



# FACILITIES DEVELOPMENT MANUAL

Wisconsin Department of Transportation

## TABLE OF CONTENTS

### Chapter 12: Right-of-Way Plat and Exhibit Development

#### **Section 12-1 General**

- 12-1-1 ..... Introduction
  - 1.1 ..... Originator
  - 1.2 ..... General
  - 1.3 ..... When Is a Plat or Exhibit Needed?
  - 1.4 ..... When to Use a Transportation Project Plat (TPP)
  - 1.5 ..... When to Use a Traditional Right-of-Way Plat
  - 1.6 ..... When to Use an Acquisition Exhibit
- Attachment 1.1 ..... Policy to File or Record Transportation Project Plats
- 12-1-5 ..... Existing Features
  - 5.1 ..... Access Control
  - 5.2 ..... Easements
  - 5.3 ..... Existing Monumentation
  - 5.4 ..... Existing Right-of-Way
  - 5.5 ..... Existing Roadway Location
  - 5.6 ..... Property Owners' Names and Descriptions
  - 5.7 ..... Topography
  - 5.8 ..... Utilities
- 12-1-10 ..... Title Report
- 12-1-15 ..... Types of Acquisition
  - 15.1 ..... Fee
  - 15.2 ..... Highway Easement
  - 15.3 ..... Permanent Limited Easement
  - 15.4 ..... Access Rights
  - 15.5 ..... Temporary Limited Easement
  - 15.6 ..... Scenic Easement
  - 15.7 ..... Restricted Development Easement
  - 15.8 ..... Air Rights
  - 15.9 ..... Advertising Rights
  - 15.10 ..... Waterway Rights
  - 15.11 ..... Order of Importance
  - 15.12 ..... Covenants and Agreements
- Attachment 15.1 ..... Waterway Example Plat
- 12-1-20 ..... Encroachments on Highway Improvement Projects
  - 20.1 ..... Definition
  - 20.2 ..... Policy Statement
  - 20.3 ..... Procedures for Existing Encroachments
  - 20.4 ..... Procedure for Permits
  - 20.5 ..... Local Public Agency Projects
- Attachment 20.1 ..... Revocable Occupancy Permit
- 12-1-25 ..... Surplus Lands on Highway Right-of-Way
  - 25.1 ..... General
  - 25.2 ..... Definition
  - 25.3 ..... Projects to be Evaluated
  - 25.4 ..... Process for Identification
  - 25.5 ..... Evaluation Criteria for Right-of-Way
- 12-1-30 ..... Sign Control
- 12-1-35 ..... Right-of-Way GIS Modernization
  - Attachment 35.1 ..... R/W Modernization GIS Project Deliverables

#### **Section 12-5 Making Right-of-Way Determinations**

- 12-5-1 ..... Determining Right-of-Way Needs

12-5-3.....Acquisition Restrictions  
    3.1.....General  
    3.2.....Exceptions  
    3.3.....Application  
12-5-5.....Access Control  
    5.1.....Research/Investigate Previous Access Control  
    5.2.....Determine Access Control Requirements for a Project  
    5.3.....Indicate Access Control on Right-of-Way Plat

**Section 12-10 Transportation Project Plat Preparation**

12-10-1 .....Guidelines  
    1.1.....Introduction  
    1.2.....Detail Page  
    1.3.....Accompanying Sheets  
    1.4.....Quality Control and Closure Sheet  
    1.5.....Local Review  
    Attachment 1.1..... Transportation Project Plat Example  
    Attachment 1.2..... U.S. Public Land Survey System Information  
    Attachment 1.3..... Right-of-Way Example  
    Attachment 1.4..... Access Control at Intersections on New Relocation  
    Attachment 1.5..... Sample TPP Detail Page with Accompanying Title Sheet  
    Attachment 1.6..... Sample Transportation Project Plat Closure Sheet  
    Attachment 1.7..... Sample Easement Table Examples  
    Attachment 1.8..... Sample Access Symbol Example  
    Attachment 1.9..... Sample Accompanying Extension Sheet  
    Attachment 1.10..... Sample Accompanying Utility Sheet  
12-10-3 .....Using a Monumentation Plat to Establish Existing Right-of-Way  
    Attachment 3.1..... Monumentation Plat Example  
12-10-5 .....Transportation Project Plat and Monumentation Checklists  
    5.1.....Transportation Project Plat Checklist  
    5.2.....Monumentation Plat Checklist  
    Attachment 5.1..... Transportation Project Plat Checklist  
    Attachment 5.2..... Monumentation Plat Checklist  
12-10-10 .....Recording the Plat  
    10.1.....Recording the Plat  
12-10-15 .....Amendments, Corrections, and Vacations  
    15.1.....Introduction  
    15.2.....Amendment Plat  
    15.3.....Affidavit of Correction  
    15.4.....Vacation Orders or Notice of Non-Acquisition  
    15.5.....Archive Files in Region Office  
    Attachment 15.1..... Transportation Project Plat - Amendment Plat  
    Attachment 15.2..... Transportation Project Plat - Affidavit of Correction  
    Attachment 15.3..... Transportation Project Plat - Vacation Order  
    Attachment 15.4..... Transportation Project Plat - Parcels - Vacation Order  
    Attachment 15.5..... Amendment Caption Example  
12-10-20 .....Description of Lands  
    20.1.....Legal Description  
    Attachment 20.1..... Legal Description Verbiage  
    Attachment 20.2..... Legal Description Examples  
12-10-25 .....Plat Deliverables

**Section 12-15 Traditional Right-of-Way Plat Preparation**

12-15-1 .....Guidelines  
    1.1.....Introduction  
    1.2..... Title Sheet  
    1.3.....Schedule of Lands and Interests Required Sheet  
    1.4.....Layout Sheet  
    1.5.....Detail Sheet  
    1.6.....Access Control  
    1.7.....Trans 233 Information

- [Attachment 1.1](#).....Sample Title Sheet
- [Attachment 1.2](#).....Sample Schedule of Lands & Interests Required Sheet
- [Attachment 1.3](#).....Sample Layout Sheet
- [Attachment 1.4](#).....Sample Detail Sheet
- [Attachment 1.5](#).....Sample Single-Sheet R/W Plat
- [Attachment 1.6](#).....U.S. Public Land Survey System Information
- [Attachment 1.7](#).....Right-of-Way Example
- [Attachment 1.8](#).....Access Control at Intersections on New Relocation
- [Attachment 1.9](#).....Easement Table Examples
- [12-15-5](#) .....Using the Plan as a Plat
  - [5.1](#).....Guidelines
  - [5.2](#).....Requirements
  - [5.3](#).....Storage and Retrieval
- [12-15-10](#) .....Right-of-Way Plat Workflow and Checklist
  - [Attachment 10.1](#).....Right-of-Way Plat Workflow and Checklist
- [12-15-15](#) .....Revision of Plats
  - [Attachment 15.1](#).....Sample Record of Plat Revisions
- [12-15-20](#) .....Description of Lands
  - [20.1](#).....General
  - [20.2](#).....Sample Descriptions
  - [Attachment 20.1](#).....Description Examples
- [12-15-25](#) .....Plat Deliverables

**Section 12-20 Acquisition Exhibit Preparation**

- [12-20-1](#) .....Introduction
  - [1.1](#).....TLE Acquisition Exhibit
  - [1.2](#).....Early Acquisition Total Buyout/Protective Purchase Exhibit
  - [1.3](#).....Exhibit and Relocation Order Filing
  - [Attachment 1.1](#).....TLE Acquisition Exhibit for Conveyance (urban)
  - [Attachment 1.2](#).....TLE Acquisition Exhibit for Conveyance (rural)
  - [Attachment 1.3](#).....TLE Acquisition Exhibit for Plan
  - [Attachment 1.4](#).....Total Buyout/Protective Purchase Exhibit
  - [Attachment 1.5](#).....Legal Description Examples