New Right of Way Plan Checklist

The following checklist is provided as an aid to completing a new right of way plan based on Section 25.4 of the Local Agency Guidelines and WAC 332-130.

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

______ The survey line or centerline of the alignment.

______ The old and new RW 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 advanced acquisition parcels.

______ The total ownership boundaries of all parcels showing all rights to be acquired.

______ The parcel identification number.

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

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

______ The calculated area of the remainder.

______ Make sure the total, right of way and remainder areas add up correctly.

______ Make sure the curve data is correct and matches the information and stationing on the plan.

______ Any improvements within 100’ of the existing RW line.

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

______ Label grade intersection stations.

Provide necessary backup calculations and title reports.
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