1.1 Introduction

This procedure sets forth the requirements for producing a transportation project plat (TPP). Many of these requirements are specified in s. 84.095 stats. 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 of the information pertaining to the parcels shown on one sheet, or it will consist of a title sheet and a detail sheet.
- Transportation project plats will become a permanent document that has 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 filed 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 filed transportation project plat.

A transportation project plat is a scaled graphical representation of the permanent land interests and must 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 section, recorded private claim, government lot, certified survey map, assessor's plat, subdivision plat, or another transportation project plat in which it falls. The information shown on the plat sheet 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.

Because there are no metes and bounds descriptions in the deeds, the plat has to be very understandable. Careful attention to placement of all the information in the plat is essential. Utility lines, hatch patterns, or other text can make the bearings and distances difficult to read and thus make the plat inadequate as the means for the description of the lands and interests to be acquired. In cluttered areas, use leaders, arrows, or course tables to insure that all bearings and distances can be read.

The transportation project plat shall be prepared either as a single stand-alone plat sheet or as a combination of a title sheet and a detail sheet. Each stand-alone TPP sheet will be recorded and referenced as a unique document and shall contain all the required information for that sheet. If a title sheet is included, the recording information will be shown on the first sheet of the document, which will be the detail sheet.

Attachment 1.1 is a sample stand-alone TPP example. Attachment 1.5 shows how Attachment 1.1 would look if it was set up as a detail sheet 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 signature block. It is recommended the area reserved for the Register of Deeds signature block be located in the upper right corner of the plat. All other information shall be positioned based upon the best usage of available space.

For a project with consecutive sheets, 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 to the next, except such information as necessary to define the plat; e.g., a section corner and accompanying coordinate information.

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

1.2 Detail Sheet

The detail sheet is the first sheet in the set. It shall contain the following items as appropriate.
1.2.1 Title Sheet Reference
Sometimes, when the detail sheet/title sheet configuration is used, the title sheet can apply to several detail sheets. In this case the title sheet is filed with the first detail sheet submitted for the project. This may or may not be sheet 4.01 Subsequent detail sheets will 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. XXXXXXX for additional information.

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 hatching designating the city or village limits shall be shown on the plat. When a transportation project falls in more than one county, a separate transportation project plat shall be drawn for 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.

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 sheet. 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 make reference to the appropriate statute(s), authorizing the local entity to acquire. Reference Section 3.2 - Relocation Order of the LPA (Local Public Agency) Manual for Right of Way Acquisition for guidance regarding the appropriate statute(s). 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.

RELOCATION ORDER (HIGHWAY NAME) _____________________COUNTY.

TO PROPERLY ESTABLISH, LAY OUT, WIDEN, ENLARGE, EXTEND, CONSTRUCT, RECONSTRUCT, IMPROVE, OR MAINTAIN A PORTION OF THE HIGHWAY DESIGNATED ABOVE, THE STATE OF WISCONSIN DEPARTMENT OF TRANSPORTATION DEEMS IT NECESSARY TO RELOCATE OR CHANGE SAID HIGHWAY AND ACQUIRE CERTAIN LANDS AND INTERESTS OR RIGHTS IN LANDS FOR THE ABOVE NAMED PROJECT.

TO EFFECT THIS CHANGE, PURSUANT TO AUTHORITY GRANTED UNDER SUBSECTIONS 84.02 (3), 84.09 AND 84.30, WISCONSIN STATUTES, THE DEPARTMENT OF TRANSPORTATION HEREBY ORDERS THAT:
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.
2. THE LANDS OR INTERESTS OR RIGHTS IN LANDS AS SHOWN ON THIS PLAT ARE REQUIRED BY THE DEPARTMENT FOR THE ABOVE PROJECT AND SHALL BE ACQUIRED IN THE NAME OF THE STATE OF WISCONSIN, PURSUANT TO THE PROVISIONS OF SUBSECTION 84.09 (1) OR (2), WISCONSIN STATUTES.

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 Number) - (Sheet Number)" and shall be printed on the plat in prominent letters. The following parcel location information (as appropriate) shall be included in the title where there are any rights or interests to be acquired. In addition, when monuments are being set to delineate highway right-of-way, the forties the monuments are located in shall be included in the location description. See Attachment 1.1 for an example location description.

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

Since many projects will have multiple plats, the department will include, as part of the plat number, the sheet number to make each plat unique within the project. The first plat of a project shall be numbered ____-__-__-4.01, (project number-sheet number); and the second plat of a project shall be ____-__-__-4.02, (project number-sheet number), etc. The plat title shall contain the project number and the sheet 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 sheet numbers shall contain two digits after the decimal, i.e. 4.01, 4.02, 4.10, 4.21, etc.

1.2.6 Plat Deliverables

In order to be able to provide AutoCAD® Civil 3D® (C3D) drawing information to other downstream user’s, all C3D drawing information shall be delivered in a specified folder structure format. 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 of the necessary information to create a Transportation Project Plat (TPP) project. While there are a number of 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 GIS. These layers are specified in FDM 15-5 Attachment 3.8. All consultants and regional staff shall follow this format when creating a transportation project plat project. This information needs to be submitted to the regional office immediately after notification that the right-of-way has been cleared. In order to maintain this consistency, language has been written into consultant contracts requiring that all drawing files be delivered to the regions in this format.

1.2.7 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 used for this purpose. Prior to the recording, the plat must be signed by a representative from every agency authorizing approval of the plat.

![Figure 1.2 Local Government Signature Block](image)

1.2.8 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 s. 443.06 stats. 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 s.443.06 stats (see Figure 1.3). A plat prepared for recording under s. 84.095 stats. shall include a certificate of a professional land surveyor licensed under s. 443.06 stats. 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 or a similar signature block on a plat prepared by a professional land surveyor licensed under s. 443.06 stats. Figure 1.3 also includes the department or municipal approval signature in the same block.
1.2.9 Plat Dimensions and Register of Deeds Signature Block

The transportation project plat—which is filed in the 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 filing or recording information to the plat. This will include a notation for the filing 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 and amendment number as shown below. The area reserved for the Register of Deeds signature block will be located in the upper right-hand corner of the plat.
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 sheet 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 transportation plat.
- 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 falls near the limits of the village or city.
- The location sketch will have the same orientation as the transportation project plat sheet. (North should be oriented to the top of the sheet unless the location sketch proportions are such that the orientation to the right side is desirable.)

See Figure 1.5 for example location sketch.
1.2.11 Scale and North Arrow
Plat sheets 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 sheets when choosing a scale. The information shown on the TPP sheet 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 plats need be drawn at the same scale. Plats 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 sheet 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. The location sketch does not need to show a north arrow, however, the sketch shall have the same orientation as the transportation project plat sheet. North should be oriented to the top of the sheet unless the location sketch proportions are such that the orientation to the right side is desirable.

1.2.12 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."

When using any coordinate system, it is highly recommended that the notes include a reference to the station or stations used, a reference to methods used (GPS or conventional), and the year the survey was done. With the ongoing refinements to the various control networks used in the state, a station and year reference will ensure
that any future user will be able to utilize the coordinate information on the transportation project plat. 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 coordinate guidance as stated in FDM 9-20-27.

1.2.13 U.S. Public Land Survey System Reference Information

Describe and reference at least two Public Land Survey System (PLSS) corners to the highway reference line and to the department property line on each plat. A minimum of two PLSS corners need to be recovered or reestablished. Each PLSS corner shown that was not recovered or reestablished should include the note, “Not Recovered” and reference information stating how the location of the monument was determined should be shown. If one or more PLSS 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 PLSS corner shall include coordinate values to a minimum of two decimal places, relating to the Wisconsin County Coordinate System. Descriptions of all depicted PLSS corners should include the type of monument (e.g., Harrison Monument, Berntsen Monument).

Section corner and quarter corner numbers (see Attachment 1.2) shall be readable normal to the north arrow. Show numbers and proper designation of government lots. Show section, township, and range numbers. When section corners are located beyond the limits of the sheets, 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.

1.2.14 Existing and New Locations of the Transportation Facility

The transportation project plat will clearly show 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. Show existing highway centerlines, right-of-way lines, and widths when the existing right-of-way lies within or abuts the proposed right-of-way. 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 the right-of-way curve intersects a field located line of a survey of public record, two sets of curve data should be shown (for the parts of the curve on either side of the line) rather than just one that is continuous through the located line. When a right-of-way curve continues onto the next plat sheet, each plat shall show the curve data that is specific to that sheet rather than showing the curve data for the entire curve.

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 by department surveyors, because the angle point may be misinterpreted by others to be on the intersecting property line. If angle points in the right-of-way must be located near intersecting property lines, add a note to the face of the plat indicating that the angle point is not at the intersection of the property line and the right-of-way line.

The location of the highway reference line shall be indicated by bearing and distance from the nearest corners of the quarter section, recorded private claim, or federal reservation in which the transportation project plat is located. 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 right-of-way boundary line(s) on the plat intersect with a section line, quarter-section line, sixteenth line, or property line, etc., the location of each shall be shown without showing the placement of a physical monument. Placing monuments on section lines, quarter-section lines, sixteenth lines, property lines, etc., should be avoided unless their exact location has been determined.

Where a PLSS line (section line or quarter-section line) lies on or near the reference line, the relationship between the lines shall be clearly shown. Use a detail of the area if necessary. Show reference line stations of intersecting section lines, public highways, railroads, side roads, etc. Distances and bearings shall be shown as close to the line segment as possible, keeping in mind that the readability of the data is extremely important.

Show reference line alignment curve data by including the P.I. station, Wisconsin County Coordinate System coordinates, delta angle (Δ), tangent length (T), length of curve (L), the radius (R), and the degree of curve (D) of the reference line alignment. When a reference line curve continues onto the next plat sheet, show the curve data for the entire reference line curve on both sheets.

In interchange areas show only reference lines that are used to define the right-of-way. Showing proposed roadway, tapers, median openings, or minor stream crossings is not recommended.

Use dashed lines to show limits of existing highway right-of-way. Show new highway right-of-way with a solid line. If an existing highway easement is to be converted to fee, show it as a solid line.

Show the exact station of intersections of the department right-of-way line with section lines and quarter-section lines when these lines have been located as stated above.

1.2.15 Basis of Existing Highway Right-of-Way

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

1.2.16 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 shall be shown on the plat and labeled by the size and kind of the monument (e.g., 1” IP). Monuments set for new right-of-way will usually be department Type 2 monuments\(^1\) and shall be identified by size and kind. Non-monumented and computed right-of-way points should also be indicated on the plat. Right-of-way monuments may be identified on a separate table or as part of another table, if space allows.

In order to identify the size and kind of new right-of-way monuments on the transportation project plat, use a statement similar to those found under “Notes” in the “Title Sheet” section and place the appropriate size and kind of monument in the note on each plat sheet. The primary method for monumentation of land to be acquired is for the monuments to be set prior to the completion of the project. Show in the legend a symbol for the kind of monument set.

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.

1.2.17 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 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.

1.2.18 Bearings and Distances

Show sufficient bearings and distances of the proposed and existing right-of-way lines that remain, to provide a closed metes and bounds description of the Department’s boundary lines. Show adequate bearings and distances from the proposed alignment and/or right-of-way to recovered Public Land Survey System (PLSS) corners in order to reestablish the department’s boundary lines anytime in the future. Bearings and distances shall be shown as close to the line segment as possible. To reduce clutter a “course table” may be utilized (see Figure 1.6).

Distances should begin and end at intersections with located PLSS lines, angle points, and the beginning and ending of curves. Distances and bearings may be shown to a subsequent point on an adjacent plat but also need to be shown to end at the same government line (section line, quarter-section line, etc.) or property line at which the plat ends. Distances and bearings to intersecting lines of a survey of public record that has been located in the field by department surveyors is acceptable when the use of this information would simplify legal descriptions of the acquisition. 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.

All of the distances shown on the plat shall be ground distances. When distances are taken from a certified survey map, subdivision plat, transportation project plat, or legal description to show existing boundaries, the distances “as recorded” on the document shall be indicated in parentheses and a suitable notation shall be used in the conventional signs and abbreviations table. This use of the parenthesis symbol is to show which information has been taken from recorded documents.

1.2.19 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 Figure 1.6.

\(^1\) Type 2 monuments are defined in FDM 9-25-10. Type 1 monuments may be used in lieu of Type 2 monuments.
1.2.20 Parcel Information

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 (See Figure 1.7 and Figure 1.8).

In platted areas, show only the lots that are pertinent to the right-of-way 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 subdivisions, block numbers, platted lots, and out lots, as well as certified survey map numbers, volumes, and pages or document numbers. When designating PLEs and TLEs, indicate the purpose of each easement (e.g., erosion control, drainage, driveway, etc).
Structures located within 100 feet of the proposed right-of-way line, or those affected by local zoning ordinance setback, 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 of the proposed right-of-way line, show a dimension for the structure closest to the proposed right-of-way line and the dimension to the residence or principal structure.

Parcel numbers shall be sequential but not necessarily consecutive. When more than one transportation project plat is developed within an improvement project, the parcel numbers for each transportation project plat 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. 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 separate document, the areas shown on a plat shall refer only to the parcels shown on that plat. Each transportation project plat will show the areas to be acquired for the parcels on that plat only.

Plats are to end on a government line (section line, quarter-section line, etc.) or property line, preferably in that order of importance. Acquisition areas shall be calculated to the limits of the transportation project plat. The deed will reference all the transportation project plats 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 filed in each appropriate county.

It is optional to leave every fifth parcel number open for better Schedule of Lands & Interests 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 within the area to be acquired. If the parcel number will not fit within the parcel, then a leader line from the parcel number to the parcel to be acquired will be shown. It is very important to clearly depict what parcel is being acquired because there will not be a metes and bounds description for each parcel. Confusion as to the identity of each individual parcel could lead to adverse impacts on the department and the abutting owner of record.

Hatching shall be used to delineate new areas of acquisition. It is important to use distinctive hatching for every parcel to be acquired. On large parcels, this hatching need not cover the entire acquisition; however, the intent should be clear as to the limits of the acquisition.

Hatching 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 right-of-way that are to be acquired from the property owners shall not be shown as hatched areas in the detail portion of the plat and will only be identified by area in the Schedule of Lands and Interests.

Parcels that are landlocked shall be labeled as such.
1.2.21 Schedule of Lands & Interests

The Schedule of Lands & Interests is the location on a plat where all the information for each parcel is shown. Attachment 1.1 shows an example of a layout for the Schedule of Lands & Interests. 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 filed with the Register of Deeds. If there is a land contract, show the vendor and vendee.
3. Right, title, or interest in land to be acquired (fee, highway easements, access rights, permanent limited easement, and temporary limited easement).
4. Acres or square feet of the parcel to be acquired: subdivided into new, existing (department owned or by easement), and total acres or square feet required.
5. Acres or square feet of easements, both temporary and permanent, if required.

Because owners may change after the plat has been filed, show the following disclaimer note in the Schedule of Lands & Interests:

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

A separate Utility Schedule shall also be shown on the plat if a release of rights, conveyance of rights, etc. is being acquired from a utility company. See Attachment 1. The utility schedule shall be titled Utility Interest Required and include the following items:

1. Utility Number
2. The name of the Utility Company at the time the plat is being filed with the Register of Deed's
3. Interest Acquired.

1.2.22 Off-Premise Signs

Off-premise signs are signs that do not qualify as on-premise signs under Wis. Stat. 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 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. Real estate should provide guidance to the plat preparer as to the extent of the sign owner’s interests in real estate, if that can be determined. Where contiguous parcels are shown on a plat, and 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 on the schedule of lands and interests 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 does not fall 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. In addition, the sign number shall be included in the schedule of sign structures 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 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.

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 FDM 12-10 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.

1.2.23 Stations and Offsets
Stations and offsets shall be used on the plat to show the relationship between the reference or centerline, and the right-of-way lines. The use of stations and offsets is not a substitute for distances and bearings along both the reference line and the right-of-way line. 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.

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 s. 84.09 stats. 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 reader should go to the deed to determine what the access restrictions are on the parcel. If you have a large frontage and access rights that are only being acquired on a portion of that frontage, show the symbol only on 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 s. 84.295 stats., without compensation (specifically for access rights) to the abutting owner. This applies only to s.84.295 designated expressways and freeways on new alignment. It is important to note that there is a legal process in s.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 84.295 designated expressway or freeway on new location with existing highways, use the acquisition symbol associated with access control in accordance with s. 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, s.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.

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, on the plat where the original access control was established (see Attachment 1.1). This alerts the reader 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)."

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. 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 have some land right that is being acquired, 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. Line styles shall be the same for both compensable and non-compensable utility facilities. The compensable utility company will be shown in a separate utility schedule and given a utility number. Municipal utilities such as sewer and water do not need to be shown on the transportation project plat unless a portion of that utility is compensable.

It is not unusual for the cost of compensable utility relocations to exceed the cost of right-of-way acquisition. It is a good idea to consult with the region utility coordinator regarding compensable utility facilities.

There are three 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. Utility facilities on lands being acquired are eligible for compensation, even if there is not a recorded utility easement. Utilities can obtain prescriptive rights if they occupy private lands uncontested for 10 years. (s. 893.28(2) stats.)

2. Conveyance of rights obtained on an earlier project. Utility facilities may be compensable because of a conveyance of rights obtained on an earlier project. Since about 1962 WisDOT has been obtaining a conveyance of rights document from utilities when there are utility facilities on private lands being acquired for a highway project. The conveyance of rights document gives the state all rights, title and interest; however, the utility retains 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 search. The conveyance of rights document only covers the area acquired at the time the conveyance document was signed. It does not cover all of the prior existing right-of-way. The limit of the area covered by a conveyance of rights document can be obtained from the right-of-way plat associated with the conveyance of rights document.

3. Municipally owned utility relocations on a freeway project. Wis. Stat. s. 84.295(4m) requires the department to pay for 90% of municipally owned utility relocations on any freeway projects undertaken by the department under s. 84.295 stats. Not all roadways designed to freeway standards are designated as freeways under s. 84.295 stats. The highway must be designated as a freeway under s. 84.295 stats. in order for municipally owned utility facilities to qualify for compensation.

The two types of acquisition documents used are a quitclaim deed and a conveyance of rights document. Each type is used in specific circumstances. "Release of rights" is used on a TPP or traditional 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 utility or 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-utility or non-railroad parcels on the same right-of-way plat. When utility or railroad company land interests that require compensable work are to be acquired, a separate I.D. number should be assigned to each utility or 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 1.7 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. Show all existing tracks. Indicate the railroad centerline and give its bearing or angle of intersection with the roadway along with the stationing for the point of intersection with the highway (see Figure 1.9). The description of an easement over railroad property will be written as a lot and block description as described in s. 84.095 stats.
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 1.9 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:


If the right-of-way to the road, street, or alley is to be vacated sometime in the future and has not been vacated by the department, 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 is of such impaired utility that it becomes uneconomic or undesirable for the owner to retain. See Real Estate Program Manual 3.3.1.1: [https://wisconsindot.gov/dtsdManuals/re/repmchap3/3-3-alternate-offers-and-changes.pdf](https://wisconsindot.gov/dtsdManuals/re/repmchap3/3-3-alternate-offers-and-changes.pdf)

Under state law WisDOT must offer to purchase uneconomic remnants. See Wis. Statutes 32.05(3m): [https://docs.legis.wisconsin.gov/statutes/statutes/32/I/05](https://docs.legis.wisconsin.gov/statutes/statutes/32/I/05)

Neither the acquisition nor sale of remnants 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 then create a composite version of the project TPP, such as an Adobe pdf document, reflecting this transaction. A notation shall be made prominently indicating that this is an internal non-recorded copy of the TPP and that the original is found at the Register of Deeds office. Acquired remnants will be easily identified by unique boundaries or hatching, including the term “Remnant” along with parcel size (see Figure 1.8). Recording data will also be shown for remnants sold (see Figure 1.10).
Figure 1.10 Remnant and Excess Land Sale Example

Once the composite version or pdf document 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 DOTView. It is also good practice to include any relevant surveys.

1.3 Title Sheet
If a stand-alone TPP sheet becomes too crowded to read, consider dividing the information between a detail sheet(s) and a title sheet.

A title sheet will contain all of the general information applicable to all the TPP detail sheets 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 not be numbered as all other sheets in the project, except that it will show the project number in the title. When a title sheet is used for a project, it will be filed with the first TPP detail sheet submitted for the project. This may or may not be sheet 4.01. The title sheet shall also show that it is sheet 2 of 2 with the accompanying TPP detail sheet 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 sheet for that specific county.

The following information shall be shown on a title sheet if a title sheet is used. Otherwise it shall be shown on a stand-alone TPP sheet.

1.3.1 Project Title
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 a subtitle 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).

1.3.2 State Map
Showing the state map and indicating the county in which the project is located by shading is optional.

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

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

1.3.4 Symbols or Conventional Signs and Abbreviations Table
Symbols or conventional signs and abbreviations used within the project should be shown in a table. A basic
symbol and abbreviation table is built into the CADDS cell file for a title sheet. If other symbols or abbreviations are needed, see FDM 15-5-25 and FDM 15-5-30.

### 1.3.5 Notes

Notes shall be added to the plat to explain the information shown on the plat. They shall be placed on the plat, when applicable, and pertain to the rights and interests of the landowners. 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 plat:

- **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.**

- **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 are drawn from data derived from maps and documents of public record and/or existing occupational lines. Excluding right-of-way lines, this plat may not be a true representation of existing property lines, and should not be used as a substitute for an accurate field survey.**

The following notes shall be shown on the plat, if applicable:

- **A Temporary Limited Easement (TLE) is a right for construction 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 necessary or desirable. All TLEs 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 the 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 necessary or 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.**

- **A Highway Easement (HE) is 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 necessary or desirable.**

- **For current access/driveway information, contact the Wisconsin Department of Transportation region office in (City).**

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

- **Right-of-way monuments are Type 2 monuments (typically ¾” x 24” rebar) and will be placed prior to the completion of the project.**

  or

- **Right-of-way monuments are Type 2 monuments (typically 1” x 24” iron pipe) and will be placed prior to the completion of the project.**

### 1.4 Quality Control and Closure Sheet

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 filed. 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 sheet number, the highway number, the county the project is located 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 the 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. Finally, 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 legal description, appropriate signatures and dates, location sketch, notes, etc.
Once the recordable TPP process is fully implemented, numerous plats will be processed through the Surveying & Mapping Section, and quality control checks will be minimal. In order to identify possible problem areas in the development of the transportation project plat process, the regions will document justifications for amendments and affidavits of correction. There may also be periodic visits from the Surveying & Mapping Section to each of the regions to help identify possible areas of improvement. 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 filing or recording the plat if the plat is prepared in accordance with s. 84.095 stats.

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<td>Attachment 1.6</td>
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FDM 12-10-3 Using a Transportation Project Plat to Establish Existing Right-of-Way

A transportation project plat (TPP) may be used to establish and delineate existing highway right-of-way. One of the primary reasons the Department began recording Transportation Project Plats (TPPs) 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 TPP to show our existing highway right-of-way can be a fairly 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 TPP.

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 in order to establish and delineate the right-of-way as owned 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.

Both of 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 also be in compliance with Wis. Statute 84.095. There are some differences between the plats that are incorporated into an existing highway project and the stand-alone plats that delineate existing highway right-of-way. Those differences are as follows:

3.1 Requirements for Stand-Alone Plats Delineating Existing Highway Right-of-Way:

- Plats in a stand-alone project will not show a relocation order. Instead, a statement shall be placed on the stand-alone plats, which indicates the Department is creating the plat in order to establish and delineate their right-of-way. This statement shall be placed under the location description, which is normally in the upper right of the plat. That statement shall read: 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.

- There will be no schedule of lands and interests shown on a stand-alone project plat. Since there is no acquisition on these types of plats, it is not necessary to document the lands needed for the project.

- Plats in a stand-alone project shall make reference to a previous project, if one exists, that established the current right-of-way limits. This information shall be shown either in the notes or in a table.

- Plats in a stand-alone project will list in the location description all of the forty’s in which the highway is located. CSM information will not be included in the location description.

- Stand-alone project plats will not show existing utility or access information. Since this information is always subject to change the following two notes should be added to the general notes:
- For current access/driveway information contact the Wisconsin Department of Transportation regional office in ____(city)__.  
  - Utility information is not shown on this plat.

### 3.2 Requirements for Plats Incorporated into an Existing Highway Project:

Plats being incorporated into a highway improvement project where there are no rights or interests required shall not show a relocation order. Instead, a statement shall be placed on the plats 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.

*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.*

In the event the plat is amended to require any rights or interests, the plat shall then show a relocation order.

- Plats incorporated into an existing highway project do not need to include a schedule of lands and interests table. If it is determined after recording that acquisition is needed in this area of the project, the amendment will include a schedule showing the interests acquired.
- Plats incorporated into an existing highway project shall make reference to a previous project, if one exists, that established the current right-of-way limits. This information shall be shown either in the notes or in a table.
- Plats incorporated into a highway project will list in the location description all of the forty’s in which the highway is located. CSM information will not be included in the location description.

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<td>Checklist for TPP R/W Delineation Plat (Monumentation Plat)</td>
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### FDM 12-10-5 Transportation Project Plat Checklist

March 27, 2008

The information on the transportation project 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 plat. Attachments 5.1, Transportation Project 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 transportation project plats. The checklist should be marked as the plat work progresses. It should be kept with the master plat on which all suggested revisions are noted.

The checklist is divided into three sections: title sheet, detail sheet and additional submittal requirements. If a stand-alone transportation project plat is prepared then the information on the detail sheet and title sheet will be combined into the single sheet, unless otherwise stated. The additional submittal requirements section lists the documents and electronic files that are prepared in conjunction with a transportation project plat.

### LIST OF ATTACHMENTS

| Attachment 5.1 | Transportation Project Plat Checklist |

### FDM 12-10-10 Filing/Recording

February 28, 2007

#### 10.1 Filing the Plat

Once the plat is complete and the approval signatures are in place, the transportation project plat with the original signatures will be sent to the Surveying & Mapping Section, 3502 Kinsman Blvd, Madison, WI 53704 as a pdf file.

The original TPP will then be reproduced on permanent material acceptable to the Register of Deeds. Once this process is completed, the TPP copy will be sent to the appropriate county Register of Deeds office. Within three days of the arrival of the TPP copy at the Register of Deeds office, the Register of Deeds is required to file the image, photocopy the register of deeds signature block which contains the filing information, and then fax the filing information to the appropriate region. Once the recording information is received in the region it should be placed on the electronic version of the plat.

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

June 30, 2017

#### 15.1 Introduction

While every effort should be made to file a transportation project plat (TPP) only once, there are occasions when
it becomes necessary to file an amendment plat. Once the original TPP is filed in the office of the register of deeds, there are two methods of modifying it. The first method is to file an amendment plat and the second is to file an affidavit of correction.

15.2 Amendment Plat
An amendment plat is filed when the size, shape, interest of a parcel, 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 filing 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 filed with the county office of the register of deeds before the interest can be acquired. Examples of changes that would cause an amendment plat to be filed 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 numbering
- Change in the area of the parcel
- Incorrect acreage or interest listed in the schedule of lands and interests on the original plat.

An amendment plat will be made on the same size sheet 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.

The title shall read:

| TRANSPORTATION PROJECT PLAT (Project Number) | - (Sheet Number) AMENDMENT NO: __ |
| AMENDS PARCEL NO: ____ OF TRANSPORTATION PROJECT PLAT ____-__-__-4.__ |
| RECORDED AS DOCUMENT NO: ___________ |

This wording shall be printed on the plat in prominent letters with the location of the land by transportation project plat, subdivision plat, assessors plat, certified survey map, government lot, recorded private claim, quarter-quarter section, section, township, range and county noted. 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, 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 filed.

The same process shall be used for filing 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 image of the amendment plat has been filed 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 amendment transportation project plat. 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) consists of more than one sheet and changes are needed to either one or more sheets, all associated sheets shall be included in the amendment. In the event the original TPP associated with the title sheet needs to be amended, all sheets other than the title sheet shall be sent in for recording. The title sheet does not need to be included. The amended sheet, however, needs to reference on its face 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 sheet shall be sent together as an amended plat.

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 filed are:

- Typos and misspelled words
- 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.

Only the preparer of the original or amended transportation project plat may file an Affidavit of Correction form. If the original preparer is unable to perform this function a designated representative may file the form on his/her behalf. An Affidavit of Correction form, DT1590 or similar form, shall be filed in the county office of the register of deeds by the region. The original form will be retained in the office of the register of deeds. The register of deeds will note the existence and filed location of the Affidavit of Correction form on the image of the original transportation project plat. A copy of the original Affidavit of Correction form will be returned to the region for their records. The region will forward a copy of the returned form to the Central Office Plat Coordinator.

15.4 Vacating a Plat or a Parcel from a Plat

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 filed by a region and only some or none of the parcels or interests on the plat were acquired by the department, then it would be necessary to file a Vacation Order form.

A Vacation Order form, DT1875, or similar form, shall be filed in the county office of the register of deeds by the regional office in order to vacate an entire plat. In the event a region 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 interest may also be vacated using this method. In either situation the original Vacation Order form will be retained in the office of the register of deeds. The register of deeds will note the existence and filed location of the Vacation Order form on the original transportation project plat. A copy of the original Vacation Order form will be returned to the region for their records. The region will forward a copy of the returned form to the Central Office Plat Coordinator. A Vacation Order form may only be filed by the preparer of the original or amended transportation project plat. If the original preparer is unable to perform this function a designated representative may file the form on his/her behalf.

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 a number of methods available; from filing the full-size plat with the recording information to scanning the plat to a compact disc. The TPP should be kept up to date with reference to any recorded amendments or affidavits of correction. The TPP is meant to represent the interest of the department for a particular highway.

**LIST OF ATTACHMENTS**

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<tr>
<th>Attachment 15.1</th>
<th>Transportation Project Plat - Amendment Plat</th>
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<td>Attachment 15.4</td>
<td>Transportation Project Plat - Parcels - Vacation Order</td>
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**FDM 12-10-20 Description of Lands**

**March 16, 2018**

**20.1 Legal Description**

Since Transportation Project Plats will now be filed/recorded at the county register of deeds office, the conveyance documents will need to reference the filed/recorded transportation project plat. Because 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 will now be written in a lot and block format instead of the lengthy metes and bounds descriptions, as done previously. The deed will identify the parcel as it is shown on the filed/recorded transportation project plat and the specific recording information for the transportation project plat will follow. This includes the recorded volume and page (or drawer, cabinet, etc.) of the particular transportation project plat, the document number, and the county and state names. Other information such as the recording date, quarter section, section, town and range, lot and block, subdivision, assessor’s plat, or C.S.M. 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, will 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 on the deed.

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 sheets. If the plat does not have a title sheet, the notes will appear on whichever sheets 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, but not an access right note.

A permanent limited easement 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.

The specific purpose for a permanent limited easement (such as drainage or a retaining wall), or for a temporary limited easement (such as slopes or a driveway) will be shown on the detail portion of the plat, but not in the legal description.

Acreages will not be shown on the deed.

When legal descriptions are written from an amended TPP, only the descriptions pertaining to the altered parcels will reference the amended TPP. The descriptions for all unaltered parcels will reference the original TPP.

Legal descriptions will not reference any affidavits filed 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 sheet.

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 sheet, write a full description for the interests that appear on each sheet; do not combine the information from both. See Section 3 of these instructions for an example.

9. The project I.D. that appears in the footer should not include the TPP sheet number (e.g., -4.01).

10. Save each parcel’s description to its own Word document. All interests acquired for a particular parcel, even when that parcel appears on more than one TPP, 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 "doc", 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 "doc" extension from each file name.

20.1.2 Verbiage

Completed legal description examples can be found under Section 1.3.

For details on verbiage of legal descriptions, see Attachment 20.1.
20.1.3 Legal Description Examples
See Attachment 20.2 for examples of legal descriptions.

20.1.4 Examples of Descriptive Notes
For reference, shown below are the descriptive notes that will appear on a TPP when the project includes the acquisition of a highway easement, a permanent limited easement, or a temporary limited easement.
If the plat has a title sheet, the notes will appear there and not on the other sheets. If the plat does not have a title sheet, the notes will appear on whichever sheets illustrate the location of the easement to be acquired.

20.1.4.1 Highway Easement
A Highway Easement (HE) is 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 necessary or desirable.

20.1.4.2 Permanent Limited Easement
A Permanent Limited Easement (PLE) is a right for construction and maintenance purposes, as defined herein, including the right to operate the 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 necessary or 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 would not impair or otherwise adversely affect the highway facilities.

20.1.4.3 Temporary Limited Easement
A Temporary Limited Easement (TLE) is a right for construction purposes, as defined herein, including the right to operate the 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 necessary or desirable. All TLEs expire at the completion of the construction project for which this instrument is given.

LIST OF ATTACHMENTS
Attachment 20.1 Legal Description Verbiage
Attachment 20.2 Legal Description Examples