Delaware Department of Transportation

Right-of-Way Plan Submission Checklist for Division of Transportation Solutions Projects

Directions for Completing the Checklist

- This checklist indicates what content shall be included in the Right-of-Way Plan Submission.
- Sections marked with an "*" do not need to be produced for projects that include the proposed right-of-way information within the Construction Plan set.
- The checkboxes ☐ indicate that information is required and must be included in the plan submission.
- Indicate that the required information has been included in the plan submission by placing an "✓" in the appropriate checkbox.
- Items may need to be added for some projects and may not be required for others. If the Project Manager determines an item is not required, place a strikethrough line through the item that is not required.
- DelDOT's Project Manager shall review this checklist with the Designer/Consultant at each submission to verify that all necessary information has been included in the plans and shall sign below for each submission to attest to the completeness of the plan submission. (Electronic Signature is Acceptable)

Project Information	
Contract Number:	
Contract Name:	
Primavera ID:	
Semi-Final Plan Submission	
Date of Submission:	
Engineer of Record (Point of Contact):	
Project Manager:	
Consultant Firm (If Applicable):	
Final Plan Submission	
Date of Submission:	
Engineer of Record (Point of Contact):	
Project Manager:	
Consultant Firm (If Applicable):	

Technical Submissions		
Note: All submissions are to be delivered to the Project Manager in PDF format.	**Semi-Final**	**Final**
Parcel Impact Form	☐	☐
Property Description Report in accordance with CADD Wiki	☐	☐

Title		
	Semi-Final	**Final**
General Location of Contract		
Highlight contract location on statewide map using "General Location of Contract" line work settings included in the DelDOT Ribbon (Ex: B-Spline leader line to project location, project area circle, etc.)	☐	☐
Central Title Block		
Plan Submission Stamp (Semi-Final) **Note: Prior to "Recommend as to Process" signature, remove all stamps.**	☐	
Project Title (Obtained from project initiation form)	☐	☐
Contract Number (Obtained from the project initiation form)	☐	☐
Federal Aid Project Number (Obtained from the project initiation form)	☐	☐
County (Obtained from the project initiation form)	☐	☐
Maintenance Road Number, including County Code (N, K, or S) (Obtained from the project initiation form)	☐	☐
Location Map		
Highlight contract location on map using "Location Map" line work settings included in the DelDOT Ribbon	☐	☐
Location Map Scale set accordingly	☐	☐
North Arrow Displayed	☐	☐
Major Routes and Roadways Labeled	☐	☐
Begin Contract, End Contract, and Limit(s) of Contract Identified	☐	☐
Revisions		
Description		☐
Name and Date (First Initial & Full Last Name, XX-XX-XXXX)		☐
Associated Contracts		
Contract Number (Obtained from Archives; in chronological order, starting with the oldest contract)	☐	☐
Contract Name (Obtained from Archives)	☐	☐
Signature / Seal Blocks		
"Prepared By" Stamp, Signature, and Date		☐
"Recommended as to Process" Signature and Date		☐

All Sheets - Except Title Sheet		
	Semi-Final	**Final**
Title Block		
Scale Bar (If Applicable)	☐	☐
Contract Name	☐	☐
Contract Number	☐	☐
County	☐	☐
Bridge Number or "N/A" if no bridge involved	☐	☐
Designed By (First Initial & Full Last Name)	☐	☐
Checked By (First Initial & Full Last Name)	☐	☐
Sheet Type Label (Ex: "LEGEND", "RIGHT-OF-WAY MOSAIC", etc.)	☐	☐
Section that prepared the sheet (BD, MO, PD, TD, TS or Consultant Abbreviation)	☐	☐
Sheet Number in numerical order	☐	☐

Index of Sheets		
	Semi-Final	**Final**
Index of Sheets Reference Schedule		
Display Index of Sheets schedule in accordance with Index of Sheets Template. For large Right-of-Way sets which require several Index of Sheets, show the schedule only on the first sheet of the Index of Sheets.	☐	☐
Sheet Layout (Note: This sheet layout is not required for contracts with fewer than five "Right-of -Way Plan" sheets.)		
North Arrow (Upper right corner of sheet)	☐	☐
Mainline Alignment w/ Stationing (Stations run South to North or West to East)	☐	☐
Mainline Road Name Label	☐	☐
Side Street Alignment w/ Stationing (Stations run South to North or West to East)	☐	☐
Side Street Road Name Label	☐	☐
Subdivision Names (If side roads are not prevalent)	☐	☐
Sheet Type Label (Ex: "LEGEND", "RIGHT-OF-WAY MOSAIC", etc.)	☐	☐
Distinguishing Topographical Information including Pavement Edges	☐	☐
"Right-of-Way Plan" sheet layout (use rectangles to represent the sheets), with cross reference number identifier labels.	☐	☐

Revisions	
NOTE: Revisions only occur after the Right-of-Way Plans have been signed by the Group Engineer – ROW Engineering	
Revision Stamp, Signature, and Date information for each revision	

Legend		
	Semi-Final	**Final**
NOTE: The "LEGEND" sheet for Right-of-Way Plans is NOT the same "LEGEND" sheet used for Construction Plans. The Right-of-Way Plan set does not include proposed construction line work; therefore, the proposed construction symbology items have been removed from the "LEGEND" sheet to be used in the Right-of-Way Plan set. The "LEGEND" sheet seed file to be utilized for the Right-of-Way Plans is entitled "RL.dgn"		
Applicable Right-of-Way line work shall appear in the appropriate color scheme when plotted	☐	☐
Legend on Right-of-Way Plan sheet – For projects (ex. Bridge) without a set of Right-of-Way plans	☐	☐

Horizontal and Vertical Control		
	Semi-Final	**Final**
Sheet Layout		
North Arrow (Upper right corner of sheet)	☐	☐
Horizontal and Vertical Datum Reference Note (Obtained from HV.cel cell library)	☐	☐
Match Line Labels and Stationing	☐	☐
Traverse Points		
Label all traverse points with traverse point number and type. (DelDOT Cap, Capped Rebar, PK Nail, GPS Marker, etc.)	☐	☐
Horizontal / Vertical Control Data Schedule		
All traverse points of a permanent nature within the project should be listed in this schedule and include the following pieces of information for each traverse point: Traverse Point Number, Station, Offset, Northing, Easting and Elevation	☐	☐
Construction Alignment Control Schedule (Do not duplicate point information included in Curve Data Schedule)		
Point of Beginning (POB)	☐	☐
Point of Intersection (PI) for Non-Curve PIs	☐	☐
Point of Ending (POE)	☐	☐
Point on Tangent (POT) and Point on Curve (POC) – On long tangent sections, and long curves, POT and POC point information is provided in the Construction Alignment Control schedule at intervals of 500 feet (Point numbers for these POTs and POCs shall not be annotated on the graphical alignment)	☐	☐
Construction, Proposed Right-of-Way, and Historic Right-of-Way Baselines		
Mainline Alignment, Stationing, Road Name & Maintenance Road (MR) Number	☐	☐
Side Street Alignment(s), Stationing, Road Name(s) & MR Number(s)	☐	☐
Baseline Labels (Construction, Proposed Right-of-Way, and Historic Right-of-Way)	☐	☐
Tangent Bearing(s)	☐	☐
Point of Beginning (POB)	☐	☐
Point(s) of Curvature Stationing and Curve Identification Number(s)	☐	☐
Point(s) of Intersection Stationing and Curve Identification Number(s)	☐	☐
Point(s) of Tangency Stationing and Curve Number Identification Number(s)	☐	☐
Point of Ending (POE)	☐	☐
Station Equations, if applicable	☐	☐
Baseline offsets or association dimensioning (Ties between the various baselines)	☐	☐
Curve Information – Tabular Schedule		
Curve Identification Number	☐	☐
Curve Type (Circular)	☐	☐

Horizontal and Vertical Control		
Point of Curvature (PC)	☐	☐
Point of Intersection (PI)	☐	☐
Center of Curve (CC)	☐	☐
Point of Tangency (PT)	☐	☐
Radius	☐	☐
Delta	☐	☐
Degree of Curvature	☐	☐
Curve Length	☐	☐
Tangent Length	☐	☐
Chord Length	☐	☐
Middle Ordinate	☐	☐
External	☐	☐
Chord Bearing	☐	☐

Right-of-Way Mosaic		
	Semi-Final	**Final**
Sheet Layout		
NOTE: Right-of-Way Mosaic should be scaled smaller than plan sheets to show a greater portion of the project on each sheet		
North Arrow (Upper right corner of sheet)	☐	☐
Mainline and Side Street Alignments, Stationing, Road Name	☐	☐
Existing right-of-way and property lines.	☐	☐
Include all parcel identifiers (Ex: 100, 101, 102, etc.), these identifiers should not change after initial assignment. Numbers shall follow a sequential numbering scheme	☐	☐
Ownership of Record Schedule		
Parcel Identification Number (ID) for all parcels	☐	☐
Owner Name (As listed on the deed record) for all parcel	☐	☐
County Assessment Number for all parcels	☐	☐

Right-of-Way Plan		
	Semi-Final	**Final**
Sheet Layout		
North Arrow (Upper right corner of sheet)	☐	☐
Match Line Labels and Stationing	☐	☐
Proposed Construction and/or Right-of-Way Baselines (Mainline and Side Streets)		
Construction and/or Right-of-Way Baseline Layout, Stationing and Label	☐	☐
Construction and/or Right-of-Way Baseline Common Road Name Label	☐	☐
Construction and/or Right-of-Way Baseline Bearing(s) Labels	☐	☐
Historic Right-of-Way Baseline (Mainline and Side Streets if Applicable)		
Historic Right-of-Way Baseline Layout, Stationing and Label	☐	☐
Dimension Existing Right-of-Way Lines to Historic Right-of-Way Baselines, if different than the Proposed Construction and Right-of-Way Baseline	☐	☐
Label, Dimension and Provide Source for Existing Easements (PE, Denial-of-Access, Drainage, Sewer, etc.)	☐	☐
Property Information		
Label Property Lines (PL or “Z” Land Hooks if same parcel is on both side of roadway or waterway)	☐	☐
Project Parcel ID Number / Tax Map Parcel Number	☐	☐
Parcel Owner Information listed the same as the deed	☐	☐
Will Record / Deed Record / Plot Book	☐	☐
Blanket Easement Information (Record Number and Easement Owner)	☐	☐
Label, Dimension and Provide Source for Right-of-Way Dedications and Reservations	☐	☐
Label Historic Districts and 4f/6f parcels within those Districts	☐	☐
Existing Topography Features		
Rotate existing features to the appropriate orientation (Ex: Alignment or sheet orientation –vs.- Direction sign panel faces)	☐	☐
Pattern and Label Linear Features (Fences, Woods Lines, Ditches, Guardrail, etc.)	☐	☐
Label Surface Materials (Bituminous, Concrete, Stone, Grass, etc.)	☐	☐
Label Landscape Materials (Woods, Impacted Tree Sizes, Wall Heights, etc.)	☐	☐
Label Drainage Features (Curb Types, Pipe Material & Size, Direction of Flow)	☐	☐
Label Structure Features (1-Story Frame House, Shed, Deck, Porch, etc.)	☐	☐
Label Utility Features (Owner, Material, Size, ASCE Quality Level, etc.)	☐	☐
Label Traffic Features (Poles, Cabinets, Junction Wells, etc.)	☐	☐

Right-of-Way Plan		
Proposed Right-of-Way		
Dimension Proposed RW lines from Proposed or Historic Right-of-Way Baseline	☐	☐
Fee Acquisitions and Easements (RW, RW/DA, PE, TCE)	☐	☐
Show all RW point identifiers referenced on the RW Data Sheets	☐	☐
Applicable Right-of-Way line work shall appear in the appropriate color scheme when plotted.	☐	☐
Display Proposed Cell for Right-of-Way Monuments	☐	☐
Begin and End Callouts at all break points on Proposed DA	☐	☐

Right-of-Way Data Sheet	**Semi-Final**	**Final**
Create Right-of-Way Data Sheets using the latest guidance found on the DelDOT Design Resource Center	☐	☐
Metes and Bounds Descriptions should be listed in clockwise direction	☐	☐
Point identifiers in the metes and bounds should match the points displayed on the Right-of-Way Plan sheet	☐	☐
List impacts to each parcel in order (RW/PE, R/W, PE, and TCE)	☐	☐
Use the “Remarks” field to call out any pertinent information for acquisition purposes. (Areas occupied by existing easements for each acquisition; agricultural, 4f, 6f, etc., impacted parking space information)	☐	☐
Provide area of existing easements to be extinguished	☐	☐