side of the located line. When a new reference line curve intersects a field located USPLSS, recorded private claim or federal reservation line, three sets of curve data should be shown. Two for the parts of the curve on either side of the located line and one that is continuous through the located line (see [FDM 12-1 Attachment 15.1](#)). When a right-of-way curve continues onto the next plat page, each plat page shall show the curve data that is specific to that page. Do not place right-of-way line angle points on or near intersecting property lines that have not been located by acceptable survey practices or have not been retraced in the field, because the angle point may be misinterpreted by others to be on the intersecting property line. If an angle point in the right-of-way must be located on an intersecting property line, show a non-monumented right-of-way point at the angle point on the derived location of the property line.

The location of the new highway reference line shall be tied to the nearest two monumented USPLSS, recorded private claim or federal reservation corners by bearing and distance. The distance and bearing between the

reference line and the ends of the right-of-way boundary lines shall be shown. If one or both ends of the highway reference line and the right-of-way boundary line(s) on the plat intersect with a USPLSS, recorded private claim, or federal reservation line, the location of each shall be shown without showing the placement of a physical monument. Placing monuments on USPLSS, recorded private claim, or federal reservation lines should be avoided, unless the location of these lines has been determined.

Where a USPLSS line lies on or near the highway reference line, the relationship between the lines shall be clearly shown. Use an enlargement detail of the area if necessary. Show reference line stations of intersecting USPLSS, recorded private claim or federal reservation lines. Distances and bearings shall be shown as close to the line segment as possible or in a table.

Show reference line alignment data for curves and points of intersection when applicable. Include P.I. stations for alignment curves and points of intersection, coordinates of P.I. in project coordinate system, delta angle ( $\Delta$ ) with direction, tangent length (T), length of curve (L), the radius (R), and the degree of curve (D) of the reference line alignment. Long-chord bearing and distance can be shown instead of direction of curve. When a reference line curve continues onto the next plat page, each plat page shall show the curve data that is specific to that page and the entire reference line curve data on both pages. The ahead or back alignment tangent direction and the PC or PT station of the portion of the curve that isn't shown on the plat page shall be included in the curve data.

Show only reference lines that are used to define the right-of-way on the TPP page. If multiple alignments are shown on the TPP page, then alpha designations shall be shown for secondary or auxiliary alignments, see [FDM 15-1-35.2](#).

Use dashed lines to show limits of existing highway right-of-way. Show new highway right-of-way with a bold solid line. If an existing highway easement is to be converted to fee, show the existing highway right-of-way line for the portion of the easement to be converted as a bold solid line (see [FDM 12-1 Attachment 15.1](#)).

Show the exact station of intersections of the right-of-way lines with USPLSS, recorded private claim or federal reservation lines when these lines have been located as stated above.

#### **1.2.14 Basis of Existing Highway Right-of-Way**

A historical reference to the existing highway shall be shown on the plat. This information is a very important reference for the reestablishment of existing highway corridors. This information will include such items as how the highway was previously established or re-established, e.g., highway project, platted land surveys or other surveys of record, road record, road dedication, statutory etc. Other applicable information would be the date the highway was established and recording information of legal documents, which established the highway. This information may be shown either in a table or in the notes.

#### **1.2.15 Monumentation**

The monumentation of department lands is required to preserve the location of highway boundaries for future use by the department and others. Since physical monuments identify the area of acquisition and are easily understood by the property owner, placed and identifiable monuments are very important to the acquisition process. Existing monuments that are found from previous plats, platted land surveys and other surveys of record shall be shown on the plat and labeled by the size and kind of the monument (e.g., 1" IP). Monuments set for new or re-established right-of-way will typically be department Type 2 monuments<sup>1</sup>. Type 2 monuments are defined in [FDM 9-25-10](#). Non-monumented and computed right-of-way points should also be indicated on the plat. Existing monuments may be identified in a separate table or as part of another table.

The primary method for monumentation of land to be acquired is for the monuments to be set prior to the completion of the project. To identify the size and kind of new right-of-way monuments on the Transportation Project Plat, use a statement similar to those found in [FDM 12-10-1.3.1.5](#) on each plat page. Refer to the Conventional Symbols for the kind of monument set, see [FDM 12-10-1.3.1.4](#).

FDM Chapter 9 contains department policy and information on right-of-way monumentation. See [FDM 9-5-5](#), Policies, Right-of-Way Monumentation, for the policy; [FDM 9-25-6](#), Right-of-Way Monumentation, for instructions on monument setting; and [FDM 9-25-10](#), Engineering Survey Monuments, for the various monument types.

#### **1.2.16 Boundary Point Labels**

Boundary point labels are essential if tabular data are shown on the plat. The labels become the identifiers of boundary points and can be used in conjunction with course tables and/or station and offset tables. The labels are used as a way of clearly showing the relationship of the items in the table with their location on the plat. A

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<sup>1</sup>Type 1 monuments may be used in lieu of Type 2 monuments.

boundary point label, corresponding to each right-of-way monument, shall be shown on the plat near the right-of-way point. The boundary point labels, which define line segments, should be numbered and the bearings and distances of each line segment shown.

### 1.2.17 Bearings and Distances

All bearings shall be retraceable on the ground and shall be referenced to the Wisconsin Coordinate Reference System (WISCRS). All plat distances shall be ground distances. Bearings and distances shall be shown for all permanent interests being acquired. Show sufficient bearings and distances of the proposed and existing right-of-way lines that remain, to provide a closed metes and bounds description (right-of-way traverse) of the Department's boundary lines. Show bearings and distances from the proposed alignment and right-of-way lines to recovered U. S. Public Land Survey System (USPLSS) corners to re-establish the department's boundary lines in the future. Bearings and distances shall be shown as close to the line segment as possible or in a course table. To alleviate clutter and ensure that necessary information is not obscured, a "course table" may be utilized. End points that define line segments should be labeled using boundary point labels and the bearings and distances of each line segment should be shown as in [Attachment 1.3](#).

Distances should begin and end at intersections with located USPLSS, recorded private claim or federal reservation lines, angle points, and the beginning and ending of curves. Distances and bearings may be shown to a subsequent point on an adjacent plat page but also needs to be shown to end at the same USPLSS, recorded private claim, federal reservation line or property line at which the plat page ends. A "survey of public record" is defined in [FDM 9-5-1](#) as a survey recorded or referred to in the official records of a governmental body, including, but not restricted to, the State Commissioners of Public Land, the county office of the Register of Deeds, the county clerk, or the county surveyor.

If found and accepted existing monuments from previous right-of-way plats, prior platted land surveys or other surveys of record are included in the pages right-of-way traverse, include the "as recorded" information from the document that previously monumented the boundary line. The information shall be indicated in parentheses. The use of the parenthesis is to show the previously recorded or filed information. If any existing monuments are not accepted but are near a right-of-way point, show the difference between location of the found monument(s) and the determined location of the right-of-way point. See [Attachment 3.1](#) and [Attachment 15.1](#) for examples.

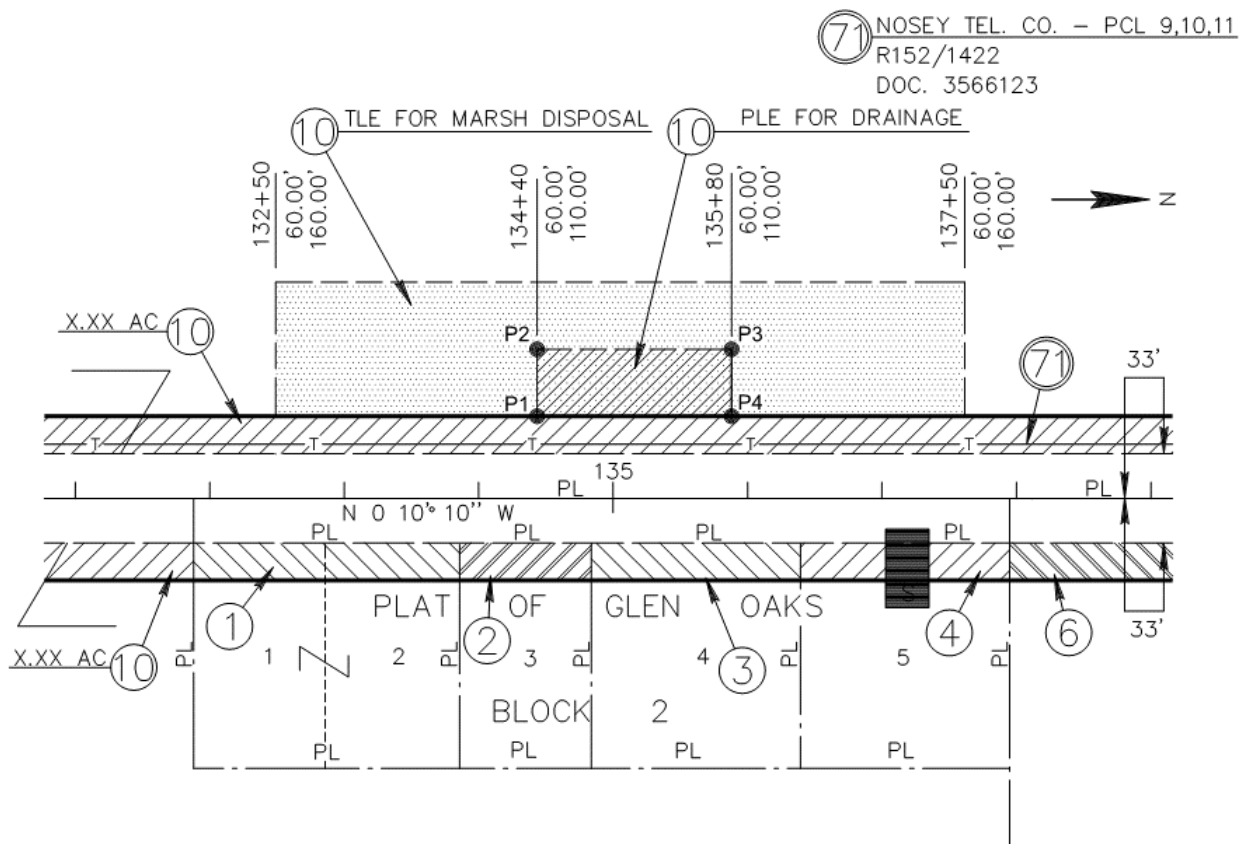
### 1.2.18 Parcel Information

The Department defines a parcel as one contiguous piece of land owned by the same party. A parcel may encompass several tax parcels. Show property lines, parcel numbers, and enough other pertinent information to identify parcels of land and to provide a basis for appraising the impact of the new facility on involved properties. Use property connectors (Z) to combine multiple tax parcels into one contiguous DOT parcel. See [Figure 1.6](#) and [Attachment 1.3](#) for example. References to platted land surveys or other surveys of record shall be shown on the plat.

In platted areas, the lots that are pertinent to the right-of-way plat shall be shown. Other data such as exterior boundaries or other lots may be included for identification purposes. Show recorded names of subdivision, condominium and assessor plats with lot and block numbers and outlots. Show certified survey map numbers, platted lot numbers, and outlots with maps and recording information. If the parcel is part of a recorded private claim or federal reservation, show private claim name, reservation name or Government Lot number.

It is important for the Department to know the property boundary relationship between the properties that abut the highway and the right-of-way. The Department may own the right-of-way or have an easement allowing the Department to use the right-of-way for highway purposes. Property lines for impacted properties shall be derived from filed/recorded maps and documents of public record. Place property line labels (PL) along the existing property boundaries of the impacted properties. If any of the property's boundary lines are USPLSS land lines, existing right-of-way lines or centerlines, show the appropriate line style for these lines and add a PL label along these lines. The property line style shall be used for the remaining property boundary lines. If the property line style is not clearly distinguishable, then add a PL label along the line. If the existing right-of-way was previously acquired in fee simple or was dedicated by a previous platted land survey, add PL labels along the existing right-of-way lines. If the existing right-of-way is an easement, show the property lines extending into the right-of-way corridor to the appropriate boundary line described in the property deed.





**Figure 1.6 Subdivision & Utility Interest Example**

All existing buildings and structures shall be shown. Buildings and structures located within 100 feet of the proposed right-of-way line (Fee or HE) on rural projects or within 50 feet of the proposed right-of-way line (Fee or HE) on urban projects shall be dimensioned to reflect the distance to the new right-of-way line. If a cluster of buildings on one parcel is within 100 feet or 50 feet of the proposed right-of-way line (Fee or HE), show a dimension for the structure closest to the proposed right-of-way line and the dimension to the residence or principal structure. Buildings and structures that will be removed shall be shown with a bold line along the entire perimeter or shown as solid black.

Parcel numbers shall be sequential but not necessarily consecutive. When more than one Transportation Project Plat page is developed within an improvement project, the parcel numbers for each plat page shall be arranged so the parcel numbers are sequential through the entire improvement project. When a parcel is deleted from a project, do not use the number again. Remove the parcel number from the Schedule of Lands and Interests Required table. Parcel numbers shall increase within an improvement project in the same direction as the improvement project stationing increases.

Since each Transportation Project Plat is a stand-alone document, the areas shown on a plat page shall refer only to the parcels shown on that plat page. Each Transportation Project Plat page will show the areas to be acquired for the parcels on that plat page only. Consecutive plat pages are to end on a USPLSS, recorded private claim, federal reservation line or property line, preferably in that order of importance. Acquisition areas shall be calculated to the limits of the Transportation Project Plat page. The deed will reference all the Transportation Project Plat pages on which a parcel appears. If the TPP parallels a county line and rights or interests are acquired in two or more counties, a separate TPP with a correct legal description needs to be recorded in each appropriate county.

It is good practice to leave parcel numbers open for better Schedule of Lands & Interests Required table legibility, and to allow for additional parcels if design changes dictate.

Do not use alphabetical suffixes for parcel numbers. If a property owner owns two geographically separated properties, the decision as to when it is necessary to use one or two parcel numbers should be directed to the region real estate supervisor.

Parcel numbers shall be shown at a location near or entirely within the interest area to be acquired. If the parcel number will not fit within the interest area, then a leader line from the parcel number to the interest area being acquired will be shown. Each interest being acquired shall be identified with a parcel number. If multiple Fee,

HE, PLE, TLE and RDE acquisitions are being acquired from the same property owner, then the same parcel number shall point to each acquisition. An area value needs to be shown for each separate acquisition of the same type being acquired from the property. The area value shown in the Schedule of Lands & Interests Required table shall be the combined total of each acquisition being acquired. When access interests are being acquired in conjunction with other interests, the access interest does not need to be identified with a parcel number. The location of the access symbols shown on the plat pages define the acquisition area. If access rights are the only interest being acquired from a property, a parcel number needs to be placed within the boundaries of the property along with the access symbols defining the location of the acquisition area. It is very important to clearly depict what interest is being acquired because there will not be a metes and bounds description for each interest. Confusion as to the identity of each individual interest could lead to adverse impacts on the department and the abutting owner of record.

Hatching patterns shall be used to delineate new areas of acquisition. It is important to use distinctive hatching patterns for every interest to be acquired. The fee or highway easement hatching pattern shall be different for abutting parcels.

Hatching patterns shall not be used within the existing highway right-of-way. This is because state and local jurisdictions are assumed to have the necessary rights to operate, maintain and reconstruct highway facilities within the existing highway right-of-way limits. Areas of existing highway easement that are to be acquired in fee from the property owners shall not be shown as hatched areas in the detail portion of the plat. A bold solid existing highway right-of-way line combined with the area value in the existing right-of-way column of the Schedule of Lands and Interests Required table will identify the portion of the easement being converted. The area value will be the portion of the existing right-of-way of the property being acquired from that is contained within the right-of-way traverse on the page. See [FDM 12-1, Attachment 15.1](#) for example.

### 1.2.19 Schedule of Lands & Interests Required Table

The Schedule of Lands & Interests Required table is the location on a plat page where all the information for each parcel is shown. [Attachment 1.1](#) shows an example of a layout for the Schedule of Lands & Interests Required table. The following items should be presented in the order listed:

1. Parcel Number.
2. Names of owners as shown on the deed of record at the time the plat was recorded with the Register of Deeds office. If there is a land contract, show the vendor and vendee. If there is an off-premise sign on the property being acquired from, include sign owner name.
3. Right, title, or interest in land to be acquired (fee, highway easements, access rights, permanent limited easement, temporary limited easement, etc.).
4. Acres or square feet of the parcel to be acquired: subdivided into new (new fee interest being acquired), existing (existing highway easement being converted to fee), and total acres or square feet required.
5. Acres or square feet of easements, both temporary and permanent, if required.

Since owners may change after the plat has been recorded, show the following disclaimer note in the Schedule of Lands & Interests Required table:

*Owner's names are shown for reference purposes only and are subject to change prior to the transfer of land interests to the Department.*

For local public agency (LPA) or connecting highway projects the underlined reference above needs to be changed to the local or municipal authority approving the TPP page.

A separate utility interest required table shall also be shown on the plat page when a land right, as defined in WisDOT Guide to Utility Coordination, Chapter 11 (Utility Reimbursement Process) is being acquired from a utility company, see [Attachment 1.1](#). The utility schedule shall be titled "Utility Interests Required" and include the following items;

1. Utility Number
2. The name of the Utility Company at the time the plat is being recorded with the Register of Deeds office
3. Interest Acquired.

When utility easements need to be acquired, each utility easement shall be listed with the corresponding utility number assigned to the facility owner that is shown in the Utility Interests Required table and noted on the TPP page or in a table. See [Attachment 1.7](#) for table examples.

### 1.2.20 Off-Premise Signs

Off-premise signs are signs that do not qualify as on-premise signs under [Wisconsin Statutes Section 84.30](#). To qualify as an on-premise sign the sign must be located within 50 feet of the buildings, parking area or driveway

serving that property and only advertise goods and services produced or sold on the site. On-premise signs are considered fixtures on the real estate on which they stand and generally are acquired as part of the acquisition of the real estate on which they stand or are relocated on the same site prior to WisDOT's acquisition of the underlying real estate. Usually, relocation of an on-premise sign is accomplished by agreement.

Any sign not qualifying as an on-premise sign must be permitted as an off-property sign or be old enough to qualify for grandfathered or nonconforming status. Off-premise signs often are owned by a sign company and are located on a leased site or easement. The sign's site constitutes real property and therefore must be identified on the plat. The sign is a structure on that property. The sign site is part of the parcel on which the sign is located. The schedule of lands and interests required for a parcel that includes a sign site shall identify all of the property owners including anyone with an interest in the sign site or structure.

WisDOT does not always know what contractual agreement exists between a sign owner and the landowner on whose property the sign exists. The Real Estate section should provide guidance to the plat preparer as to the extent of the sign owner's interests in real estate. When real estate is unable to determine the extent of the land interest held by the sign owner, both the sign owner and the landowner should be named in the Schedule of Lands and Interests Required table on all contiguous parcels (even if on multiple sheets). Where a lease, easement, or other contract provides definition as to the extent of the sign owner's interest in the lands, the sign owner need only be named as a party of interest on the parcels in which the sign owner holds an interest. It is important to keep in mind that a sign owner may own an interest in lands being acquired even in situations where a taking will not impact the sign structure; a lease or easement, for example, may grant the sign owner rights in an entire 40-acre parcel rather than just the specific area where the sign exists. If it is determined that a sign owner does own an interest in the land and the associated off premise sign is not located within the platting limits, a sign structure identifier (detailed below), shall be shown in the detail area of the plat with a leader line pointing in the general direction of the off-premise sign. In this situation, as stated above, the sign owner and the property owner's names shall be included in the Schedule of Lands and Interests Required table. In addition, the sign number shall be included in the schedule of sign structures ownership table along with both the sign owner and the property owner's names.

When there is an off-premise sign on land to be acquired, the sign structure shall be shown on the plat. The sign structure shall be assigned a number, which is placed in a hexagon adjacent to the sign. The sign structure number is a two-part number; the first part indicating the number of the land parcel upon which the sign structure is located and the second part of the number being a sequential number. The first sign structure on a property is designated "1"; the second sign structure would be designated "2," etc. A typical sign structure number is "23-2," indicating the sign structure is located on parcel 23 and there are at least two off-premise sign structures on that parcel.

A schedule of sign structures ownership table shall be placed on each plat page that has an off-premise sign. The table shall consist of three columns:

- the first column listing the sign numbers
- the second column listing anyone with an interest in the sign site or structure
- and the third column showing the OASIS (Outdoor Advertising Sign Inventory System) number obtained from the Region.

See [Attachment 1.1](#) for an example of a plat that includes a sign site for an off-premise sign structure and a schedule of sign structures.

See [Attachment 20.2](#) Example 12 for a legal description of a fee acquisition which includes the purchase of an off-premise sign. For other situations, such as a TLE acquisition, non-conforming sign, etc., please contact the Real Estate section at the appropriate DOT regional office.

### **1.2.21 Stations and Offsets**

Stations and offsets shall be used on the plat to show the relationship between the reference line(s) and the right-of-way lines and easement boundary lines. The use of stations and offsets is not a substitute for distances and bearings along the reference line(s), right-of-way lines and permanent interest boundary lines. Stations and offsets can aid in the laying out of the right-of-way and providing information on the width of the right-of-way at the locations noted on the plat. The stations and offsets may be shown at the specific locations on the plat or in a table if the area is cluttered as shown in [Attachment 1.3](#).

### **1.2.22 Geodetic Survey Control Stations**

Geodetic survey control stations that are located within the page limits of the TPP shall be shown. The monuments shall be referenced to avoid destruction or facilitate replacement. Use the geodetic survey monument symbol from the Conventional Symbols to show the location of the monument. Include the station designation and a station & offset from nearest alignment and/or coordinates of the monument. The station designation should be the National Geodetic Survey 6-digit Permanent Identifier (PID) for NGS stations or local

designation for other stations. Contact the Region Survey Coordinator for station designations and locations.

### 1.2.23 Highway Structures

Some highway improvement projects have structures located within the limits of the project. If the project requires a TPP, the structures shall be shown on the TPP pages. Highway structures should be shown by outline. Some of the common types of structures are overpasses, bridges and culverts. If the existing structure is being replaced, show the location of the new structure with the new structure number. If the existing structure is not being replaced, show the structure in its current location with the structure number.

### 1.2.24 Access Control

The access restricted by acquisition symbol "[|||||]" is used when the right of access along existing highways is to be acquired in accordance with Wisconsin Statutes Section 84.09. Generally, highways other than freeways or expressways on new alignment must have access rights purchased; but this should be verified by the region's Access Management Coordinator. If access rights are being acquired, show the symbol across the entire frontage of the parcel that is being acquired. Do not leave a gap to indicate a driveway that is being allowed to stay. The user should go to the deed to determine what the access restrictions are on the parcel. If the parcel has a large frontage and access rights are only being acquired on a portion of that frontage, show the symbol along only the frontage that is being acquired. For example, if a parcel has 1000 feet of frontage and access rights are being acquired on the westerly 300 feet of that frontage, show the symbol only on the westerly 300 feet of the frontage.

A second no access control symbol ("●●●●●●") is used to show access control in accordance with Wisconsin Statutes Section 84.295, without compensation (specifically for access rights) to the abutting owner. This applies only to Wisconsin Statutes Section 84.295 designated expressways and freeways on new alignment. It is important to note that there is a legal process in Wisconsin Statutes Section 84.295 that must be followed to designate a freeway or expressway. Not all highways that are built to freeway or expressway standards are designated.

At intersections of an Wisconsin Statutes Section 84.295 designated expressway or freeway on new location with existing highways, use the acquisition symbol associated with access control in accordance with Wisconsin Statutes Section 84.09 when the right-of-way line is more nearly parallel with the existing highway and beyond the relocated highway (including its ramps and tapers). See [Attachment 1.4](#).

A third access control symbol ("◆◆◆◆◆◆") is to be used to designate access control in accordance with a previous restriction (previous project control, Wisconsin Statutes Section 84.25 controls, certified survey map, subdivision, covenants, deeds, condominium plats, etc.). Refer to the deed for more information regarding existing access control restrictions.

A fourth no access control symbol ("▲▲▲▲▲▲") is used to show access control on new highways where no highway existed previously. This determination is in accordance with court decisions and is not controlled by statute. The Department does not have to acquire access rights for this type of access control and it can be applied to any state trunk highway on new relocation. One word of caution, a property cannot be landlocked without acquiring access rights. Do not put triangles on a property if it does not have alternative access. If alternative access is provided, a property is not landlocked. When this symbol is used additional verbiage shall be added to the legal description being used to acquire the interests from the property, refer to [FDM 12-10-20.1.3](#) for additional verbiage.

Place these symbols across the frontage of the property. Intermittent spacing between groups of symbols is acceptable (●●●●●, or ◆◆◆◆◆) if it makes the TPP easier to read. Reference the previous project(s), or documents in a note or table, on the plat where the original access control was established (see [Attachment 1.1](#)). This alerts the user that access restrictions exist and refers them to the source document for more information. Whenever new or existing access control is shown on a TPP a note shall be included stating "For current access/driveway information, contact the Wisconsin Department of Transportation region office in (City)." See [Attachment 1.8](#) for access symbol example.

### 1.2.25 Trans 233 Information

Administrative Rule Trans 233, which relates to the division of land abutting a state trunk highway, places certain highway-related restrictions on land divisions. These restrictions could include access controls, vision corners, and highway setbacks. These restrictions can affect a highway improvement project. The plat shall reference the source document volume and page, document number, etc. and the recording date. Place the diamond symbols across the entire frontage of the property to indicate that access restrictions exist. Do not indicate what the access restrictions are or whether any access points are allowed. The TPP will indicate there are restrictions but does not attempt to interpret them.

The statement "Trans 233 Restrictions Apply" shall be noted on the Transportation Project Plat below the CSM number, subdivision name, condominium plat, warranty deed, etc. when applicable. This will indicate to the user

that the source document and any subsequent revisions may need to be researched for additional information not shown on the plat.

### 1.2.26 Compensable Utilities

Some utilities that are required to be relocated because of a transportation improvement project are classified as compensable utilities. These compensable utilities (which are further described below) have some land right that is being acquired, conveyance of rights obtained on an earlier project, or they have a right to compensation by statute. Show the entire utility on the plat when it's compensable or when any part of the facility is compensable. Solid symbols shall be used for compensable utility facilities. Only utility facilities that are compensable, or partially compensable shall be shown on the plat or accompanying utility sheet. In addition, compensable utilities will be listed in a table as required by the Schedule of Lands & Interests guidance contained within Chapter 12 of the FDM. For state trunk and connecting highways, consult with the region utility coordinator regarding compensable utility facilities.

Types of compensable utilities:

1. **Utility easements or utility facilities on private lands.** Utility easements on lands that are being acquired must be extinguished, even if the easement is unoccupied or it has not been recorded. Utilities may also be eligible for prescriptive rights per Wisconsin Statutes Section 893.28. Compensation for the easements, interests, or rights that are acquired is based upon a percentage of the cost for the relocation or adjustment of the utility facilities.
2. **Conveyance of rights obtained on an earlier project.** Utility facilities may be compensable because of a conveyance of rights document granted on an earlier project. Since about 1962 WisDOT has been granting conveyance of rights documents to utilities when there were compensable utility facilities on lands being acquired for the highway project. The conveyance of rights document grants the utility the right to future compensation for relocations caused by a highway project. This results in utility facilities inside "existing" highway right-of-way being eligible for compensation. The conveyances of rights documents are recorded at the office of the Register of Deeds and should show up in a title report.
3. **Municipally owned utility relocations on a freeway project.** Wisconsin Statutes Section 84.295(4m) requires the department to pay for 90% of municipally owned utility relocations on any freeway projects undertaken by the department under Wisconsin Statutes Section 84.295. Not all roadways designed to freeway standards are designated as freeways under Wisconsin Statutes Section 84.295. The highway must be designated as a freeway under Wisconsin Statutes Section 84.295 in order for municipally owned utility facilities to qualify for compensation.

It is necessary to acquire land rights with the use of release of rights documents. Further information on these documents can be found in [Chapter 11.5 of the WisDOT Guide to Utility Coordination](#). "Release of rights" is used on a plat to describe a generic acquisition of interest from a utility when the specific type of acquisition has not yet been determined.

### 1.2.27 Utility and Railroad Company Interests

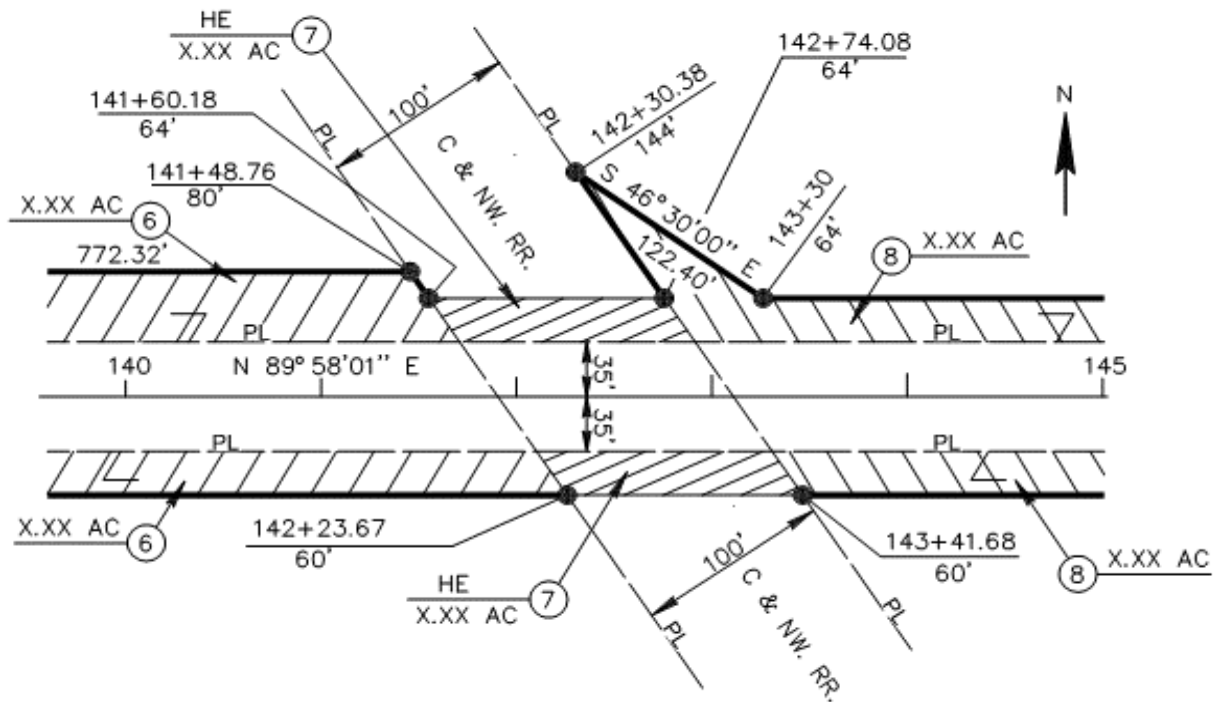
When railroad company land interests that do not require any compensable work are to be acquired or a license agreement obtained, the project I.D. number for these interests would be the same as that for the non-railroad parcels on the same right-of-way plat. When railroad company land interests that require compensable work are to be acquired, a separate I.D. number should be assigned to each railroad company interest.

The utility coordinator will work with the plat preparer/designer to properly identify the utility and interests and the compensable utilities on the TPP (see [Figure 1.6](#)) for an example of how to show utility interest). Utility numbers shall be shown on the TPP using a double circle as an identifier.

The necessary land interests for construction of a highway across railroad lands are usually obtained with a highway easement. The easement width should be sufficient for all proposed construction operations and future maintenance. On the plat page indicate the width of the railroad right-of-way corridor (see [Figure 1.7](#)). The description of an easement over railroad property will be written as described in Wisconsin Statutes Section 84.095.

After a railroad interest has been acquired, its number should not be reused as changes to this roadway occur. It must be given a new interest number in new projects.





**Figure 1.7 Railroad Parcel Example**

### 1.2.28 Vacated Roadway

Since the department can vacate only state trunk highways by its own action, the resolution, ordinance, or other legal device used by a local government unit to accomplish the vacation should be shown. If vacated prior to approval of the original relocation order by the department, it can be indicated by a note such as:

*Vacate – City of Egg Harbor Resolution file No. 63-2866-B, June 2, 1994.*

If the right-of-way to the road, street, or alley is to be vacated sometime in the future and has not been vacated prior to the recording of the plat page, it should be shown as:

**TO BE CLOSED**

### 1.2.29 Documentation of Remnants

A remnant is a portion or all of a property remaining after a partial acquisition, which become uneconomic or undesirable for the owner to retain. See [Real Estate Program Manual 3.3.1.1](#).

Under state law WisDOT must offer to purchase uneconomic remnants. See [Wisconsin Statutes Section 32.05\(3m\)](#).

Remaining areas of owners are not to be shown on the detail pages except for those parcels that have more than one remainder or areas that are severed or are remnants and shall be so labeled. See [Attachment 1.8](#) for an example showing remaining land.

Neither the acquisition nor sale of remnant parcels are reflected on the *recorded* version of a project TPP. It is necessary, however, that record of these transactions are preserved internally on a permanent, non-recorded version of the TPP.

Following both acquisition and sale of remnant parcels, the region real estate unit will provide the plat unit with a marked up copy of the TPP illustrating the boundaries of the remnant along with a copy of the conveyance documenting the transaction. The plat unit will create an internal non-recorded composite version of the project TPP reflecting this transaction. A notation shall be made indicating that the original plat is found at the Register of Deeds office. Acquired remnants will be easily identified by unique boundaries or hatching patterns, including the term "Remnant" along with parcel size. Recording data will also be shown for remnants sold (see [Figure 1.8](#)).

Once the composite version is completed, it shall be placed on the appropriate drive under the project Real Estate ID so that it can be uploaded for use in the Department's GIS system. It is also good practice to include any relevant surveys with the composite version.

If a stand-alone TPP page becomes too crowded to read, consider dividing the information between a detail page(s) and an accompanying sheet(s). Such as an extension sheet or utility sheet. See sections 1.3.1, 1.3.2 and 1.3.3.

A title sheet will contain all of the general information applicable to all the TPP detail pages it covers. Highway easement, temporary limited easement and permanent limited easement notes, however, shall be shown on the title sheet if any of these interests is acquired from any parcel in the project. The title sheet will show the project number, highway number and county name in the title. The title sheet will not be numbered as all other pages in the project. When a title sheet is used for a project, it will be recorded with the first TPP detail page submitted for the project. This may or may not be page 4.01. The title sheet shall also show that it is sheet 2 of 2 with the accompanying TPP detail page being sheet 1 of 2. In the event a project is located in two different counties, each county will receive a title sheet, which will be submitted with the first detail page for that specific county.

For a TPP created for a Local Public Agency (LPA) or “Connecting Highway” project that utilizes a title sheet, the reference to the “Department of Transportation” needs to be changed to reflect the local entity approving the TPP.

Urban project titles typically give the name of the road being improved (e.g., West Brown Deer Road) along with the town, village, or city name when applicable; followed by the project limits that defines the general limits of the work (e.g., N. 92nd Street-N. 68th Street).

Rural project titles typically identify the project location by giving its termini (at or beyond the construction limits) using the names of municipalities, highways, rivers, county lines, etc. (e.g., Cedarburg-Grafton Road, South County Line-S.T.H. 76 Road).

### 1.3.1.2 State Map with Counties Outlined

Show the state map and indicate the county in which the project is located by shading the appropriate county.

*Exception: The state map shall be omitted when a stand-alone TPP page is used.*

### 1.3.1.3 Location Sketch

A location sketch shall appear on the title sheet as well as on the detail page(s). See text under “Detail Page” for guidance and an example. On the title sheet add a North arrow and graphic scale of the location sketch directly beneath the sketch.

### 1.3.1.4 Conventional Symbols and Abbreviations

Conventional symbols and abbreviations used within the project should be shown in a table. A basic symbol and abbreviation table is built into the Civil 3D cell file for a title sheet. If other symbols or abbreviations are needed, see [FDM 15-5-25](#) and [FDM 15-5-30](#). If a title sheet is not used with the TPP project, each detail page shall contain the Conventional Symbols and Abbreviations tables.

### 1.3.1.5 Notes

Notes shall be added to the title sheet to explain the information shown on the page(s). Notes must be clear and should be used only when additional information is necessary to document the intent of the plat. Unnecessary notes add clutter and may take away from the readability of the plat. The following notes shall be shown on the title sheet. If a title sheet is used the underlined notes shall also be shown on every detail page:

- Positions shown on this plat are Wisconsin Coordinate Reference System Coordinates (WISCRS), (County name) County, NAD 83 (adjustment year) in US Survey Feet. Values shown are grid coordinates, grid bearings, and grid distances. Grid distances may be used as ground distances.
- *Right-of-way boundaries are defined with courses of the perimeter of the highway lands referenced to the U.S. Public Land Survey System or other “Surveys” of Public Record.*
- *Dimensioning for the new right-of-way is measured along and perpendicular to new reference lines.*
- *Property lines shown on this plat for properties being impacted are drawn from data derived from filed/recorded maps and documents of public record. This plat may not be a true representation of existing property lines, excluding right-of-way, and should not be used as a substitute for an accurate field survey.*
- *All right-of-way lines depicted in the non-acquisition areas are intended to re-establish existing right-of-way lines as determined from previous projects, other recorded documents, centerline of existing pavements and/or existing occupational lines.*
- *Parcel and Utility identification numbers may not point to all areas of acquisition, as noted on the TPP detail pages.*
- *Information for the basis of existing highway right-of-way points of reference and access control are listed on the TPP detail pages.*
- *A Temporary Limited Easement (TLE) is a right for construction purposes, as defined herein, including the right to operate necessary equipment thereon, the right of ingress and egress, as long as required for such public purpose, including the right to preserve, protect, remove, or plant thereon any vegetation that the highway authorities may deem desirable. All (TLEs) on this plat expire at the completion of the construction project for which this instrument is given.*
- *A Permanent Limited Easement (PLE) is a right for construction and maintenance purposes, as defined herein, including the right to operate necessary equipment thereon and the right of ingress and egress, as long as required for such public purpose, including the right to preserve, protect, remove or plant thereon any vegetation that the highway authorities may deem desirable, but without prejudice to the owner's right to make or construct improvements on said lands or to flatten the slopes, providing said activities will not impair or otherwise adversely affect the highway facilities.*
- *An easement for highway purposes (HE), as long as so used, including the right to preserve, protect, remove or plant thereon any vegetation that the highway authorities may deem desirable.*
- For current access/driveway information, contact the Planning Unit of the Wisconsin Department of Transportation office in (City).

*A TPP created for a LPA or Connecting Highway project shall replace reference to the Department of Transportation in the above note with the name of the local entity doing the approving.*



Use a note similar to the following to identify the type of monumentation used.

- All new right-of-way monuments will be Type 2 (typically ¾" x 24" iron rebars), unless otherwise noted, and will be placed prior to the completion of the project.
- or
- All new right-of-way monuments will be Type 2 (typically 1" x 24" iron rebars), unless otherwise noted, and will be placed prior to the completion of the project.

### 1.3.2 Extension Sheet

An extension sheet can be used for tables and enlargements. The extension sheet shall have the same project identification number and page number as the page it is accompanying. The accompanying extension sheet shall show that it is sheet 2 of 2 with the detail page being sheet 1 of 2. The project identification number, page number, parcel location information, relocation order, recording block, signature block, the schedule of lands and interest required table, the utility interest required table and the project location sketch shall remain on the first page of the recording. The following information shall be shown on an extension sheet. See [Attachment 1.9](#) for example.

- Project ID Number.
- Page Number.
- Project Title and Limits
- Highway and County
- Accompanying sheet type: "EXTENSION SHEET"
- North Arrow
- Title Sheet Reference Note
- Coordinate Note (if applicable)

### 1.3.3 Utility Sheet

When a TPP page becomes too crowded to read due to the amount of compensable utility facilities and compensable utility related information consider moving the utility information to a utility sheet. All compensable utilities and utility related information will be shown on the utility sheet. The utility sheet shall have the same project identification number and page number as the page it is accompanying. The accompanying utility sheet shall show that it is sheet 2 of 2 with the detail page being sheet 1 of 2. The project number, page number, parcel location information, relocation order, recording block, signature block, the schedule of lands and interest required table and the project location sketch shall remain on the first page of the recording. The following information shall be shown on a utility sheet. See [Attachment 1.10](#) for example.

- Project ID Number.
- Page Number.
- Project Title and Limits
- Highway and County
- Accompanying sheet type: "UTILITY SHEET"
- North Arrow
- Scale Bar
- Project Location Sketch
- Title Sheet Reference Note
- Coordinate Note (if applicable)

For more on what utility information should be included, see Chapter 8 (Right of Way Plat) of the WisDOT Guide to Utility Coordination.

## 1.4 Quality Control and Closure Sheet

*Removed some guidance in this section.*

After the TPP is complete, another qualified person, somewhat unfamiliar with the project, should be asked to review the plat for accuracy.

The regions will be required to submit to the Surveying & Mapping Section, a closure report of the exterior right-of-way boundaries for each Transportation Project Plat to be recorded. Consultants shall provide this closure report to the region for any Transportation Project Plat they submit for final review. One example of a closure report would be a COGO printout from Civil 3D ([Attachment 1.6](#)). The closure report shall include the project I.D. and page number, the highway number, the county the project is in, and the date the closure is computed. It shall also show a bearing and distance from a section corner or quarter corner to the point of beginning on the right-of-way. It shall also show corresponding point numbers and coordinate values for each angle point shown on the right-of-way and bearings and distances between each set of ensuing points along the exterior right-of-way boundary until the traverse returns to the point of beginning. This will ensure that the exterior boundaries of

the right-of-way contain no errors. The closure report shall also show the closing distance and direction along with the precision ratio. Surveying & Mapping Section will make other spot checks on the TPP including, but not limited to, the location description, appropriate signatures and dates, location sketch, notes, etc.

Regions will document justifications for amendments and affidavits of correction. Quality control at the regions, prior to recording, is the most effective way of assuring that a Transportation Project Plat is prepared correctly.

### 1.5 Local Review

No state agency, city, village, town, or county may require the review or approval of a Transportation Project Plat as a condition of recording the plat if the plat is prepared in accordance with Wisconsin Statutes Section 84.095.

### LIST OF ATTACHMENTS

<a href="#">Attachment 1.1</a>	Transportation Project Plat Example
<a href="#">Attachment 1.2</a>	U.S. Public Land Survey System Information
<a href="#">Attachment 1.3</a>	Right-of-Way Example
<a href="#">Attachment 1.4</a>	Access Control at Intersections on New Relocation
<a href="#">Attachment 1.5</a>	Sample TPP Detail Page with Accompanying Title Sheet
<a href="#">Attachment 1.6</a>	Sample Transportation Project Plat Closure Sheet
<a href="#">Attachment 1.7</a>	Easement Table Examples
<a href="#">Attachment 1.8</a>	Access Symbol Example
<a href="#">Attachment 1.9</a>	Sample Accompanying Extension Sheet
<a href="#">Attachment 1.10</a>	Sample Accompanying Utility Sheet

(Larger images available upon request)

### FDM 12-10-3 Using a Monumentation Plat to Establish Existing Right-of-Way

February 16, 2021

A monumentation plat may be used to establish and delineate existing highway right-of-way. One of the primary reasons the Department began recording Monumentation Plats at the county Register of Deeds office was to make highway right-of-way information more accessible to the public. This information is then available to surveyors, tax listers, homeowners, real estate agents, title companies, etc. and also better aligns our land records with other existing land records. In many cases, creating a monumentation plat to show our existing highway right-of-way can be an efficient process as the right-of-way boundaries may have been determined through the design process and with minimal effort this information can be preserved indefinitely by recording a monumentation plat. This type of plat may be either a series of stand-alone plats created solely to establish and delineate existing highway right-of-way or may be any number of plats incorporated into a current highway improvement project where other TPPs are being used to acquire interests for that project ([Attachment 3.1](#)). A plat that is being incorporated within a highway improvement project would be used to fill in gap areas within that project or to extend the project to establish and delineate the right-of-way owned or controlled by the Department. The stand-alone project plats would be used to establish and delineate right-of-way boundaries in areas where the right-of-way is vague or unknown.

These types of plats will look similar to a Transportation Project Plat, however, the main difference between these plats and a regular TPP is that there will be no acquisition of rights or interests for the highway improvement project shown. These types of plats will be in compliance with Wisconsin Statute 84.095. To ensure that all requirements are met, use the checklist in [FDM 12-10-5](#), Monumentation Plat Checklist. There are some differences between an acquisition plat and a monumentation plat. Those differences are as follows:

- Plat pages where there are no rights or interests required shall not show a relocation order. Instead, a statement shall be placed on the plat pages, which indicates the Department is creating the plat in order to establish and delineate the right-of-way. The following statement shall be placed under the location description, which is normally in the upper right of the plat. When local entities are the approving authority, the underlined references in the following statement, shall refer to the local municipality, town, village or county. Refer to Section 3.2 - Relocation Order of the Local Program Real Estate Manual (LP RE Manual) for guidance regarding the appropriate statute(s)."

*The State of Wisconsin has deemed it necessary to monument right-of-way interests previously acquired under sections 82.01, 82.31(1), 82.31(2), and 84.09 of the Wisconsin State Statutes and does hereby certify the Department of Transportation has surveyed the highway right-of-way; that this plat is a true and correct representation of the exterior boundaries of the land surveyed and shows accurate measurements thereof.*

- Plat pages do not need to include a Schedule of Lands and Interests Required table. There are

- no acquisitions on these type of plat pages.
- Since there are no acquisitions nor an official Relocation Order or resolution statement, the approval signature statement is different than on a regular TPP. The following statement shall be placed under the Surveyor's Certificate in the approval signature block. When local entities are the approving authority, the underlined reference in the following statement, shall refer to the local municipality, town, village or county.
  - THIS PLAT IS APPROVED FOR THE WISCONSIN DEPARTMENT OF TRANSPORTATION {REGION – OFFICE}
- Plat pages shall list in the location description only the USPLSS quarter-quarters or equivalents in which the highway is located and where monuments are being set to delineate highway right-of-way. CSM and sub-division information will not be included in the location description.
- Property lines and "PL" labels may be shown on a monumentation plat but are not required. Survey lines from platted land surveys and other surveys of record that about the R/W corridor shall be shown. See [Attachment 3.1](#) for example.
- Monumentation plat pages shall not show existing utility information. Since this information is always subject to change the following note should be added to the general notes:
  - *Utility information is not shown on this plat.*

In the event the plat is amended to acquire any rights or interests, the plat shall be prepared in accordance with [FDM 12-10-1](#).

### **LIST OF ATTACHMENTS**

[Attachment 3.1](#) Monumentation Plat Example  
(Larger image available upon request)

## **FDM 12-10-5 Transportation Project Plat and Monumentation Plat Checklists**

November 15, 2019

The information on the Transportation Project Plat and a Monumentation Plat should be presented in a consistent manner. This will aid the surveyor, description writer, appraiser, negotiator, property owners, and others as they use the plats. [Attachment 5.1](#), Transportation Project Plat Checklist and [Attachment 5.2](#), Right-of-Way Monumentation Plat Checklist, is intended to aid the plat preparer with this consistency during the different phases of plat development. The checklist will not cover all situations. It will act as a general guideline for most plats.

### **5.1 Transportation Project Plat Checklist**

The checklist is divided into three sections: title sheet, detail page and accompanying sheet(s). If a stand-alone Transportation Project Plat is prepared, then the information on the detail page and title sheet will be combined into the single detail page.

### **5.2 Monumentation Plat Checklist**

The checklist is divided into two sections: title sheet and detail page. If a stand-alone monumentation plat is prepared, then the information on the detail page and title sheet will be combined into the single detail page.

### **LIST OF ATTACHMENTS**

[Attachment 5.1](#) Transportation Project Plat Checklist  
[Attachment 5.2](#) Monumentation Plat Checklist

## **FDM 12-10-10 Recording the Plat**

February 15, 2023

### **10.1 Recording the Plat**

Once the plat is complete and the approval signatures are in place, a pdf file of the Transportation Project Plat will be submitted by the Region to the Surveying & Mapping Section. The TPP or Monumentation Plat page will then be recorded with the appropriate county Register of Deeds office. The plat page(s) will either be electronically recorded or mailed to the Register of Deeds, depending on county preferences. Electronically recording (e-recording) the plat is an efficient and cost-effective way to record the plat page(s). The Department uses an approved e-recording vendor to record the plat page(s) with the counties. Some counties prefer the hard copy of the plat page(s). These plat page(s) will be reproduced on permanent material acceptable to the county Register of Deeds office and sent to the appropriate county Register of Deeds office. Within three days of the arrival of the plat page(s) at the Register of Deeds office, the Register of Deeds will record the page(s). The Register of Deeds will send notification containing the recording information to the Region or the Bureau Plat Coordinator. Once the recording information is received in the region it should be placed on their electronic version of the plat page(s). For TPPs or Monumentation Plat pages that will not be e-recorded, the text in Figure

1.9 may need to be added to the recording block on each page. Contact the Region Plat Coordinator prior to the final TPP being submitted to the Region Office to verify the county's preference. For local public agency (LPA) or "Connecting Highway" projects, the recording of the TPP will be the responsibility of the local or municipal authority approving the TPP.

ACCEPTED FOR RECORDING AND FILING IN  
THE OFFICE OF THE REGISTER OF DEEDS  
IN \_\_\_\_\_ COUNTY, WISCONSIN AT  
\_\_\_\_\_ M ON \_\_\_\_\_  
AS DOCUMENT # \_\_\_\_\_ AND  
FILED IN \_\_\_\_\_  
  
\_\_\_\_\_  
SIGNATURE OF REGISTER OF DEEDS

**Figure 1.9 Recording Block Text**

## **FDM 12-10-15 Amendments, Corrections, and Vacations**

*November 15, 2022*

### **15.1 Introduction**

While every effort should be made to record a Transportation Project Plat (TPP) only once, there are occasions when it becomes necessary to record an amendment plat. Once the original TPP is recorded in the office of the Register of Deeds, there are **three** methods of modifying it. The first method is to record an amendment plat, **the second is to record a vacation order**, and the **third** is to record an affidavit of correction.

### **15.2 Amendment Plat**

An amendment plat is recorded when the size, shape, interest of a parcel, utility, permanent easement or temporary easement is altered. An error on the original plat pertaining to the acquisition interests or rights of a parcel would also require the recording of an amended plat. Since the relocation order is the justification for acquiring interests, an amendment plat with a new relocation order needs to be recorded with the county office of the Register of Deeds before the amended interest can be acquired. Examples of changes that would cause an amendment plat to be recorded would include:

- Change in right-of-way acquired
- Change in permanent or temporary easement acquired
- Change in interest
- Change in access rights being acquired
- Change in the parcel/utility numbering
- Change in compensable utility interests
- Change in property boundaries of a property being acquired from
- Incorrect acreage or interest listed in the Schedule of Lands and Interests Required or Utility Interests Required tables on the original plat.
- Adding or removing a parcel or utility number (If removal of a parcel or utility number is the only necessary change, this shall be handled using [form DT2222](#), not with a plat amendment. See Section 15.4 for additional information.)

An amendment plat will be made on the same size page as the original Transportation Project Plat. Each amendment Transportation Project Plat will have a unique name based on the name of the original plat plus an amendment number. See [Attachment 15.1](#) for example.

When amending a parcel or utility number the title shall read:

**TRANSPORTATION PROJECT PLAT (Project Number) - (Page Number) AMENDMENT NO: \_\_**  
 AMENDS PARCEL NO: \_\_ OF TRANSPORTATION PROJECT PLAT \_\_ - \_\_ - 4. RECORDED AS DOCUMENT NO: \_\_

When adding a parcel or utility number the title shall read:

**TRANSPORTATION PROJECT PLAT (Project Number) - (Page Number) AMENDMENT NO: \_\_**  
 ADDS PARCEL NO: \_\_ TO TRANSPORTATION PROJECT PLAT \_\_ - \_\_ - 4. RECORDED AS DOCUMENT NO: \_\_

This wording shall be printed on the plat in prominent letters with the location description of the property being acquired noted. When a parcel or utility number is being amended, the previous page that the parcel or utility number was amended on shall be shown in the amendment caption. All parcel or utility identification numbers being amended on amendment number one shall reference the original recording of the plat page. Parcel or utility numbers being amended on subsequent amendments shall reference the original recording or the previous amendment that the parcel or utility number was amended on. See [Attachment 15.5](#) for example.

If the plat needs to be amended to revise the existing R/W or change any table other than the Schedule of Lands and Interests Required or the Utility Interest Required tables, changes shall be shown in the amendment caption after the word REVISES. Listing the specific existing right-of-way location, acquisition points, course(s), section corner, alignment or easement information shall not be included in the caption.

**TRANSPORTATION PROJECT PLAT (Project Number) - (Page Number) AMENDMENT NO: \_\_**  
 AMENDS PARCEL NO: \_\_ AND REVISES \_\_ ON TRANSPORTATION PROJECT PLAT \_\_ - \_\_ - 4. RECORDED AS DOCUMENT NO: \_\_

Examples of revisions would include:

- Errors in the location of the existing right-of-way. (ex. REVISES EXISTING R/W)
- Errors in section corner information shown on the plat if the change represents the correcting of a mislabeled number or coordinate and not the moving the location of the corner. (ex. REVISES SECTION CORNER INFORMATION)
- Errors in alignment information shown on the plat if the change represents the correcting of a mislabeled line, curve information or coordinate and not the moving the location of the alignment. (ex. REVISES ALIGNMENT INFORMATION)
- Errors in or adding points to the station and offset table(s) or labels that wouldn't affect the interests being acquired or moving the location of an acquisition point. (ex. REVISES (type of point) STATION AND OFFSET (table or labels))
- Errors in utility easement table or notes that wouldn't affect the utility interests being acquired. (ex. REVISES UTILITY (table or notes))
- Errors in or adding bearings and/or distances shown on the plat if the change represents the correcting of a mislabeled line or course and not the moving the location of the line. (ex. REVISES R/W COURSES)

In some counties, naming the amendment plat in this format will cause a computerized index system to put the amendment plat(s) next to the original plat, showing the progression of the project. In the remaining counties, the county office of the Register of Deeds will make a note on the image of the original plat indicating that an amendment plat has been **recorded**.

The same process shall be used for recording an amendment plat as was used for the original plat. A similar note should be attached to the face of the original plat, which is being kept in the region office by someone designated in the region.

Once the amendment plat has been recorded in the county office of the Register of Deeds, acquiring the land interests of the amended parcels within the right-of-way and adjacent to the right-of-way will be conveyed by means of a deed referencing the Transportation Project Plat amendment. Deeds written to convey amended parcels shall reference the specific Transportation Project Plat the parcel was amended on. Deeds conveying parcels that have not been amended shall reference the original plat. Other rights and interests need to be referenced on the deed even if the right or interest can be clearly shown on the face of the plat. If there have been any affidavits of correction recorded, then the changes specified in the affidavits shall be included in the amendment plat.



When a Transportation Project Plat (TPP) page includes an extension and/or a Utility accompanying sheet and changes are needed to either the detail page or the extension and/or the Utility sheets, the extension and/or the Utility sheets shall be included in the amendment. In the event the original TPP page is accompanied with a title sheet and needs to be amended, all accompanying sheets other than the title sheet shall be submitted for recording. The title sheet does not need to be included. The TPP page set numbers will need to be revised to reflect the removal of the title sheet from the original recorded set. The amended page, however, needs to reference the recording information of the original title sheet. In the event a title sheet needs to be amended, both the title sheet and the detail page shall be submitted together as an amended plat and all other subsequent recordings shall refer to the newly recorded title sheet.

### 15.3 Affidavit of Correction

File an Affidavit of Correction form ([Attachment 15.2](#)) when there is an error or the information on the original plat was incomplete or inaccurate and needs to be corrected. Examples of errors that would cause an Affidavit of Correction form to be prepared are:

- Typos and misspelled words and/or numbers
- Errors in the coordinate reference
- Errors in the reference to a previously filed or recorded Transportation Project Plat(s) or other surveys of record
- Errors in the highway designation, or name of adjacent or intersecting streets
- Errors in bearings shown on the plat if the change represents the correcting of a mislabeled line and not the moving of the line.
- Errors in distances shown on the plat if the change represents the correcting of a mislabeled line and not the moving of the line.

An Affidavit of Correction form, [DT1590](#) or similar form, shall be recorded in the county office of the Register of Deeds. Only the preparer of the original or amended Transportation Project Plat may record an Affidavit of Correction form. If the original preparer is unable to perform this function a designated representative may record the form on his/her behalf. The original form will be retained in the office of the Register of Deeds. The Register of Deeds will note the existence and recorded location of the Affidavit of Correction form on the image or page of the original Transportation Project Plat. A copy of the original Affidavit of Correction form will be returned to the region or local entity for their records. For TPPs prepared for non-LPA or non-connecting highway projects the Region will forward a copy of the returned form to the Bureau Plat Coordinator.

Correcting the information on an Amendment Plat per 15.2 doesn't correct the information on the original recording (which non-amended parcel deeds will still refer to). An Affidavit of Correction will also need to be recorded correcting the information on the original recording unless every parcel and utility number on the original recording was amended on the amendment. For example, if the original recorded TPP had an incorrect coordinate reference, an Affidavit of Correction must be filed to correct the error on the original recording if any deed(s) refers to the original recording, even though the error was corrected on a subsequent amendment.

Authorized DOT forms can be found at:

<https://wigov.sharepoint.com/sites/dot/forms-docs/Pages/AuthorizedForms.aspx>

### 15.4 Vacation Orders or Notice of Non-Acquisition

File a Vacation Order form whenever it is necessary to vacate a plat ([Attachment 15.3](#)) or a parcel from a plat ([Attachment 15.4](#)). For example: if a Transportation Project Plat was recorded by a region and some or all of the parcels are no longer being acquired, recording a Vacation Order form is necessary.

A Vacation Order form, [DT1875](#), or similar form, shall be recorded in the county office of the Register of Deeds by the regional office or local entity that approved the plat in order to vacate an entire plat. In the event a region or local entity needs to vacate one or more parcels from a plat, but not the entire plat, form [DT2222](#), or a similar form, may be used. A utility number may also be vacated using this method. When form [DT2222](#) is used, all the interests that were to be acquired from the parcel or utility number shown in the interest required tables will be vacated. If any of the interests from the parcel or utility number are needed for the project, then an amendment shall be prepared.

Removing a parcel or utility number on an Amendment Plat per 15.2 doesn't remove the information on the original recording. A Vacation Order form will also need to be recorded removing the information on the original recording unless every parcel and utility number on the original recording was amended on the amendment.

If a utility easement that is shown on a recorded TPP or amendment was never acquired, then form [DT2218](#) shall be used to give notification of the unacquired interest(s).

The original form will be retained in the office of the Register of Deeds. The Register of Deeds will note the existence and recorded location of the form on the original Transportation Project Plat. A copy of the original



form will be returned to the region or local entity for their records. A Vacation Order or a notice of non-acquisition form may only be recorded by the preparer of the original or amended Transportation Project Plat or the Region/local entity that approved the relocation order. If the original preparer is unable to perform this function a designated representative may record the form on his/her behalf. For TPPs prepared for non-LPA or non-connecting highway projects the region will forward a copy of the returned form to the Bureau Plat Coordinator. Authorized DOT forms can be found at:

<https://wigov.sharepoint.com/sites/dot/forms-docs/Pages/AuthorizedForms.aspx>

### 15.5 Archive Files in Region Office

The region will determine the best way to archive the Transportation Project Plat annotated by the Register of Deeds. There are several methods available; from archiving the full-size plat with the recording information to scanning the plat to an electronic record. The TPP shall be kept up to date with reference to any recorded transactions, vacation orders, or affidavits of correction to create a composite version. It is essential that these records are preserved internally on a permanent, non-recorded version of the TPP created by the region plat unit. A notation shall be made indicating that the original plat is found at the Register of Deeds office. Once the composite version is completed, it shall be archived using the project Real Estate ID so that it can be incorporated into the Department's GIS system. It is also good practice to include a copy of any relevant surveys and correction instruments with the composite version.

### LIST OF ATTACHMENTS

<a href="#">Attachment 15.1</a>	Transportation Project Plat - Amendment Plat
<a href="#">Attachment 15.2</a>	Transportation Project Plat - Affidavit of Correction
<a href="#">Attachment 15.3</a>	Transportation Project Plat - Vacation Order
<a href="#">Attachment 15.4</a>	Transportation Project Plat - Parcels - Vacation Order
<a href="#">Attachment 15.5</a>	Amendment Caption Example

## FDM 12-10-20 Description of Lands

May 18, 2020

### 20.1 Legal Description

Since Transportation Project Plats will now be recorded at the county Register of Deeds office, the conveyance documents will need to reference the recorded Transportation Project Plat. Since the primary purpose of a Transportation Project Plat is to show the property intended to be conveyed to the State of Wisconsin or local units of government, the plat must contain sufficient information to meet the requirements of a valid legal description. The most important requirement of a valid legal description is that the parcel can be retraced on the ground.

The legal descriptions shall be written in a lot and block format instead of a metes and bounds description, as done for a traditional plat. The deed will identify the parcel as it is shown on the recorded Transportation Project Plat and the specific recording information for the Transportation Project Plat will follow. This will include the recorded volume and page (or drawer, cabinet, etc.) of the Transportation Project Plat, the document number, and the county and state names. Other information such as the recording date, USPLSS, recorded private claim or federal reservation designations or platted land surveys does not need to be shown on the conveyance document as this information is shown on the face of the recorded plat. Parcels that are amended shall be conveyed by means of a deed referencing the last amended Transportation Project Plat on which the parcel was amended. Parcels that are not amended shall be conveyed by means of a deed referencing the original Transportation Project Plat.

All acquired interests, whether permanent or temporary, which apply to each individual parcel, shall be noted on the deed. This will be accomplished by using the statement "Property interests and rights of said Parcel \_\_\_\_ consist of", and then all acquired interests will be listed in the description.

Descriptive notes (e.g., "...a right for construction purposes, as defined herein, including the right to...") for a Highway Easement (HE), Permanent Limited Easement (PLE), or Temporary Limited Easement (TLE), will be shown on the plat. If the plat has a title sheet, the notes will appear there and not on the other pages. If the plat does not have a title sheet, the notes will appear on whichever pages illustrate the location of the easement to be acquired. The notes will not be included in the legal description.

Due to their complex nature, access rights will be described in the legal description only. The plat will contain the symbology for access control.

A PLE will not be used to acquire the interest of a Restrictive Development Easement (RDE). The RDE note will appear only in the deed, and not on the plat. See [Attachment 20.1](#) for example.

The specific purpose for a PLE (such as drainage or a retaining wall), or for a TLE (such as grading or driveway) will be shown on the detail portion of the plat, but not in the legal description.

Acreages will not be shown in the legal description.

Legal descriptions will not reference any affidavits recorded for a TPP.

### 20.1.1 General Instructions

1. Prepare legal descriptions using Microsoft Word software, and provide a copy of them in electronic format to the Department. Provide a sample product for review prior to writing all descriptions.
2. Consult with regional Real Estate staff for guidance on typestyle, font size, footers, and page formatting.
3. Consult with regional Real Estate staff on whether to insert the Register of Deeds' plat recording information.
4. Consult with the regional Access Control Coordinator and Real Estate staff on every description involving access rights. Be very specific about any restrictions placed on access control.
5. Insert the words LEGAL DESCRIPTION (capitalized, bolded, and centered) on the first line. Put three hard returns after LEGAL DESCRIPTION, so there are two blank lines between it and the text of the description. Put one blank line between each paragraph thereafter, and two blank lines between descriptions for a parcel that appears on more than one plat page.
6. Highlight the interest(s) being acquired by bolding "Fee simple", "Permanent limited easement", etc.
7. List the interests in the following order: fee, highway easement, permanent limited easement, access rights, temporary limited easement, scenic easement, and restrictive development easement.
8. When a parcel appears on more than one plat page, write a full description for the interests that appear on each page; do not combine the information from both. See Section 20.1.3 for an example.
9. The project I.D. that appears in the footer should not include the TPP page number (e.g., -4.01).
10. Save each parcel's description to its own Word document. All interests acquired for a parcel, even when that parcel appears on more than one TPP page, will be saved to one document. The document's file name represents the project number, followed by the parcel number shown as a three-place extension.  
 Example: Project 7570-02-21, Parcel 9 should be saved as 75700221.009  
 Project 7570-02-21, Parcel 10 should be saved as 75700221.010
11. Microsoft Word will automatically attach another extension, called "docx", at the end of each file name. Regional real estate staff may ask that this extra extension be removed, to enable DOT's software program ("READS") to recognize the files. In that event, use the "rename" function to remove the "docx" extension from each file name.

### 20.1.2 Legal Description Verbiage and Examples

For details on verbiage of legal descriptions, see [Attachment 20.1](#).

Completed legal description examples can be found in [Attachment 20.2](#).

For examples of legal descriptions for utility release of rights documents, see Chapter 11 (Utility Reimbursement Process) of the WisDOT Guide to Utility Coordination.

### 20.1.3 Additional Verbiage

#### 1. Excluding buildings that lie partially or wholly within a temporary limited easement

*When the plat shows a TLE line running through a building, instead of around it, the intent is usually to exclude the building's footprint from the easement. In those cases, include the following sentence after the standard TLE language:*

**Excluded** from this easement is any land currently occupied by buildings.

*To exclude structures other than buildings (such as retaining walls, planters, light poles, etc.), use the "Statement to Construction" form. Do not put those types of exclusions in the deed.*

#### 2. Accessing owner's land adjacent to his building, for the purpose of removing the building

*When a building or improvement is acquired, and the acquisition leaves a portion of the acquired building or improvement located on the owner's remaining property, the use of the owner's adjoining land will likely be required in order to complete the demolition and removal process. A temporary limited easement shall be acquired for use in this situation. The TLE must be designed and legally described to be of sufficient size and duration to accommodate all demolition needs, including ingress, egress, razing and removal of the building(s), fixtures, appurtenances and any acquired building contents.*

#### 3. Notification of no access rights on new highway alignment

*When acquiring a fee interest for the purpose of constructing a highway in an area where no highway*

*presently exists, include the following sentence as the last paragraph of the parcel's description:*

*Also, no access rights shall accrue between the highway, herein designated as \_\_\_\_\_, and all of the abutting remaining real property of the owner.*

*See Legal Description Examples 18 and 19 in [Attachment 20.2](#)*

*Note: Property owners whose land abuts such new highway alignment, but from whom no land is being acquired, are also given notice that no access rights will accrue. See DOT document DT2051. These documents should be recorded and sent to the property owners prior to the right-of-way meeting the requirements of Cert 1.*

## **LIST OF ATTACHMENTS**

<a href="#">Attachment 20.1</a>	Legal Description Verbiage
<a href="#">Attachment 20.2</a>	Legal Description Examples

## **FDM 12-10-25 Plat Deliverables**

**February 15, 2023**

When the final TPP, amended TPP or R/W Delineation Plat (Monumentation Plat) is submitted to the Region the following information shall be included in the submittal:

- 22" x 34" or 22" x 30" .PDF file (Signed, Stamped, Dated)
- Closure/Precision Report for each plat page
- 22" x 34" or 22" x 30" Color Utility PDF file with C3D layers included. (if applicable)  
(See [FDM 12-1-5.2](#))
- Digital copies of the parcel Legal Descriptions (if applicable)
- Final survey values in an ASCII PNEZD comma delimited format (CSV) or LandXML file with descriptors as per WisDOT descriptor key list. (This file should include all the R/W points, new permanent easement points, temporary limited easement points and alignments shown on the TPP pages)
- CSV or LandXML control point file. (Including coordinates for found monuments/IPs and USPLSS monuments)
- Digital copies of all TPP pages in C3D format including survey database folder.
- **ACAD drawing file for GIS (See [FDM 12-1-35](#))**

To be able to provide AutoCAD® Civil 3D® (C3D) drawing information to future user's and for use in DOT applications, all C3D drawing information shall be delivered in a specified folder structure format to the Region. This format is titled "Typical Civil 3D Project Folder Structure for Right-of-Way Plats" and is detailed in [FDM 15-5 Attachment 3.1](#). This folder structure includes all the necessary information to create a plat. While there are several folders listed in this directory, one will be titled PlatExp. This folder will contain drawing files containing specific layers that can be downloaded directly into the Departments GIS system. **One CADD file containing the existing R/W, proposed R/W (Fee and/or HE), new and existing permanent interests (PLE, RDE, LHE), and the four types of access control (if applicable) within the limits of the project shall be submitted to Central Office after all the TPP pages have been recorded. If project has an Intermittent layout, one file is preferred but depending on the situation, multiple files may be accepted.** These layers are specified in [FDM 15-5 Attachment 3.5](#).

A map titled 'SHEET LOCATION' showing the project area within the context of the surrounding region. The map includes labels for 'PLATEVILLE' and 'PROJECT LOCATION'.

Station	Offset	Table
800	00000000	00000000
801	00000000	00000000
802	00000000	00000000
803	00000000	00000000
804	00000000	00000000
805	00000000	00000000
806	00000000	00000000
807	00000000	00000000
808	00000000	00000000
809	00000000	00000000
810	00000000	00000000
811	00000000	00000000
812	00000000	00000000
813	00000000	00000000
814	00000000	00000000
815	00000000	00000000
816	00000000	00000000
817	00000000	00000000
818	00000000	00000000
819	00000000	00000000
820	00000000	00000000
821	00000000	00000000
822	00000000	00000000
823	00000000	00000000
824	00000000	00000000
825	00000000	00000000
826	00000000	00000000
827	00000000	00000000
828	00000000	00000000
829	00000000	00000000
830	00000000	00000000
831	00000000	00000000
832	00000000	00000000
833	00000000	00000000
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837	00000000	00000000
838	00000000	00000000
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847	00000000	00000000
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895	00000000	00000000
896	00000000	00000000
897	00000000	00000000
898	00000000	00000000
899	00000000	00000000

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HALL OF RECORDS

U.S. DEPARTMENT OF COMMERCE  
BUREAU OF ECONOMIC ANALYSIS  
WASHINGTON, D. C. 20540

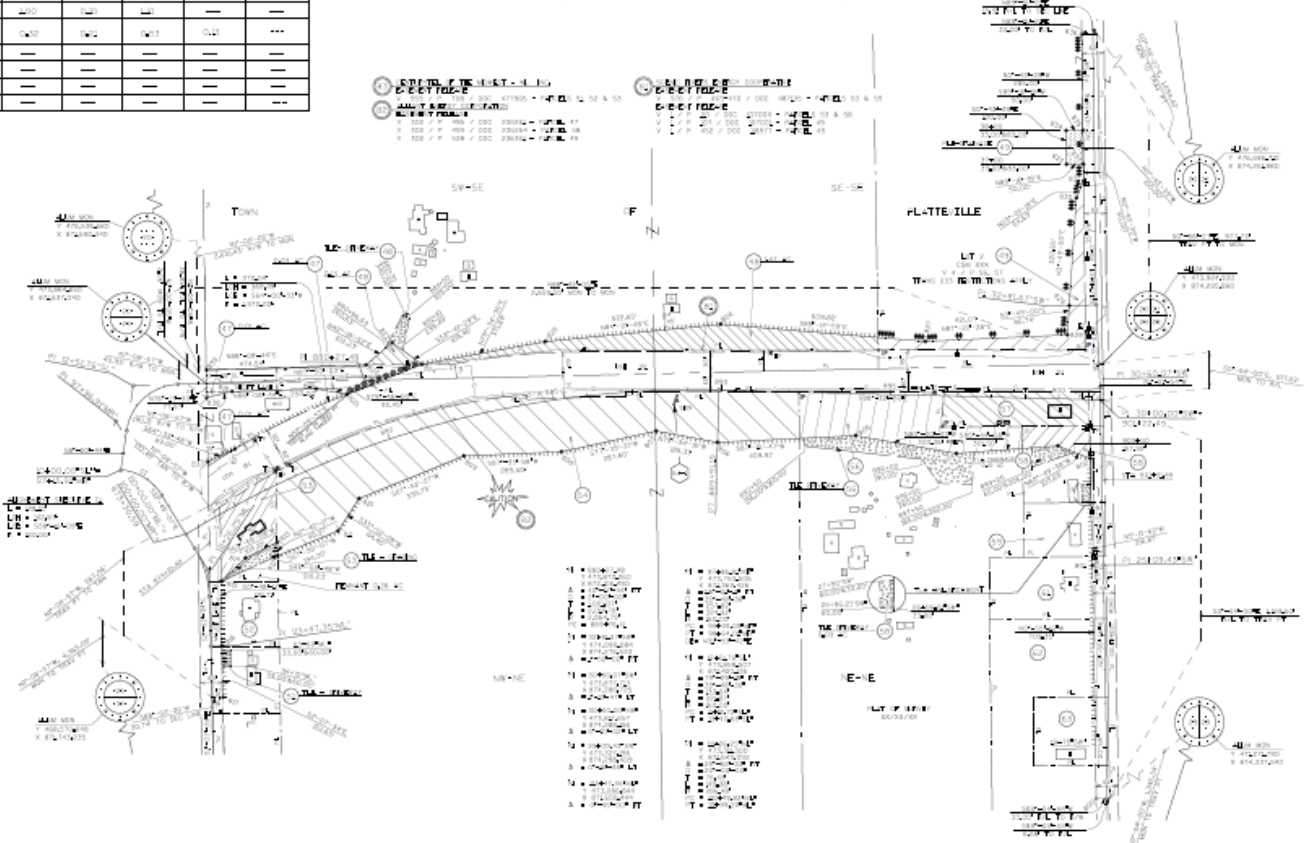


TABLE A-1000	COMMENTS	PERCENTAGE OF TOTAL
100	PERCENTAGE OF TOTAL	PERCENTAGE OF TOTAL
100	PERCENTAGE OF TOTAL	PERCENTAGE OF TOTAL
100	PERCENTAGE OF TOTAL	PERCENTAGE OF TOTAL

DATE	DATE	DATE
DATE	DATE	DATE

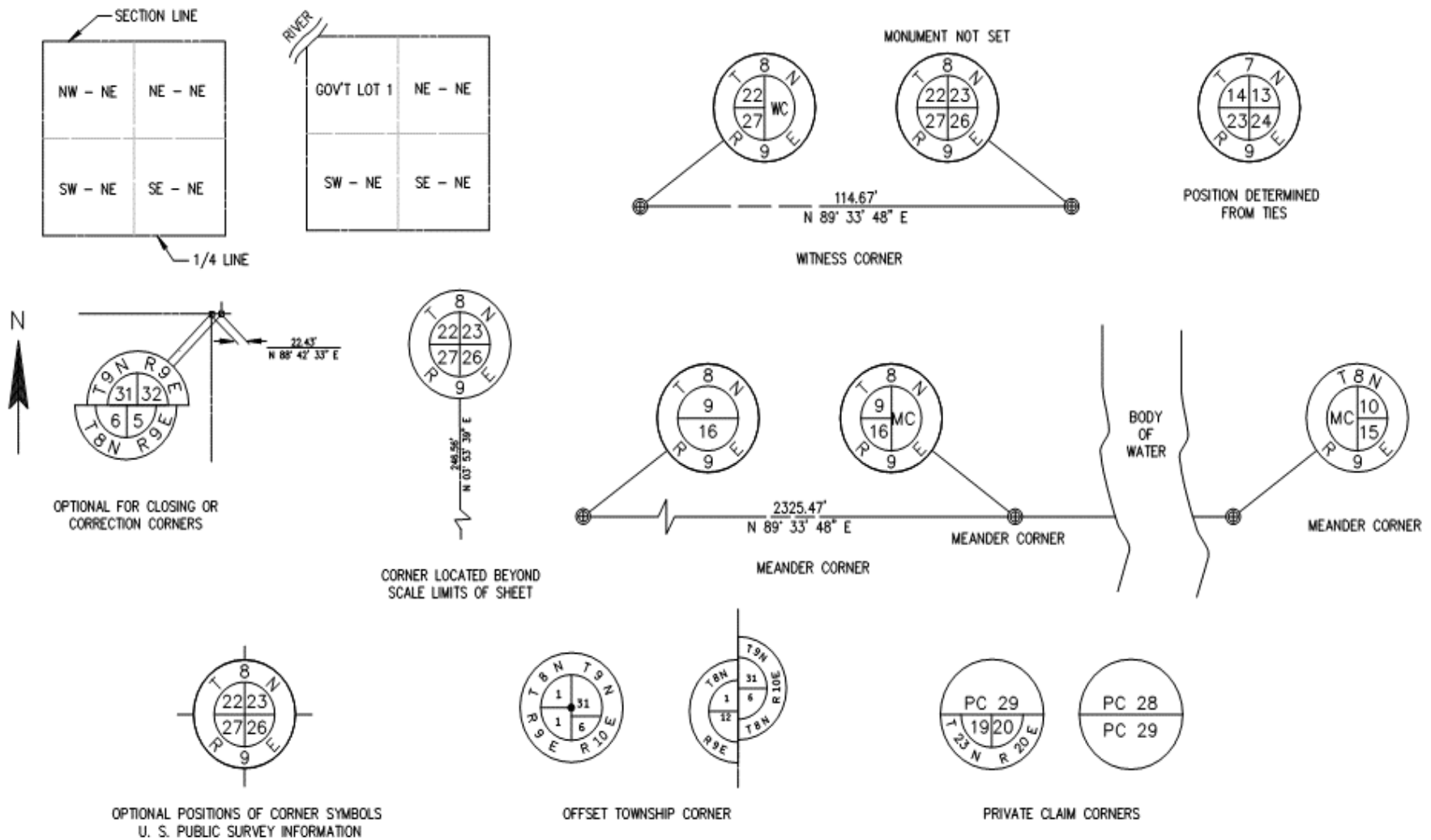
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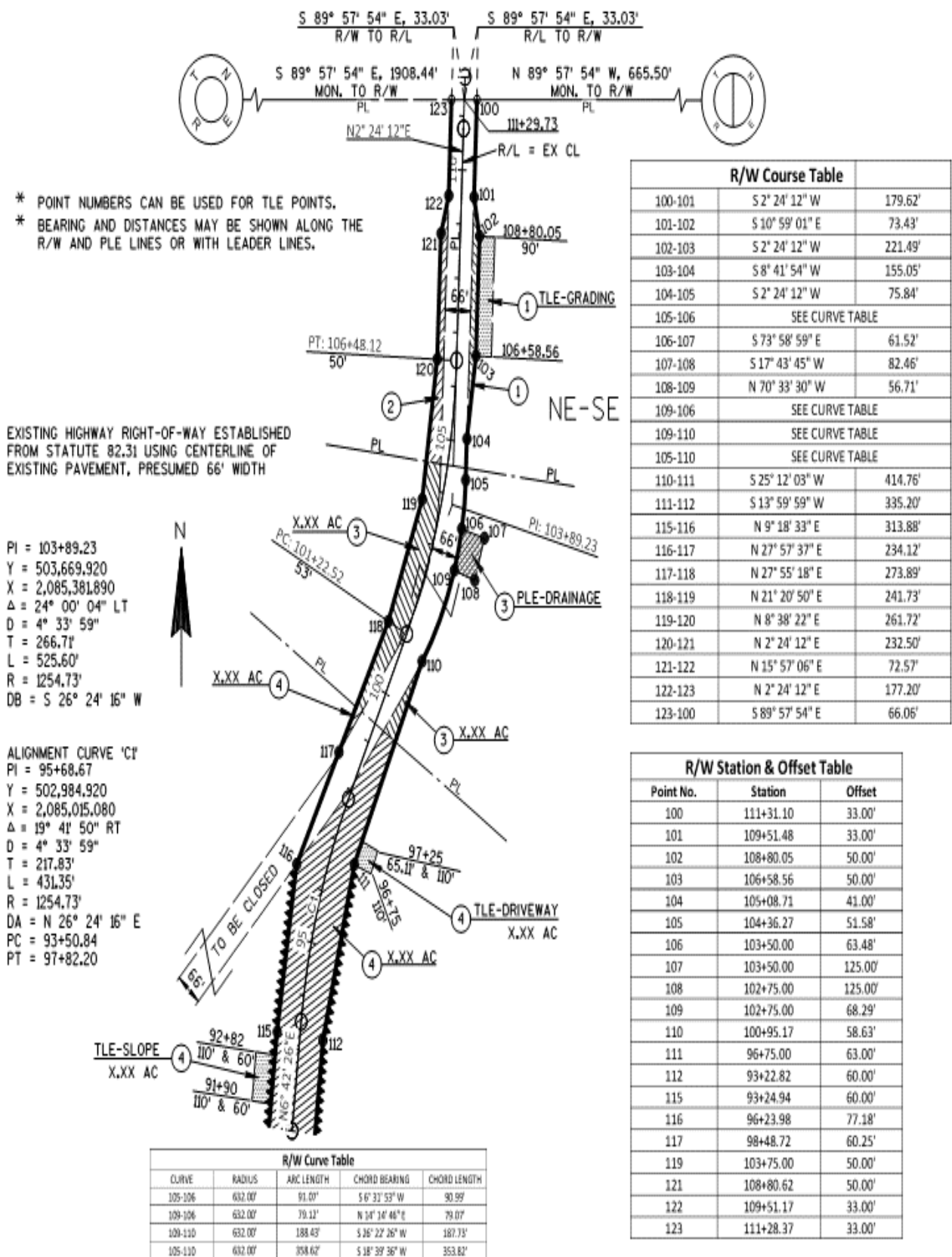
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1234-01-21 - 4.01

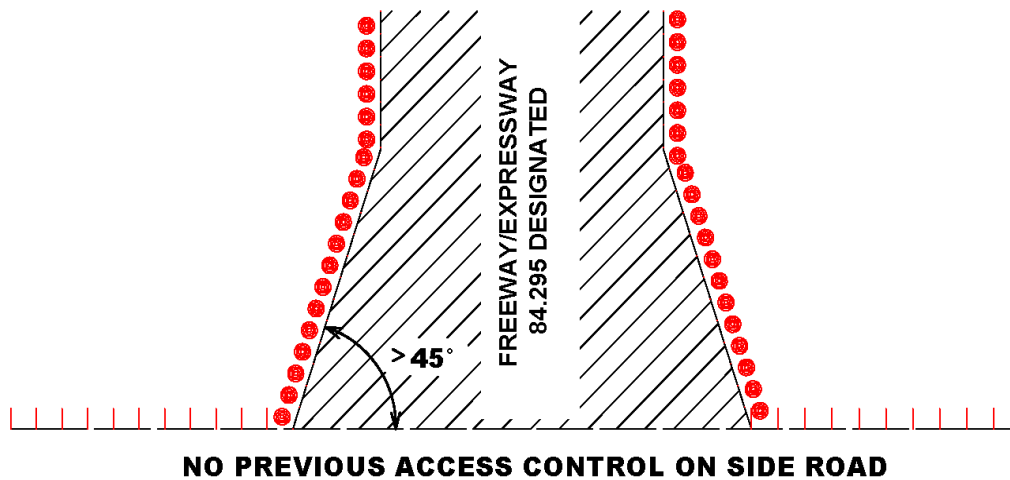
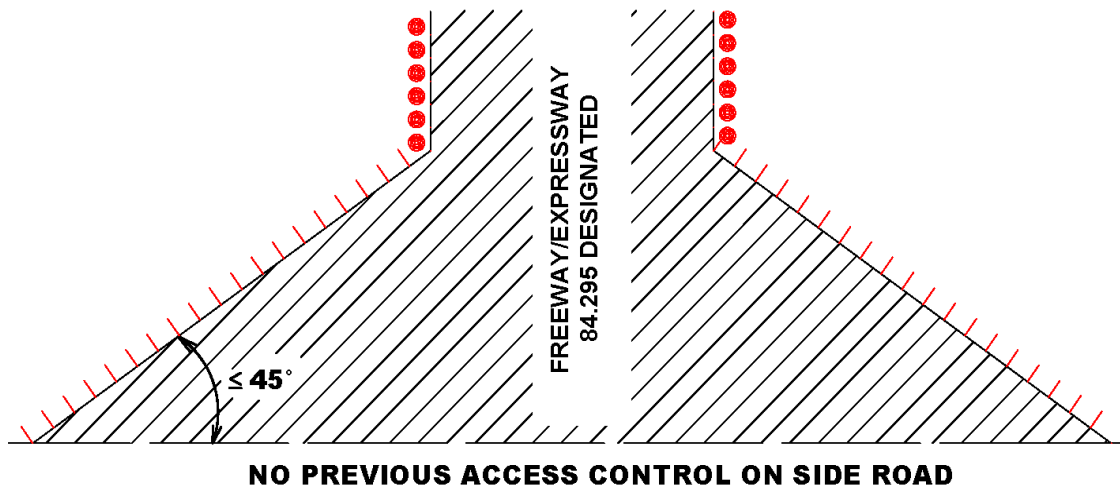


\* FOR OTHER TYPES NOT SHOWN CONTACT REGION PLAT COORDINATOR.

\* ALL CORNER SYMBOLS SHALL INCLUDE MONUMENT TYPE OR BASIS OF POSITION AND Y AND X COORDINATES.

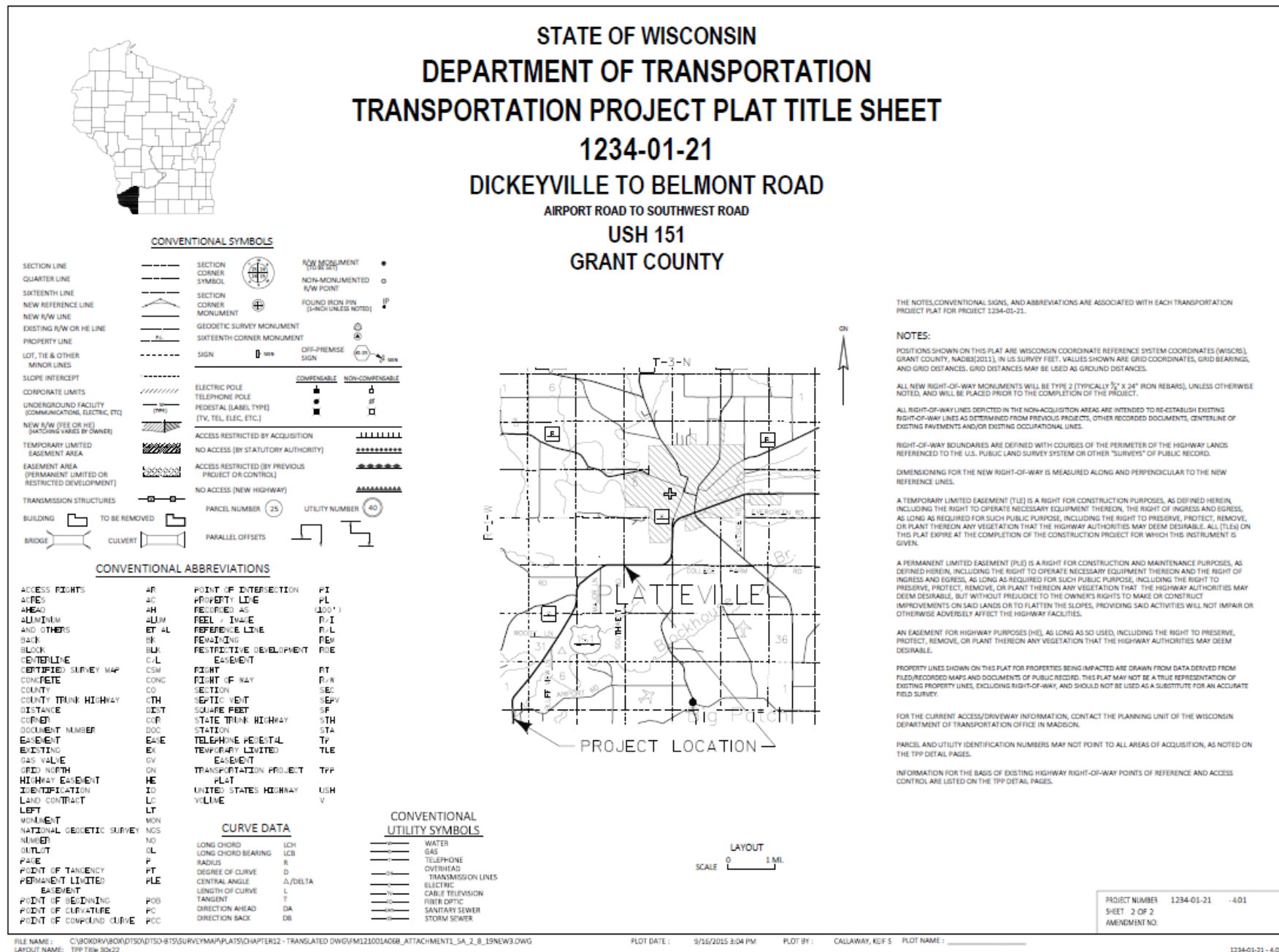






C:\AEFiles\Projects\de\_10m\Chapter12\FM121001A01.4.DWG

FILE NAME :	C:\30KDRIV\BCO\DTSD\DTSD-RTS\SURVEYMAP\PLATS\CHAPTER12 - TRANSLATED DWG\M121001406A_ATTACHMENTS_5_2_8_2007\04042007	7/15/2012 1:15 PM	PLOT BY :	CALLAWAY, KEIF S	PLOT NAME :		PLOT SCALE :	1 IN=40 FT	17340.01, 21.40
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Project I.D: 6251-09-21-4.01  
Highway: STH 29 & CTH B  
County: Shawano  
Date: May 21, 2010

N ¼ COR Sec 1 T26N R15E North: 265108.805 East: 859524.194

Course: S01 32' 03"E Length: 1321.830'

FTY 10 North: 263787.449 East: 859559.583

Course: S84d 26' 39"E Length: 436.609

CTL 72 North: 263745.178 East: 859994.141

Course: N63° 40' 10"W Length: 51.310'

PRW 69 North: 263767.937 East: 859948.154

Course: N26° 19' 50"E Length: 77.742'

PRW 85 North: 263837.613 East: 859982.637

Length: 596.692' Radius: 1382.390'  
Delta: 24° 43' 52" Tangent: 303.066'  
Chord: 592.071' Course: N14° 06' 28"E

PRW 88 North: 264411.826 East: 860126.952

Course: N25° 00' 50"W Length: 85.691'

PRW 07 North: 264489.480 East: 860090.719

Course: S85° 27' 33"E Length: 245.234'

PRW 11 North: 264470.065 East: 860335.183

Course: S41° 12' 11"W Length: 168.939'

PRW 10 North: 264342.959 East: 860223.898

Length: 574.027' Radius: 1482.390'  
Delta: 22° 11' 12" Tangent: 290.655'  
Chord: 570.447' Course: S15° 25' 33"W

PRW 71 North: 263793.062 East: 860072.164

Course: S26° 19' 50"W Length: 77.522'

PRW 70 North: 263723.583 East: 860037.779

Course: N63° 40' 10"W Length: 48.690'

CTL 72 North: 263745.179 East: 859994.141

Error North: 0.001 Error East: 0.000 Error Closure: 0.001 Course: S25° 02' 08"W  
Precision 1: 2,091,212

ALL AREAS SHOWN IN ACRES UNLESS OTHERWISE NOTED

UTILITY INTERESTS REQUIRED		
UTILITY NUMBER	UTILITY OWNERS	INTEREST REQUIRED
200	AMERICAN TRANSMISSION COMPANY, LLC	RELEASE OF RIGHTS
202	WISCONSIN POWER AND LIGHT COMPANY	RELEASE OF RIGHTS
214	CHARTER COMMUNICATIONS	RELEASE OF RIGHTS
252	US CELLULAR	RELEASE OF RIGHTS

R/W COURSE TABLE	
IP201-IP202	N 04°17'01" W 296.01'
IP202-251	N 51°46'59" W 560.00'
251-252	N 59°59'01" W 361.65'
252-262	N 54°20'27" W 256.02'
262-253	N 49°55'00" W 51.23'
253-254	N 43°14'30" W 410.46'
254-255	SEE CURVE 1 IN TABLE
255-257	N 00°01'35" E 11.54'
257-260	S 51°46'44" E 369.02'
260-IP208	S 51°46'59" E 589.88'
IP208-IP220	S 39°55'45" E 283.96'
IP220-266	S 49°58'39" E 687.85'

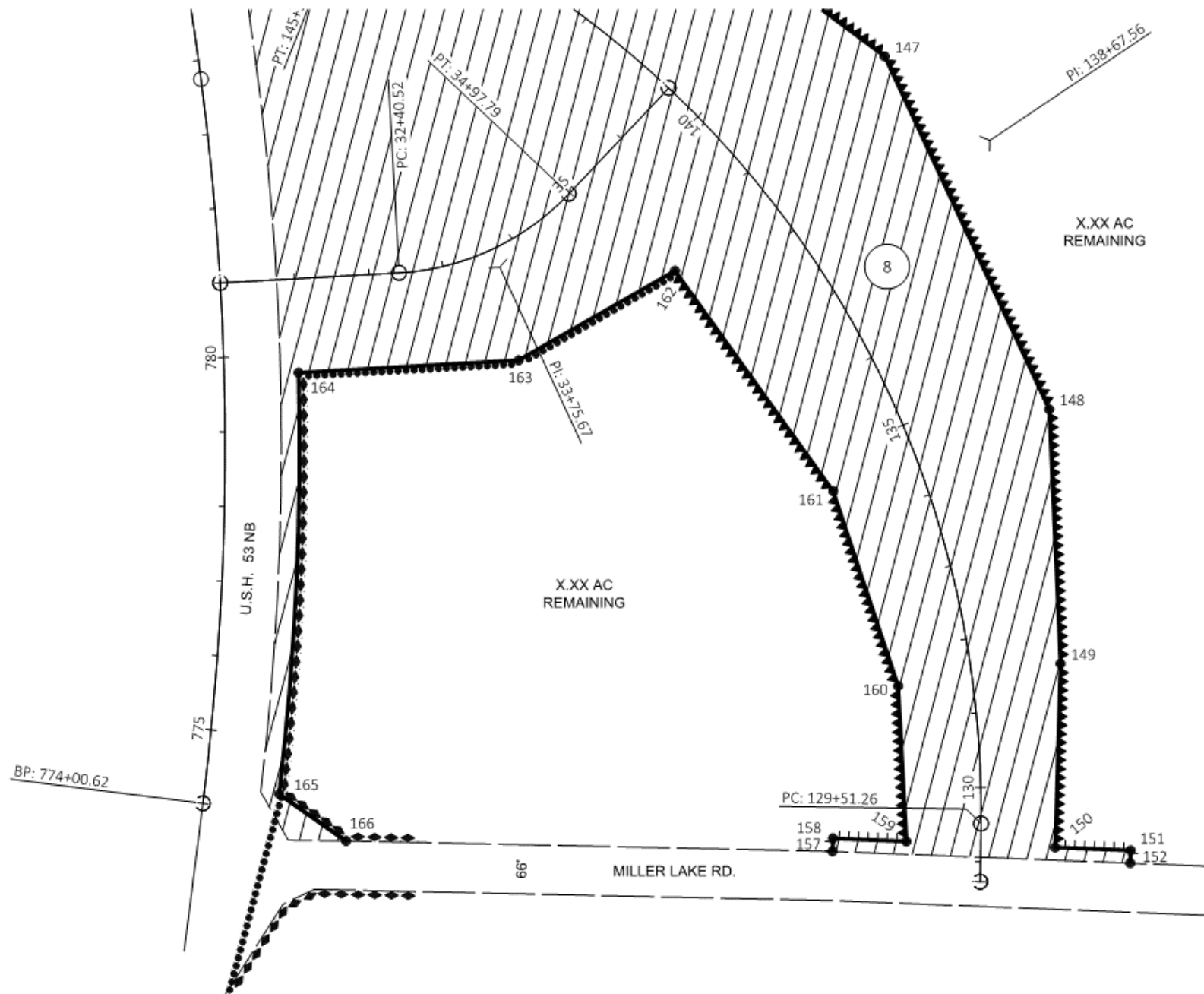
200	AMERICAN TRANSMISSION COMPANY, LLC DOC. 4764139 - PARCEL 8
202	WISCONSIN POWER AND LIGHT COMPANY DOC. 1193308 V.469, P.473 - PARCEL 3 NO RECORDED EASEMENT - PARCEL 8
214	CHARTER COMMUNICATIONS NO RECORDED EASEMENT - PARCEL 8
252	US CELLULAR DOC. 4612016 - PARCEL 8

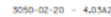
EASEMENT TABLE		
OWNER	RECORDING INFORMATION	LOCATED IN R/W PARCEL #
WISCONSIN POWER & LIGHT COMPANY (UTL #204)	DOC. #251237, VOL.178 PG.44	4
GENERAL TELEPHONE COMPANY OF WISCONSIN (UTL #202)	DOC. #367774, VOL.353 PG.294	4
WISCONSIN TELEPHONE COMPANY (UTL #206)	DOC. #251445, VOL.180 PG.14	4
AMERICAN TELEPHONE & TELEGRAPH COMPANY (UTL #206)	DOC. #251445, VOL.180 PG.14	4
WISCONSIN BELL INC. (UTL #206)	DOC. #570929, REEL 574, IMAGE 557-559	4

UTILITY INTERESTS REQUIRED			
UTILITY NUMBER	UTILITY OWNERS	INTEREST REQUIRED	EASEMENTS
50	FRONTIER COMMUNICATIONS - FO	RELEASE OF RIGHTS	VOL 830, P443-444 DOC. 1527011 - PARCELS 1,2,3,4
51	FRONTIER COMMUNICATIONS - TELEPHONE	RELEASE OF RIGHTS	VOL 830, P443-444 DOC. 1527011 - PARCELS 1,2,3,4
52	WE-ENERGIES - GAS	RELEASE OF RIGHTS	VOL 207, P261 DOC. 1275502 - PARCELS 1,2,3,4
53	SUN PRAIRIE UTILITIES - ELECTRIC	RELEASE OF RIGHTS	PUBLIC EASEMENT NINTH ADDITION TO ROYAL OAKS - PARCELS 1,2,3,4
54	SUN PRAIRIE WASTEWATER - SEWER	RELEASE OF RIGHTS	PUBLIC EASEMENT NINTH ADDITION TO ROYAL OAKS - PARCELS 2,3
55	CHARTER COMMUNICATIONS - FO	RELEASE OF RIGHTS	PUBLIC EASEMENT NINTH ADDITION TO ROYAL OAKS - PARCELS 1,2,3,4 PUBLIC EASEMENT CSM 11431 - PARCEL 6
56	TDS METROCOM LLC - FO	RELEASE OF RIGHTS	PUBLIC EASEMENT NINTH ADDITION TO ROYAL OAKS - PARCELS 2,3

UTILITY INTEREST TABLE				
UTILITY NUMBER	PARCEL	INTEREST DESCRIPTION	RECORDING INFORMATION	
200	54	EASEMENT	DOC. # 368004	
	55	EASEMENT	DOC. # 368004	
	56	EASEMENT	DOC. # 368017	
	57	EASEMENT	DOC. # 368143	
	58	EASEMENT	DOC. # 368008	
	59	EASEMENT	DOC. # 368029	
	62	EASEMENT	DOC. # 368283	
	63	EASEMENT	DOC. # 367995	
201	60	EASEMENT	DOC. # 364756	
210	48	EASEMENT	DOC. # 230555	
	55	EASEMENT	DOC. # 115270	
	56	EASEMENT	DOC. # 115270	
	57	EASEMENT	DOC. # 115270	
	57	EASEMENT	DOC. # 383948	
	58	EASEMENT	DOC. # 115270	
	59	EASEMENT	DOC. # 115270	
	60	EASEMENT	DOC. # 115270	
	61	EASEMENT	DOC. # 231268	
	62	EASEMENT	DOC. # 231059	
	63	EASEMENT	DOC. # 231269	
	64	EASEMENT	DOC. # 231269	
	65	EASEMENT	DOC. # 231280	
	220	57	EASEMENT	DOC. # 383948
		61	EASEMENT	DOC. # 347211
221	57	EASEMENT	DOC. # 383948	
	62	NO EASEMENT OF RECORD		



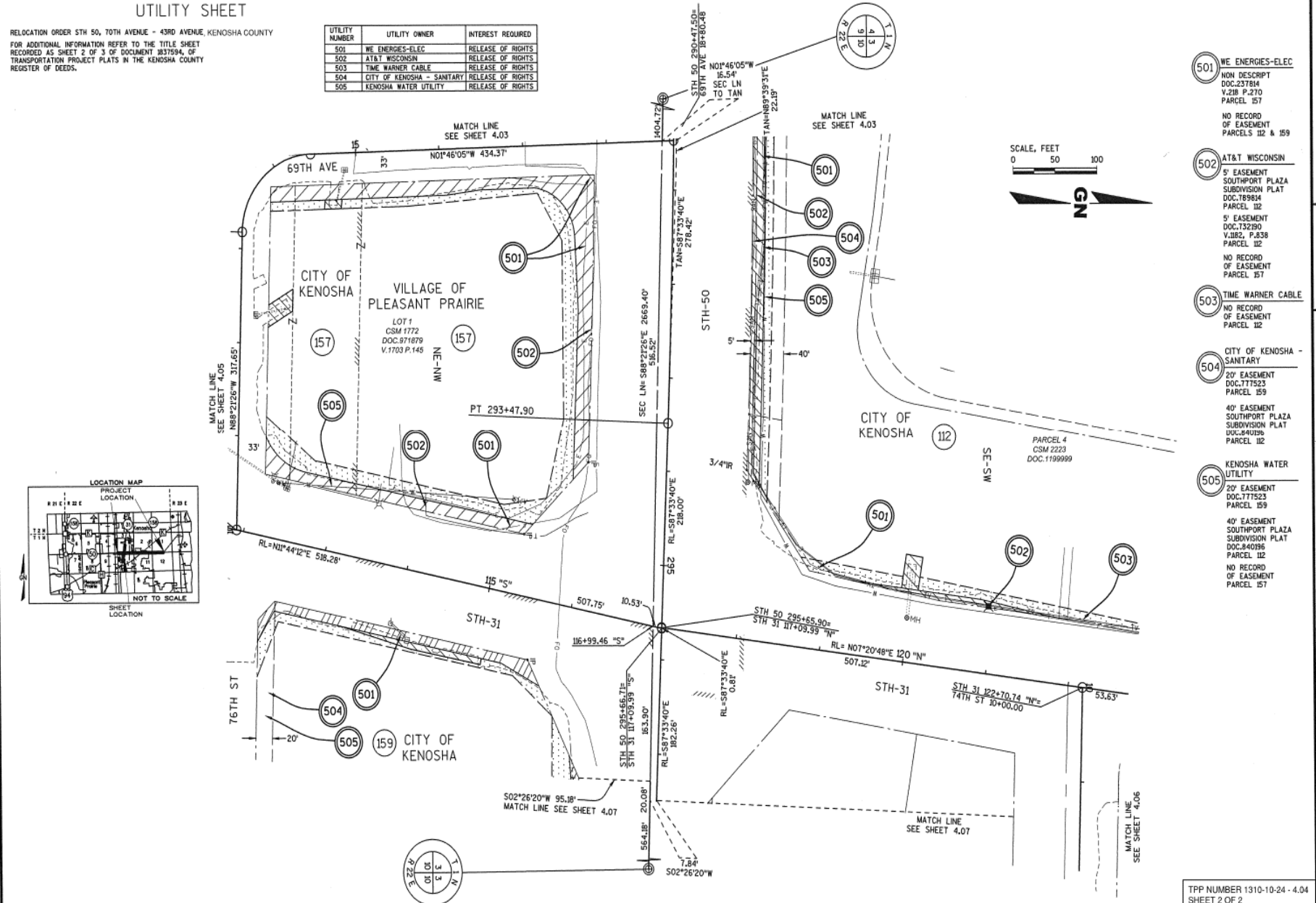




# TRANSPORTATION PROJECT PLAT NO: 1310-10-24 - 4.04 UTILITY SHEET

RELOCATION ORDER STH 50, 70TH AVENUE - 43RD AVENUE, KENOSHA COUNTY  
FOR ADDITIONAL INFORMATION REFER TO THE TITLE SHEET  
RECORDED AS SHEET 2 OF 3 OF DOCUMENT 1837594, OF  
TRANSPORTATION PROJECT PLATS IN THE KENOSHA COUNTY  
REGISTER OF DEEDS.

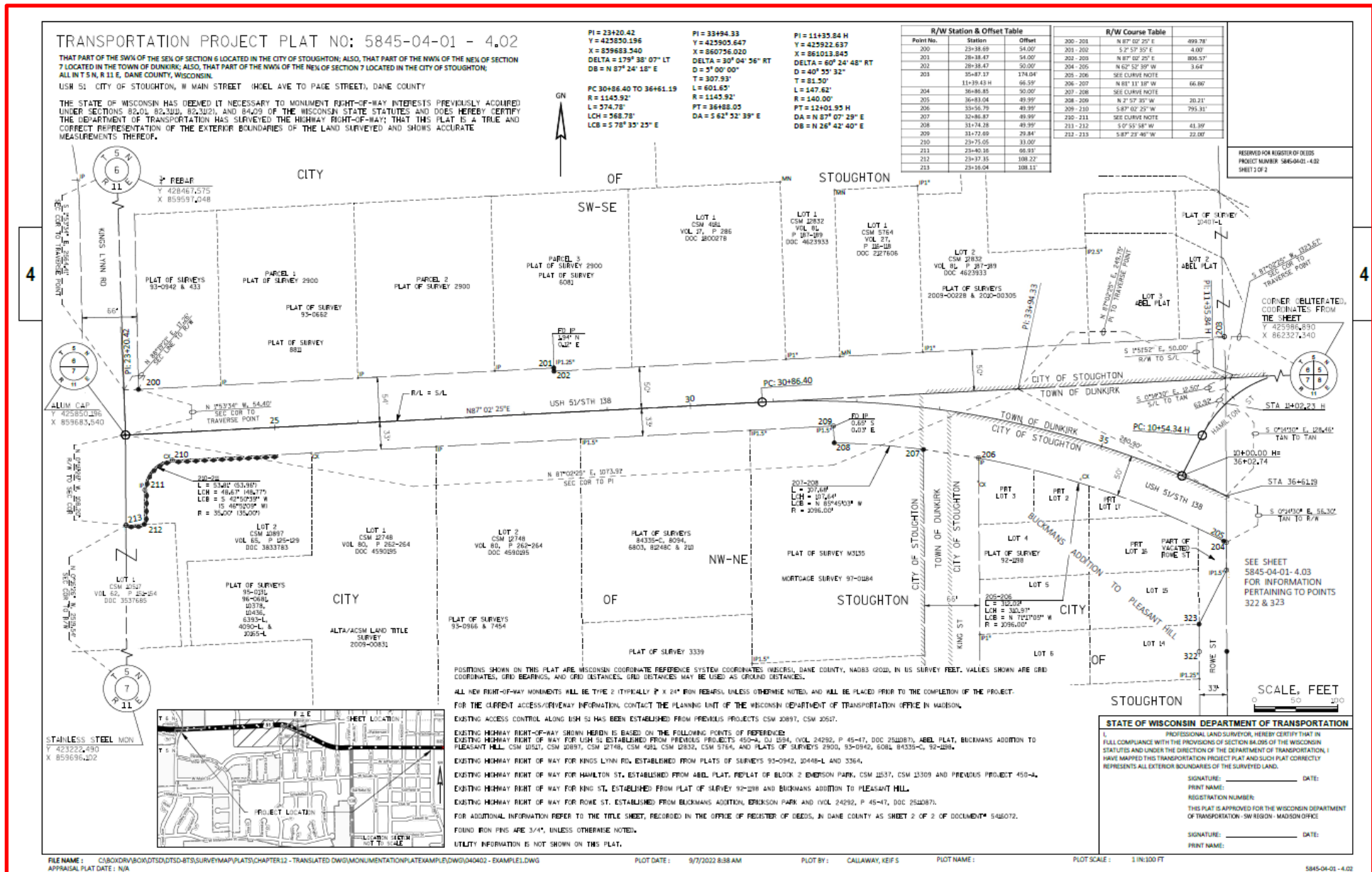
UTILITY NUMBER	UTILITY OWNER	INTEREST REQUIRED
501	WE ENERGIES-ELEC	RELEASE OF RIGHTS
502	AT&T WISCONSIN	RELEASE OF RIGHTS
503	TIME WARNER CABLE	RELEASE OF RIGHTS
504	CITY OF KENOSHA - SANITARY	RELEASE OF RIGHTS
505	KENOSHA WATER UTILITY	RELEASE OF RIGHTS



FILE NAME: S:\565148\PLAT\EAST\TPP100-UTL10WG  
APPRAISAL PLAT DATE:

TPP NUMBER 1310-10-24 - 4.04  
SHEET 2 OF 2

1310-10-24 - 4.04



## **Transportation Project Plat Checklist**

Project ID: \_\_\_\_\_

Page Number: \_\_\_\_\_

N/A = Not Applicable, Item may not apply to TPP Page

### **Title Sheet**

If a title sheet is not used with the project, then the underlined  
items must be incorporated into each detail page

- \_\_\_\_\_ Sheet size (22" x 30") or (22" x 34") (Refer to [FDM 12-10-1.2.8](#))
- \_\_\_\_\_ No Gray Scale Line work, Text, Symbols or Shading (Refer to [FDM 12-10-1.1](#))
- \_\_\_\_\_ Title sheet must be sheet 2 of 2 of first recorded detail page (Refer to [FDM 12-10-1.3.1](#))
- \_\_\_\_\_ Project identification number (Refer to [FDM 12-10-1.3.1](#))
- \_\_\_\_\_ Project title & limits (Refer to [FDM 12-10-1.3.1.1](#))
- \_\_\_\_\_ Highway & County (Refer to [FDM 12-10-1.3.1](#))
- \_\_\_\_\_ Project location sketch (Include state and federal highways, town roads, railroads, waterways, corporate names and town/range designations) (Refer to [FDM 12-10-1.3.1.3](#))
- \_\_\_\_\_ Scale bar (under project location map) (Refer to [FDM 12-10-1.3.1.3](#))
- \_\_\_\_\_ State map with County shaded (Refer to [FDM 12-10-1.3.1.2](#))
- \_\_\_\_\_ North arrow (Refer to [FDM 12-10-1.3.1.3](#))
- \_\_\_\_\_ Conventional symbols and abbreviations (Refer to [FDM 12-10-1.3.1.4](#))
- \_\_\_\_\_ Conventional utility symbols and curve data abbreviations (Refer to [FDM 12-10-1.3.1.4](#))
- \_\_\_\_\_ Coordinate system reference, PLSS boundary reference note (Refer to [FDM 12-10-1.3.1.5](#))
- \_\_\_\_\_ Monumentation note (type and size) (Refer to [FDM 12-10-1.3.1.5](#))
- \_\_\_\_\_ Existing Right-of-Way note (Refer to [FDM 12-10-1.3.1.5](#))
- \_\_\_\_\_ Right-of-Way Boundary note (Refer to [FDM 12-10-1.3.1.5](#))
- \_\_\_\_\_ Right-of-Way Dimension note (Refer to [FDM 12-10-1.3.1.5](#))
- \_\_\_\_\_ Temporary Limited Easement note (if applicable) (Refer to [FDM 12-10-1.3.1.5](#))
- \_\_\_\_\_ Permanent Limited Easement note (if applicable) (Refer to [FDM 12-10-1.3.1.5](#))
- \_\_\_\_\_ Highway Easement note (if applicable) (Refer to [FDM 12-10-1.3.1.5](#))
- \_\_\_\_\_ Property line disclaimer (Refer to [FDM 12-10-1.3.1.5](#))
- \_\_\_\_\_ Current Access/Driveway note (Refer to [FDM 12-10-1.3.1.5](#))
- \_\_\_\_\_ Parcel/Utility identification note (Refer to [FDM 12-10-1.3.1.5](#))
- \_\_\_\_\_ Historical basis for existing Right-of-Way/Access control note (Refer to [FDM 12-10-1.3.1.5](#))

### **Detail Page**

- \_\_\_\_\_ Page size (22" x 30") or (22" x 34") (Refer to [FDM 12-10-1.2.8](#))
- \_\_\_\_\_ No Gray Scale Linework, Text, Symbols or Shading (Refer to [FDM 12-10-1.1](#))
- \_\_\_\_\_ Scale bar (Refer to [FDM 12-10-1.2.9](#))
- \_\_\_\_\_ North arrow (Refer to [FDM 12-10-1.2.9](#))
- \_\_\_\_\_ Project identification number – page number (Refer to [FDM 12-10-1.2.5](#) and [FDM 12-10-15.2](#))
- \_\_\_\_\_ Relocation order Project Title, Limits, Highway & County (Refer to [FDM 12-10-1.2.4](#))
- \_\_\_\_\_ Relocation order legal description (Refer to [FDM 12-10-1.2.5](#))
- \_\_\_\_\_ Relocation order (official order or resolution) (Refer to [FDM 12-10-1.2.4](#))



\_\_\_\_\_ Reference to title sheet (if a title is used with project, sheet 1 of 2) (Refer to [FDM 12-10-1.2](#))

\_\_\_\_\_ Reference to accompanying sheet (if an accompanying sheet is used with project, sheet 1 of 2. If a title sheet is included in the set, 1 of 3) (Refer to [FDM 12-10-1.2](#))

\_\_\_\_\_ Section corners (type, size, and coordinates). Section corners symbols shall include appropriate Town and Range designations and Section Numbers (Refer to [FDM 12-10-1.2.12](#))

\_\_\_\_\_ Section Quarter-Quarter or Government Lot designations (Refer to [FDM 12-10-1.1](#))

\_\_\_\_\_ Ties to public land system (Refer to [FDM 12-10-1.2.13.2](#))

\_\_\_\_\_ Existing Right-of-Way Lines for Highway and Side Roads (Refer to [FDM 12-10-1.2.13.1](#))

\_\_\_\_\_ Schedule of Lands and Interests Required table (Refer to [FDM 12-10-1.2.19](#))

\_\_\_\_\_ Property owner name disclaimer (Refer to [FDM 12-10-1.2.19](#))

\_\_\_\_\_ Parcel numbers assigned to each property being acquired from on TPP (Refer to [FDM 12-10-1.2.18](#))

\_\_\_\_\_ All acquisition interests being acquired from each property (Refer to [FDM 12-10-1.2.19](#) and [FDM 12-1-15](#))

\_\_\_\_\_ Appropriate Hatching patterns and Access Line Symbolology for all interests (Refer to [FDM 12-10-1.2.18](#))

\_\_\_\_\_ New reference lines (tangent bearings, stationing and PI, PC PT labels) (Refer to [FDM 12-10-1.2.13.2](#), [FDM 15-1-35.2](#) and [FDM 9-50-1](#))

\_\_\_\_\_ Alignment equations (e.g. BK 150+50.00 = AH 200+00.00) (Refer to [FDM 15-1-35.2](#))

\_\_\_\_\_ Alignment side road equalities (e.g. 124+50.00"P" = 500+00.00) (Refer to [FDM 15-1-35.2](#))

\_\_\_\_\_ Alignment curve, PI and sub curve data for new reference lines (coordinates for all alignment P.I.'s and curve P.I.'s) (Refer to [FDM 12-10-1.2.13.2](#))

\_\_\_\_\_ Reference line stations of intersecting section lines and quarter lines (Refer to [FDM 12-10-1.2.13.2](#))

\_\_\_\_\_ Highway designations and side road names (Refer to [FDM 12-10-1.2.13](#))

\_\_\_\_\_ Vacated or to be closed roads and alleys noted (Refer to [FDM 12-10-1.2.28](#))

\_\_\_\_\_ Reference to previous project alignment that established the current R/W corridor or previous monumentation plat that re-established the current R/W corridor (existing R/W widths) (Refer to [FDM 12-10-1.2.13.1](#))

\_\_\_\_\_ Existing property monumentation (e.g., 1" I.P.) (Refer to [FDM 12-10-1.2.15](#))

\_\_\_\_\_ Existing Certified Survey Map identification (CSM number, lot number, volume, page, and document number) (Refer to [FDM 12-10-1.2.18](#))

\_\_\_\_\_ Reference to recorded/filed surveys (sub-divisions, assessor plats, TPPs, Alta surveys, plats of surveys, etc.) (Refer to [FDM 12-10-1.2.18](#))

\_\_\_\_\_ Organization or Company Logo, Surveyor's certificate, and stamp (Refer to [FDM 12-10-1.2.7](#))

\_\_\_\_\_ Plat preparers signature and date (Refer to [FDM 12-10-1.2.7](#))

\_\_\_\_\_ Relocation Order approval statement (Refer to [FDM 12-10-1.2.7](#))

\_\_\_\_\_ Region approval signature and date (Refer to [FDM 12-10-1.2.7](#))

\_\_\_\_\_ Register of Deeds recording block (Refer to [FDM 12-10-1.2.8](#) and [FDM 12-10-10](#))

\_\_\_\_\_ Station and offsets (table format optional) (Refer to [FDM 12-10-1.2.21](#))

\_\_\_\_\_ New Right-of-Way monumentation (type and size) (Refer to [FDM 12-10-1.2.15](#))

\_\_\_\_\_ Boundary point labels for all R/W and permanent easement points (Refer to [FDM 12-10-1.2.16](#))

\_\_\_\_\_ Bearings, distances and curve data along all r/w and permanent interest boundaries (table format optional) (recorded as information if applicable) (Refer to [FDM 12-10-1.2.17](#))

\_\_\_\_\_ Existing property lines, property "Z"s, and property line labels "P.L." (Refer to [FDM 12-10-1.2.18](#))

\_\_\_\_\_ Existing buildings and structures (Refer to [FDM 12-10-1.2.18](#))

\_\_\_\_\_ Distance to existing buildings and structures from proposed Right-of-Way (Fee or HE) (Refer to [FDM 12-10-1.2.18](#))

\_\_\_\_\_ All buildings and structures to be removed (Refer to [FDM 12-10-1.2.18](#))

\_\_\_\_\_ Town, City, Village designations and corporate limits (if applicable) (Refer to [FDM 12-10-1.2.2](#))

\_\_\_\_\_ Label Remnant parcels (Refer to [FDM 12-10-1.2.29](#))

\_\_\_\_\_ Page location sketch (showing, Town and Range designations) (Refer to [FDM 12-10-1.2.10](#))

\_\_\_\_\_ Compensable utility/railroad facilities and interests (Refer to [FDM 12-10-1.2.26](#) and [FDM 12-10-1.2.27](#))

\_\_\_\_\_ Utility Interests Required table (Refer to [FDM 12-10-1.2.19](#))

\_\_\_\_\_ Ownership and recording information (volume, page, document number, and parcel affected) for all compensable utility easements (Refer to [FDM 12-10-1.2.19](#) and [FDM 12-1-5.2](#))

\_\_\_\_\_ Location and recording information (volume, page, document number, and parcel affected) for all easements relating to highway interests (Refer to [FDM 12-1-5.2](#))

\_\_\_\_\_ Proposed access control (Refer to [FDM 12-10-1.2.24](#))

\_\_\_\_\_ Existing access control from previous Right-of-Way plats, CSMs, Sub-division plats, covenants, etc. (Refer to [FDM 12-5-5](#) and [FDM 12-10-1.2.24](#))

\_\_\_\_\_ Trans 233 information including access restrictions and vision corners; include "Trans 233 Restrictions Apply" notation (Refer to [FDM 12-10-1.2.25](#))

\_\_\_\_\_ Waterways: Waterway name, flow direction (If a portion of the waterway is also a property line, show PL labels in the appropriate locations) (Refer to [FDM 12-1-15.10](#))

\_\_\_\_\_ Off premise signs and schedule of sign ownership (Refer to [FDM 12-10-1.2.20](#))

\_\_\_\_\_ Geodetic Survey Control Stations (Refer to [FDM 12-10-1.2.22](#))

\_\_\_\_\_ Proposed/Existing highway structures (with structure numbers included) (Refer to [FDM 12-10-1.2.23](#))

\_\_\_\_\_ Title sheet reference note (if title sheet is used with project) (Refer to [FDM 12-10-1.2.1.1](#))

\_\_\_\_\_ Accompanying Extension and/or Utility sheet reference note (if applicable) (Refer to [FDM 12-10-1.2.1.2](#) or [FDM 12-10-1.2.1.3](#))

\_\_\_\_\_ Coordinate system reference, PLSS boundary reference note (Refer to [FDM 12-10-1.2.11](#))

\_\_\_\_\_ Monumentation note (type and size) (Refer to [FDM 12-10-1.3.1.5](#) and [FDM 12-10-1.2.15](#))

\_\_\_\_\_ Historical basis for R/W (note or table) (Refer to [FDM 12-10-1.2.14](#))

\_\_\_\_\_ Historical basis for existing access control (note or table) (if applicable) (Refer to [FDM 12-5-5](#) and [FDM 12-10-1.2.24](#))

\_\_\_\_\_ Current access/driveway note (Refer to [FDM 12-10-1.2.24](#) and [FDM 12-10-1.3.1.5](#))

\_\_\_\_\_ Closure Report (closed traverse of exterior R/W boundaries (bearings & distances)) (Refer to [FDM 12-10-1.4](#))

\_\_\_\_\_ Appraisal plat date (Refer to [FDM 12-10-1.2.3](#))

### **Accompanying Sheet (Extension/Utility)**

(If accompanying sheet is incorporated with detail page)

\_\_\_\_\_ Sheet size (22" x 30") or (22" x 34") (Refer to [FDM 12-10-1.2.8](#))

\_\_\_\_\_ No Gray Scale Linework, Text, Symbols or Shading (Refer to [FDM 12-10-1.1](#))

\_\_\_\_\_ Accompanying sheet must be sheet 2 of 2 or 3 of 3 of detail page (Refer to [FDM 12-10-1.3.2](#) or [FDM 12-10-1.3.3](#))

\_\_\_\_\_ Project identification number – page number (Refer to [FDM 12-10-1.3.2](#) or [FDM 12-10-1.3.3](#))

\_\_\_\_\_ Relocation order Project Title, Limits, Highway & County (Refer to [FDM 12-10-1.3.2](#) or [FDM 12-10-1.3.3](#))

\_\_\_\_\_ Accompanying sheet type (Refer to [FDM 12-10-1.3.2](#) or [FDM 12-10-1.3.3](#))

\_\_\_\_\_ Page location sketch (showing, Town and Range designations) (if applicable)

(Refer to [FDM 12-10-1.3.2](#) or [FDM 12-10-1.3.3](#))

\_\_\_\_\_ Scale bar (if applicable) (Refer to [FDM 12-10-1.2.9](#), [FDM 12-10-1.3.2](#) or [FDM 12-10-1.3.3](#))

\_\_\_\_\_ North arrow (if applicable) (Refer to [FDM 12-10-1.3.2](#) or [FDM 12-10-1.3.3](#))

\_\_\_\_\_ Title Sheet Reference Note (Refer to [FDM 12-10-1.2.1.1](#) and [FDM 12-10-1.2.1.2](#) or [FDM 12-10-1.2.1.3](#))

\_\_\_\_\_ Coordinate system reference, PLSS boundary reference note (if applicable) (Refer to [FDM 12-10-1.2.11](#))

## **Monumentation Plat Checklist**

Project ID: \_\_\_\_\_

Page Number: \_\_\_\_\_

N/A = Not Applicable, Item may not apply to TPP Page

### **Title Sheet**

If a title sheet is not used with the project, then the underlined items must be incorporated into each detail page

- \_\_\_\_\_ Sheet size (22" x 30") or (22" x 34") (Refer to [FDM 12-10-1.2.8](#))
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- \_\_\_\_\_ Title sheet must be sheet 2 of 2 of first recorded detail page (Refer to [FDM 12-10-1.3.1](#))
- \_\_\_\_\_ Project identification number (Refer to [FDM 12-10-1.3.1](#))
- \_\_\_\_\_ Project title & limits (Refer to [FDM 12-10-1.3.1.1](#))
- \_\_\_\_\_ Highway & County (Refer to [FDM 12-10-1.3.1](#))
- \_\_\_\_\_ Project location sketch (Include state and federal highways, town roads, railroads, waterways, corporate names and town/range designations) (Refer to [FDM 12-10-1.3.1.3](#))
- \_\_\_\_\_ Scale bar (under project location map) (Refer to [FDM 12-10-1.3.1.3](#))
- \_\_\_\_\_ State map with County shaded (Refer to [FDM 12-10-1.3.1.2](#))
- \_\_\_\_\_ North arrow (Refer to [FDM 12-10-1.3.1.3](#))
- \_\_\_\_\_ Conventional symbols and abbreviations (Refer to [FDM 12-10-1.3.1.4](#))
- \_\_\_\_\_ Conventional curve data abbreviations (Refer to [FDM 12-10-1.3.1.4](#))
- \_\_\_\_\_ Coordinate system reference, PLSS boundary reference note (Refer to [FDM 12-10-1.3.1.5](#))
- \_\_\_\_\_ Monumentation note (type and size) (Refer to [FDM 12-10-1.3.1.5](#))
- \_\_\_\_\_ Existing Right-of-Way note (Refer to [FDM 12-10-1.3.1.5](#))
- \_\_\_\_\_ Right-of-Way Boundary note (Refer to [FDM 12-10-1.3.1.5](#))
- \_\_\_\_\_ Right-of-Way Dimension note (Refer to [FDM 12-10-1.3.1.5](#))
- \_\_\_\_\_ Property line disclaimer (Refer to [FDM 12-10-1.3.1.5](#))
- \_\_\_\_\_ Current Access/Driveway note (Refer to [FDM 12-10-1.3.1.5](#))
- \_\_\_\_\_ "Utility information is not shown on this plat" note. (Refer to [FDM 12-10-3](#))
- \_\_\_\_\_ Historical basis for existing Right-of-Way/Access control note (Refer to [FDM 12-10-1.3.1.5](#))

### **Detail Page**

- \_\_\_\_\_ Page size (22" x 30") or (22" x 34") (Refer to [FDM 12-10-1.2.8](#))
- \_\_\_\_\_ No Gray Scale Linework, Text, Symbols or Shading (Refer to [FDM 12-10-1.1](#))
- \_\_\_\_\_ Scale bar (Refer to [FDM 12-10-1.2.9](#))
- \_\_\_\_\_ North arrow (Refer to [FDM 12-10-1.2.9](#))
- \_\_\_\_\_ Project identification number – page number (Refer to [FDM 12-10-1.2.5](#))
- \_\_\_\_\_ Project Title, Limits, Highway & County (Refer to [FDM 12-10-1.2.4](#))
- \_\_\_\_\_ Page location legal description (Refer to [FDM 12-10-3](#))
- \_\_\_\_\_ Official order (Monumentation Statement) Refer to [FDM 12-10-3](#)
- \_\_\_\_\_ Reference to title and/or accompanying sheet (if a title and/or extension sheet are used with project, sheet 1 of 2 or 1 of 3) (Refer to [FDM 12-10-1.2](#))
- \_\_\_\_\_ Section corners (type, size, and coordinates). Section corners symbols shall include appropriate Town and Range designations and Section Numbers (Refer to [FDM 12-10-1.2.12](#))

\_\_\_\_\_ Section Quarter-Quarter or Government Lot designations (Refer to [FDM 12-10-1.1](#))

\_\_\_\_\_ Ties to public land system (Refer to [FDM 12-10-1.2.13.2](#))

\_\_\_\_\_ Existing Right-of-Way Lines for Highway and Side Roads (Refer to [FDM 12-10-1.2.13.1](#))

\_\_\_\_\_ New reference lines (tangent bearings, stationing and PI, PC PT labels) (Refer to [FDM 12-10-1.2.13.2](#),  
[FDM 15-1-35.2](#) and [FDM 9-50-1](#))

\_\_\_\_\_ Alignment equations (e.g. BK 150+50.00 = AH 200+00.00) (Refer to [FDM 15-1-35.2](#))

\_\_\_\_\_ Alignment side road equalities (e.g. 124+50.00"P" = 500+00.00) (Refer to [FDM 15-1-35.2](#))

\_\_\_\_\_ Alignment curve, PI and sub curve data for new reference lines (coordinates for all alignment P.I.'s and  
curve P.I.'s) (Refer to [FDM 12-10-1.2.13.2](#))

\_\_\_\_\_ Reference line stations of intersecting section lines and quarter lines (Refer to [FDM 12-10-1.2.13.2](#))

\_\_\_\_\_ Highway designations and side road names (Refer to [FDM 12-10-1.2.13](#))

\_\_\_\_\_ Vacated roads and alleys noted (Refer to [FDM 12-10-1.2.28](#))

\_\_\_\_\_ Reference to previous project alignment that established the current R/W corridor or previous  
monumentation plat that re-established the current R/W corridor (existing R/W widths)  
(Refer to [FDM 12-10-1.2.13.1](#))

\_\_\_\_\_ Existing property monumentation (e.g., 1" I.P.) (Refer to [FDM 12-10-1.2.15](#))

\_\_\_\_\_ Existing Certified Survey Map identification (CSM number, lot number, volume, page, and document  
number) (Refer to [FDM 12-10-1.2.18](#))

\_\_\_\_\_ Reference to recorded/filed surveys ((sub-divisions, assessor plats, TPPs, Alta surveys, plats of surveys,  
etc.) (Refer to [FDM 12-10-1.2.18](#))

\_\_\_\_\_ Organization or Company Logo, Surveyor's certificate, and stamp (Refer to [FDM 12-10-1.2.7](#))

\_\_\_\_\_ Plat preparers signature and date (Refer to [FDM 12-10-1.2.7](#))

\_\_\_\_\_ Plat approval statement (Refer to [FDM 12-10-3](#))

\_\_\_\_\_ Region approval signature and date (Refer to [FDM 12-10-3](#))

\_\_\_\_\_ Register of Deeds recording block (Refer to [FDM 12-10-1.2.8](#) and [FDM 12-10-10](#))

\_\_\_\_\_ Station and offsets (table format optional) (Refer to [FDM 12-10-1.2.21](#))

\_\_\_\_\_ New Right-of-Way monumentation (type and size) (Refer to [FDM 12-10-1.2.15](#))

\_\_\_\_\_ Boundary point labels for all R/W points (Refer to [FDM 12-10-1.2.16](#))

\_\_\_\_\_ Bearings, distances and curve data along all r/w and permanent interest boundaries (table format optional)  
(recorded as information if applicable) (Refer to [FDM 12-10-1.2.17](#))

\_\_\_\_\_ Existing property/survey lines (Refer to [FDM 12-10-3](#))

\_\_\_\_\_ Town, City, Village designations and corporate limits (if applicable) (Refer to [FDM 12-10-1.2.2](#))

\_\_\_\_\_ Page location sketch (showing Town and Range designations) (Refer to [FDM 12-10-1.2.10](#))

\_\_\_\_\_ Existing access control from previous Right-of-Way plats, CSMs, Sub-division plats, covenants, etc.  
(Refer to [FDM 12-5-5](#) and [FDM 12-10-1.2.24](#))

\_\_\_\_\_ Waterways: Waterway name, flow direction (Refer to [FDM 12-1-15.10](#))

\_\_\_\_\_ Geodetic Survey Control Stations (Refer to [FDM 12-10-1.2.22](#))

\_\_\_\_\_ Existing highway structures (with structure numbers included) (Refer to [FDM 12-10-1.2.23](#))

\_\_\_\_\_ Title sheet reference note (if title sheet is used with project) (Refer to [FDM 12-10-1.2.1.1](#))

\_\_\_\_\_ Coordinate system reference, PLSS boundary reference note (Refer to [FDM 12-10-1.2.11](#))

\_\_\_\_\_ Monumentation note (type and size) (Refer to [FDM 12-10-1.3.1.5](#) and [FDM 12-10-1.2.15](#))

\_\_\_\_\_ Historical basis for R/W (note or table) (Refer to [FDM 12-10-1.2.14](#))

\_\_\_\_\_ Historical basis for existing access control (note or table) (if applicable)  
(Refer to [FDM 12-5-5](#) and [FDM 12-10-1.2.24](#))



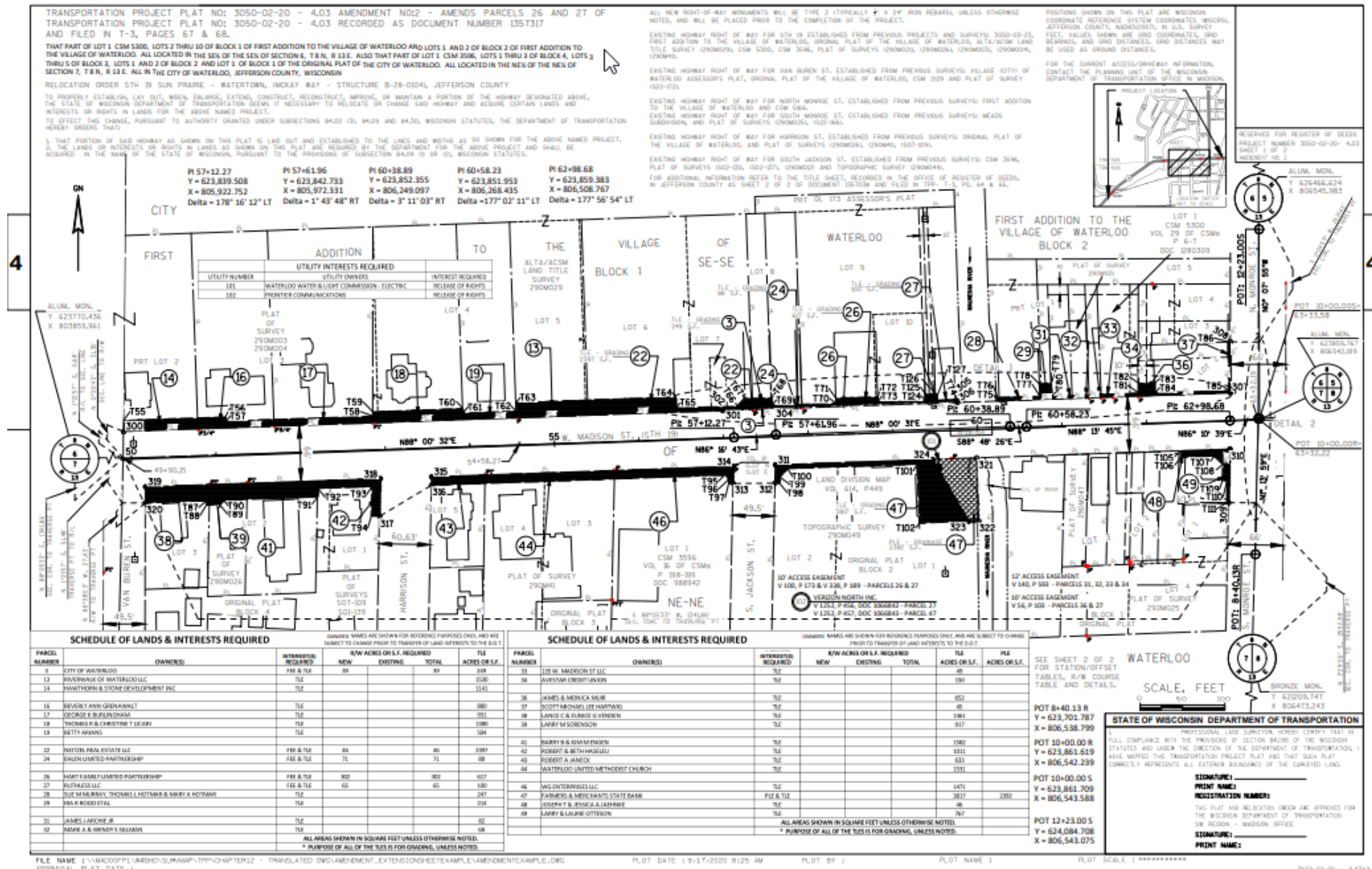
\_\_\_\_\_ Current access/driveway note (Refer to [FDM 12-10-1.2.24](#) and [FDM 12-10-1.3.1.5](#))

\_\_\_\_\_ Closure Report (closed traverse of exterior R/W boundaries (bearings & distances))

(Refer to [FDM 12-10-1.4](#))

\_\_\_\_\_ “Utility information is not shown on this plat” note. (Refer to [FDM 12-10-3](#))

**If accompanying sheet (Extension/Utility) is incorporated with a detail page,  
use accompanying sheet check list items shown in the TPP checklist.**



Document # **2507271**  
 RACINE COUNTY REGISTER OF DEEDS  
 November 05, 2018 01:19 PM

**Document Number**  
**AFFIDAVIT OF CORRECTION**  
**TRANSPORTATION PROJECT PLAT**

Wisconsin Department of Transportation  
 DT1590 7/2016 s. 84.095(3)(b) Wis. Stats.  
 Exempt from filing transfer return form [s. 77.21(1), 77.22(1), Wis. Stats.]

This Affidavit of Correction applies to Transportation Project Plat  
 2250-12-20 - 4.01 Amendment 2, recorded in Doc. 2500934 in the  
 Office of the Register of Deeds for Racine County.

*[Signature]*  
 TYSON FETTES  
 RACINE COUNTY  
 REGISTER OF DEEDS  
 Fee Amount: \$30.00

Pages: 3

Under Utility number 201, paragraph 4 reads:

- Non-Descript  
 Easement  
 Doc. 338220  
 V.235 P.169  
 Parcels 6 & 8

This space is reserved for recording data  
 Return to

Wisconsin Department of Transportation  
 Attn: Paul M. Munia  
 141 NW Barstow St.  
 Waukesha WI. 53187

*20-3*

Under Utility number 201, paragraph 4 should read:

- Non-Descript  
 Easement  
 Doc. 338220  
 V.235 P.169  
 Parcels 4 thru 8

Parcel Identification Number/Tax Key Number  
 016-04-19-34-021-000  
 016-04-19-34-004-000

I certify that I represent the entity, which prepared or submitted the original plat.  
 This Affidavit of Correction has been approved by the Wisconsin Department of Transportation.

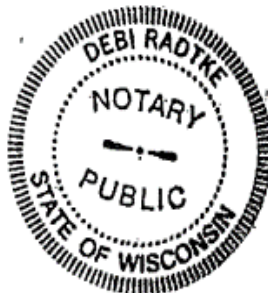
*[Signature]*  
 (Signature)  
 Paul Munia  
 (Print Name)  
 Right Of Way Coordinator  
 (Title)

Subscribed and sworn to before me this date.

9/18/18  
 (Date)

State of Wisconsin )  
Waukesha County ) ss.

*[Signature]*  
 (Signature, Notary Public, State of Wisconsin)  
Debi Radtke  
 (Print or Type Name, Notary Public, State of Wisconsin)  
8/31/22  
 (Date Commission Expires)



Project ID 2250-12-20 - 4.01 a2

This instrument was drafted by PMM

Parcel No. 201

**Document Number**  
**VACATION ORDER**  
**TRANSPORTATION PROJECT PLAT**

Wisconsin Department of Transportation  
 s.84.095(3)(b) Wis. Stats.  
 DT1875 2002

This Vacation Order applies to Transportation Project Plat 8070-00-21-4.05, recorded in Volume 1 of TPP, Page 9 as Document # 818771 in the Office of the Register of Deeds for St. Croix County.

Whereas the above described Transportation Project Plat has been determined to be unnecessary for transportation improvement project purposes, said plat is hereby vacated and rescinded.

831936

11chq

KATHLEEN H. WALSH  
 REGISTER OF DEEDS  
 ST. CROIX CO., WI

RECEIVED FOR RECORD

08/11/2006 08:00AM

ORDER  
 EXEMPT #

REC FEE: 11.00  
 TRANS FEE:  
 COPY FEE:  
 CC FEE:  
 PAGES: 1

This space is reserved for recording data

Return to

Wisconsin Dept. of Transportation  
 NW Region  
 Attn: Lisa Herrmann  
 718 W. Clairemont Ave.  
 Eau Claire, WI 54701

Parcel Identification Number/Tax Key Number

This Vacation Order has been approved by the Wisconsin Department of Transportation.

  
 (Signature)

Allen J. Holmstrom

(Print Name)

Real Estate Supervisor

(Title)

07/27/06

(Date)

State of Wisconsin )

EAU CLAIRE

) ss.  
County )

On the above date, this instrument was acknowledged before me by the named person(s):

  
 (Signature, Notary Public, State of Wisconsin)

MARVIN W. BRAUND

(Print or Type Name, Notary Public, State of Wisconsin)

09/13/2009

(Date Commission Expires)



Project ID 8070-00-21-4.05

This instrument was drafted by Lisa J. Herrmann

**Document Number**  
**VACATION ORDER**  
**TRANSPORTATION PROJECT PLAT**

Wisconsin Department of Transportation  
DT2222 4/2017 s.84.095(3)(b) Wis. Stats.

This Vacation Order applies to Transportation Project Plat 1310-10-22 - 4.05, recorded on 01/09/2019 as Document Number 1834578 in the Office of the Register of Deeds for Kenosha County.

Whereas, parcel 89 of the above-described Transportation Project Plat has been determined to be unnecessary for transportation improvement project purposes, said parcel is vacated and rescinded.

Document #: **1842407**  
Date: **2019-05-24** Time: **11:41 AM** Pages: **2**  
Fee: **\$30.00** County: **KENOSHA** State: **WI**  
REGISTER OF DEEDS: **JOELLYN M. STORZ**

\*\*\*The above recording information verifies this document has been electronically recorded and returned to the submitter\*\*\*

This space is reserved for recording data

Return to  
Paul Munia  
Wisc. Dept. of Transportation  
141 NW Barstow Street  
Waukesha, Wi. 53187

Parcel Identification Number/Tax Key Number  
91-4-122-094-5000

This Vacation Order has been approved by the Wisconsin Department of Transportation.

x *Paul Munia*  
(Signature)

Paul M. Munia  
(Print Name)

Right Of Way Coordinator  
(Title)



5/23/19  
(Date – m/d/yyyy)

State of Wisconsin } ss.  
Waukesha County

On the above date, this instrument was acknowledged before me by the named person(s).

x *Nicole Mauch*  
(Signature, Notary Public, State of Wisconsin)

Nicole Mauch  
(Print or Type Name, Notary Public, State of Wisconsin)

August 16, 2021  
(Date Commission Expires)

Project ID 1310-10-22

This instrument was drafted by PMM



TRANSPORTATION PROJECT PLAT NO: 3050-02-20 - 4.03

THAT PART OF LOT 1 CSM 5300, LOTS 2 THRU 10 OF BLOCK 1 OF FIRST ADDITION TO THE VILLAGE OF WATERLOO AND LOTS 1 AND 2 OF BLOCK 2 OF FIRST ADDITION TO THE VILLAGE OF WATERLOO. ALL LOCATED IN THE SE¼ OF THE SE¼ OF SECTION 6, T 8 N, R 13 E. ALSO THAT PART OF LOT 1 CSM 3596, LOTS 1 THRU 3 OF BLOCK 4, LOTS 3 THRU 5 OF BLOCK 3, LOTS 1 AND 2 OF BLOCK 2 AND LOT 1 OF BLOCK 1 OF THE ORIGINAL PLAT OF THE CITY OF WATERLOO. ALL LOCATED IN THE NE¼ OF THE NE¼ OF SECTION 7, T 8 N, R 13 E. ALL IN THE CITY OF WATERLOO, JEFFERSON COUNTY, WISCONSIN

TRANSPORTATION PROJECT PLAT NO: 3050-02-20 - 4.03 AMENDMENT NO: 1 - AMENDS PARCELS 26 OF  
TRANSPORTATION PROJECT PLAT NO: 3050-02-20 - 4.03 RECORDED AS DOCUMENT NUMBER 1357317  
AND FILED IN T-3, PAGES 67 & 68.

THAT PART OF LOT 1 CSM 5300, LOTS 2 THRU 10 OF BLOCK 1 OF FIRST ADDITION TO THE VILLAGE OF WATERLOO AND LOTS 1 AND 2 OF BLOCK 2 OF FIRST ADDITION TO THE VILLAGE OF WATERLOO. ALL LOCATED IN THE SE¼ OF THE SE¼ OF SECTION 6, T 8 N, R 13 E. ALSO THAT PART OF LOT 1 CSM 3596, LOTS 1 THRU 3 OF BLOCK 4, LOTS 3 THRU 5 OF BLOCK 3, LOTS 1 AND 2 OF BLOCK 2 AND LOT 1 OF BLOCK 1 OF THE ORIGINAL PLAT OF THE CITY OF WATERLOO. ALL LOCATED IN THE NE¼ OF THE NE¼ OF SECTION 7, T 8 N, R 13 E. ALL IN THE CITY OF WATERLOO, JEFFERSON COUNTY, WISCONSIN

TRANSPORTATION PROJECT PLAT NO: 3050-02-20 - 4.03 AMENDMENT NO: 2 - AMENDS PARCEL 26 OF  
TRANSPORTATION PROJECT PLAT NO: 3050-02-20 - 4.03 AMENDMENT NO: 1 RECORDED AS DOCUMENT NUMBER  
1361348 AND PARCEL 27 OF TRANSPORTATION PROJECT PLAT NO: 3050-02-20 - 4.03 RECORDED AS DOCUMENT  
NUMBER 1357317 AND FILED IN T-3, PAGES 67 & 68.

THAT PART OF LOT 1 CSM 5300, LOTS 2 THRU 10 OF BLOCK 1 OF FIRST ADDITION TO THE VILLAGE OF WATERLOO AND LOTS 1 AND 2 OF BLOCK 2 OF FIRST ADDITION TO THE VILLAGE OF WATERLOO. ALL LOCATED IN THE SE¼ OF THE SE¼ OF SECTION 6, T 8 N, R 13 E. ALSO THAT PART OF LOT 1 CSM 3596, LOTS 1 THRU 3 OF BLOCK 4, LOTS 3 THRU 5 OF BLOCK 3, LOTS 1 AND 2 OF BLOCK 2 AND LOT 1 OF BLOCK 1 OF THE ORIGINAL PLAT OF THE CITY OF WATERLOO. ALL LOCATED IN THE NE¼ OF THE NE¼ OF SECTION 7, T 8 N, R 13 E. ALL IN THE CITY OF WATERLOO, JEFFERSON COUNTY, WISCONSIN

*\*\* THE SAME METHODOLOGY WOULD APPLY TO UTILITY NUMBERS THAT NEED TO BE AMENDED. \*\**

**Legal Description Verbiage****First two paragraphs**

*Use this at the beginning of all TPP descriptions. The words "Grantor conveys..." are not needed, because they are preprinted on the conveyance documents. When referring to the plat recording data, use the same wording that the Register of Deeds puts on the recorded plat; the words "Volume and Page" (as shown here) may need to be replaced with "Drawer," "Cabinet," etc. If the TPP page was e-recorded the Register of Deeds may only assign a document number to the page. If this is the case, then the words "Volume and Page" need to be removed.*

Parcel \_\_\_\_ of Transportation Project Plat \_\_\_\_\_ - 4.\_\_\_\_, recorded in Volume \_\_\_\_ of Transportation Project Plats, Page \_\_\_\_, as Document \_\_\_\_, recorded in \_\_\_\_\_ County, Wisconsin.

Property interests and rights of said Parcel \_\_\_\_ consist of:

**Subsequent paragraphs**

*Use as appropriate, in the order given:*

**Fee simple.****Highway easement.****Permanent limited easement.****Access rights**, described as follows:

For Access Rights, consult with the region real estate and access control staff on how to proceed. Be very specific about any restrictions placed on access control.

Access control descriptions consist of four parts:

1. Mandatory first (part being the two paragraphs as described above)
2. Mandatory second part

**Access rights**, described as follows:

All existing, future or potential **rights of ingress or egress** between the highway currently designated as \_\_\_\_\_ and all of the abutting remaining real property of the owner(s), whether acquired by separate conveyance or otherwise.

*Note: Use the word "remaining" only if fee interests are also being acquired.*

3. Optional third part (use as needed when some access is allowed to remain in place)

Except the grantor reserves the common law right, subject to police power regulation, to the following:

One driveway connection to the highway currently designated as \_\_\_\_\_ from above-described lands on the \_\_\_\_\_ (map direction) \_\_\_\_\_ side of \_\_\_\_\_ (highway) \_\_\_\_\_. The driveway connection is subject to the rules, regulations and permitting requirements of the driveway permitting authority.

NOTICE: Under state law, driveway connections to highways from abutting lands are subject to police power regulation and any driveway connection may be modified by the maintaining authority for the highway as conditions warrant or may be eliminated if reasonable alternative access to the property exists.

*Note: When any restrictions are placed on a driveway connection, such as on its location or its use, add the following sentence to the above paragraph:*

Said driveway connection is subject to the following conditions:

*...and continue by including the optional fourth part.*

## 4. Optional fourth part (use as needed when you want to put deed restrictions on a driveway)

*Restrictions can be placed on a deed or by putting the restrictions on a permit. See Chapter 9 (Section 91.21) of the Highway Maintenance Manual for additional guidance on permit conditions. If the decision is to place the restrictions on the deed, add a fourth part to the legal description that lists whatever restrictions you are placing on the driveway connection.*

*Note: (Some "blanks" have been filled in, to make these examples understandable):*

Location restriction:

Said driveway connection shall be located in the west \_\_\_\_\_ feet of the \_\_\_\_ 1/4 - \_\_\_\_ 1/4 of Section \_\_\_\_\_, T\_\_\_\_N, R\_\_\_\_ E/W, \_\_\_\_ County, Wisconsin, as measured along the south line of said \_\_\_\_ 1/4 - \_\_\_\_ 1/4.

Said driveway connection shall be located between a point lying \_\_\_\_\_ feet north of the south line of Section \_\_\_\_\_, T\_\_\_\_N, R\_\_\_\_ E/W, \_\_\_\_ County, Wisconsin, and a point lying \_\_\_\_\_ feet north of the said south line, as measured along the west line of said Section \_\_\_\_\_.

Said driveway connection shall be located between stations \_\_\_\_\_ and \_\_\_\_\_ as shown on said Transportation Project Plat \_\_\_\_\_ - 4.\_\_\_\_\_.

*Note: Do not use property lines as reference points when describing the location of driveway connections or the limits of access control. Also, when locating a driveway connection (or access control limits) within a range, make certain that the range falls only within that parcel's property lines.*

*Other methods of describing driveway connections are possible.*

*Use or other restriction:*

Said driveway connection is subject to the following conditions:

(list whatever restrictions apply. This could be a limit of \_\_X\_\_ vehicles per day; a specified type of vehicle such as a car or a maximum length of vehicle; seasonal use; specific purpose use such as utility company access; restricted turning movements such as right-in only; directional movements such as entrance only or exit only; shared use driveway; etc.)

#### **Side Roads**

*When describing access control on side roads, replace the first sentence in #3 above, with this:*

The grantor reserves the common law right, subject to police power regulation, to the following:

One driveway connection to \_\_\_\_\_ (name of local road/street) \_\_\_\_\_ from the above-described lands on the side of said street. The driveway connection is subject to the rules, regulations, and permitting requirements of the driveway permitting authority, and may be modified by the maintaining authority for the roadway as conditions warrant or may be eliminated if reasonable alternative access to the property exists.

*If any restrictions to the driveway connection are being applied, add the appropriate wording.*

---

#### **Temporary limited easement.**

---

#### **Restrictive development easement, described as follows:**

**Restrictive development easement** for the right to create and maintain a vision corner, restricting the grantor's rights within said easement to only those activities that would not impair or otherwise adversely affect the ability of the motoring public on either \_\_\_\_\_ or \_\_\_\_\_ to clearly view traffic on the intersecting highway. Said easement also includes the right of the highway authorities to enter on said lands for purposes of removing any violations.

*Name the primary highway in the first blank, and the secondary highway in the second blank.*

**Legal Description Examples**

The titles are not part of the description.

**Example 1 - FEE SIMPLE**

Parcel 8 of Transportation Project Plat 5320-01-21- 4.06, recorded in Cabinet 1 of Transportation Project Plats, Page 3, as Document 1420304, recorded in Columbia County, Wisconsin.

Property interests and rights of said Parcel 8 consist of:

**Fee simple.**

Project I.D. 5320-01-21

Page 1 of 1

Parcel 8

**Example 2 - FEE SIMPLE with PERMANENT LIMITED EASEMENT**

Parcel 21 of Transportation Project Plat 2263-02-21-4.03, recorded in Drawer 1 of Transportation Project Plats, Page 2, as Document 1216413, recorded in Marathon County, Wisconsin.

Property interests and rights of said Parcel 21 consist of:

**Fee simple.**

**Permanent limited easement.**

Project I.D. 2263-02-21

Page 1 of 1

Parcel 21

**Example 3 - FEE SIMPLE with PERMANENT LIMITED EASEMENT and TEMPORARY LIMITED EASEMENT**

Parcel 14 of Transportation Project Plat 2231-03-22-4.11, recorded in Volume 1 of Transportation Project Plats, Page 5, as Document 1276713, recorded in Portage County, Wisconsin.

Property interests and rights of said Parcel 14 consist of:

**Fee simple.**

**Permanent limited easement.**

**Temporary limited easement.**

Project I.D. 2231-03-22

Page 1 of 1

Parcel 14

**Example 4 - HIGHWAY EASEMENT**

Parcel 6 of Transportation Project Plat 1018-00-22- 4.05, recorded in Volume 1 of Transportation Project Plats, Page 5, as Document 1276713, recorded in Bayfield County, Wisconsin.

Property interests and rights of said Parcel 6 consist of:

**Highway easement.**

Project I.D. 1018-00-22

Page 1 of 1

Parcel 6

**Example 5 - ACCESS RIGHTS (no Driveway Connections allowed)**

Parcel 32 of Transportation Project Plat 1540-02-21- 4.19, recorded in Drawer 2 of Transportation Project Plats, as Document 321007, recorded in Sauk County, Wisconsin.

Property interests and rights of said Parcel 32 consist of:

**Access rights**, described as follows:

All existing, future or potential **rights of ingress and egress** between the highway currently designated as USH 12 and all of the abutting real property of the owner(s), whether acquired by separate conveyance or otherwise.

Project I.D. 1540-02-21

Page 1 of 1

Parcel 32

**Example 6 - ACCESS RIGHTS (allowing a Driveway Connection at a specific location)**

Parcel 3 of Transportation Project Plat 7570-02-21- 4.01, recorded in Cabinet 2 of Transportation Project Plats, Page 4, as Document 1455392, recorded in Dane County, Wisconsin.

Property interests and rights of said Parcel 3 consist of:

**Access rights**, described as follows:

All existing, future or potential **rights of ingress or egress** between the highway currently designated as STH 16 and all of the abutting remaining real property of the owner(s), whether acquired by separate conveyance or otherwise.

Except the grantor reserves the common law right, subject to police power regulation, to the following:

One driveway connection to the highway currently designated as STH 16 from the above-described lands on the northerly side of USH 16. The driveway connection is subject to the rules, regulations, and permitting requirements of the driveway permitting authority.

NOTICE: Under state law, driveway connections to highways from abutting lands are subject to police power regulation and any driveway connection may be modified by the maintaining authority for the highway as conditions warrant or may be eliminated if reasonable alternative access to the property exists. Said driveway connection is subject to the following conditions:

Said driveway connection shall be located at station 142+00 as shown on said Transportation Project Plat 7570-02-21- 4.01.

Project I.D. 7570-02-21

Page 1 of 1

Parcel 3

**Example 7 - ACCESS RIGHTS (allowing a Driveway Connection with use restricted to single-family residence at a general location)**

Parcel 17 of Transportation Project Plat 5020-05-22- 4.06, recorded in Cabinet 1 of Transportation Project Plats, Page 9, as Document 1995401, recorded in Juneau County, Wisconsin.

Property interests and rights of said Parcel 17 consist of:

**Access rights**, described as follows:

All existing, future or potential **rights of ingress or egress** between the highway currently designated as STH 171 and all of the abutting remaining real property of the owner(s), whether acquired by separate conveyance or otherwise.

Except the grantor reserves the common law right, subject to police power regulation, to the following:

One driveway connection to the highway currently designated as STH 171 from the above-described lands on the northerly side of STH 171. The driveway connection is subject to the rules, regulations, and permitting requirements of the driveway permitting authority.

NOTICE: Under state law, driveway connections to highways from abutting lands are subject to police power regulation and any driveway connection may be modified by the maintaining authority for the highway as conditions warrant or may be eliminated if reasonable alternative access to the property exists. Said driveway connection is subject to the following conditions:

Said driveway connection shall be used for one single-family residence, only.

Said driveway connection shall be located in the east 800 feet of the NW 1/4 - NW 1/4 of Section 6, T12N, R2W,



Juneau County, Wisconsin, as measured along the south line of said NW 1/4 - NW 1/4.

*Note for the last paragraph: When using this method, make certain that the property owner owns all of the east 800 feet of the NW 1/4 - NW 1/4, where it abuts the south side of the highway.*

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Parcel 17

**Example 8 - ACCESS RIGHTS (allowing a Driveway Connection with restrictions)**

Parcel 17 of Transportation Project Plat 5020-05-22- 4.06, recorded in Cabinet 1 of Transportation Project Plats, Page 9, as Document 1995401, recorded in Juneau County, Wisconsin.

Property interests and rights of said Parcel 17 consist of:

**Access rights**, described as follows:

All existing, future or potential **rights of ingress or egress** between the highway currently designated as STH 171 and all of the abutting remaining real property of the owner(s), whether acquired by separate conveyance or otherwise.

Except the grantor reserves the common law right, subject to police power regulation, to the following:

One driveway connection to the highway currently designated as STH 171 from the above-described lands on the northerly side of STH 171. The driveway connection is subject to the rules, regulations, and permitting requirements of the driveway permitting authority.

NOTICE: Under state law, driveway connections to highways from abutting lands are subject to police power regulation and any driveway connection may be modified by the maintaining authority for the highway as conditions warrant or may be eliminated if reasonable alternative access to the property exists. Said driveway connection is subject to the following conditions:

Traffic volume of the connection shall not exceed 100 vehicles per day.

The connection will only be used in the months of August, September, and October.

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Parcel 17

**Example 9 - ACCESS RIGHTS (allowing a Special Crossing)**

Parcel 17 of Transportation Project Plat 5020-05-22- 4.06, recorded in Cabinet 1 of Transportation Project Plats, Page 9, as Document 1995401, recorded in Juneau County, Wisconsin.

Property interests and rights of said Parcel 17 consist of:

**Access rights**, described as follows:

All existing, future or potential **rights of ingress or egress** between the highway currently designated as STH 171 and all of the abutting remaining real property of the owner(s), whether acquired by separate conveyance or otherwise.

Except the grantor reserves the common law right, subject to police power regulation, to the following:

One Special Crossing, to the highway currently designated as STH 171 from the above-described lands on the northerly side of STH 171. The Special Crossing is subject to the rules, regulations, and permitting requirements of the driveway permitting authority.

NOTICE: Under state law, driveway connections to highways from abutting lands are subject to police power regulation and any driveway connection may be modified by the maintaining authority for the highway as conditions warrant or may be eliminated if reasonable alternative access to the property exists. Said driveway connection is subject to the following conditions:

A Special Crossing is to be used solely for travel between severed parcels under the same ownership for planting, maintaining, and/or harvesting crops or tending livestock; such use shall cease and the connections and crossing shall be removed by the grantor if such parcels pass into separate ownership.

Said Special Crossing shall be located between stations \_\_\_\_ and \_\_\_\_ as shown on, said Transportation Project Plat.

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Parcel 17

**Example 10 - ACCESS RIGHTS (allowing a trail or trail crossing)**

Parcel 17 of Transportation Project Plat 5020-05-22- 4.06, recorded in Cabinet 1 of Transportation Project Plats, Page 9, as Document 1995401, recorded in Juneau County, Wisconsin.

Property interests and rights of said Parcel 17 consist of:

**Access rights**, described as follows:

All existing, future or potential **rights of ingress or egress** between the highway currently designated as STH 171 and all of the abutting remaining real property of the owner(s), whether acquired by separate conveyance or otherwise.

Except the grantor reserves the common law right, subject to police power regulation, to the following:

One trail crossing of the highway currently designated as STH 171 from the above-described lands. The trail crossing is subject to the rules, regulations, and permitting requirements of the driveway permitting authority.

NOTICE: Under state law, driveway connections to highways from abutting lands are subject to police power regulation and any driveway connection may be modified by the maintaining authority for the highway as conditions warrant or may be eliminated if safety or operational issues arise. The trail crossing is subject to the following conditions:

Said trail crossing shall be located between stations \_\_\_\_ and \_\_\_\_ as shown on, said Transportation Project Plat.

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Parcel 17

**Example 11 - ACCESS RIGHTS (used for acquiring vehicular access only)**

Parcel 17 of Transportation Project Plat 5020-05-22- 4.06, recorded in Cabinet 1 of Transportation Project Plats, Page 9, as Document 1995401, recorded in Juneau County, Wisconsin.

Property interests and rights of said Parcel 17 consist of:

**Access rights**, described as follows:

All existing, future or potential **rights of vehicular ingress and egress** between the highway currently designated as STH 171 and all of the abutting remaining real property of the owner(s), whether acquired by separate conveyance or otherwise.

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Parcel 17

**Example 12 - FEE SIMPLE with ACCESS RIGHTS (allowing a Driveway Connection at any location) and OFF-PREMISE SIGN**

Parcel 18 of Transportation Project Plat 5121-09-21- 4.10, recorded in Cabinet 1 of Transportation Project Plats, Page 2, as Document 1675520, recorded in La Crosse County, Wisconsin.

Property interests and rights of said Parcel 18 consist of:

**Fee simple.**

**Access rights**, described as follows:

All existing, future or potential **rights of ingress or egress** between the highway currently designated as STH 33 and all of the abutting remaining real property of the owner(s), whether acquired by separate conveyance or otherwise.

Except the grantor reserves the common law right, subject to police power regulation, to the following:

One driveway connection to the highway currently designated as STH 33 from the above-described lands on the southerly side of STH 33. The driveway connection is subject to the rules, regulations, and permitting requirements of the driveway permitting authority.

NOTICE: Under state law, driveway connections to highways from abutting lands are subject to police power regulation and any driveway connection may be modified by the maintaining authority for the highway as conditions warrant or may be eliminated if reasonable alternative access to the property exists.

Also, included herein is all right, title and interest in and to any outdoor advertising sign site and sign structure including leasehold or permit interests, related to the sign known as OASIS number xxxxx (if applicable).

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Parcel 18

**Example 13 - FEE SIMPLE with ACCESS RIGHTS (allowing a Driveway Connection with use restricted to agriculture at any location)**

Parcel 72 of Transportation Project Plat 1018-00-22- 4.16, recorded in Drawer 4 of Transportation Project Plats, as Document 2403977, recorded in Dane County, Wisconsin.

Property interests and rights of said Parcel 72 consist of:

**Fee simple.**

**Access rights**, described as follows:

All existing, future or potential **rights of ingress or egress** between the highway currently designated as STH 58 and all of the abutting remaining real property of the owner(s), whether acquired by separate conveyance or otherwise.

Except the grantor reserves the common law right, subject to police power regulation, to the following:

One driveway connection to the highway currently designated as STH 58 from the above-described lands on the westerly side of STH 58. The driveway connection is subject to the rules, regulations, and permitting requirements of the driveway permitting authority.

NOTICE: Under state law, driveway connections to highways from abutting lands are subject to police power regulation and any driveway connection may be modified by the maintaining authority for the highway as conditions warrant or may be eliminated if reasonable alternative access to the property exists. Said driveway connection is subject to the following conditions:

Said driveway connection shall be restricted to agricultural use only. Agricultural use is restricted to the planting, maintaining and harvesting of crops or the pasturing of animals.

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Parcel 72

**Example 14 - FEE SIMPLE with ACCESS RIGHTS on HWY and SIDE ROAD (allowing Driveway Connections at specific locations)**

Parcel 9 of Transportation Project Plat 6420-02-21- 4.03, recorded in Volume 2 of Transportation Project Plats, Page 5, as Document 1109443, recorded in Jackson County, Wisconsin.

Property interests and rights of said Parcel 9 consist of:

**Fee simple.**

**Access rights**, described as follows:

All existing, future or potential **rights of ingress or egress** between the highway currently designated as USH 12 and all of the abutting remaining real property of the owner(s), whether acquired by separate conveyance or otherwise.

Except the grantor reserves the common law right, subject to police power regulation, to the following:

One driveway connection to the highway currently designated as USH 12 from the above-described lands on the easterly side of USH 12. The driveway connection is subject to the rules, regulations, and permitting requirements of the driveway permitting authority.

NOTICE: Under state law, driveway connections to highways from abutting lands are subject to police power regulation and any driveway connection may be modified by the maintaining authority for the highway as conditions warrant or may be eliminated if reasonable alternative access to the property exists. Said driveway connection is subject to the following conditions:

Said driveway connection shall be located at station 262+31.24 as shown on said Transportation Project Plat 6420-02-21- 4.03.

Also, all existing, future or potential rights of **ingress or egress** between the street currently designated as Fremont Avenue and all of the abutting remaining real property of the owner(s) whether acquired by separate conveyance or otherwise.

Except the grantor reserves the common law right, subject to police power regulation, to the following:

One driveway connection to the street currently designated as Fremont Avenue from the above-described lands on the northerly side of Fremont Avenue. The driveway connection is subject to the rules, regulations, and permitting requirements of the driveway permitting authority.

NOTICE: Under state law, driveway connections to highways from abutting lands are subject to police power regulation and any driveway connection may be modified by the maintaining authority for the highway as conditions warrant or may be eliminated if reasonable alternative access to the property exists. Said driveway connection is subject to the following conditions:

Said driveway connection shall be located at station 100'F'+50 as shown on said Transportation Project Plat 6420-02-21- 4.03.

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Parcel 9

#### **Example 15 - RESTRICTIVE DEVELOPMENT EASEMENT**

Parcel 8 of Transportation Project Plat 5320-01-21-4.06, recorded in Cabinet 1 of Transportation Project Plats, Page 3, as Document 1420304, recorded in Columbia County, Wisconsin.

Property interests and rights of said Parcel 8 consist of:

**Restrictive development easement**, described as follows:

**Restrictive development easement** for the right to create and maintain a vision corner, restricting the grantor's rights within said easement to only those activities that would not impair or otherwise adversely affect the ability of the motoring public on either USH 14 or STH 35 to clearly view traffic on the intersecting highway. Said easement also includes the right of the highway authorities to enter on said lands for purposes of removing any violations.

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Parcel 8

#### **Example 16 - PARCEL APPEARS ON AN AMENDED PLAT**

Parcel 14 of Transportation Project Plat 2231-03-22-4.03, Amendment No:1, recorded in Volume 1 of Transportation Project Plats, Page 5, as Document 1276713, recorded in Portage County, Wisconsin.

Property interests and rights of said Parcel 14 consist of:

**Permanent limited easement.**

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Parcel 14

#### **Example 17 - PARCEL APPEARS ON MORE THAN ONE TPP SHEET**

Parcel 2 of Transportation Project Plat 1020-03-21 – 4.01, recorded in Volume 3 of Transportation Project Plats, Page 1, as Document 309844, recorded in Richland County, Wisconsin.

Property interests and rights of said Parcel 2 consist of:

**Temporary limited easement.**

Also, Parcel 2 of Transportation Project Plat 1020-03-21– 4.02, recorded in Volume 3 of Transportation Project Plats, Page 2, as Document 309845, recorded in Richland County, Wisconsin.

Property interests and rights of said Parcel 2 consist of:

**Fee simple.**

**Temporary limited easement.**

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Parcel 2

#### **Example 18 - NO ACCESS RIGHTS ON NEW HIGHWAY ALIGNMENT**

Parcel 49 of Transportation Project Plat 1693-05-22- 4.12 recorded as Document No. 5464329 at the Register of Deeds office in Dane County, Wisconsin.

Property interests and rights of said Parcel 49 consist of:

**Fee Simple**

**Temporary Limited Easement**

Also, no access rights shall accrue between the highway, herein designated as STH 69, and all of the abutting remaining real property of the owner, between Stations 250+37.18 and 271+77.25 as shown on said Transportation Project Plat.

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Parcel 49

**Example 19 - ACCESS RIGHTS ON NEW HIGHWAY ALIGNMENT (allowing Access)**

Parcel 49 of Transportation Project Plat 1693-05-22- 4.12 recorded as Document No. 5464329 at the Register of Deeds office in Dane County, Wisconsin.

Property interests and rights of said Parcel 49 consist of:

**Fee Simple**

**Temporary Limited Easement**

Also, no access rights shall accrue between the highway, herein designated as STH 69, and all of the abutting remaining real property of the owner, between Stations 250+37.18 and 271+77.25 as shown on said Transportation Project Plat.

Except the grantor reserves the common law right, subject to police power regulation, to the following:

*See legal description examples 6-14 above for the appropriate access type being allowed.*

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Parcel 49



## FDM 12-15-1 Guidelines

February 15, 2023

### 1.1 Introduction

A Traditional Right-of-Way Plat may be used by the department for any project which requires only temporary interests. It may be used by local agencies for the acquisition of lands or other rights and interests for local or connecting highway projects.

Early in the plat development process a cooperative field review of the project is recommended, preferably during the right-of-way layout stage. This review should include region project development, plat and real estate staff as well as representatives of local agencies and consultants, as appropriate.

Project plats should be prepared so they can stand-alone or be incorporated into a construction plan. Each right-of-way plat shall include information that generally will require four types of sheets; a Title Sheet, a Schedule of Lands and Interests Required Sheet, a Layout Sheet, and a Detail Sheet. Depending on the complexity and size of the project, sheets can be combined, or a single sheet right-of-way plat can be prepared. The first sheet of each right-of-way plat is sheet number 4.01; additional sheets are numbered 4.02, 4.03, etc. and shall be numbered consecutively, increasing in the direction of the project.

It is not essential for a plat to match the length of the proposed construction project. The Begin and End Relocation Order stationing shall encompass the first and last alignment station of all new acquisitions. The stationing of the Begin and End Relocation Order can be extended to allow for plat revisions. Contact the Region Plat Coordinator prior to changing the relocation order.

### 1.2 Title Sheet

The following information shall be included on all right-of-way plat title sheets. See [Attachment 1.1](#) for a sample title sheet.

#### 1.2.1 Project Title Block

The project title block contains the project information. The following information shall be included in the title block.

- *Right-of-way project (R/W) number*
- *Sheet number*
- *Total sheets*
- *Federal project number (if applicable)*
- *Project title and limits*
- *Highway designation*
- *County(ies)*
- *Construction project number*

#### 1.2.2 Location Sketch

Location Sketches shall be to an appropriate scale and in sufficient detail to readily depict the project location. Portions of county, town, or city maps may be used. Sufficient detail must be shown to enable the user to relate to known geographic features. Show the following information on the location sketch:

- *Show the beginning and ending locations of right-of-way acquisition, and label as "Begin Relocation Order" and "End Relocation Order". Land ties to the project beginning and ending are to be shown on the title sheet and shall be to a recovered USPLSS, recorded private claim or federal reservation corner. These land ties should be expressed in feet only.*
- *Show location of at least one village or city or indicate distance to the nearest village or city if the location of the project within a county is not readily apparent.*
- *Provide a north arrow. (North should be oriented to the top of the sheet unless the location sketch proportions are such that orientation to the right side (rotated clockwise 90 degrees) is desirable.)*



- Provide a graphical scale for the location sketch. This can be in feet or miles.
- Show the total net length of the reference line in miles to the nearest thousandth of a mile.

### 1.2.3 Conventional Symbols and Abbreviations

Conventional symbols and abbreviations should be shown as used within the plat. See [FDM 15-5-25](#) and [FDM 15-5-30](#) for conventional symbols and abbreviations.

### 1.2.4 Signature Block

The standard signature block provides a designated space for an authorized person in each region to sign and date the right-of-way plat to signify approval by the region office. Each region will choose a person in responsible charge to sign and date the region's right-of-way plats. The date placed on the right-of-way plat is the date the region approves the plat. This date shall appear on all plat sheets regardless of the date each sheet was prepared. When right-of-way plats are prepared by or for a local agency, provision should be made for the signature(s) and date of the approving local agency official(s). Plats prepared by a consultant shall be sealed and signed by a professional land surveyor licensed under Wisconsin Statutes Section 443.06. In addition, the name of the consulting firm employing the surveyor is also required. Place either the name of the firm or the company logo on the sheet in a location that does not interfere with the required information.

### 1.2.5 Notes

The following notes shall appear on the title sheet as appropriate:

- *Positions shown on this plat are Wisconsin Coordinate Reference System Coordinates (WISCRS), (County name) County, NAD 83 (adjustment year) in US survey feet. Values shown are grid coordinates, grid bearings, and grid distances. Grid distances may be used as ground distances.*
- *All new Right-of-way monuments will be Type 2 monuments (typically ¾" x 24" iron rebars), unless otherwise noted, and will be placed prior to the completion of the project.*

Or

*All new Right-of-way monuments will be Type 2 monuments (typically 1" x 24" iron rebars), unless otherwise noted, and will be placed prior to the completion of the project.*

- *Right-of-way boundaries are defined with courses of the perimeter of the highway lands referenced to the U.S. Public Land Survey System or other "Surveys of Public Record."*
- *Dimensioning for the new right-of-way is measured along and perpendicular to new reference lines.*
- *Property lines shown on this plat for properties being impacted are drawn from data derived from filed/recorded maps and documents of public record. This plat may not be a true representation of existing property lines, excluding right-of-way, and should not be used as a substitute for an accurate field survey.*
- *All right-of-way lines depicted in the non-acquisition areas are intended to re-establish existing right-of-way lines as determined from previous projects, other recorded documents, centerline of existing pavements and/or existing occupational lines.*
- *Graphic representation and reference purposes only disclaimer:*  
*This plat is a graphic representation and is for reference purpose only.*  
*Deeds must be checked to determine property boundaries and access rights.*
- *For current access/driveway information, contact the Planning Unit of the Wisconsin Department of Transportation office in (City).*  
*For a plat created for a Local Public Agency (LPA) or "Connecting Highway" project, the reference to the Department of Transportation in the above note needs to be changed to reflect the local entity approving the plat.*

The sample right-of-way title sheet in [Attachment 1.1](#) illustrates a typical layout. These examples are not intended to restrict the location of specific information, except for the title block and signature block. All other information may be positioned based on the best usage of available space. [Attachment 1.5](#) illustrates a single-sheet right-of-way plat.

For a plat created for a Local Public Agency (LPA) or "Connecting Highway" project on the title sheet, the reference to the "Department of Transportation" needs to be changed to reflect the local entity approving the plat.

## 1.3 Schedule of Lands and Interests Required Sheet

The schedule of lands and interests required sheet is the location within a plat where all the information for each

parcel is shown. The Department defines a parcel as one contiguous piece of land owned by the same party. A parcel may encompass several tax parcels. The parcel information shall be shown on a separate sheet. When there are a small number of parcels, the Schedule of Lands and Interests Required table may be combined with other sheets or a single-sheet right-of-way plat can be prepared. See [Attachment 1.5](#) for an example.

The following information shall be shown in a table on the Schedule of Lands and Interests Required Sheet. Items should be presented in the order given below. See [Attachment 1.2](#) for an example.

1. Parcel number
2. Detail sheet number(s) where parcel detail can be found
3. Names of owners as shown on the deed of record. If there is a land contract, show vendor and vendee. If there is an off-premise sign on the property being acquired from, include sign owner name.
4. Right, title, or interest in land to be acquired (fee, highway easement, access rights, permanent limited easement, temporary limited easement, etc.)
5. Acres or square feet of right-of-way being acquired: subdivided into new (new interest being acquired on plat), existing (existing highway easement being converted to fee) and total acres or square feet required.
6. Acres or square feet of easements being acquired, both temporary and permanent, if required.

Since owners may change after the plat has been filed with the appropriate county office, show the following disclaimer note on the Schedule of Lands & Interests Required Sheet:

*Owner's names are shown for reference purposes only and are subject to change prior to the transfer of land interests to the department.*

For LPA (Local Public Agency) or connecting highway projects the underlined reference above needs to be changed to the local or municipal authority approving the plat.

Where the operations project I.D. is other than the right-of-way project number, as railroad interest, the last two digits of the appropriate I.D. will be shown in parentheses following the company name in the "Owner" column. The Railroad Coordinator will work with the plat preparer/designer to properly identify the railroad parcels and I.D.s on the right-of-way plat.

When utility easements need to be acquired, each utility easement shall be listed with the corresponding utility number assigned to the facility owner that is shown on the Schedule of Lands and Interests Required Sheet. The easement(s) shall be noted on the applicable detail sheet(s) or in a table. See [Attachment 1.9](#) for table examples.

#### **1.4 Layout Sheet**

A separate drawing that graphically portrays the property boundaries of the properties being acquired from shall be included. When layout sheets are provided, they precede all detail sheets. A layout drawing is intended to be a pictorial representation. The layout drawing does not need to be a scale drawing and shall be so noted. The Region staff or approving authority will determine whether layout sheets are necessary, based on the specific project data to be shown. Only the parcels that are required for the project shall be identified by a parcel number. City/Village/Township names and boundaries shall be shown, along with city streets, town roads, county trunk and state trunk highways that interconnect within the project limits. [Attachment 1.3](#) is an example of a layout sheet. The layout information isn't required when a single-sheet right-of-way plat is being prepared.

#### **1.5 Detail Sheet**

Detail sheets are scale graphical representations and must include sufficient information to be used as the basic document for surveying, for preparing property descriptions and appraisals of the proposed acquisitions.

Begin and end each sheet abruptly at a government line (section line, quarter-section line, sixteenth line, etc.), or property line, preferably in that order of importance. If this is not possible, create a match line. Do not overlap, or duplicate information from one sheet to the next, except such information as necessary to define the sheet; e.g., section corner and accompanying coordinate information, section line ties and proposed alignment information. The detail plat sheets do not have to begin and end at the same stations as the plan/profile sheets.

Show the stationing and coordinate values to a minimum of two decimal places, relating to the Wisconsin Coordinate Reference System (WISCRS) for the beginning and ending of the relocation order. All bearings shall be retraceable on the ground and shall be referenced to the Wisconsin County Coordinate Reference System. All plat distances shall be ground distances.

The following supplementary guidelines are to be used on R/W plat detail sheets and single-sheet R/W plats.

See [Attachment 1.4](#) for an example of a detail sheet.

### 1.5.1 Scale and North Arrow

Detail sheets should be drawn using one of the scales listed below. Each detail sheet shall have a north arrow symbol along with a graphic scale bar.

#### Recommended Detail Sheet Scales

1 in = 200 ft

1 in = 100 ft

1 in = 50 ft

1 in = 20 ft

These values have proven to be the most useful in the greatest number of situations; however, other scales may be used in certain situations. Additional scales that may be used are 1 inch = 10 feet, 1 inch = 30 feet, 1 inch = 40 feet and 1 inch = 60 feet (scales shown on an engineer's scales). The choice of a scale for a plat should be discussed during the project scoping meeting.

Consider the readability of sheets when choosing a scale. Data on reduced size sheets become difficult to show clearly if the full-size document is drawn smaller than 1 inch = 200 feet. Even a scale of 1 inch = 100 feet is sometimes difficult to read when the document is reduced. Therefore, not all consecutive sheets need be drawn at the same scale. Sheets crowded with data may be drawn at 1 inch = 50 feet and others at 1 inch = 100 feet. If an otherwise adequately scaled sheet has isolated spots of cramped detail, enlargements of the crowded areas may be used on the sheet to provide clarity. When such enlargements are used, it is not necessary to reproduce base sheet topography unrelated to what is intended to be communicated by the enlargement.

### 1.5.2 U.S. Public Land Survey System Reference Information

Describe and reference two United States Public Land Survey System (USPLSS) corners to the new highway reference line and to the highway right-of-way lines shown on each detail sheet. A USPLSS corner is defined as a government lot corner, section corner, or quarter-quarter corner. A minimum of two USPLSS corners need to be recovered or reestablished to establish a reference basis for the plat. If more than two USPLSS corners were recovered or reestablished and are shown on the detail sheet, then describe and reference them to the highway reference line on the detail sheet. A USPLSS corner is defined as a government lot corner, section corner, or quarter-quarter corner. If a USPLSS corner is not located within the platting limits depicted on the detail sheet, a line sketch, not to scale, may be used to reference the USPLSS corner to the highway right-of-way lines and the highway reference line.

Descriptions of all depicted USPLSS corners should include the type of monument (e.g., Aluminum Monument, Concrete Monument, Berntsen Monument, etc.). Each USPLSS corner shown that was not recovered or re-established shall include the note, "Not Recovered" or "Computed". If the location of the USPLSS corner was computed include the reference information stating how the location of the monument was determined (e.g., computed from ties, coordinates provided by County Surveyors Office) and the coordinates of the computed location.

Each recovered USPLSS corner shall include coordinate values to a minimum of two decimal places, relating to the Wisconsin Coordinate Reference System (WISCRS).

Section corner and quarter corner numbers (see [Attachment 1.6](#)) shall be readable and oriented to the north arrow shown on the detail sheet. Show numbers and proper designation of government lots. Show section, township, and range numbers. When a section corner is located beyond the limits of the sheet, the corner shall appear in line with its actual location, separated from an extension of the section line or quarter-section line by a broken line. Quarter-quarter lines shall be shown on rural projects and may be shown on semi-urban projects.

### 1.5.3 Reference and R/W Lines

The location of the new highway reference line shall be tied to the nearest two monumented USPLSS, recorded private claim or federal reservation corners by bearing and distance. The distance and bearing between the reference line and the ends of the right-of-way boundary lines shall be shown. Where a USPLSS line lies on or near the highway reference line, the relationship between the lines shall be clearly shown. Use an enlargement detail of the area if necessary.

Show reference line alignment data for curves and points of intersection when applicable. Include P.I. stations for alignment curves and points of intersection, coordinates of P.I. in project coordinate system, delta angle ( $\Delta$ ) with direction, tangent length (T), length of curve (L), and the radius (R) and the degree of curve (D) of the reference line alignment. Long-chord bearing and distance can be shown instead of direction of curve. Show reference line stations of intersecting section lines. Show existing highway reference lines, R/W lines, and widths when the existing right-of-way lies within or abuts the proposed right-of-way. Right-of-way lines and

widths shall be shown from the previous project reference line or conveyance that established the right-of-way lines. If right-of-way lines were established by platted land surveys or other surveys of record, show platted widths. If no records can be found, show state statutory widths using existing centerline of the highway. Coordinates are not required for side road points of intersection.

Provide stations and offsets for the proposed R/W lines and for existing R/W lines that will remain to lay out the R/W corridor from the highway reference lines. Show only reference lines which are used to define the R/W. If multiple alignments are shown on the sheet, then alpha designations shall be shown for secondary or auxiliary alignments, see [FDM 15-1-35.2](#). Highway structures (overpasses, underpasses, bridges and large pipes) should be shown by outline.

Use dashed lines to show limits of existing highway R/W. Show new highway R/W with a bold solid line. If an existing highway easement is to be converted to fee, show the existing highway right-of-way line for the portion of the easement to be converted as a bold solid line (see [Attachment 12-1-15.1](#)).

The new right-of-way line should roughly parallel the construction limits, with sufficient allowance for construction operations. Where the alignment curves, right of way may be defined along either a curve or a series of tangents, whichever best fits the situation. See [Attachment 1.7](#).

Do not place R/W line angle points on or near intersecting property lines that have not been located by acceptable survey practices or have not been retraced in the field, because the angle point may be misinterpreted by others to be on the intersecting property line. If an angle point in the R/W must be located on an intersecting property line show a non-monumented right-of-way point at the angle point on the derived location of the property line.

Show the exact station of intersections of the right-of-way lines with USPLSS, recorded private claim or federal reservation lines when these lines have been located as stated above.

All points where proposed and existing R/W lines (that will remain) change direction or intersect with lines located by acceptable survey practices are required to be monumented. Monuments set for new or re-established right-of-way will typically be department Type 2 monuments. Type 2 monuments are defined in [FDM 9-25-10](#). Non-monumented and computed right-of-way points should also be indicated on the plat.

See [FDM 9-25-6](#) for policy and procedures on monumenting department right-of-way. The point number and coordinates of corresponding R/W monuments may be shown on either the detail sheets or in a table of values. Show sufficient bearings and distances of the proposed R/W lines, existing R/W lines that will remain, and to the recovered USPLSS corners to provide a closed metes and bounds description of the R/W lines between (or from and to) the recovered USPLSS corners.

Bearings and distances shall be shown as close to the line segment as possible or in a course table. To alleviate clutter and ensure that necessary information is not obscured, a "course table" can be utilized. End points that define line segments should be labeled using boundary point labels and the bearings and distances of each line segment should be shown as in [Attachment 1.7](#). This table should be placed on the detail sheet to which it applies.

Bearings and distances should begin and end at intersections with located USPLSS, recorded private claim or federal reservation lines, angle points, and the beginning and ending of curves. Distances and bearings may be shown to a subsequent point on an adjacent plat page but also needs to be shown to end at the same USPLSS, recorded private claim, federal reservation line or property line at which the plat sheet ends. A "survey of public record" is defined in [FDM 9-5-1](#) as a survey recorded or referred to in the official records of a government, including, but not restricted to, the State Commissioners of Public Lands, the county office of the Register of Deeds, the county clerk, or the county surveyor.

When a R/W line curves, include the R/W curve length, long-chord length, long-chord bearing and the radius length. When the R/W curve intersects a field located USPLSS, recorded private claim or federal reservation line, two sets of curve data should be shown (for the parts of the curve on either side of the located line).

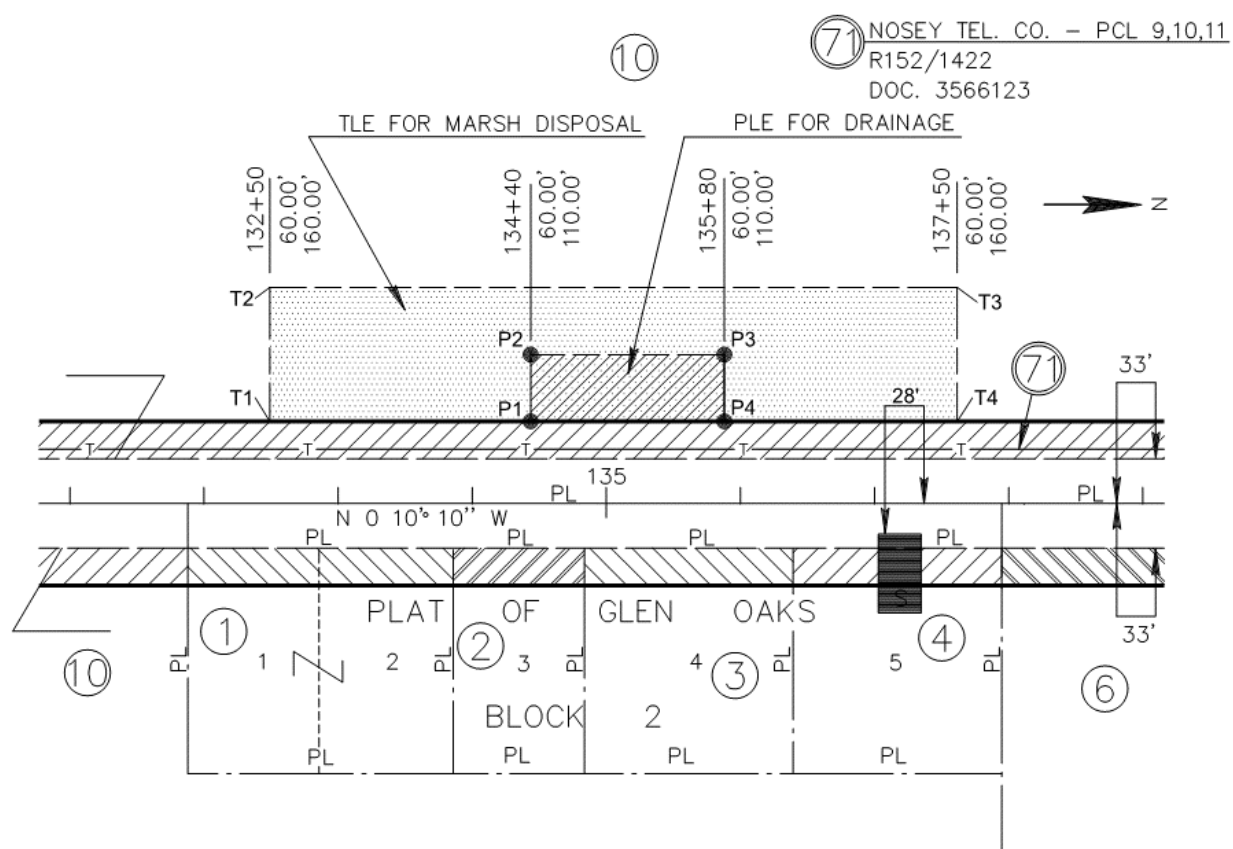
#### 1.5.4 Parcel Information

The Department defines a parcel as one contiguous piece of land owned by the same party. A parcel may encompass several tax parcels. Show property lines, parcel numbers and other pertinent information to identify parcels of land and to provide a basis for appraising the impact of the new facility on involved properties. Use property connectors (Z) to combine multiple tax parcels into one contiguous DOT parcel. Dimensions of existing property lines are not recommended to be shown. Remaining areas of owners are not to be shown on the detail sheets except for those parcels that have more than one remainder or areas that are severed or are remnants and shall be so labeled.

It is important for the Department to know the property boundary relationship between the properties that abut

the highway and the right-of-way. The Department may own the right-of-way or have an easement allowing the Department to use the right-of-way for highway purposes. Property lines for impacted properties shall be derived from filed/recorded maps and documents of public record. Place property line labels (PL) along the existing property boundaries of the impacted properties. If any of the property's boundary lines are USPLSS land lines, existing right-of-way lines or centerlines, show the appropriate line style for these lines and add a PL label along these lines. The property line style shall be used for the remaining property boundary lines. If the property line style is not clearly distinguishable, then add a PL label along the line. If the existing right-of-way was previously acquired in fee simple or was dedicated by a previous platted land survey, add PL labels along the existing right-of-way lines. If the existing right-of-way is an easement, show the property lines extending into the right-of-way corridor to the appropriate boundary line described in the property deed.

Show all features that affect the acquisition. This topography should include above ground and buried utilities, wells, underground tanks and cisterns, septic tanks and tile fields. They may also include fence lines and entrances to highways. Show all advertising signs within the range of the topography. Verify and label all buildings and structures. Encroachments on the existing right of way shall be shown. See [Figure 1.1](#). Show all cattle passes, both existing and proposed.



**Figure 1.1 Encroachment and Utility Interest Example**

Buildings and structures located within 100 feet of the proposed R/W line on rural projects or within 50 feet of the proposed R/W line on urban projects shall be dimensioned to reflect the distance to the new R/W line. If a cluster of buildings on one parcel is within 100 feet or 50 feet of the proposed R/W line, show a dimension for the structure closest to the proposed R/W line and the dimension to the residence or principal structure. Buildings and structures that will be removed shall be shown with a bold line along the entire perimeter or shown as solid black. Show the location of all property corners located by the survey crews. Existing monuments that are found shall be labeled by the size and kind of the monument (e.g., 1" IP). Show the slope intercepts through the properties.

Show the parcel number at a location near or entirely within the interest area to be acquired. Hatching patterns shall be used to delineate areas of acquisition. It is important to use distinctive hatching patterns for every interest to be acquired. The fee or highway easement hatching pattern shall be different for abutting parcels.

Hatching patterns shall not be used within the existing highway right-of-way. This is because state and local



jurisdictions are assumed to have the necessary rights to operate, maintain and reconstruct highway facilities within the existing highway right-of-way limits. Areas of existing highway easement that are to be acquired in fee from the property owners shall not be shown as hatched areas on the detail sheets. A bold solid existing highway right-of-way line combined with the area value in the existing right-of-way column in the Schedule of Lands and Interests Required sheet or table will identify the portion of the easement being converted. The area value will be the portion of the existing right-of-way of the property being acquired from that is contained within the right-of-way traverse on the page. See FDM section 12-1, attachment 15.1 for example.

In platted areas, show only the lots that are pertinent to the R/W plat; in most cases the abutting lots only. Other data such as exterior boundaries may be included for appraisal or identification purposes. Show recorded names of subdivision, condominium and assessor plats with block numbers, platted lots numbers, and outlots. Show certified survey map numbers, platted lot numbers, and out lots with maps recording information included. If the parcel is part of a recorded private claim or federal reservation, show private claim name or Government Lot number. See [Figure 1.1](#).

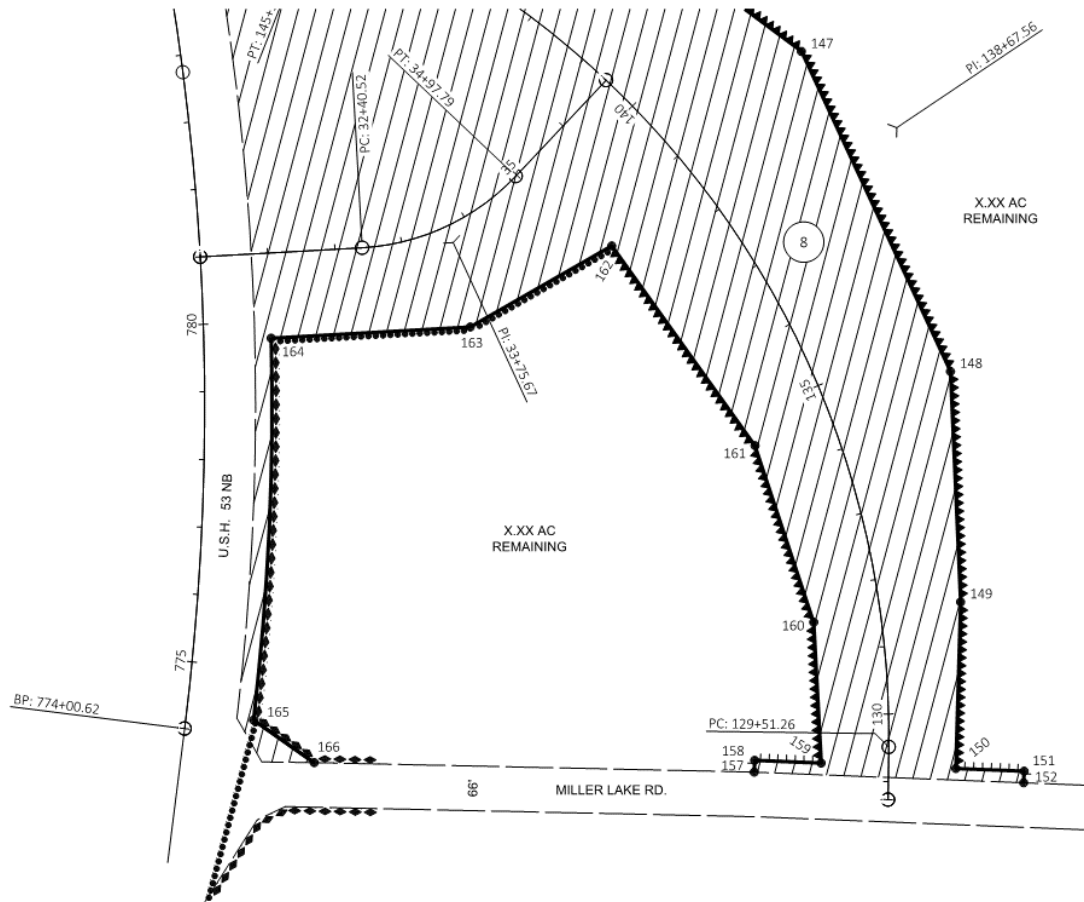
#### **1.5.5 Title Block Date**

The following information shall be included in the title block.

- *Right-of-way project (R/W) number*
- *Sheet number*
- *Highway designation*
- *County(ies)*
- *Construction project number*
- *PS & E Sheet number*
- *Grid Factor (if applicable)*
- *Date*

The date on the detail sheet shall always be that date on which the plat was initially approved by the region.





**Figure 1.2 Access Control Example**

## 1.6 Access Control

See [Figure 1.2](#) for access control example.

Refer to [FDM 12-10-1.2.24](#) for guidance.

## 1.7 Trans 233 Information

Refer to [FDM 12-10-1.2.25](#) for guidance.

### 1.7.1 Parcel Number

Parcel numbers should be sequential but not necessarily consecutive. When a parcel is deleted from a project, do not use the number again. Remove the parcel number from the Schedule of Lands and Interests Required sheet or table. Parcel numbers should increase within an improvement project in the same direction as the project alignment stationing. It is good practice to leave parcel numbers open for better Schedule of Lands and Interests Required Sheet or table legibility, and also to allow for additional parcels if design changes dictate.

Do not use alphabetical suffixes for parcel numbers. If a property owner owns two geographically separated properties, the decision as to when it is necessary to use one or two parcel numbers should be directed to the region Real Estate Supervisor. Do not use two parcel numbers on one conveyance.

Signs are not to be identified as parcels; however, their location and the name of the sign owner shall be shown. Refer to FDM Section 12-10-1.2.20 for guidance pertaining to off-premise signs. A sign that is encroaching on public right of way shall be assigned a number, which is placed in a hexagon adjacent to the sign and labeled with an "E", for encroaching, rather than a parcel number. The first encroaching sign structure on a property is designated "1"; the second encroaching sign structure would be designated "2," etc. A typical sign number for an encroaching sign is "E-1". See attachment 1.4 for example.

### 1.7.2 Compensable Utilities

Refer to [FDM 12-10-1.2.26](#) for guidance.

### **1.7.3 Utility and Railroad Company Interests**

When railroad company land interests that do not necessitate any compensable work are to be acquired or a license agreement obtained, the project I.D. number for these interests would be the same as that for the non-railroad parcels on the same R/W plat. When railroad company land interests that require compensable work are to be acquired, a separate project I.D. number should be assigned for each railroad company interest. Use project element numbers 50 through 59 for railroad companies. These numbers will be shown in parentheses adjacent to the company name in the owner column of the Schedule of Lands and Interests Required. See [Attachment 1.2](#).

The utility coordinator will work with the plat preparer/designer to properly identify the utility, land interests, and I.D.'s of the compensable utilities on the right-of-way plats. See [Figure 1.1](#) for an example of how to show a utility interest on a detail sheet. Utility numbers shall be shown on a traditional plat using a double circle as an identifier.

The necessary land interests for construction of a highway across railroad lands are usually obtained with a highway easement. The easement width should be sufficient for all proposed construction operations and future maintenance. Indicate the width of the railroad right-of-way corridor (see [Figure 1.3](#)). The description of an easement over railroad property should encompass only railroad interests. Contact region Railroad Coordinator for guidance.

After an interest has been acquired, its project I.D. number should not be reused as changes to this roadway occur. It must be given a new project I.D. number in new projects.

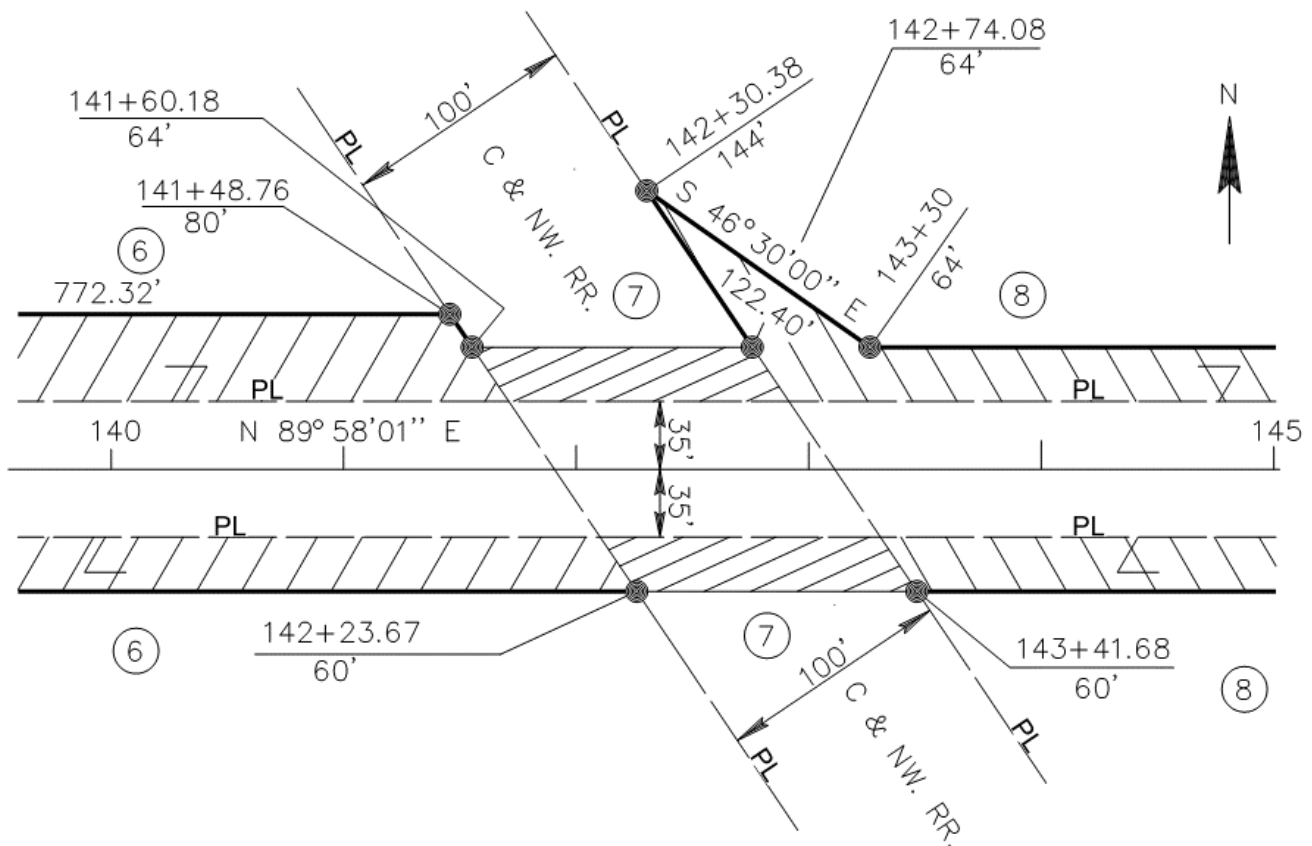
### **1.7.4 Vacating Roadways**

Since the department can vacate only state trunk highways by its own action, the resolution, ordinance, or other legal device used by a local government unit to accomplish the vacation should be shown. If vacated prior to approval of the original relocation order by the department, it can be indicated by a note such as:

*Vacate – City of Egg Harbor Resolution file No. 63-2866-B, June 2, 1994.*

If the right-of-way to the road, street, or alley is to be vacated sometime in the future and has not been vacated prior to the approval of the plat, it should be shown as:

*TO BE CLOSED*



**Figure 1.3 Railroad Parcel Example**

### 1.7.5 Excess Land Sales

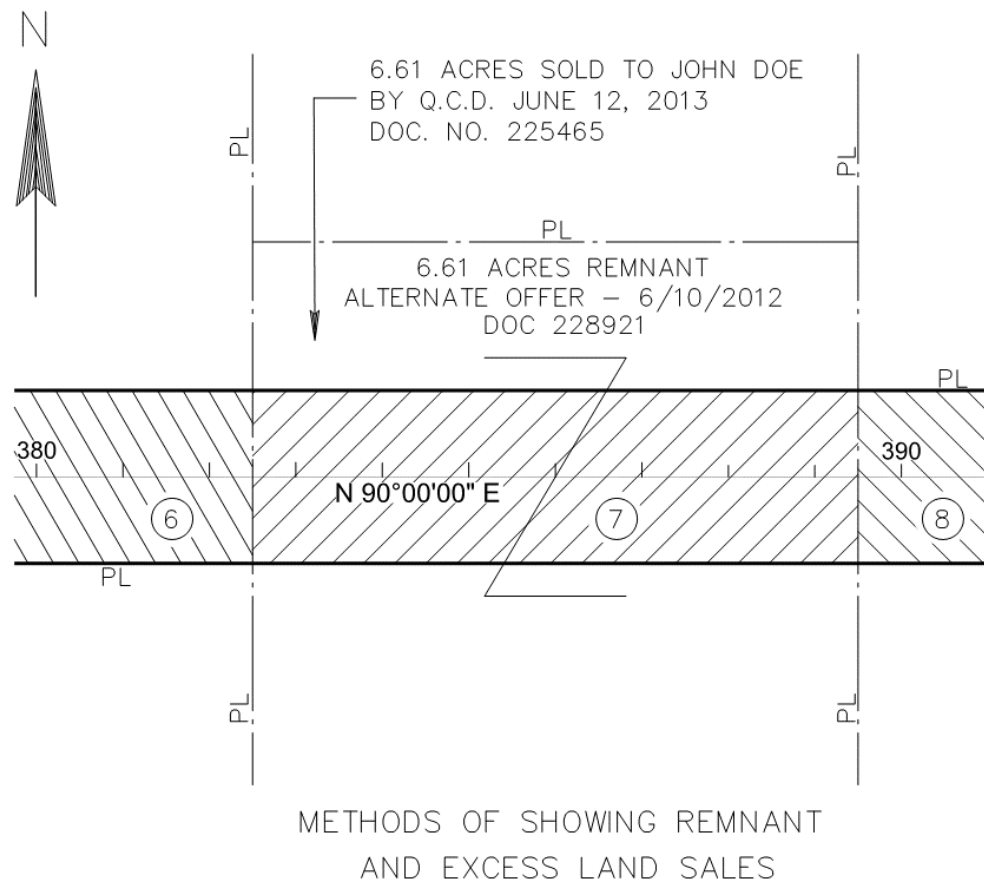
Excess land sales can be indicated by a note such as:

*0.72 acres sold to John Doe, February 2, 1984, Volume \_\_, Page \_\_.*

For excess land it is necessary to show the project number under which the land was acquired only when it differs from the number of the plat on which it occurs. See [Figure 1.4](#).

### 1.7.6 Remaining Lands or Remnants

See the Real Estate Manual, Chapter 3-3 (<https://wisconsindot.gov/dtsdManuals/re/repmpchap3/chapter3.pdf>). See [Figure 1.2](#) for an example showing remaining land.



**Figure 1.4 Excess Land Sales Example**

### 1.7.7 Geodetic Survey Control Stations

Geodetic survey control stations that are located within the page limits of the detail sheet shall be shown. The monuments shall be referenced to avoid destruction or facilitate replacement. Use the geodetic survey monument symbol from the Conventional Symbols to show the location of the monument. Include the station designation and a station & offset from nearest alignment and/or coordinates of the monument. The station designation should be the National Geodetic Survey 6-digit Permanent Identifier (PID) for NGS stations or local designation for other stations. Contact the Region Survey Coordinator for station designations and locations.

### 1.7.8 Other Information

Corporate names (Townships, Villages, Cities, and Counties) are shown on layout sheets and at boundary lines on detail sheets. Slope intercepts are to be shown only on detail sheets. In interchange areas, show only those intercepts that were used to determine the required R/W. The preferred method of tying the R/W line to the Reference Line is to show the station and out distance to the angle points in the R/W line.

Label easement interests with type of interest and purpose (e.g. Slopes). If multiple Fee, HE, PLE, TLE and RDE (Restricted Development Easement) acquisitions are being acquired from the same property owner, then an area value needs to be shown for each separate acquisition of the same type being acquired from the property. The area value shown in the Schedule of Lands & Interests Required Sheet or table shall be the combined total of each acquisition being acquired. Easement interests described in [FDM 12-1-15](#). Hatching patterns should be as shown in the table of Conventional Symbols.

### LIST OF ATTACHMENTS

<a href="#">Attachment 1.1</a>	Sample Title Sheet
<a href="#">Attachment 1.2</a>	Sample Schedule of Lands & Interests Required Sheet
<a href="#">Attachment 1.3</a>	Sample Layout Sheet
<a href="#">Attachment 1.4</a>	Sample Detail Sheet
<a href="#">Attachment 1.5</a>	Sample Single-Sheet R/W Plat

<a href="#">Attachment 1.6</a>	U.S. Public Land Survey System Information
<a href="#">Attachment 1.7</a>	Right-of-Way Example
<a href="#">Attachment 1.8</a>	Access Control at Intersections on New Relocation
<a href="#">Attachment 1.9</a>	Easement Table Examples

(Larger images available upon request)

## **FDM 12-15-5 Using the Plan as a Plat**

*November 15, 2019*

### **5.1 Guidelines**

The proposed right-of-way can be graphically depicted on the plan. The real estate, plat and the utility units will advise the Region Project Manager if the project meets the criteria. If real estate, plat and utilities staff feel confident that a right-of-way plat is not required, then all the information necessary to acquire the right-of-way would be shown on the plan and profile sheets.

### **5.2 Requirements**

When the plan is to be used as a plat, the following information shall be shown on the plan sheet, in addition to the normal plan requirements.

1. Pertinent government bodies labeled (towns, cities, villages)
2. USPLSS quarter-quarter sections, Government lots, recorded private claim or federal reservation designations
3. USPLSS, recorded private claim or federal reservation corners
4. Applicable CSM numbers, subdivision and/or assessors plat names including lots and blocks
5. Show and label property lines, USPLSS section and 16th lines
6. Existing and proposed R/W dimensions
7. Ties to USPLSS, Government lot, recorded private claim or federal reservation corners
8. Slope intercepts
9. A note indicating coordinate system
10. Type and size of monuments found and being set
11. Proposed acquisition lines
12. Station and out distances of all acquisition angle points
13. Areas of acquisition(s) are patterned
14. Parcel numbers and Utility numbers
15. Schedule of Lands and Interests Required table
16. Bearings and distances for all lines and curve information (arc length, long-chord length, long-chord bearing, radius) needed to describe the acquisition area by metes and bounds description. A dimensional taking (e.g., south 10.0 feet of lot 46) description can be used instead of metes and bounds descriptions when the property to be acquired is part of a survey of public record, and the necessary monuments and lines of the survey have been recovered. In this case the acquisition dimensions should be shown on the plan sheet and so noted.
17. Compensable utilities and easements

### **5.3 Storage & Retrieval**

Once the plan sheet is completed, a copy will be submitted to the Real Estate section along with the required legal descriptions. The original plan sheet will be submitted to the Region Plat Coordinator for permanent storage in the region's plat filing system. The plan sheet will be filed at the Region utilizing the construction plan title sheet information for project number, title, county and highway. The project will be indexed with plan/plat.

## **FDM 12-15-10 Right-of-Way Plat Workflow and Checklist**

*November 15, 2019*

The information on the right-of-way plat should be presented in a consistent manner. This will aid the surveyor,

description writer, appraiser, negotiator, landowners and others as they use the plat.

The Right-of-Way Plat Workflow and Checklist in [Attachment 10.1](#) is intended to aid the plat preparer with this consistency during the different phases of plat development.

The checklist will not cover all situations. It will act as a general guideline for most right-of-way plats. The checklist is divided into five sections: all sheets, title sheet, schedule of lands and interest required sheet, layout sheet and detail sheet. If a single-sheet plat is prepared then the information on the title sheet, schedule of lands and interest required sheet and detail sheet will be combined into a single sheet.

## **LIST OF ATTACHMENTS**

[Attachment 10.1](#) Right-of-Way Plat Workflow and Checklist

## **FDM 12-15-15 Revision of Plats**

*November 15, 2019*

Each Region should maintain a "master plat" on which all revisions are noted. A revised plat is to be submitted for approval only when a significant change occurs or there is a reasonable accumulation of minor changes.

Whenever a revised plat is submitted, it shall be accompanied by a Relocation Order Revision Form (see [Attachment 15.1](#)) or other list which describes the changes that have been made as a result of the revision.

Examples of significant changes are:

- Parcel(s) added or deleted
- Changes to interests being acquired
- Changes to acquisition areas
- Changes to compensable utility interests
- Changes to USPLSS, recorded private claim, federal reservation or platted information
- Changes to metes and bounds traverses and legal descriptions

Revisions to items such as bearings, distances, station and offsets, etc. can be handled by a simple note such as "Sheets 4.3, 4.5 and 4.7 have numerous bearing and distance corrections."

When a plat sheet is revised after its original submittal, the revised submittal date shall be indicated on every sheet of the plat in the space provided. If no changes were made to a sheet, indicate this by the letters "N.C." following the revised submittal date. Date all plat sheets for each revision.

All changes to a parcel must be shown on a revised Relocation Order prior to acquisition by condemnation. When lands are declared excess and disposed of, it is still policy that these transactions be noted, and the plat updated.

## **LIST OF ATTACHMENTS**

[Attachment 15.1](#) Sample Record of Plat Revisions

## **FDM 12-15-20 Description of Lands**

*February 16, 2020*

### **20.1 General**

The following is intended to ensure that land descriptions provide a clear definition of the lands and interests to be acquired. A legal description identifies the property as unique and distinct from all other properties. An important requirement of a valid legal description is that the parcel can be retraced on the ground. The description of lands shall be a metes and bounds traverse of the lands and interests being acquired commencing and/or beginning from a recovered United States Public Land Survey System (USPLSS), Government lot, recorded private claim or federal reservation corner to and through a parcel or parcels to another, or the same, corner. Recovered subdivision corners or recovered Certified Survey Map corners may be used to acquire temporary easement interests.

A single envelope description with little or no change may be usable for multiple adjacent parcels between adjacent recovered USPLSS, Government lot, recorded private claim or federal reservation corners. The number of parcels described by one envelope description will be determined by Region staff. Avoid "envelope" descriptions in excess of 1/2 mile in length or the coverage of more than one plat sheet. Every effort shall be made to keep these envelope descriptions reasonably short by use of description crossovers between opposite side right-of-way points and/or reference line alignment points. The lands and interests to be acquired descriptions are independent of individual properties and with little or no change may become a part of several



individual parcels as a deduction from the original property.

When the interest to be acquired is part of a survey of public record, and the necessary monuments and lines of the survey have been recovered, descriptions may take the form of a dimensional taking (e.g., south 10.0 feet of lot 46). A "Survey of public record" is defined as a survey recorded or referred to in the official records of a government body, including, but not restricted to, the State Commissioners of Public Lands, the County Register of Deeds, the County Clerk, and the County Surveyor. In this case the acquisition dimensions should be shown on the plat and so noted.

Begin a metes and bounds description with a caption. The caption is used to locate with certainty the parcel(s) being described to a unique position and limits the geographical extent that the description will cover. The listing of parcels in the caption should always proceed from smallest division to largest. For example, lot, then block then subdivision/CSM name or quarter-quarter section/Government Lot, then section, then township and range, then political subdivision (Town of, Village of, City of...) then county and finally state. Group all smaller parcel units by the next largest group. For example, group all subdivision lots by the subdivision name and group section(s), township(s) and range(s) by political subdivision.

To better enable visualization of the scope of the acquisition, legal descriptions may include reference calls within the traverse, calls to adjoiners, position of the highway reference line and highway right-of-way are extremely beneficial. Descriptions should not include exact dimensions to intersecting property lines unless the lines have been located in the field. Calls such as "to" may be used to note the location of the property. The term "to" indicates the terminus of the line. See [FDM 9-25-6](#) for the Policy on R/W Monumentation.

To describe the location of permitted points of access, the description of the right-of-way line may include calls that begin and end access control. (e.g. "...said point being point A; thence continuing...to a point, said point being point B; thence...." Also acquired herein are...rights of access...except...between points A and B described above.")

This same method may be used to describe the beginning and ending of easements for construction, drainage, etc. (e.g. "Beginning at point A as described in the above traverse".) The easements shall be described with a traverse or as a width in a separate paragraph.

For a curve description, several options are available. These include long chord bearing, long chord length, delta angle, arc length, and radius. Use a minimum of four of these options.

The importance of correctly describing real estate in legal documents cannot be overstated. In the case where the legal description or acquisition area shown is incorrect, and the department has not acquired all the land rights needed, the Department's only recourse is to obtain a corrected deed or condemn the additional parcel rights. A mistaken call on a relocation order and plat can lead to dozens of improper legal descriptions and the need to take corrective action on each parcel.

For WisDOT purposes the relocation order and accompanying plat are the pivotal documents. If the survey calls on a relocation order and the plat are incorrect, all deeds drafted from that order and real estate plat will be defective. This can result in WisDOT having to redo the entire acquisition process.

## 20.2 Sample Descriptions

The following descriptions include examples of how optional practices may be used.

Legal descriptions shall have a commencement point and/or a point of beginning and following the text of the legal description should return to the point of beginning. Exceptions would be strip and dimensional taking (lot and block) acquisitions from: recorded subdivision plats, certified survey maps, assessor plats and reference line descriptions.

See [Attachment 20.1](#) for description examples. Also see [FDM 12-10-20.1.3](#) and [FDM 12-10 Attachment 20.1](#) for additional verbiage for some common situations. Please note that the examples in [FDM 12-10](#) must be modified for use with a traditional plat.

## LIST OF ATTACHMENTS

[Attachment 20.1](#) Description Examples

## FDM 12-15-25 Plat Deliverables

February 15, 2023

When the final plat or revised plat is submitted to the Region the following information shall be included in the submittal:




































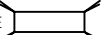


- 22" x 34" or 22" x 30" .PDF file (Signed, Stamped, Dated)
- Closure/Precision Report for each envelope or parcel description

- 22" x 34" or 22" x 30" Color Utility PDF file with C3D layers included. (if applicable)  
(See [FDM 12-1-5.2](#))
- Digital copies of the parcel Legal Descriptions (if applicable)
- Final survey values in an ASCII PNEZD comma delimited format (CSV) or LandXML file with descriptors as per WisDOT descriptor key list. (This file should include all the R/W points, new permanent easement points, temporary limited easement points and alignments shown on the TPP pages)
- CSV or LandXML control point file. (Including coordinates for found monuments/IPs and USPLSS monuments)
- Digital copies of all Plat Sheets in C3D format including survey database folder.
- **ACAD drawing file for GIS (See [FDM 12-1-35](#))**

To be able to provide AutoCAD® Civil 3D® (C3D) drawing information to future user's and for use in DOT applications, all C3D drawing information shall be delivered in a specified folder structure format to the Region. This format is titled "Typical Civil 3D Project Folder Structure for Right-of-Way Plats" and is detailed in [FDM 15-5 Attachment 3.1](#). This folder structure includes all the necessary information to create a plat. While there are several folders listed in this directory, one will be titled PlatExp. This folder will contain drawing files containing specific layers that can be downloaded directly into the Departments GIS system. **One CADD file containing the existing R/W, proposed R/W (Fee and/or HE), new and existing permanent interests (PLE, RDE, LHE), and the four types of access control (if applicable) within the limits of the project shall be submitted to Central Office after the Region files the Relocation Order. If project has an Intermittent layout, one file is preferred but depending on the situation, multiple files may be accepted.** These layers are specified in [FDM 15-5 Attachment 3.5](#).

R/W PROJECT NUMBER 3082-00-21	SHEET NUMBER	TOTAL SHEETS
FEDERAL PROJECT NUMBER	4.01	SHEETS
<p>PLAT OF RIGHT OF WAY REQUIRED FOR</p> <p><b>JEFFERSON - SULLIVAN ROAD</b></p> <p><b>(PROJECT LIMITS)</b></p> <p>USH 18</p> <p>JEFFERSON COUNTY</p>		
CONSTRUCTION PROJECT NUMBER		

### CONVENTIONAL SYMBOLS

SECTION LINE		SECTION CORNER SYMBOL		R/W MONUMENT (TO BE SET)	
QUARTER LINE		SECTION CORNER MONUMENT		NON-MONUMENTED R/W POINT	
SIXTEENTH LINE		GEODETIC SURVEY MONUMENT		FOUND IRON PIN (1-INCH UNLESS NOTED)	
NEW REFERENCE LINE		SIXTEENTH CORNER MONUMENT			
NEW R/W LINE		SIGN		OFF-PREMISE SIGN	
EXISTING R/W OR HE LINE					
PROPERTY LINE					
LOT, TIE & OTHER MINOR LINES					
SLOPE INTERCEPT					
CORPORATE LIMITS		ELECTRIC POLE		COMPENSABLE	NON-COMPENSABLE
UNDERGROUND FACILITY (COMMUNICATIONS, ELECTRIC, ETC)		TELEPHONE POLE			
NEW R/W (FEE OR HE) (HATCHING VARIES BY OWNER)		PEDESTAL (LABEL TYPE) (TV, TEL, ELEC, ETC.)			
TEMPORARY LIMITED EASEMENT AREA		ACCESS RESTRICTED BY ACQUISITION			
EASEMENT AREA (PERMANENT LIMITED OR RESTRICTED DEVELOPMENT)		NO ACCESS (BY STATUTORY AUTHORITY)			
TRANSMISSION STRUCTURES		ACCESS RESTRICTED (BY PREVIOUS PROJECT OR CONTROL)			
BUILDING		NO ACCESS (NEW HIGHWAY)			
TO BE REMOVED		PARCEL NUMBER		UTILITY NUMBER	
BRIDGE		PARALLEL OFFSETS			
CULVERT					

## CONVENTIONAL ABBREVIATIONS

ACCESS RIGHTS	AR	OUTLOT	OL
ACRES	AC	PAGE	P
AHEAD	AH	POINT OF TANGENCY	PT
ALUMINUM	ALUM	PROPERTY LINE	PL
AND OTHERS	ET AL	RECORDED AS	(100')
BACK	BK	REEL / IMAGE	R/I
BLOCK	BLK	REFERENCE LINE	R/L
CENTERLINE	C/L	PERMANENT LIMITED EASEMENT	PLE
CERTIFIED SURVEY MAP	CSM	POINT OF BEGINNING	POB
CONCRETE	CONC	POINT OF CURVATURE	PC
COUNTY	CO	POINT OF COMPOUND CURVE	PCC
COUNTY TRUNK HIGHWAY	CTH	POINT OF INTERSECTION	PI
DISTANCE	DIST	REMAINING	REM
CORNER	COR	RESTRICTIVE DEVELOPMENT EASEMENT	RDE
DOCUMENT NUMBER	DOC	RIGHT	RT
EASEMENT	EASE	RIGHT OF WAY	R/W
EXISTING	EX	SECTION	SEC
GAS VALVE	GV	SEPTIC VENT	SEPV
GRID NORTH	GN	SQUARE FEET	SF
HIGHWAY EASEMENT	HE	STATE TRUNK HIGHWAY	STH
IDENTIFICATION	ID	STATION	STA
LAND CONTRACT	LC	TELEPHONE PEDESTAL	TP
LEFT	LT	TEMPORARY LIMITED EASEMENT	TLE
MONUMENT	MON	TRANSPORTATION PROJECT PLAT	TPP
NATIONAL GEODETIC SURVEY	NGS	UNITED STATES HIGHWAY	USH
NUMBER	NO	VOLUME	V

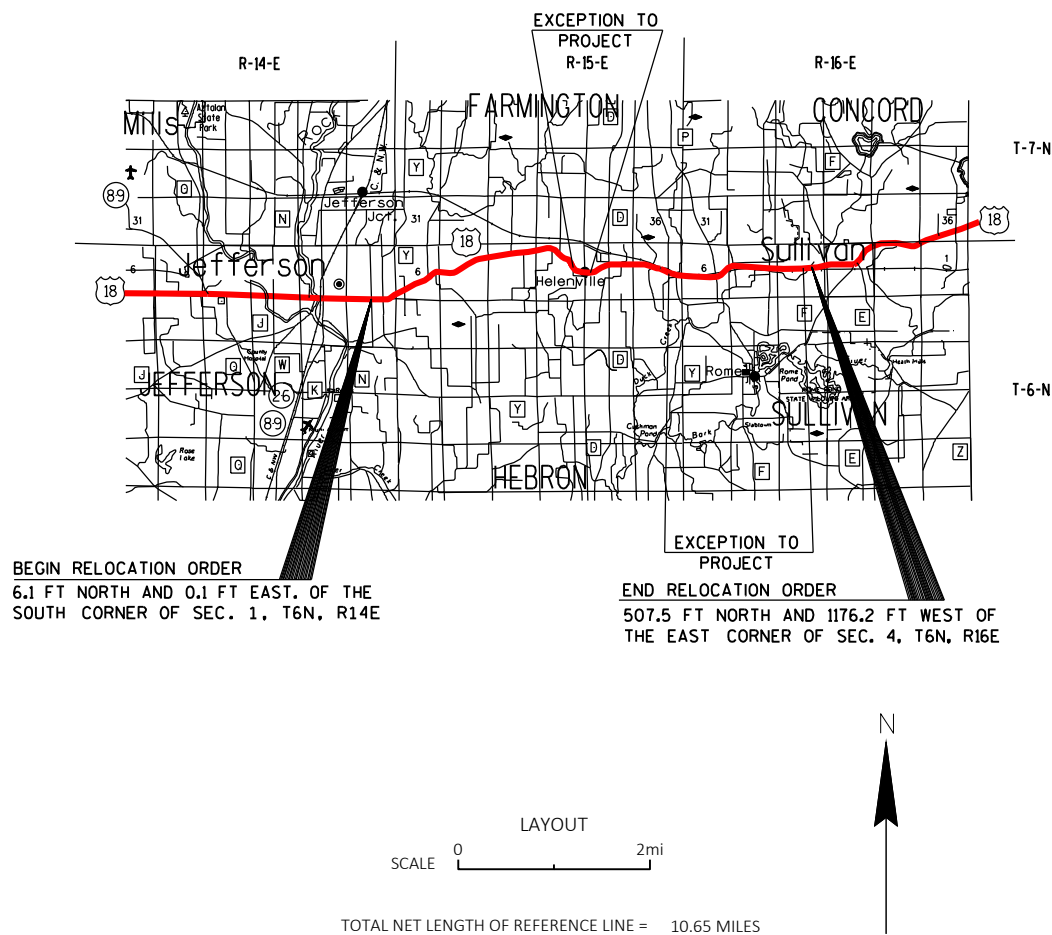
## CONVENTIONAL UTILITY SYMBOLS

WATER	_____W_____
GAS	_____G_____
TELEPHONE	_____T_____
OVERHEAD TRANSMISSION LINES	_____OH_____
ELECTRIC	_____E_____
CABLE TELEVISION	_____TV_____
FIBER OPTIC	_____FO_____
SANITARY SEWER	_____SAN_____
STORM SEWER	_____SS_____
ELECTRIC TOWER	<input checked="" type="checkbox"/>

	NON-COMPENSABLE	COMPENSABLE
POWER POLE		
TELEPHONE POLE		
TELEPHONE PEDESTAL		

## CURVE DATA ABBREVIATIONS

LONG CHORD	LCH
LONG CHORD BEARING	LCB
RADIUS	R
DEGREE OF CURVE	D
CENTRAL ANGLE	$\Delta$ /DELTA
LENGTH OF CURVE	L
TANGENT	T
DIRECTION AHEAD	DA
DIRECTION BACK	DB



NOTES:

POSITIONS SHOWN ON THIS PLAT ARE WISCONSIN COORDINATE REFERENCE SYSTEM  
COORDINATES (WISCRS), JEFFERSON COUNTY, NAD 83 (2011) IN US SURVEY FEET.  
VALUES SHOWN ARE GRID COORDINATES, GRID BEARINGS, AND GRID DISTANCES. GRID  
DISTANCES MAY BE USED AS GROUND DISTANCES.

ALL NEW RIGHT-OF-WAY MONUMENTS WILL BE TYPE 2 (TYPICALLY 3/4" X 24" IRON REBARS), UNLESS OTHERWISE NOTED, AND WILL BE PLACED PRIOR TO THE COMPLETION OF THE PROJECT.

ALL RIGHT-OF-WAY LINES DEPICTED IN THE NON-ACQUISITION AREAS ARE INTENDED TO RE-ESTABLISH EXISTING RIGHT-OF-WAY LINES AS DETERMINED FROM PREVIOUS PROJECTS, OTHER RECORDED DOCUMENTS, CENTERLINE OF EXISTING PAVEMENTS AND/OR EXISTING OCCUPATIONAL LINES.

RIGHT OF WAY BOUNDARIES ARE DEFINED WITH COURSES OF THE PERIMETER OF THE  
HIGHWAY LANDS REFERENCED TO THE U.S. PUBLIC LAND SURVEY OR OTHER SURVEYS OF  
PUBLIC RECORD.

FOR CURRENT ACCESS/DRIVEWAY INFORMATION, CONTACT THE PLANNING UNIT OF THE WISCONSIN DEPARTMENT OF TRANSPORTATION OFFICE IN (CITY).

DIMENSIONING FOR THE NEW RIGHT-OF-WAY IS MEASURED ALONG AND PERPENDICULAR TO NEW REFERENCE LINES.

A TEMPORARY LIMITED EASEMENT (TLE) IS A RIGHT FOR CONSTRUCTION PURPOSES, AS DEFINED HEREIN, INCLUDING THE RIGHT TO OPERATE NECESSARY EQUIPMENT THEREON, THE RIGHT OF INGRESS AND EGRESS, AS LONG AS REQUIRED FOR SUCH PUBLIC PURPOSE, INCLUDING THE RIGHT TO PRESERVE, PROTECT, REMOVE, OR PLANT THEREON ANY VEGETATION THAT THE HIGHWAY AUTHORITIES MAY DEEM DESIRABLE. ALL (TLEs) ON THIS PLAT EXPIRE AT THE COMPLETION OF THE CONSTRUCTION PROJECT FOR WHICH THIS INSTRUMENT IS GIVEN.

A PERMANENT LIMITED EASEMENT (PLE) IS A RIGHT FOR CONSTRUCTION AND MAINTENANCE PURPOSES, AS DEFINED HEREIN, INCLUDING THE RIGHT TO OPERATE NECESSARY EQUIPMENT THEREON AND THE RIGHT OF INGRESS AND EGRESS, AS LONG AS REQUIRED FOR SUCH PUBLIC PURPOSE, INCLUDING THE RIGHT TO PRESERVE, PROTECT, REMOVE, OR PLANT THEREON ANY VEGETATION THAT THE HIGHWAY AUTHORITIES MAY DEEM DESIRABLE, BUT WITHOUT PREJUDICE TO THE OWNER'S RIGHTS TO MAKE OR CONSTRUCT IMPROVEMENTS ON SAID LANDS OR TO FLATTEN THE SLOPES, PROVIDING SAID ACTIVITIES WILL NOT IMPAIR OR OTHERWISE ADVERSELY AFFECT THE HIGHWAY FACILITIES.

AN EASEMENT FOR HIGHWAY PURPOSES (HE), AS LONG AS SO USED, INCLUDING THE RIGHT TO PRESERVE, PROTECT, REMOVE, OR PLANT THEREON ANY VEGETATION THAT THE HIGHWAY AUTHORITIES MAY DEEM DESIRABLE.

PROPERTY LINES SHOWN ON THIS PLAT FOR PROPERTIES BEING IMPACTED ARE DRAWN FROM DATA DERIVED FROM FILED/RECORDED MAPS AND DOCUMENTS OF PUBLIC RECORD. THIS PLAT MAY NOT BE A TRUE REPRESENTATION OF EXISTING PROPERTY LINES, EXCLUDING RIGHT-OF-WAY, AND SHOULD NOT BE USED AS A SUBSTITUTE FOR AN ACCURATE FIELD SURVEY.

INFORMATION FOR THE BASIS OF EXISTING HIGHWAY RIGHT-OF-WAY POINTS OF REFERENCE  
AND ACCESS CONTROL ARE LISTED ON DETAIL SHEETS.

THIS PLAT IS A GRAPHIC REPRESENTATION  
AND IS FOR REFERENCE PURPOSES ONLY.  
DEEDS MUST BE CHECKED TO DETERMINE  
PROPERTY BOUNDARIES AND ACCESS RIGHTS.

REVISION DATE	STATE OF WISCONSIN DEPARTMENT OF TRANSPORTATION
	APPROVED FOR THE DEPARTMENT
	DATE: _____ <div style="text-align: right;">(Signature)</div> <div style="text-align: right;">_____ (Printed Name)</div>

SCHEDULE OF LANDS & INTERESTS REQUIRED

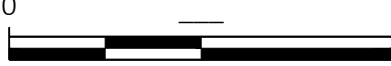
OWNER'S NAMES ARE SHOWN FOR REFERENCE PURPOSES ONLY, AND ARE SUBJECT TO CHANGE PRIOR TO THE TRANSFER OF LAND INTEREST TO THE DEPARTMENT.

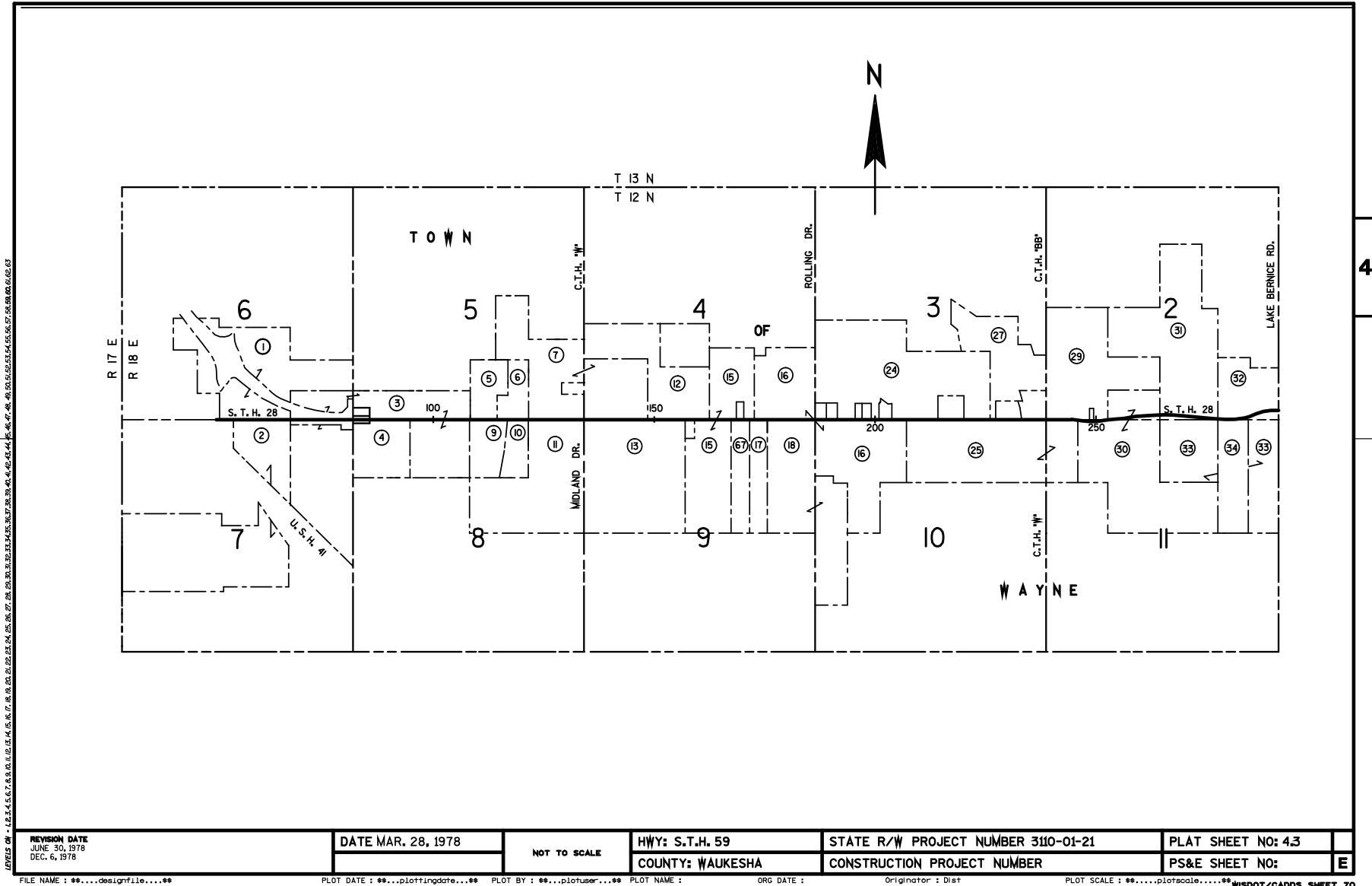
4

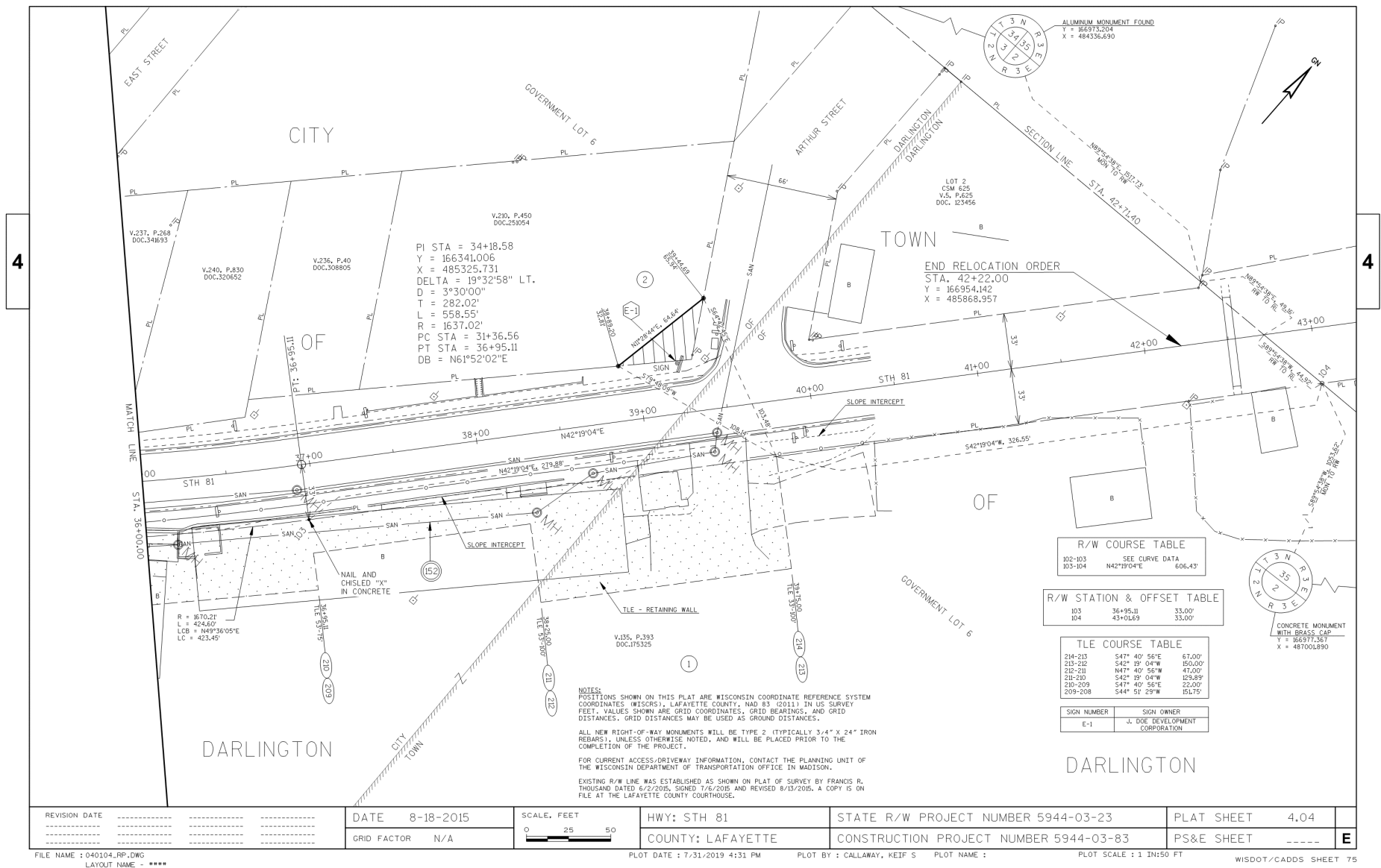
PARCEL NUMBER	SHEET NUMBER	OWNER	INTEREST(S) REQUIRED	R/W ACRE(S) REQUIRED (ACRES)				PLE (AC)	TLE (AC)
				NEW	EXISTING	TOTAL	HE		
1	4.01	BENJAMIN ADAMS	FEE & PLE	1.65	0.00	1.65	0.00	0.24	0.00
2	4.02	WANDA FISH	FEE & TLE	3.00	1.45	4.45	0.00	0.00	0.65
3	4.02	RANDOLF AND MARGARET MATHERS	FEE & AR	0.80	0.00	0.80	0.00	0.00	0.00
4	4.03	CHESTER E. TAFT	FEE	2.80	6.20	9.00	0.00	0.00	0.00
6	4.01 & 4.03	C.M.ST.P. & P.RR. (50)	HE	0.00	0.00	0.00	0.03	0.00	0.00

4

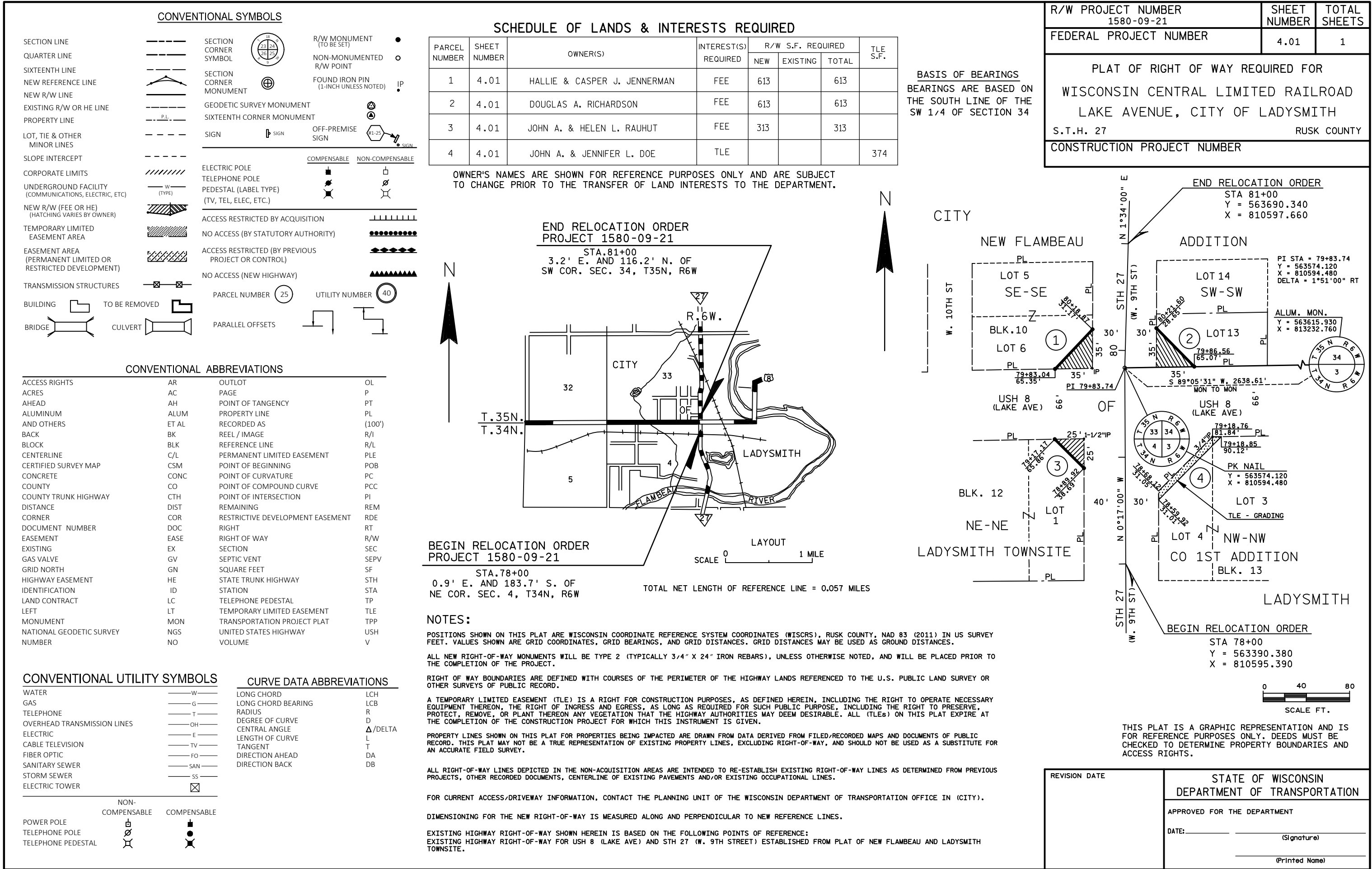
UTILITY NUMBER	SHEET NUMBER	OWNER	INTEREST REQUIRED
5	4.03	WISCONSIN TELEPHONE COMPANY	RELEASE OF RIGHTS

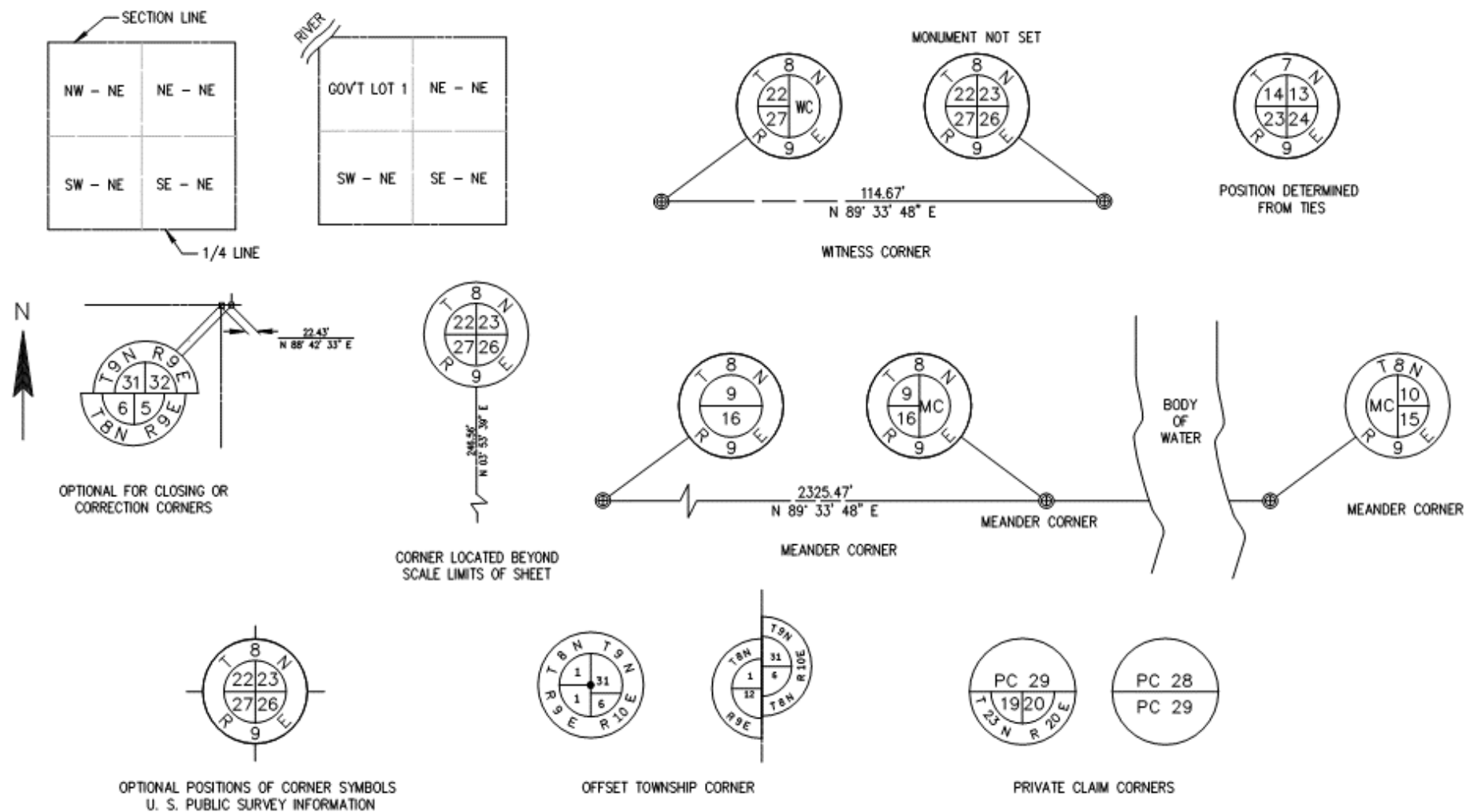
REVISION DATE _____ _____ _____	DATE _____	SCALE, FEET 0 _____ 	HWY:	STATE R/W PROJECT NUMBER	PLAT SHEET 4.	E
			COUNTY:	CONSTRUCTION PROJECT NUMBER	PS&E SHEET _____	







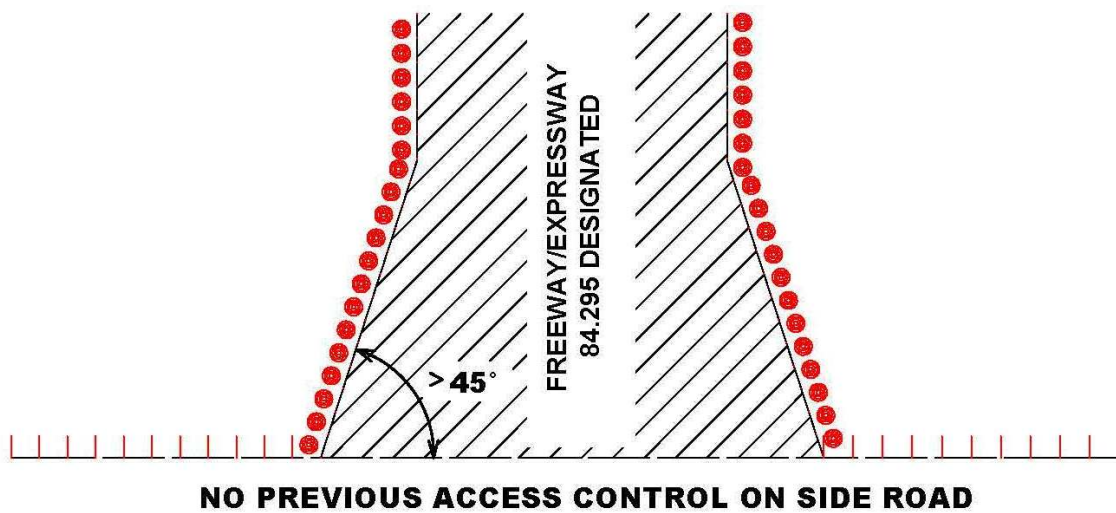
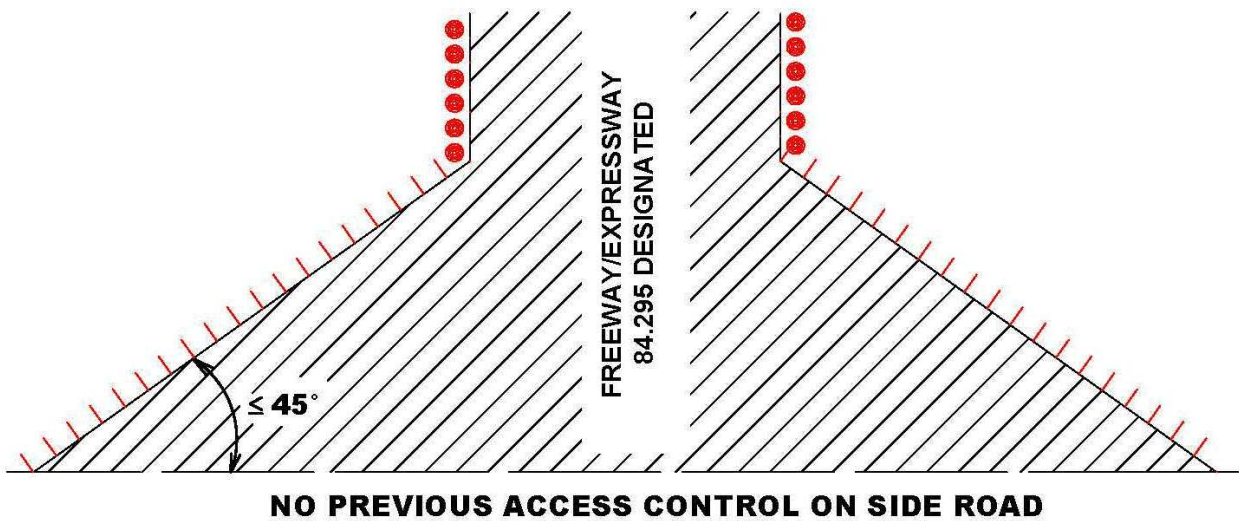




- \* FOR OTHER TYPES NOT SHOWN CONTACT REGION PLAT COORDINATOR.
- \* ALL CORNER SYMBOLS SHALL INCLUDE MONUMENT TYPE OR BASIS OF POSITION AND Y AND X COORDINATES.

U.S. Public Survey Information





ALL AREAS SHOWN IN ACRES UNLESS OTHERWISE NOTED

UTILITY INTERESTS REQUIRED		
UTILITY NUMBER	UTILITY OWNERS	INTEREST REQUIRED
200	AMERICAN TRANSMISSION COMPANY, LLC	RELEASE OF RIGHTS
202	WISCONSIN POWER AND LIGHT COMPANY	RELEASE OF RIGHTS
214	CHARTER COMMUNICATIONS	RELEASE OF RIGHTS
252	US CELLULAR	RELEASE OF RIGHTS

R/W COURSE TABLE	
IP201-IP202 N 04°17'01" W 296.01'	(200) AMERICAN TRANSMISSION COMPANY, LLC, DOC. 4764139 - PARCEL 8
IP202-251 N 51°46'59" W 560.00'	(202) WISCONSIN POWER AND LIGHT COMPANY, DOC. 1193308 V.469, P.473 - PARCEL 3
251-252 N 59°59'01" W 161.65'	(202) NO RECORDED EASEMENT - PARCEL 8
252-262 N 54°20'27" W 256.02'	(214) CHARTER COMMUNICATIONS
262-253 N 49°55'00" W 51.23'	(214) NO RECORDED EASEMENT - PARCEL 8
253-254 N 43°14'30" W 410.46'	(252) US CELLULAR
254-255 SEE CURVE I IN TABLE	(252) DOC. 4612016 - PARCEL 8
255-257 N 00°01'35" E 11.54'	
257-260 S 51°46'44" E 369.02'	
260-IP208 S 51°46'55" E 509.88'	
IP208-IP220 S 39°55'45" E 285.96'	
IP220-256 S 49°58'38" E 687.86'	

EASEMENT TABLE		
OWNER	RECORDING INFORMATION	LOCATED IN R/W PARCEL #
WISCONSIN POWER & LIGHT COMPANY (UTL #204)	DOC. #251237, VOL.178 PG.44	4
GENERAL TELEPHONE COMPANY OF WISCONSIN (UTL #202)	DOC. #367774, VOL.353 PG.294	4
WISCONSIN TELEPHONE COMPANY (UTL #206)	DOC. #251445, VOL.180 PG.14	4
AMERICAN TELEPHONE & TELEGRAPH COMPANY (UTL #206)	DOC. #251445, VOL.180 PG.14	4
WISCONSIN BELL INC. (UTL #206)	DOC. #570929, REEL 574, IMAGE 557-559	4

UTILITY INTERESTS REQUIRED			
UTILITY NUMBER	UTILITY OWNERS	INTEREST REQUIRED	EASEMENTS
50	FRONTIER COMMUNICATIONS - FO	RELEASE OF RIGHTS	VOL 830, P443-444 DOC. 1527011 - PARCELS 1,2,3,4
51	FRONTIER COMMUNICATIONS - TELEPHONE	RELEASE OF RIGHTS	VOL 830, P443-444 DOC. 1527011 - PARCELS 1,2,3,4
52	WE-ENERGIES - GAS	RELEASE OF RIGHTS	VOL 207, P261 DOC. 1275502 - PARCELS 1,2,3,4
53	SUN PRAIRIE UTILITIES - ELECTRIC	RELEASE OF RIGHTS	PUBLIC EASEMENT NINTH ADDITION TO ROYAL OAKS - PARCELS 1,2,3,4
54	SUN PRAIRIE WASTEWATER - SEWER	RELEASE OF RIGHTS	PUBLIC EASEMENT NINTH ADDITION TO ROYAL OAKS - PARCELS 2,3
55	CHARTER COMMUNICATIONS - FO	RELEASE OF RIGHTS	PUBLIC EASEMENT NINTH ADDITION TO ROYAL OAKS - PARCELS 1,2,3,4 PUBLIC EASEMENT CSM 11431 - PARCEL 6
56	TDS METROCOM LLC - FO	RELEASE OF RIGHTS	PUBLIC EASEMENT NINTH ADDITION TO ROYAL OAKS - PARCELS 2,3

UTILITY INTEREST TABLE				
UTILITY NUMBER	PARCEL	INTEREST DESCRIPTION	RECORDING INFORMATION	
200	54	EASEMENT	DOC. # 368004	
	55	EASEMENT	DOC. # 368004	
	56	EASEMENT	DOC. # 368017	
	57	EASEMENT	DOC. # 368143	
	58	EASEMENT	DOC. # 368008	
	59	EASEMENT	DOC. # 368029	
	62	EASEMENT	DOC. # 368283	
63	EASEMENT	DOC. # 367995		
201	60	EASEMENT	DOC. # 364756	
210	48	EASEMENT	DOC. # 230555	
	55	EASEMENT	DOC. # 115270	
	56	EASEMENT	DOC. # 115270	
	57	EASEMENT	DOC. # 115270	
	57	EASEMENT	DOC. # 383948	
	58	EASEMENT	DOC. # 115270	
	59	EASEMENT	DOC. # 115270	
	60	EASEMENT	DOC. # 115270	
	61	EASEMENT	DOC. # 231268	
	62	EASEMENT	DOC. # 231059	
	63	EASEMENT	DOC. # 231269	
	64	EASEMENT	DOC. # 231269	
	65	EASEMENT	DOC. # 231280	
	220	57	EASEMENT	DOC. # 383948
		61	EASEMENT	DOC. # 347211
221	57	EASEMENT	DOC. # 383948	
	62	NO EASEMENT OF RECORD		

**Right-of-Way Plat Workflow****Project ID:** \_\_\_\_\_

N/A = Not Applicable, Item may not apply to Plat Sheet or Project Requirements

**Stage 1:** "Base Plat" All current information:

Gather the following information:

- USPLSS, recorded private claim, federal reservation, government lot, meander, witness, closing, correction corners;
- Reference files;
- USPLSS, recorded private claim or federal reservation lines;
- Existing main line and side road alignments and center lines;
- Existing right-of-way (Fee, dedications, highway easements, permanent limited easements, air rights, road reservations, restricted development easements, etc.);
- Platted lands (Subdivision plats including lots and blocks, Assessors plats including lots and blocks, Certified survey maps including lots, Government lots, Recorded private claims, Vacated Roads, etc.);

**Stage 2:** "Relocation Plan"

- Determine hardship, early acquisition, total buyout;
- Locate buildings and structures being impacted or acquired;

**Stage 2a:** "Design Plan"

- Create proposed Mainline and side road alignments;
- Determine slope intercepts;
- Determine proposed parcels with interests to be acquired;
- Create schedule of lands and interests required sheet or table;
- Assign compensable utility numbers;
- Determine compensable signs;

**Stage 3:** "Preliminary Plat Set / Sheets"

Create the following information:

- Title sheet with notes and location sketch;
- Schedule of Lands and Interests Required sheet/table with parcel numbers and interests to be acquired and acreages;
- Location sheet with parcel numbers included;
- Detail sheet(s) with begin and end relocation order information, property lines, proposed R/W lines, cross hatching/patterns, notes, coordinates, point numbers, bearing and distances, station/offsets, historical basis of R/W and access control and distances from proposed right-of-way to buildings and signs included;

"Preliminary Plat Set / Sheets" will be distributed to the Real Estate, Project Development, Utility, Survey and Access sections for review and estimating total costs by R/W.

**Final:** "Relocation Order"

- Prepare signed and dated relocation order to be sent to County Clerk;
- Complete final adjustments;
- Prepare legal descriptions;
- Prepare utility documents;



## **Right-of-Way Plat Checklist**

### **All Sheets: General**

- \_\_\_\_\_ Sheet size 22" x 34"
- \_\_\_\_\_ Project identification number and sheet number
- \_\_\_\_\_ Construction project identification number
- \_\_\_\_\_ Highway & County
- \_\_\_\_\_ Revision number and date if sheets are revised and resubmitted

### **Title Sheet**

If title sheet is not used with the project, then the items listed below must be incorporated into the detail sheet.

- \_\_\_\_\_ Total sheets
- \_\_\_\_\_ Federal project identification number
- \_\_\_\_\_ Project title & limits
- \_\_\_\_\_ Project location sketch (include county, state, federal highways, town roads, railroads, water courses, corporate names and town/range designations)
- \_\_\_\_\_ North arrow
- \_\_\_\_\_ Scale bar (under project location map)
- \_\_\_\_\_ Total net length of reference line (under project location map)
- \_\_\_\_\_ Beginning and ending of relocation order shown with equations, USPLSS ties and coordinates
- \_\_\_\_\_ Conventional symbols and abbreviations
- \_\_\_\_\_ Conventional utility symbols and curve data abbreviations
- \_\_\_\_\_ Coordinate system reference, PLSS boundary reference note
- \_\_\_\_\_ Monumentation note (type and size)
- \_\_\_\_\_ Existing Right-of-Way note
- \_\_\_\_\_ Right-of-Way Boundary note
- \_\_\_\_\_ Right-of-Way Dimension note
- \_\_\_\_\_ Temporary Limited Easement note (if applicable)
- \_\_\_\_\_ Permanent Limited Easement note (if applicable)
- \_\_\_\_\_ Highway Easement note (if applicable)
- \_\_\_\_\_ Property line disclaimer
- \_\_\_\_\_ Current Access/Driveway note
- \_\_\_\_\_ Historical basis for existing Right-of-Way/Access control note
- \_\_\_\_\_ Plat graphic representation disclaimer
- \_\_\_\_\_ Region Approval signature block
- \_\_\_\_\_ Consultant Logo and PLS stamp (if applicable)

### **Schedule of Lands & Interest Required Sheet(s)**

If Schedule of Lands and Interests Required sheet is not used with the project, then the items listed below must be incorporated into the detail sheet.

- \_\_\_\_\_ Parcel Numbers
- \_\_\_\_\_ Sheet Numbers for detail sheets for parcels that are being acquired.

\_\_\_\_\_ Owner's names as shown in the deed of record

\_\_\_\_\_ Right, title, or interest in land to be acquired (fee, highway easements, access rights,  
\_\_\_\_\_ permanent limited easement, temporary limited easement, etc.)

\_\_\_\_\_ Property owner name disclaimer

\_\_\_\_\_ Acres or square feet of the parcel to be acquired: subdivided into new, existing and total acres or square  
\_\_\_\_\_ feet required

\_\_\_\_\_ Acres or square feet of easements, both temporary and permanent, if required

\_\_\_\_\_ Compensable Utility Parcel Numbers, if applicable

### **Layout Sheet(s)**

If a single sheet plat is prepared, a layout sheet is not required.

\_\_\_\_\_ USPLSS, recorded private claim or federal reservation lines

\_\_\_\_\_ Property lines, lot lines and property hooks

\_\_\_\_\_ Section numbers and/or Government Lot numbers

\_\_\_\_\_ Label all County, State, Federal Highways, Town roads, Railroads, Water Courses, Corporate Names  
\_\_\_\_\_ and Town/Range Designations

\_\_\_\_\_ North arrow

\_\_\_\_\_ Parcel Numbers

### **Detail Sheet(s)**

\_\_\_\_\_ North arrow

\_\_\_\_\_ Scale bar

\_\_\_\_\_ Section corners (type, size, and coordinates), minimum 2 per sheet

\_\_\_\_\_ USPLSS, recorded private claim or federal reservation lines

\_\_\_\_\_ Ties to public land system

\_\_\_\_\_ Existing property lines, property "Z"s, and property line labels "P.L."

\_\_\_\_\_ Existing Right-of-Way

\_\_\_\_\_ Reference to previous project alignment that established the current R/W corridor or previous  
\_\_\_\_\_ monumentation plat that re-established the current R/W corridor (existing R/W widths)

\_\_\_\_\_ Existing buildings, wells, signs and other select topography

\_\_\_\_\_ Compensable utility interests, easements and features

\_\_\_\_\_ Existing property monumentation (e.g., 1" I.P.)

\_\_\_\_\_ Existing Certified Survey Map identification (CSM number, lot number, volume, page, and document  
\_\_\_\_\_ number)

\_\_\_\_\_ Existing Sub-division, Assessor and Condominium plats (Sub-division/Assessor/Condominium plat name,  
\_\_\_\_\_ Lot and Block numbers)

\_\_\_\_\_ Town, City, Village, Government Lot, and County designations

\_\_\_\_\_ Highway and side road names

\_\_\_\_\_ Waterway names and flow direction (if the waterway is also a property line, show P.L. labels along  
\_\_\_\_\_ appropriate lines)

\_\_\_\_\_ New reference lines (bearings and stationing) tied to Section or Quarter line

\_\_\_\_\_ Alignment and curve data for new reference lines (coordinates for all alignment and curve P.I.'s)

_____	Alignment equations (e.g. BK 150+50.00 = AH 200+00.00)
_____	Alignment side road equalities (e.g. PI 124+50.00"P" = 500+00.00)
_____	Match lines between consecutive detail sheets
_____	Station and outs (table format optional)
_____	New Right-of-Way monumentation (type and size)
_____	Bearings, distances and curve data along all r/w and permanent interest boundaries (course/curve table if needed)
_____	Boundary point labels for all R/W and permanent easement points
_____	Distance to buildings within 50' of proposed Right-of-Way (nearest foot)
_____	All buildings to be removed (shown as darkened or bold outline)
_____	Hatching patterns for all interests (different hatching pattern for adjacent parcels)
_____	Location and recording information (volume, page and document number) for all easements
_____	Proposed access control
_____	Existing access control from previous Right-of-Way plats, CSMs, Sub-division plats, covenants, etc.
_____	Trans 233 information including access restrictions and vision corners; including "Trans 233 Restrictions Apply" notation
_____	Historical basis for R/W (note or table)
_____	Historical basis for existing access control (note or table)
_____	Parcel numbers
_____	Slope intercepts shown and labeled
_____	Closed traverse of exterior R/W boundaries (bearings & distances)
_____	Geodetic Survey Control Stations
_____	Proposed/Existing structures (with structure numbers included)
_____	Off premise signs and schedule of sign ownership
_____	Coordinate system reference, PLSS boundary reference note
_____	Monumentation note (type and size)
_____	Current access/driveway note
_____	Label Remnant parcels
_____	Reference line stations of intersecting section lines and quarter lines
_____	Vacated or to be closed roads and alleys noted
_____	Encroachments with distance to reference line shown
_____	Begin and End relocation order labels with coordinates included

Project No. 2302-04-20Relocation Order No. 4**Record of Revisions to Right of Way Plat**Highway: **STH 67**County: **Washington**

<b>Parcel No.</b>	<b>Sheet No.</b>	<b>Date</b>	<b>Description of Revisions</b>	<b>D</b>	<b>S</b>	<b>L</b>
34	4.5	11/10/94	Reduce TLE from 0.09 to 0.05 Ac	X	X	X
48	4.7	11/10/94	Increase Existing R/W & Total R/W, Reduce Rem.		X	
51	4.8	11/17/94	Increase Total Ac to 56, Reduce Ex R/W to 1.35		X	
25	4.5	11/17/94	Change Fee to TLE		X	
53	4.8	12/08/94	Add TLE 0.02 Ac	X	X	X
54	4.8	12/08/94	Add TLE 0.08 Ac	X	X	X
1	4.2	01/13/95	Inc. A.R. to 2 AP & 1 School AP	X	X	X
2	4.2	01/23/95	Elim. Fee, Reduce A.C. to PCL 1 of CSM 4405	X	X	X
37	4.6	11/14/95	Reduce vision corner to exclude abandoned well	X	X	X

D = Detail Sheet

S = Schedule Lands and Interests Required Sheet

L = Legal Description

### Example 1 - Fee Simple

Parcel 144

Project 9010-00-21

Fee title in and to the following tract of land in Marathon County, State of Wisconsin, described as:

All that land of the owner in NW¼ - NW¼ Section 13, T29N, R8E contained in the following description:  
Commencing at the northwest corner Section 13, T29N, R8E;  
Thence S 01°07'30" E, 0.03 feet along the west line of said section to a point on the centerline of State Highway 52 and the point of beginning;  
Thence N 88°52'30" E, 1394.30 feet along the centerline of said highway;  
Thence S 01°07'30" W, 50.00 feet;  
Thence S 88°52'30" W, 1,400.00 feet;  
Thence N 01°07'30" E, 50.00 feet to a point on the centerline of State Highway 52;  
Thence N 88°52'30" E, 5.70 feet along the centerline of said highway to the point of beginning.  
Said parcel contains 0.18 acre, more or less, for highway purposes.

### Example 2 - Fee Simple with Subdivision

Parcel 9

Project 7590-05-21

Fee title in and to land contained within the following described tract of land in Lot 91 of Oakwood Hills First Addition to the city of Eau Claire; as recorded in Vol. 464 of Records, page 829; located in the NE¼ of the NW¼ of Section 3, T26N, R9W, Eau Claire County, Description of Lands Wisconsin:

Commencing at the north quarter corner of said Section 3;  
Thence N 88°31'06" W, 254.66 feet along the north line of said Section 3 to the point of beginning;  
Thence S 4°00'40" W, 22.84 feet to the southerly right-of-way line of a town road;  
Thence S 21°13'00" W, 136.68 feet;  
Thence S 6°34'50" E, 250.85 feet;  
Thence S 88°08'58" W, 207.00 feet to the westerly right-of-way line of STH 93;  
Thence N 1°51'02" W, 389.42 feet along the westerly right-of-way line of STH 93;  
Thence N 78°45'41" W, 124.34 feet to the southerly right-of-way line of a town road;  
Thence N 1°12'14" E, 9.40 feet to the north line of said Section 3;  
Thence S 88°31'06" E, 363.43 feet along said north line of said Section 3 to the point of beginning.  
Said parcel contains 0.47 acre, more or less, for highway right of way.

### Example 3 - Fee Simple with CSM

Parcel 5

Project 6085-02-21

Fee title in and to the following described tract in Lot 1 of Certified Survey Map Number 4993, Volume 22, Page 181, located in the SE¼ of the SE¼ of Section 33, T9N, R10E, Town of Windsor, Dane County, Wisconsin:

Beginning at an aluminum monument at the southeast corner of said Section 33;  
Thence S 89°38'15" W, 57.37 feet to the northeast corner of Section 4, T8N, R10E, Town of Burke;  
Thence S 1°59'09" W, along the east line of said Section 4, 60.50 feet;  
Thence S 89°23'37" W, 609.80 feet;  
Thence N 89°17'56" W, 499.98 feet;  
Thence N 0°14'16" W, 110.00 feet;  
Thence S 89°56'50" E, 1,000.21 feet;  
Thence N 89°07'54" E, 170.74 feet to the east line of said Section 33;  
Thence S 0° 25' 25" W, along the east line of said Section 33, 53.47 feet to the southeast corner of said Section 33 and the point of beginning.

Said parcel contains 0.22 acre of land already in use for highway purposes, and 0.14 acres of additional land.

**Example 4 - Fee Simple with Access Rights**

PARCEL 8

Project 1203-01-21

Fee title in and to the following tract of land in Dane County, State of Wisconsin, described as a parcel of land in the NE 1/4 of the NE 1/4 and the SE 1/4 of the NE 1/4 of Section 7, T6N, R6E. Said parcel includes all land of the owner contained within the following traverse.

Beginning at a point on the east line of Section 7, 127.76 feet N 0°01'41" E of the east 1/4 corner of Section 7; thence N 0°01'41" E, along the section line 393.42 feet; thence N 83°23'47" W, 311.51 feet; thence N 76°44'13" W, 791.34 feet; thence N 37°28'06" W, 132.74 feet; thence N 1°48'00" E, parallel with and 120 feet easterly of the reference line of C.T.H. "F" 320.78 feet to point A; thence continuing N 01°48'00" E, 66.00 feet to point B; thence continuing N 01°48'00" E, 106.98 feet; thence N 51°55'14" E, 228.38 feet to the reference line of old U.S.H. 151; thence N 77°49'50" W, along old U.S.H. 151 reference line 174.18 feet to a point of curve; thence continuing N 77°49'50" W, on a tangent of the reference line of old U.S.H. 151 125.82 feet to the intersection of a tangent of old U.S.H. 151 and the reference line of C.T.H. "F"; thence S 1°48'00" W, along the C.T.H. "F" reference line 1643.93 feet to a point of curve of C.T.H. "F"; thence continuing S 1°48'00" W, 188.00 feet to the point of intersection of tangents of C.T.H. "F"; thence S 0°04'47" E, 188.00 feet to the point of tangency with the reference line of C.T.H. "F"; thence continuing S 0°04'47" E on the reference line of C.T.H. "F" 297.39 feet; thence N 89°55'13" E, 33.00 feet to the easterly right-of-way line of C.T.H. "F"; thence N 8°54'04" E, 301.09 feet to a point of curve with a radius of 11,379.16 feet; from said point the long chord bears N.0°42'46" E, 314.80 feet easterly of the reference line of C.T.H. "F" 314.81 feet to the end of curve; thence N 40°10'44" E, 213.39 feet; thence N 78°45'59" E, 586.22 feet; thence N 88°32'13" E, 519.32 feet to the point of beginning.

Said parcel contains 4.68 acres of land already in use for highway purposes and 18.88 acres, more or less, of additional land.

All existing, future, or potential rights of ingress or egress between the highway currently designated as C.T.H. "F" and old U.S.H. 151, and all of the abutting remaining real property of the owner(s), whether acquired by separate conveyance or otherwise, where the above described real estate abuts on the said highway.

Except the grantor reserves the common law right, subject to police power regulation, to the following:

One driveway connection to the highway currently designated as CTH F and old USH 151 from the above-described lands on the easterly side of CTH F and old USH 151. The driveway connection is subject to the rules, regulations, and permitting requirements of the driveway permitting authority.

NOTICE: Under state law, driveway connections to highways from abutting lands are subject to police power regulation and any driveway connection may be modified by the maintaining authority for the highway as conditions warrant or may be eliminated if reasonable alternative access to the property exists. Said driveway connection is subject to the following conditions:

Said driveway connection shall be located in the E1/2-NE1/4 of Section 7, T6N, R6E, along C.T.H. "F" between points A and B described above.

**Example 5 - Fee Simple with Access Rights, Temporary Limited Easement**

Parcel 7

Project 1315-03-22

Fee Title in and to the following tract of land in Kenosha County, State of Wisconsin, described as:

That part of the Southwest ¼ of the Southwest ¼ of Section 32, Township 2 North, Range 19 East, described as follows:

Commencing at the Southwest corner of said Section 32, thence North 0°39'27" West, 354.11 feet along the West line of said Section to the point of beginning; thence continuing North 0°30'27" West, 452.02 feet along the West line of said Section; thence South 74°14'28" East, 317.58 feet; thence North 88°10'18" East, 321.66 feet to a point on a curve to the right whose radius is 5859.58 feet and whose chord bears North 88°20'41" East, 35.42 feet; thence Easterly along the arc of said curve 35.42 feet to the East property line of the owner; thence South 0°40'11" East, 250.03 feet to a point on a curve to the left whose radius is 5609.58 feet and whose chord bears North 88°19'36" West, 30.37 feet; thence Westerly along the arc of said curve 30.37 feet; thence South 88°10'18" West, 288.29 feet; thence South 71°06'51" West 361.23 feet to the point of beginning.



Said parcel contains 4.22 acres, more or less, exclusive of lands previously conveyed or dedicated for highway purposes.

All existing, future, or potential rights of ingress or egress between the highways currently designated as 302<sup>nd</sup> Avenue, and all of the abutting remaining real property of the owner(s), whether acquired by separate conveyance or otherwise, where the above described real estate abuts on the said highway.

Except the grantor reserves the common law right, subject to police power regulation, to the following:

One driveway connection to the highway currently designated as 302<sup>nd</sup> Avenue from the above-described lands on the easterly side of 302<sup>nd</sup> Avenue. The driveway connection is subject to the rules, regulations, and permitting requirements of the driveway permitting authority.

NOTICE: Under state law, driveway connections to highways from abutting lands are subject to police power regulation and any driveway connection may be modified by the maintaining authority for the highway as conditions warrant or may be eliminated if reasonable alternative access to the property exists. Said driveway connection is subject to the following conditions:

Said driveway connections shall be located in the southerly 100 feet, as measured along the East right-of-way of 392<sup>nd</sup> Avenue, of that part of the Southwest  $\frac{1}{4}$  of said Section lying North of and adjacent to the above described fee taking. Also the Northerly 100 feet, as measured along the East right-of-way of 392<sup>nd</sup> Avenue, of that part of the Southwest  $\frac{1}{4}$  of said Section lying South of and adjacent to the above described fee taking.

Also a Temporary Limited Easement is a right for construction purposes, as defined herein, including the right to operate necessary equipment thereon, the right of ingress and egress, as long as required for such public purpose, including the right to preserve, protect, remove, or plant thereon any vegetation that the highway authorities may deem desirable. in and to the following tract of land in Kenosha County, State of Wisconsin, described as:

A 15 foot wide strip of land 200 feet long as measured along the East right-of-way of 392<sup>nd</sup> Avenue, lying North of and adjacent to the above described fee taking and lying East of and adjacent to the East right of way of 392<sup>nd</sup> Avenue. Also, a 10 foot wide strip of land 250 feet long, as measured along the East right of way of 392<sup>nd</sup> Avenue, lying South of and adjacent to the above described fee taking and lying East of and adjacent to the East right of way of 392<sup>nd</sup> Avenue.

All TLE's expire at the completion of the construction project for which this instrument is given.

This parcel contains 0.13 acres, more or less.

#### **Example 6 - Fee Simple with Access Rights, Side Road Access Rights and Restricted Development Easement, Ties to Subdivision**

Parcel 14

Project 2302-04-20

Fee Title in and to the following tract of land in Washington County, State of Wisconsin, described as:

The north 20 feet of Lot 3 of Vista Moraine Subdivision, a recorded plat, located in the Northwest  $\frac{1}{4}$  of the Northwest  $\frac{1}{4}$  of Section 15, Township 9 North, Range 19 East.

This parcel contains 0.11 acres, more or less.

Also, a Restricted Development Easement, which allows the construction of a mound or septic field system and which prohibits the construction of buildings and fences, and limits the vegetation growing thereon to a maximum height of thirty inches, in and to the following described lands in Washington County, State of Wisconsin, described as:

That part of said Lot 3 of Vista Moraine Subdivision described as follows: Beginning at a point on the west line of said Lot 3 located South 01°02'24" East, 20.00 feet from the Northwest corner of said Lot 3; thence North 89°45'56" East, 175.16 feet parallel with the north line of said Lot 3; thence South 69°16'30" West, 186.01 feet to the west line of said Lot 3; thence North 01°02'24" West, 65.12 feet along said west line to the point of beginning.

This parcel contains 0.13 acres, more or less.

All existing, future, or potential rights of ingress or egress between the highway currently designated as STH 167, and all of the abutting remaining real property of the owner(s), whether acquired by separate conveyance or otherwise, where the above described real estate abuts on the said highway.

Except the grantor reserves the common law right, subject to police power regulation, to the following:

One driveway connection to the highway currently designated as STH167 from the above-described lands on the southerly side of STH 167. The driveway connection is subject to the rules, regulations, and permitting requirements of the driveway permitting authority.

NOTICE: Under state law, driveway connections to highways from abutting lands are subject to police power regulation and any driveway connection may be modified by the maintaining authority for the highway as conditions warrant or may be eliminated if reasonable alternative access to the property exists. Said driveway connection is subject to the following conditions:

Said driveway connection shall be located between the above-described fee taking and the north line of said Lot 3.

Also, all rights of access to Hillside Road in the North 85.12 feet of said Lot 3.

### **Example 7 - Highway Easement**

Parcel 36

Project 2773-03-22

An easement for highway purposes, as long as so used, including the right to preserve, protect, remove or plant thereon any vegetation that the highway authorities may deem desirable, in and to the following described lands in Waukesha County, State of Wisconsin, described as:

That part of the Southwest  $\frac{1}{4}$  of Section 15, Township 6 North, Range 19 East, described as follows: Commencing at the Southeast corner of the said Southwest  $\frac{1}{4}$ ; thence North  $00^{\circ}05'55''$  West along the East line of the Southwest  $\frac{1}{4}$  1237.83 feet to the reference line of STH 59; thence South  $88^{\circ}04'16''$  West along said reference line 608.98 feet to the East line of the Wisconsin Central LTD. R.R. right of way; thence North  $00^{\circ}02'49''$  West along said right of way 100.05 feet to the point of beginning; thence continuing North  $00^{\circ}02'49''$  West along said line 120.07 feet; thence South  $61^{\circ}53'23''$  West, 113.32 feet to a point on the West line of the said R.R. right of way; thence South  $00^{\circ}02'49''$  East along the West line 70.04 feet; thence North  $88^{\circ}04'16''$  East, 100.05 feet to the point of beginning.

Also, commencing at the aforementioned intersection of the reference line and East line of R.R. right of way; thence South  $00^{\circ}02'49''$  East along said right of way line 100.05 feet to the point of beginning; thence continuing South  $00^{\circ}02'49''$  East along said line 80.04 feet; thence South  $82^{\circ}22'56''$  West 100.88 feet to a point on the West line of the aforementioned R.R. right of way; thence North  $00^{\circ}02'49''$  West along said West line 90.05 feet; thence North  $88^{\circ}04'16''$  East, 100.05 feet to the point of beginning.

Said parcel contains 0.41 acres, more or less, exclusive of lands previously conveyed or dedicated for highway purposes.

### **Example 8 - Fee Simple, Access Rights & Permanent Limited Easement**

Parcel 16

Project 2330-05-20

Fee Title in and to the following tract of land in Washington County, State of Wisconsin, described as that part of the Northeast  $\frac{1}{4}$  of the Northwest  $\frac{1}{4}$  of Section 5, Township 10 North, Range 20 East, described as follows:

Beginning at the North  $\frac{1}{4}$  corner of said Section 5; thence South  $89^{\circ}16'13''$  West, 693.80 feet along the north line of said Northeast  $\frac{1}{4}$  of the Northwest  $\frac{1}{4}$  to the west property line of the owner; thence South  $01^{\circ}12'02''$  East, 50.00 feet along said west line; thence North  $89^{\circ}16'13''$  East to the east line of said Northeast  $\frac{1}{4}$  of the Northwest  $\frac{1}{4}$  and the east property line; thence Northerly 50 feet along said east line to the point of beginning.

Said parcel contains 0.27 acres, more or less, exclusive of lands previously conveyed or dedicated for highway purposes.

All existing, future, or potential rights of ingress or egress between the highway currently designated as STH 143, and all of the abutting remaining real property of the owner(s), whether acquired by separate

conveyance or otherwise, where the above described real estate abuts on the said highway.

Except the grantor reserves the common law right, subject to police power regulation, to the following:

One driveway connection to the highway currently designated as STH167 from the above-described lands on the southerly side of STH 143. The driveway connection is subject to the rules, regulations, and permitting requirements of the driveway permitting authority.

NOTICE: Under state law, driveway connections to highways from abutting lands are subject to police power regulation and any driveway connection may be modified by the maintaining authority for the highway as conditions warrant or may be eliminated if reasonable alternative access to the property exists. Said driveway connection is subject to the following conditions:

Said driveway connection shall be located in the easterly 693.80 feet of the Northwest  $\frac{1}{4}$  of Section 5.

Also, a Permanent Limited Easement is a right for construction and maintenance purposes, as defined herein, including the right to operate necessary equipment thereon and the right of ingress and egress, as long as required for such public purpose, including the right to preserve, protect, remove or plant thereon any vegetation that the highway authorities may deem desirable, but without prejudice to the owner's right to make or construct improvements on said lands or to flatten the slopes, providing said activities will not impair or otherwise adversely affect the highway facilities, in and to the following tract of land in Washington County, State of Wisconsin, described as:

A 15 foot strip of land lying southerly of and adjacent to the above described fee taking between the west property line of the owner and a point 607.11 feet west of the North  $\frac{1}{4}$  corner of Section 5, as measured along the north line of said Northwest  $\frac{1}{4}$ .

#### **Example 9 - Temporary Limited Easement with Subdivision in Government Lot**

Parcel 31

Project 6050-00-21

A Temporary Limited Easement (TLE) is a right for construction purposes as defined herein, including the right to operate necessary equipment thereon, the right of ingress and egress, as long as required for such public purpose, including the right to preserve, protect, remove or plant thereon any vegetation the highway authorities may deem desirable. All TLEs expire at the completion of the construction project for which this instrument is given.

A parcel located in Lot 22 of the Plat of Haskins Addition to Pardeeville, in Government Lot 12 of Section 3, in Township 12 North, Range 10 East, Village of Pardeeville, Columbia County, Wisconsin, more fully described as follows:

The easterly 7.00 feet of the northerly 36.00 feet of said Lot 22.

Containing 252 square feet, more or less.

Subject to all other easements, restrictions and covenants, recorded and unrecorded.



## FDM 12-20-1 Introduction

August 16, 2022

Statute 84.09 requires that a relocation order and "a map or plat showing the old and new locations and the lands and interests required" be approved prior to acquiring a property for transportation purposes. As a rule, such plats or maps should meet the development standards laid out in the Facilities Development Manual (FDM 12-10). Exceptions to standard R/W plats can be applied. Acquisition exhibits may be utilized when a highway improvement project is being developed. Acquisition exhibits are not surveys and do not require a professional land surveyors stamp and signature.

### 1.1 TLE Acquisition Exhibit

Exception to standard R/W plat (for non-complex periodic TLE acquisitions only) rule - An exception to the rule is allowable in situations where a highway improvement project is being developed and only non-complex periodic temporary interests (TLE) are to be acquired. In those situations, the region may opt to use an exhibit in lieu of a TPP or a traditional R/W plat. A TLE exhibit is an efficient way of acquiring the temporary interests needed for the highway improvement project. The exhibits may be used for urban or rural highway improvement projects, see [Attachment 1.1](#) and [Attachment 1.2](#) for examples.

Each property that a temporary interest will be acquired from, needs be evaluated. How the property is described (platted vs. unplatted), the complexity of the existing right-of-way corridor, existing utilities and the configuration of the temporary interest that is required will determine the amount of effort and time that will be needed to prepare the exhibit.

The north direction should be oriented to the top of the exhibit unless the detail proportions are such that the orientation to the right side (rotated clockwise 90 degrees) is desirable. Existing monuments from prior surveys and utility facilities shall be located. Pre-existing survey monuments and utility facilities that are within the acquisition areas shall be shown on the exhibit. A TLE acquisition exhibit may be used on any state, U.S., or interstate highway improvement project, local agency project (LPA) or connecting highway project. An exhibit created for a LPA or "Connecting Highway" project shall only be signed by the entity under whose authority the interest is being acquired. The exhibit shall include the following information:

- Title Block
  - Project ID number.
  - Exhibit number.
  - Project title and limits
  - Highway and County
  - USPLSS  $\frac{1}{4}$  -  $\frac{1}{4}$  /government lot description(s) or platted parcel description(s) with section, town, range, township (or local municipality), county and state included.
- Detail Area
  - USPLSS  $\frac{1}{4}$  -  $\frac{1}{4}$  designation(s)/government lot numbers.
  - North arrow (optional rotated clockwise 90 degrees).
  - Scale bar.
  - Parcel number(s).
  - Owners name(s).
  - Property owner name disclaimer. (For LPA or connecting highway projects, the disclaimer shall be changed to the local authority approving the exhibit.)
  - Type of interest required (TLE only).
  - Existing Right-of-Way.
  - Area of acquisition(s).
  - Purpose of acquisition (ex. Grading, Sidewalk replacement, etc.)
  - Utility lines that will be affected (if applicable).
  - Utility (UTL) parcel number (if applicable).
  - Utility owners name (legal name, d/b/a name or combination) (if applicable).
  - Type of utility interest required (Temporary Release of Rights only – Temp ROR).
  - Property lines of tax parcels being acquired from.

- Lot, block and outlot information from Certified Survey Maps, Subdivision plats and any plats of record (if applicable).
- Found IPs from Certified Survey Maps, Subdivision plats and any plats of record (if applicable).
- County or Municipality tax parcel number.
- Dimensions of acquisition area(s) to be acquired.
- Road names.
- Region/local entity approval signature and date (if required by Region).
- Graphic representation and reference purposes only disclaimer:

*This exhibit is a graphic representation and is for reference purposes only.*

*Refer to the conveyance document for parcel related details.*

A GIS map may be used as the basis for the Exhibit, when appropriate. In such cases, the Region Offices will need to add the Title Block and Detail Area items listed above on the map being used. The acquisition area(s) shall be hatched with the WisDOT TLE acquisition hatching pattern. A copy of the approved exhibit and relocation order must be filed with the County Clerk or appropriate county department. Since the relocation order is not on the exhibits, form RE1708 is needed (<https://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrcs/re/repm-forms.aspx>). Refer to section 1.6.4 of the Real Estate Program Manual for additional relocation order information (<https://wisconsindot.gov/dtsdManuals/re/repmchap1/chapter1.pdf>). When local entities are the condemning authority, the relocation order shall refer to the local municipality, town, or county. The relocation order shall also refer to the appropriate statute(s), authorizing the local entity to acquire. Refer to Section 3.2 - Relocation Order of the Local Program Real Estate Manual (LP RE Manual) for guidance regarding the appropriate statute(s). The title work needed for this type of project would be item 4.2: Ownership Report Plus Easements as defined in the specifications attachment which is a supplement to the main title contract. Refer to the current title contract for specific language.

Legal descriptions describing the location of the temporary interest for each property that a temporary interest will be acquired from needs to be prepared and attached to the conveyance document. A legal description identifies the property as unique and distinct from all other properties. An important requirement of a valid legal description is that the parcel can be retraced on the ground. Legal descriptions may either reference the platted boundaries (e.g., south 10.0 feet of lot 46) or a metes and bounds description can be written. A legal description referencing the platted boundaries needs to be written describing parallel dimensions from the platted boundaries. It is recommended that the dimensions be to the nearest foot. A metes and bounds type of legal description needs to commence or begin at a monumented USPLSS corner or a located monument of record. The legal description needs to contain a basis of bearings and shall describe the exterior boundaries of the temporary interest being acquired. See [Attachment 1.5](#) for legal description examples. The same legal description that is used to acquire the real estate interest shall be used to acquire the utility interest for that property. Existing utility facilities and easements that are within the acquisition area need to be identified and listed in the Utility Interest Required table. Utility numbers shall be shown on the exhibits using a double circle as an identifier.

A copy of the approved exhibit can be attached to the conveyance documents that will be recorded at the County Register of Deeds office. An exhibit shall not be recorded as a separate document. If an exhibit is attached to a conveyance document, then the exhibit paper size needs to be a size that is acceptable to the County Register Deeds office. The exhibit can be included in the plan set and/or be included in the construction engineers packet, see [Attachment 1.3](#) for example. The acquisitions shall be shown on the plan and profile pages of the plan set.

WisDOT has created a Civil 3D exhibit template for the exhibits named "04-TLE-MAP". This template is included with the C3D package that is available on WisDOT's website.

## **1.2 Early Acquisition Total Buyout/Protective Purchase Exhibit**

Exception to standard R/W plat (for advanced total acquisitions) rule - An exception to the rule is allowable in those advanced acquisition cases where the entire property needs to be acquired for the highway improvement project (partial acquisitions still require a TPP or Traditional R/W plat). In total-take situations, the region may opt to use a simple sketch or exhibit in lieu of a TPP or a traditional R/W plat. North should be oriented to the top of the exhibit unless the detail proportions are such that the orientation to the right side (rotated clockwise 90 degrees) is desirable. An early acquisition total buyout/protective purchase exhibit may be used on any state, U.S., or interstate highway improvement project, local agency project (LPA) or connecting highway project. An

exhibit being created for a LPA or "Connecting Highway" project shall only be signed by the entity under whose authority the property is being acquired. The exhibit must include the following information:

- Title Block
  - Project ID number.
  - Exhibit number.
  - Project title and limits
  - Highway and County
  - USPLSS  $\frac{1}{4}$  -  $\frac{1}{4}$  /government lot description(s) or platted parcel description(s) with section, town, range, township (or local municipality), county and state included.
- Detail Area
  - USPLSS  $\frac{1}{4}$  -  $\frac{1}{4}$  designation(s)/government lot numbers.
  - Lot, block and outlot information from Certified survey maps, Subdivision plats and any plats of record (if applicable).
  - North arrow (optional rotated clockwise 90 degrees).
  - Scale bar.
  - Parcel number(s).
  - Owners name(s).
  - Property owner name disclaimer. (For LPA or connecting highway projects, the disclaimer shall be changed to the local authority approving the exhibit.)
  - Type of interest required
  - Area of acquisition(s).
  - Existing Right-of-Way.
  - Subject's property lines.
  - Total acreage or area of subject.
  - County or Municipality tax parcel number.
  - Legal description (optional)
  - Region/local entity approval signature and date (if required by Region).
  - Graphic representation and reference purposes only disclaimer:

*This exhibit is a graphic representation and is for reference purposes only.*

*Refer to the conveyance document for parcel related details.*

A county plat book map, Certified Survey Map (CSM), tax map or subdivision plat may be used as the basis for the Exhibit, when appropriate. In such cases, the Region Offices will need to add the Title Block and Detail Area items listed above on the map being used. The subject property area shall be hatched or highlighted. The exhibit shall show the selected highway or project location.

A copy of the approved exhibit and relocation order must be filed with the county clerk or appropriate county department. Since the relocation order is not on the exhibits, form RE1708 is needed (<https://wisconsin.gov/Pages/doing-bus/eng-consultants/cnslt-rsrcs/re/repm-forms.aspx>). Refer to section 1.6.4 of the Real Estate Program Manual for additional relocation order information (<https://wisconsin.gov/dtsdManuals/re/repmchap1/chapter1.pdf>). When local entities are the condemning authority, the relocation order shall refer to the local municipality, town, or county. The relocation order shall also refer to the appropriate statute(s), authorizing the local entity to acquire. Refer to Section 3.2 - Relocation Order of the Local Program Real Estate Manual (LP RE Manual) for guidance regarding the appropriate statute(s). The title work needed for this type of project would be item 1.2: Title Search Report with Complete Copies of Mortgages as defined in the specifications attachment which is a supplement to the main title contract. Refer to the current title contract for specific language.

A legal description describing the location of the property being acquired needs to be prepared and attached to the conveyance document. The last deed of record for the property being acquired needs to be used or referenced in the legal description, see [Attachment 1.5](#) for legal description example. The total buy out/protective purchase exhibit is an interim tool to allow for early purchase of property. These exhibits must eventually be incorporated into the project's final right-of-way plat that will be filed with the County Clerk or recorded at Register of Deeds office, see [Attachment 1.4](#) for example.

A copy of the approved exhibit can be attached to the conveyance documents that will be recorded at the County Register of Deeds office. An exhibit shall not be recorded as a separate document. If an exhibit is



attached to a conveyance document, then the exhibit paper size needs to be a size that is acceptable to the County Register Deeds office.

WisDOT has created a C3D exhibit template for the Exhibits named "04-TLE-MAP". This template can be edited for the total buyout/protective purchase exhibits. This template is included with the C3D package that is available on WisDOT's website.

#### **LIST OF ATTACHMENTS**

<a href="#">Attachment 1.1</a>	TLE Acquisition Exhibit for Conveyance (urban)
<a href="#">Attachment 1.2</a>	TLE Acquisition Exhibit for Conveyance (rural)
<a href="#">Attachment 1.3</a>	TLE Acquisition Exhibit for Plan
<a href="#">Attachment 1.4</a>	Total Buyout/Protective Purchase Exhibit
<a href="#">Attachment 1.5</a>	Legal Description Examples

(Larger images available upon request)

#### **FDM 12-20-5 Acquisition Exhibit Deliverables**

August 16, 2022

When the final acquisition exhibit is submitted to the Region the following information shall be included in the submittal:

- 8 ½" x 11" or 11" x 17" .PDF file
- 8 ½" x 11" or 11" x 17" Color Utility PDF file with C3D layers included. (if applicable)  
(See [FDM 12-1-5.2](#))
- Digital copies of the parcel Legal Description(s) (if applicable)
- Final survey values in an ASCII PNEZD comma delimited format (CSV) or LandXML file with descriptors as per WisDOT descriptor key list. (This file should include all the R/W points, new permanent easement points and temporary limited easement points shown on the Exhibit(s))
- CSV or LandXML control point file. (Including coordinates for found monuments/IPs and USPLSS monuments)
- Digital copies of all Exhibits in C3D format including survey database folder.

To be able to provide AutoCAD® Civil 3D® (C3D) drawing information to future user's and for use in DOT applications, all C3D drawing information shall be delivered in a specified folder structure format to the Region. This format is titled "Typical Civil 3D Project Folder Structure for Right-of-Way Plats" and is detailed in [FDM 15-5 Attachment 3.1](#). This folder structure includes all the necessary information to create an Exhibit. While there are several folders listed in this directory, one will be titled PlatExp. This folder will contain drawing files containing specific layers. These layers are specified in [FDM 15-5 Attachment 3.5](#).

When preparing an Early Acquisition Total Buyout/Protective Purchase exhibit, items from the above list of deliverables may not be needed. Check with Region staff to determine what needs to be submitted for this type of exhibit.

To maintain this consistency, language shall be included into consultant contracts requiring that all files be delivered to the regions.

# FDM 12-20 Attachment 1.1 TLE Acquisition Exhibit for Conveyance (Urban)

## NOTES:

THIS EXHIBIT IS A GRAPHIC REPRESENTATION AND IS FOR REFERENCE PURPOSES ONLY. REFER TO THE CONVEYANCE DOCUMENT FOR PARCEL RELATED DETAILS.

PURPOSE OF ALL TLES IS FOR GRADING, UNLESS OTHERWISE NOTED.

R/W PROJECT NUMBER: 6070-02-20

EXHIBIT NUMBER: 1

TLE ACQUISITION EXHIBIT  
CITY OF WAUPUN, FOX LAKE STREET  
WEST STREET TO STH 49

STH 68

DODGE COUNTY

PART OF THE NE 1/4 OF THE NE 1/4 OF SECTION 6, T13N R15E, CITY OF WAUPUN, DODGE COUNTY WISCONSIN.

GN



LOT 5  
BLOCK 2  
DAVID VER HAGE'S FIRST  
ADDITION TO THE CITY OF  
WAUPUN

PLAT OF SURVEY  
I-50-A

NE-NE

PL

IP

TAX PARCEL NUMBER:  
292-1315-0611-066

LOT 16  
BLOCK 2  
DAVID VER HAGE'S  
FIRST ADDITION TO  
THE CITY OF  
WAUPUN

LOT 6  
BLOCK 2  
DAVID VER HAGE'S FIRST  
ADDITION TO THE CITY OF  
WAUPUN

1

50.80'  
23'  
15.87'  
21'

LOT 35  
JOHNSON'S PARK ADDITION  
TO THE CITY OF WAUPUN

TAX PARCEL NUMBER:  
292-1315-0611-002

LOT 36  
JOHNSON'S PARK ADDITION  
TO THE CITY OF WAUPUN

2

11'

W BROWN ST

W BROWN ST

STH 68 (FOX LAKE ROAD)

PL

IP

4

LOT B  
CSM 2469  
V.15, P. 85-86  
DOC. 723358

TAX PARCEL NUMBER:  
292-1315-0612-015

5'  
14'  
15'

25'  
15.89'  
14'  
15'  
37.33'

PL

IP

LOT 37  
JOHNSON'S PARK ADDITION  
TO THE CITY OF WAUPUN

PLAT OF SURVEY  
I-31-1

TAX PARCEL NUMBER:  
292-1315-0611-003

PL

LOT 38  
JOHNSON'S PARK ADDITION  
TO THE CITY OF WAUPUN

SCALE, FEET

10 20 40

## SCHEDULE OF LANDS & INTERESTS REQUIRED

OWNER'S NAMES ARE SHOWN FOR REFERENCE PURPOSES ONLY AND ARE SUBJECT TO CHANGE PRIOR TO THE TRANSFER OF LAND INTERESTS TO THE DEPARTMENT

PARCEL NUMBER	OWNER(S)	INTEREST(S) REQUIRED	TLE S.F.
1	SCOTT R. ZIMMERMAN	TLE	446
2	WARREN D. BAILEY	TLE	226
3	RONALD W. & JUDITH M. HOMAN	TLE	590
4	FAITH BIBLE FELLOWSHIP, INC	TLE	80

## UTILITY INTERESTS REQUIRED

UTILITY NUMBER	UTILITY OWNER(S)	INTEREST REQUIRED
N/A	N/A	N/A

THIS EXHIBIT IS APPROVED FOR THE DEPARTMENT OF TRANSPORTATION  
SOUTHWEST REGION - MADISON

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

FILE NAME: 6070\_TLE\_EXHIBITS FDMEXAMPLE.DWG

PLOT DATE: 5/10/2019 8:56 AM

R/W PROJECT: 6070-02-20

# FDM 12-20 Attachment 1.2 TLE Acquisition Exhibit for Conveyance (Rural)

NOTES:  
THIS EXHIBIT IS A GRAPHIC REPRESENTATION AND IS FOR REFERENCE PURPOSES ONLY.  
REFER TO THE CONVEYANCE DOCUMENT FOR PARCEL RELATED DETAILS.

THE PURPOSE OF THE TLE IS FOR DRIVEWAY RECONSTRUCTION

R/W PROJECT NUMBER: 8760-00-20 EXHIBIT NUMBER: 1

TLE ACQUISITION EXHIBIT  
OLIVER - SUPERIOR  
POKEGAMA RIVER BRIDGE B-16-0003 DOUGLAS COUNTY

STH 105

PART OF THE SW 1/4 OF THE SE 1/4 OF SECTION 4, T 48 N, R 14 W  
CITY OF SUPERIOR, DOUGLAS COUNTY, WISCONSIN

NW-SE

PL

1/16TH LINE

STH 105

TLE ACQUISITION IS LOCATED APPROXIMATELY 335 FEET EAST OF THE  
NORTH-SOUTH QUARTER LINE OF SECTION 4, T 48 N, R 14 W.

SW-SE

CEMETERY  
TAX PARCEL NUMBER  
088080996500

**SCHEDULE OF LANDS & INTERESTS REQUIRED**

PARCEL NUMBER	OWNER(S)	INTEREST(S) REQUIRED	TOTAL ACRES
1	CATHEDRAL CHRIST THE KING CATHOLIC CEMETERY	TLE	0.47

**UTILITY INTERESTS REQUIRED**

UTILITY NUMBER	UTILITY OWNER(S)	INTEREST REQUIRED
N/A	N/A	N/A

OWNER'S NAMES ARE SHOWN FOR REFERENCE PURPOSES ONLY AND ARE SUBJECT TO CHANGE PRIOR TO THE TRANSFER OF LAND INTERESTS TO THE DEPARTMENT

SCALE, FEET

0 50 100

THIS EXHIBIT IS APPROVED FOR THE DEPARTMENT OF TRANSPORTATION  
NORTHWEST REGION - SUPERIOR

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

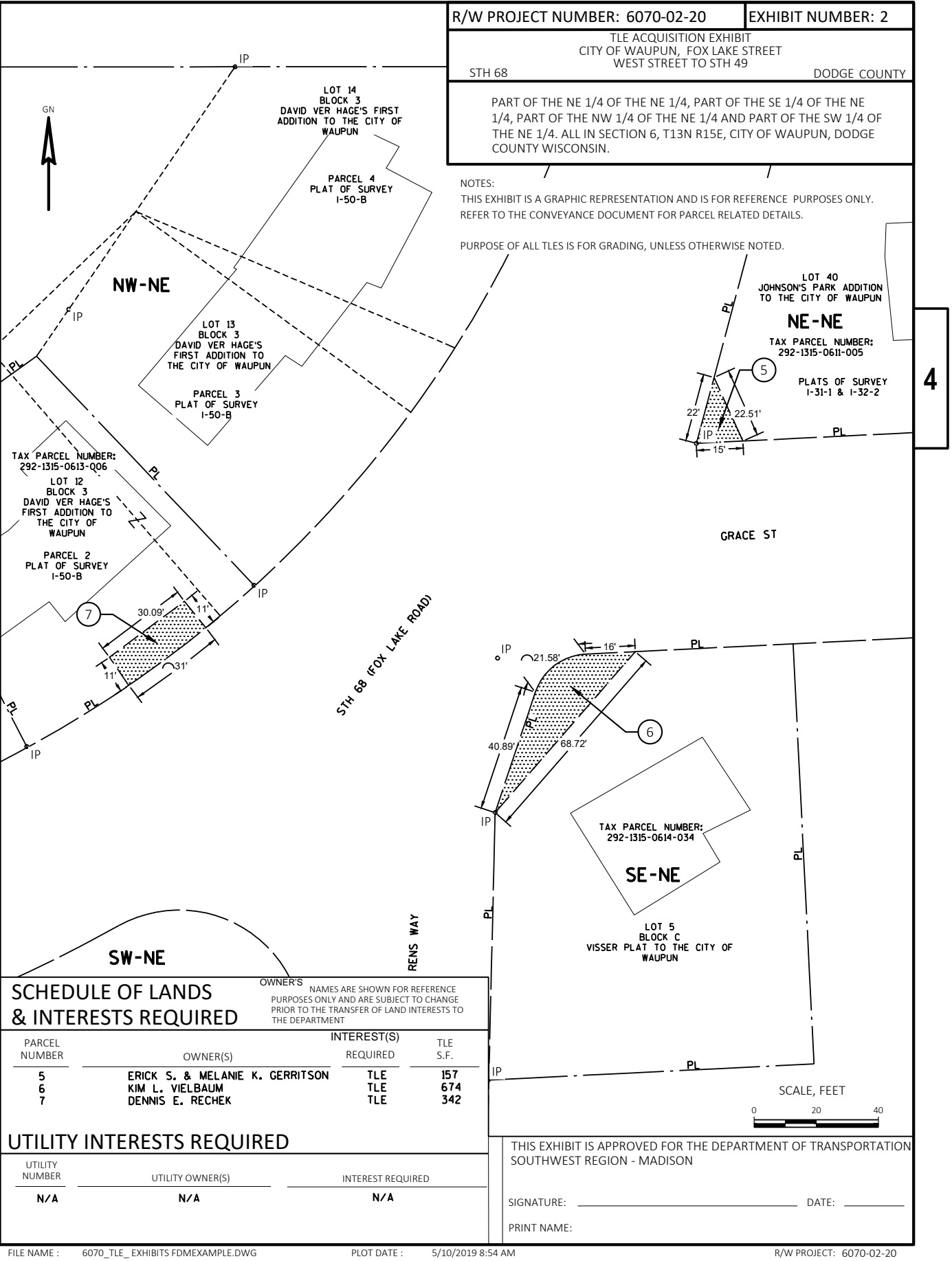
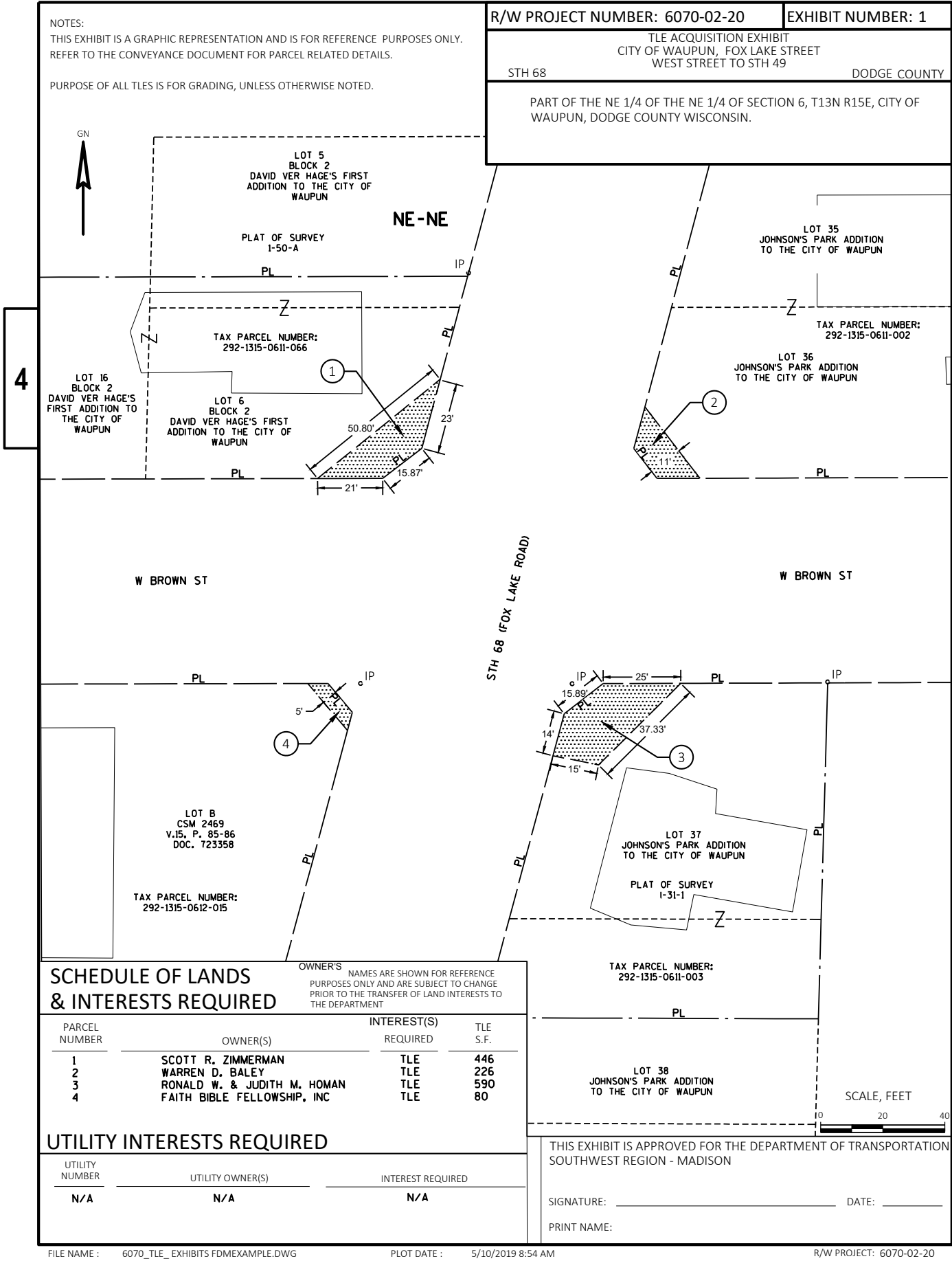
PRINT NAME: \_\_\_\_\_

FILE NAME : 87600020 EXAMPLE - 8X11 LANDSCAPE.DWG

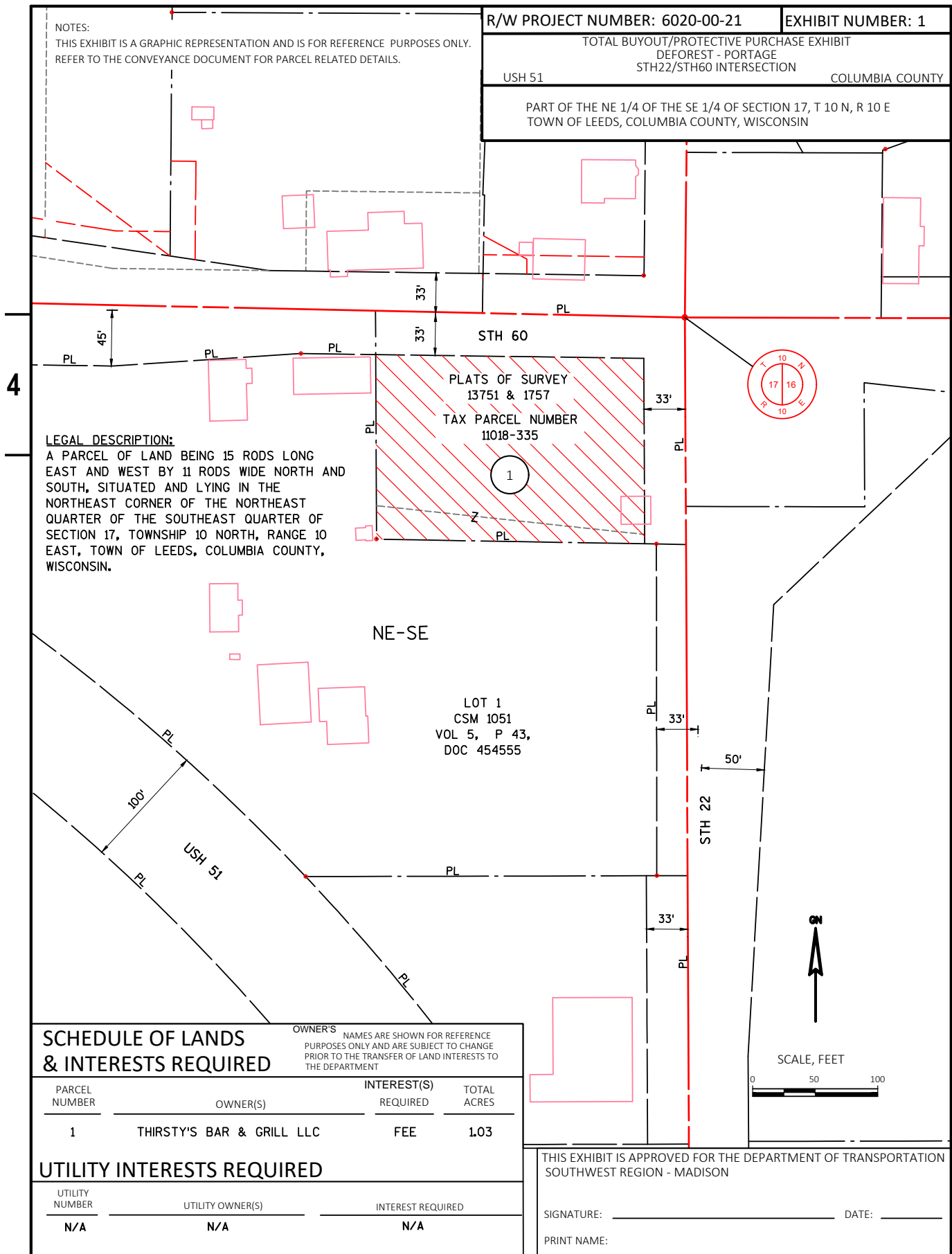
PLOT DATE : 5/29/2019 5:43 PM

R/W PROJECT: R/W PROJ NO

R/W PROJECT: R/W PROJ NO



# FDM 12-20 Attachment 1.4 Total Buyout/Protective Purchase Exhibit



FILE NAME: 60200021 EXAMPLE\_EARLY ACQUISITION.DWG

PLOT DATE: 5/10/2019 9:09 AM

R/W PROJECT: R/W PROJ NO

### Example 1 – Temporary Limited Easement (TLE)

Parcel 2

Project 6070-02-20

A **Temporary Limited Easement (TLE)** is a right for construction purposes as defined herein, including the right to operate necessary equipment thereon, the right of ingress and egress, as long as required for such public purpose, including the right to preserve, protect, remove or plant thereon any vegetation the highway authorities may deem desirable. All TLEs expire at the completion of the construction project for which this instrument is given.

A parcel of land located in Lot 36 of Johnson's Park Addition to the City of Waupun, in the NE 1/4 of the NE 1/4 of Section 6, in Township 13 North, Range 15 East, City of Waupun, Dodge County, Wisconsin, more fully described as follows:

The southwesterly 11.00 feet of said Lot 36.

Containing 226 square feet, more or less.

Subject to all other easements, restrictions and covenants, recorded and unrecorded.

### Example 2 – Temporary Limited Easement (TLE)

Parcel 6

Project 7140-00-20

A **Temporary Limited Easement (TLE)** is a right for construction purposes as defined herein, including the right to operate necessary equipment thereon, the right of ingress and egress, as long as required for such public purpose, including the right to preserve, protect, remove, or plant thereon any vegetation the highway authorities may deem desirable. All TLEs expire at the completion of the construction project for which this instrument is given.

A parcel of land located in Lot 6, Block 20 of Noyes and Winkleman's Addition to Trempealeau, located in part of the NE 1/4 of the SE 1/4 of Section 27, Township 18 North, Range 9 West, Village of Trempealeau, Trempealeau County, Wisconsin, described as follows:

Beginning at the Southwest corner of said Lot 6, Block 20 of Noyes and Winkleman's Addition to Trempealeau;  
Thence northerly along the West line of said Lot 6, 5.52 feet;  
Thence southeasterly 9.76 feet to the South line of said Lot 6;  
Thence westerly along said line, 7.93 feet to the point of beginning.

Containing 22 square feet, more or less.

Subject to all other easements, restrictions and covenants, recorded and unrecorded

### Example 3 – Temporary Limited Easement (TLE)

Parcel 1

Project 6070-02-20

A **Temporary Limited Easement (TLE)** is a right for construction purposes as defined herein, including the right to operate necessary equipment thereon, the right of ingress and egress, as long as required for such public purpose, including the right to preserve, protect, remove or plant thereon any vegetation the highway authorities may deem desirable. All TLEs expire at the completion of the construction project for which this instrument is given.

A parcel of land located in Lot 6 of Block 2, David Ver Hage's First Addition to the City of Waupun, in the NE 1/4 of the NE 1/4 of Section 6, in Township 13 North, Range 15 East, City of Waupun, Dodge County, Wisconsin, more fully described as follows:

Commencing at a found Mag Nail at the east quarter corner of said Section 6;  
Thence S 86° 29' 32" W, 1350.73 feet along the south line of the NE 1/4 of said Section 6;  
Thence N 1° 21' 11" E, 1239.56 feet;  
Thence N 23° 06' 50" E, 230.15 feet;  
Thence N 14° 55' 02" E, 301.79 feet;



Thence N 75° 04' 58" W, 33.00 feet to the point of beginning;  
Thence S 14° 55' 02" W, 23.00 feet;  
Thence S 52° 23' 44" W, 15.87 feet;  
Thence S 89° 52' 26" W, 21.00 feet;  
Thence N 51° 01' 23" E, 50.80 feet to the point of beginning;

Containing 446 square feet, more or less.

Subject to all other easements, restrictions and covenants, recorded and unrecorded.

**Example 4 – Total Buyout/Protective Purchase**

Parcel 1

Project 6020-00-21

A parcel of land being 15 rods long east and west by 11 rods wide north and south, situated and lying in the northeast corner of the northeast quarter of the southeast quarter of section 17, Township 10 north, Range 10 east, Town of Leeds, Columbia County, Wisconsin.