**Right of Way Plan Checklist**

Right of Way (ROW) plans should contain all the information necessary for the acquisition of the required ROW that is found on the design plans plus any additional information that will be used in the acquisition process.

**The following checklist is provided as an aid to completing a new ROW plan based on** [**Chapter 5, Section 5.3 of the Project Development Guide**](https://www.fhwa.dot.gov/real_estate/right-of-way/corridor_management/pdg/pdg05.cfm)**, Section 25.4 of the Local Agency Guidelines, and WAC 332-130.**

 Provide a vicinity map showing the project limits and total parcel details for parcels too large to show on the individual plan sheet.

 Show the survey line or centerline of the alignment.

 Show the old and new ROW limits with sufficient ties to the survey line to allow a legal description to be written for all rights to be acquired.

 Show all rights to be acquired including fee simple acquisitions, permanent easements and temporary easements. Include early/advanced acquisition parcels.

 Show the total ownership boundaries of all parcels showing all rights to be acquired.

 Show parcel identification number and property owner’s name.

 Show contiguous parcels owned by the same property owner.

 Verify that the legal description of each parcel has been plotted correctly.

 Provide calculated area of the parcel(s) to be acquired.

 Provide calculated area of the remainder.

 Verify the total, right of way and remainder areas add up correctly.

 Verify the curve data is correct and matches the information and stationing on the plan.

 Show any improvements within 100 ft. of the existing ROW line.

 Cross reference notes to existing ROW plans, Records of Survey, or other documentation.

 Label grade intersection stations.

 Provide necessary backup calculations and title reports.

 Show design features, width of the new highway (alignment), grade changes, and other details of the construction.

**Verify that the requirements of WAC 332-130 have been met, including:**

 Basis of Bearing

 North Arrow

 Text size

 No shading on the plan.

 Identification of corners used to control the alignment

 A description of all monuments shown

**All ROW Plans must have seal and signature of a registered professional engineer or professional land surveyor in accordance with RCW 18.43.070 and RCW 58.09.**