100.01 Introduction

Right of Way Plans are the official state documents used as the basis to acquire real estate and other property rights. All deeds or other instruments conveying land or interest in land to the state that are to be accepted at the Washington State Department of Transportation (WSDOT) Headquarters (HQ) must conform to the approved Right of Way Plan. The plans are referred to in legal instruments and are permanently filed for public record at the WSDOT Headquarters in Olympia.

It is the responsibility of the region to assemble data and prepare plans for the acquisition of rights of way (R/W), including easements, permits, and any substantiating documentation necessary for completion of the plans. Verification of ownership of existing R/W is also required.

To assemble the data, the region requests Assessor’s maps, rolls, and last conveyances for use during early plan preparation. As soon as the parcels from which additional right of way will be acquired are identified, Title Reports with Assessor’s land areas are requested for use in completing the Right of Way Plans.

Early plan preparation includes the following:

- The Region Real Estate Services Manager is consulted to determine the degree of property interests to be acquired, such as fee title, easements, and temporary construction easements.
- The Region Right of Way Manager is consulted to determine whether existing plans are adequate for revisions or a new Right of Way Plan should be prepared.
- The Region Utilities Engineer is consulted to determine the extent of utility interests to be addressed.

Complete Right of Way Plans consist of a Vicinity Map and Right of Way Plan sheets. Right of Way Plans are to be prepared in English units only.

100.02 Vicinity Map and Total Parcel Details

The Vicinity Map supplies general information depicting the project in relation to surrounding communities, public and private road networks, traffic movement patterns, and other local features. A total parcel detail and parcel number are included for any ownership too large to be shown on individual plan sheets (see Example 1-1).
A heavy line is used to indicate the new highway. Lighter lines in varying weights show interchanges, connecting road systems, bodies of water, and so on. Limited access, the existing right of way, and/or the proposed right of way are not shown. Detail and drafting requirements are set forth in Division 3.

100.03 Plan Sheets

(1) Alignment

The R/W centerline, from which the right of way is to be legally described, is shown as a continuous solid line for the full length of the project, with its alignment data shown. Additional noncontrolling centerlines are shown by a dashed line without alignment data.

It is preferable that the main line R/W centerline not have a letter designation (such as LR Line) unless there is more than one main line centerline. Therefore, the Highway Engineer’s station will also not have a letter designation.

The new centerline stationing must have ties, by station and/or bearing equations, to existing centerline stationing at the beginning and/or end of the new plan.

It is recommended that all new plans should replace existing spiral curves on the R/W centerline with a simple circular curve in conformance with current design standards. When new R/W is to be purchased, the R/W alignment will conform to the new simple curve. If no R/W will be purchased, the existing R/W alignment will retain the original spiral curve. The new plan will reference the superseded spiral alignment (see Examples 1-9a and 1-9b). Prior to plan preparation, consultation with the HQ Right of Way Plans Section is advised.

(2) Control Features

Plan sheets must show government subdivision corners, platted subdivisions, donation land claims, national park/forest boundaries, and Indian reservations. Show stations where government subdivision lines intersect our highway centerline. Add a cross-reference note to the Monumentation Map or Record of Survey prepared for the project.

(3) Right of Way Details

(a) Right of way lines are continuous. These lines are shown crossing city streets, county roads, rivers, and railroads, and they must match adjoining projects.

Where a first-time improvement is planned, the existing county road or city street rights of way are enclosed by a right of way line or turnback line and are identified for later conveyance to the appropriate agency.

Data must be supplied to describe the right of way for its entire length from a centerline or, if necessary, from a metes and bounds description. Any existing right of way line retained as an ultimate right of way line for the new project is tied to and described from the new centerline or by a metes and bounds description. Ties to a previous centerline are not acceptable (see Example 1-2). When the existing right of way line is to be retained as an ultimate right of way line and is offset from an existing spiral alignment, consideration should be given to buying, selling, or exchanging small pieces of land with the adjacent owner to eliminate this offset spiral right of way line.
Right of way widths and centerline stations are shown at the beginning and end of each sheet, except if in a taper, and at all points of change in width of the right of way. No point shall be double-described (that is, by a metes and bounds description and a station and offset) or by stations and offsets from two centerlines. All dimensions and areas must be shown on the final Right of Way Plan.

(b) A turnback line is shown as that line between right of way needed for highway purposes and right of way that will be relinquished to others (see Example 1-2). Areas for relinquishment are areas the state acquires for the improvement or construction of roads that will not remain a part of the highway system. The plan must show the areas being relinquished in sufficient detail and accuracy to allow a legal description to be written for the conveyance instrument (for example, stations and offsets or metes and bounds).

(c) An easement is a permanent or long-term right to enter upon the property of another for a defined purpose. Easements involve perpetual or temporary rights, which are noncancelable by the property owner during the term of the easement. For example, an easement is used when the state is to construct a facility that does not require ownership of fee title (such as slope or drainage), and the acquisition of an easement right will save the department substantial funds in acquisition costs.

The type of easement is defined on the Right of Way Plan (such as drainage easement, slope easement, or temporary construction easement) and is described by stations and offsets or by metes and bounds. Each type of easement and the area for each specific type is included in the ownership block under the Easement column opposite the appropriate parcel number (see Example 1-2).

Third-party easements, such as utility or ingress/egress easements, that cross a parcel for the benefit of others will be shown on the plan.

(d) A permit (referred to as a construction permit) is a temporary right to enter upon the property of another for a defined purpose. These rights are issued for a limited time period—usually expiring upon completion of construction. Permits do not encumber the owner’s property, are nontransferable, and are cancelable by the grantor. Construction permits are not shown on the Right of Way Plans.

(e) An airspace corridor is a three-dimensional corridor of a specific width and length between two elevations. Airspace corridors are acquired in fee, and all rights of ownership apply to them. An airspace corridor is usually used where the highway is on a structure or in a tunnel. The property lying under or above the corridor may be used for other purposes as long as there is no detrimental effect on the highway facility. When the highway is on a structure, the only property acquired in fee would be the area needed to support the footings of the structure.

(f) Many Right of Way Plans contain an extreme amount of detail and will assign a point number to a specific location. A line table is used to identify the station, offset, and sometimes the elevation of each point. A separate table should be used for each feature such as R/W acquisition, easements, and air space corridors with a unique number assigned to each point.

Plans utilizing multiple tables should place all tables on a separate plan sheet. This will allow for future table revisions without interfering with plan sheet line...
work. Each table should include a description of the specific feature and each feature should be shown in a separate table (see Examples 1-16a–1-16e).

(g) Surplus property is property that was acquired as operating right of way but is no longer needed as such. A plan revision mapping the surplus property area is necessary prior to disposal.

Property that was acquired for uses other than operating highway right of way and is no longer needed is also labeled as surplus property on the Right of Way Plan prior to disposal. Some examples of surplus property would be unneeded pit sites, quarry sites and maintenance sites.

Right of Way Plans cannot be revised to show surplus property until after a Surplus Property Review has been completed by both the region and Headquarters. If federal funds were used for the acquisition of right of way or construction of the facility, Federal Highway Administration (FHWA) approval is required before a plan revision can be approved. Disposal of uneconomic remainders does not need a plan revision.

(h) Property required for rest areas, historical markers, park & ride lots, truck weighing stations, wetlands mitigation areas, stormwater treatment areas, landscape areas, and aquifer protection areas (see the Design Manual) are shown on the applicable plan sheets. If these facilities are situated beyond the reasonable limits of the plan, the sites are shown on a Sundry Site Plan (see 100.05). Material and stockpile sites are not shown on Right of Way Plans unless they are adjacent to the right of way and are fully describable thereon. Otherwise, they are shown on the Right of Way Plan with a note cross-referencing the Sundry Site Plan where they are described.

(i) An Inventory Control Number (ICN) may be added to the plan to identify long-term leases or easements (typically 20 years or longer) and surplus property. Refer to the Surplus Property Review package to determine whether a plan revision is necessary. If an ICN will be added to the plan, the plan revision will normally identify the parcel or easement limits, the IC number, and the area—usually in square feet.

Most ICN plan revisions will be prepared in the region. However, there may be extenuating circumstances in which the revision will be prepared by the HQ Right of Way Plans Section. These will usually involve time-sensitive projects that the regions will not be able to complete in a timely manner due to ongoing projects. In those instances, the HQ Right of Way Plans Section will coordinate the plan revision with the region.

(4) Access Control

Hachures define control of access between a highway facility and all other property (see Example 1-3 and the Design Manual). On the title block of the plan sheet, the HQ Access and Hearing Section specifies the type of control: full, partial, or modified. If a transition is made from one type to another, the title block on the affected plan sheet includes both types and the plan sheet is labeled at the transition station. Specific considerations are:

- If the route has been designated for access control by the Secretary of Transportation, access control must conform to the Design Manual unless advance approval for a deviation is obtained from the Secretary.
On federal-aid routes, changes in access features from those that have been approved by FHWA require concurrence from FHWA prior to WSDOT approval under Certification Acceptance procedures authorized by FHWA.

Access hachures are not shown when crossing railroad operating property, grade intersections, crossroads, or interchanges (see Example 1-3).

At separation structures where there is no access to the highway lanes, the hachures are continuous, and traffic movement is permitted over or under the structures by note (see 100.10).

In areas of partial or modified access control, approaches are allowed, but the hachures are never omitted. Each approach is listed in the access approach schedule (see Example 1-6).

Existing Limited Access Plans must be reviewed (deeds examined) for previously granted access approaches.

The limits of access control are shown on all crossroads, frontage roads, and so on.

Nonhighway use of right of way (such as parking, storage, or buildings) requires an airspace agreement (see the Right of Way Manual). When requested by HQ Real Estate Services, the plan sheets will clearly delineate the limits and character of the multiple-use area.

On new plans, the access control hachures may, in limited instances, be moved to a precisely dimensioned invisible line, with the area labeled for the specific use and a turnback line and relinquishment notes provided if necessary.

On existing plans where access rights have been acquired, or on new plans where circumstances dictate retention of departmental control of the multiple-use area, the access hachures are carried on the right of way line and the other usage is shown by an access note.

Access notes concerning routine maintenance of utilities within the highway right of way are added to the plan following approval of the pertinent franchise or permit.

(5) Access Approach Schedule

The access approach schedule and the access control notes supply all the information necessary for the granting of private approaches.

The access approach schedule furnishes, in tabular form:

1. The name of the owner, utility, or agency.
2. The station or station limits left or right of centerline.
3. The type of approach.

Duplication of 1 above can be avoided by adding columns 2 and 3 to the ownership block, thereby showing all data pertinent to one ownership on one line (see Example 1-6).


Approaches that are granted shall be shown in the access approach schedule only on the sheet on which the approach appears.
(6) Railroad Easement Details

A longitudinal easement is acquired from a railroad company when adjacent highway requirements overlap railroad property. The easement line is labeled and drawn the same weight as the right of way line. At beginning and end of the easement, show the highway station with equivalent railroad station. Offset distances to the easement line are taken perpendicular to each centerline. Under certain conditions, it may be necessary to describe the easement using railroad stationing by a metes and bounds description.

The crossing by a highway over, under, or at the grade of railroad property is by a crossing easement. The highway station with an equivalent railroad station is shown at each corner of the crossing easement and at the intersection of the railroad centerline and the R/W centerline. Access hachures are not to be carried across the railroad trackage, but are usually shown along the highway-railroad right of way or easement lines. The easement is labeled as a crossing easement. Separate areas for each type of easement are shown in the ownership block (see Example 1-2).

(7) Drawing Standards

Right of Way Plans are to be prepared with English units only on the CADD System in conformance with the adopted standards. Right of Way Plans are stored in permanent form on standard 22-inch x 34-inch Mylar® sheets. Consistent drafting procedures must be observed to attain maximum accuracy and clarity. Line weights and symbols are to conform to the standards shown in Division 3. Right of Way Plans are prepared using ground dimensions. The standard of measurement is the U.S. Survey Foot.

The right of way Vicinity Map and plan sheets should include the following information, as applicable:

- Plans are to be oriented with the Highway Engineers’ stations, increasing from left to right on the main line and ramps. It is desirable for mileposts to run in the same direction as stationing. Beginning stations on ramps should start at 10+00. When existing surveys conflict with this procedure, the R/W line should be re-stationed as stated above if new plans are drawn.
- All centerlines that are used to describe right of way should have bearings and be labeled. Note: Do not use station or bearing equations within a new Right of Way Plan. However, station or bearing equations can be used at the beginning and/or end of a new Right of Way Plan.
- Mileposts at the beginning and end of the plan. The total length of the plan is shown only on the first sheet of the Vicinity Map.
- Centerline stationing and destination arrow at beginning and end of each sheet. The destination arrow shall refer to the nearest town, city, highway junction, or other major feature.
- On plan sheets use 5-Station numbers, such as 10+00 and 15+00. On the Vicinity Map, use 10-Station numbers, such as 10+00 and 20+00. Place the numbers parallel to and above the centerline.
- Beginning and end of plan cross-referenced to current contiguous plans.
- On each plan sheet, a note stating the sheet number, name, and approval date of the plan being superseded by the new plan (see Example 1-2).
• Names of all interchanges, highways, city streets, county roads, railroads, and bodies of water.

• Highway structures shown in their correct location, drawn to scale, and identified as overcrossing or undercrossing in relation to the main line traffic movement.

• Traffic movement pattern indicated by arrows on centerline, with the appropriate numeral added for multiple lanes.

• Townships, Ranges, government subdivisions, and platted subdivisions right-reading with map and a north arrow for orientation purposes.

• Section and quarter-section numbers right-reading with north.

• Corporate limit and county boundaries. The name of the city should be placed on the city side of the corporate limit line (see Example 1-1).

• Parcel identification numbers and total ownership boundaries (see 100.04). In the ownership block, show the name of the vested owner and the name of any contract purchaser in parentheses behind the vested owner.

• Major utility transmission right of way and tower numbers. Other utilities should not be shown unless replacement right of way is being purchased.

• Turnback lines labeled and areas identified for conveyance (relinquishment, certification, or transfer) to the appropriate agencies.

• Stormwater Treatment Areas, Wetlands Mitigation Sites, and other mitigation facilities are not part of the operating right of way and are considered nonhighway use areas. The boundaries of Stormwater Treatment Areas are shown with a solid line.

• Scale: Vicinity Map, 1 inch to 500 feet; Plan Sheets, 1 inch to 50 feet, unless special approval for a deviation is obtained from the HQ Right of Way Plans Section Manager.

• All public land identified by the agency name (for example, Snoqualmie National Forest) and a parcel number—except that WSDOT land is identified as WSDOT only.

• Grade intersection stations for all county roads. City street intersections are not labeled.

• Basis of Bearings should be included on all new Right of Way Plans. Information included in the Basis of Bearings description shall include the monuments defining each end of the bearing line and/or the specific line (for example, the north line of the northwest quarter of Section 1). The coordinate value of each end of the line may also be provided but must include the reference system. The monuments used to control the Basis of Bearings line shall be shown on the plan, either on the specific plan sheet or the Vicinity Map.

• A cross-reference note to the corresponding Monumentation Map or Record of Survey is included on all new Right of Way Plans.

• On complex Right of Way Plans, a sheet layout diagram should be shown on the Vicinity Map (see Example 1-1).

• The Limit of Plan identifies the termination of a noncontrolling alignment. It may not be the actual end of the alignment, but rather the end of the portion shown on the subject plan sheet (see Examples 1-1 and 1-14).

It is not necessary for the project limits of a new Right of Way Plan to match the project limits of the corresponding PS&E plan. A new Right of Way Plan should be extended whenever possible so that an entire Right of Way Plan sheet can be
superseded. Do not leave short segments of an existing Right of Way Plan while
superseding the remainder. It is advisable to contact the HQ Right of Way Plans
Section prior to developing a new plan to determine the final extent of the new Right
of Way Plan.

Notes, dimensions, subdivision information, and similar data are added after the
right of way limits for each sheet are established, to avoid relocation of this data at
later stages of plan development. Drawings are not to be extended beyond the border
of the sheet.

Existing monuments that are used to tie the R/W centerline shall be identified on
the Monumentation Map.

It is recommended that the R/W line not be coincident to a private property line.
If the R/W Line or easement line does follow a private property line, it should
be stationed to the nearest foot plus or minus (see Example 1-3).

Topographic information should be kept to a minimum, but should be sufficiently
complete to indicate the effects of the proposed right of way on new parcels.
No symbols for vegetation are used except for the outline of orchards or similar
features directly related to the production of income from a particular property.
All improvements, including wells, septic tanks, and drain fields on new parcels
100 feet or less from the proposed right of way line, are labeled and dimensioned
to the nearest foot from R/W centerline. Distances to buildings should be
dimensioned to the nearest part of the building (normally the roof overhang).
Distances shall be placed outside the R/W; distances to fences, sidewalks, and
so on are not shown.

Location information for aquatic features such as rivers or river banks, lakes, and
other water boundaries should be shown to the nearest foot only.

An interchange is identified by name.

There shall be no overlap of right of way between plan sheets or adjoining plans.

(8) Transmittal Requirements

After the plans have been reviewed by the Region Right of Way Plans Office, the
following are to be included in the transmittal of proposed Right of Way Plans to
the HQ Right of Way Plans Section:

(a) A letter listing all items transmitted, including the Plans, Specifications,
    and Estimates (PS&E) title.

(b) Current work order information.

(c) A numbered Title Report for each parcel.

(d) Copies of calculations completed to determine the right of way centerline, parcel
    limits, parcel areas, and any other pertinent data.

(e) One copy of each subdivision plat referred to in Title Reports.

(f) One copy of each plan sheet (adjoining or underlying plans) requiring revision
    or superseding as a result of the new plan. Proposed revisions are to be shown
    in color and submitted in accordance with 100.09 (see Example 1-8).

(g) If the project is designated for limited access control, the region shall make
    certain that the entire hearing procedure was carried to completion (see the
    Design Manual) and shall include correlative material in the transmittal.
(h) If a plan shows railroad facilities, federal lands, rest areas, park & ride lots, or sundry sites, acknowledgment of compliance with the following requirements is to be furnished:

1. Applicable portions of the *Utilities Manual*.

2. Sundry Site Plan.

3. Rest areas: A copy of the approval by the HQ Hydraulics Section (see the *Design Manual*).


(9) **Headquarters Processing**

The HQ Right of Way Plans Section will make a final review of the plan, coordinate the review with other offices as required, and send back to the region a Mylar® original of each sheet. A print showing substantial changes that were made will also be sent. After review of the changes by Headquarters, and with region concurrence, the responsible Professional Engineer will stamp and sign each sheet. The region has the option to have a Professional Land Surveyor also stamp and sign them. The stamp will be placed above the title block. The originals will then be transmitted to the HQ Right of Way Plans Section where they will be approved and adopted for the applicable phase authority (see the *Design Manual*).

Following approval, the plan(s) will be scanned into the Oracle system for access by the regions, HQ Real Estate Services, and other plan users.

For revisions to original plans, see 100.11.

(10) **Superseded Plans**

When all or a portion of an existing Right of Way Plan is superseded by a new plan, the superseded plan must be revised to identify the portion of the plan that has been superseded. It is the region’s responsibility to submit a plan revision identifying the superseded plan or portion thereof. A superseding plan revision may be submitted at the same time as the new plan. However, the superseded plan revision will not be processed and approved until the superseding plan is approved.

100.04 **Right of Way Acquisition Details**

Whenever possible, the total boundary of each parcel affected by the highway improvements is included on the plan sheets. Parcels that cannot be shown entirely on the plan sheet are included on the Vicinity Map. The total parcel detail must be clearly shown in relation to the highway facility. Sufficient data must be supplied to ensure each area of take required for the project can be legally described.

The Project Development Office, working with Real Estate Services, can obtain total area for parcels shown on the Right of Way Plan from the County Assessor’s Office. The title companies are also requested to include areas from Assessor's records in the Title Reports, and these areas are entered in the “Total Area” boxes on the Right of Way Plans.

A greater degree of precision is required to plot the boundaries of parcels where land values are high (such as urban areas and development tracts). Where land values are high and/or ownerships consist of lots, blocks, or small tracts, the areas are shown to the nearest square foot. Larger areas are generally defined by a Public Lands Survey...
Right of Way Plans

and may be specified in acres. Right of way takes are calculated to the nearest square foot or hundredth of an acre, except in the case of federal or Indian lands. These lands are calculated to the nearest thousandth of an acre, which is a federal requirement. Copies of computer sheets of calculations initiated by the region are sent, with the plans, to the HQ Right of Way Plans Section to expedite the review process.

(1) Final Documentation

The following ownership information is submitted by the region to the HQ Right of Way Plans Section in Olympia.

(a) A Title Report is required for each parcel from which WSDOT is acquiring property, easements, and/or access rights. These reports are examined for easements or permits granted to owners of property that does not abut the highway but is affected by the new highway facility.

(b) Property parcel identification numbers are assigned consecutively for every ownership involved from the beginning to the end of the project. Each number consists of six digits, of which the first shall be the region prefix:

1-00000 = Northwest Region  4-00000 = Southwest Region
2-00000 = North Central Region  5-00000 = South Central Region
3-00000 = Olympic Region  6-00000 = Eastern Region

The region assigns the parcel number for use within its jurisdiction and it is used on all Right of Way Plans, preliminary commitments, deeds, easements, or other substantiating data.

The assigned number will identify the property for all future departmental use; however, a division of or additional acquisition from an existing parcel must be assigned a new six-digit parcel number. Letter suffixes to an existing number are prohibited.

When new acquisitions occur on a plan that has had a previous acquisition, the existing parcel number is arrowed into the previous acquisition. The new parcel number is placed within the new parcel. The ownership block will retain the previous parcel number information, including the areas. If a parcel is acquired in total, followed by a subsequent plan revision or a new plan, the existing parcel number is lined out and a new WSDOT cartouche is placed within the parcel (see Exhibit 1-13).

The number is used as shown in Example 1-2.

(c) The areas of total ownership, right of way required for highway use; property remaining right and left of the right of way centerline; easements; and permits are shown in a tabular listing on each plan sheet. In most cases, the total area is obtained from the County Assessor’s Office.

When an individual ownership extends to more than one plan sheet, area tabulations will be placed on the first plan sheet that shows that parcel.
100.05 Sundry Site Plans

The original intent of the Sundry Site Plan was to provide a source of material for highway construction projects. Today, most projects use contractor-furnished sites, so pit sites are no longer shown on Sundry Site Plans. Current use includes functions such as ferry terminals, wetlands mitigation sites, park & ride lots, and stormwater retention or other reclamation sites.

A Sundry Site Plan is used to map property that cannot be shown on a Right of Way Plan. Sundry Site Plans are to be prepared in English units only. Preferably, sites used by WSDOT are acquired in fee. Some sites may be acquired with an easement or lease.

Pit sites (PS), quarry sites (QS), stockpile sites (SP), and waste sites (WS) are identified by a system that uses two letters, followed by the county letter designation (shown on the following list) and the site number. For example, quarry site number 25 in Thurston County is shown as QS-J-25. Sites such as ferry terminals, wetlands mitigation areas, park & ride lots, and so on, are identified by name rather than a letter designation and site number; for example, Edmonds Ferry Terminal, Snoqualmie Wetlands Mitigation Area, and Marvin Road Park & Ride Lot.

The following list shows the county letter designations:

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(1) Site Selection

Site selection should be based at least in part on the following:

(a) Site investigation by the Region Materials Engineer and the Region Landscape Architect.

(b) Permanency.

(c) Size and space (sufficient to accommodate all current and/or future operations).
(d) Cost.
(e) Aesthetic values.
(f) Single ownership, if possible.

(g) Unimproved low-valued land. Purchase of improved or valuable land should be avoided unless acquisition of the site is cost-effective (the savings in haul compensate for the cost of the site).

(h) Consideration of all other available sources, including private, commercial, and other WSDOT sites.

(i) Presence of wetlands, aquifers, farmlands, flood plains, historical or archaeological sites, or other environmentally sensitive lands.

(2) Plan Submittal

Before beginning work on a Sundry Site Plan the region RW Plans Office should meet with Region Real Estate Services and the project office to determine the anticipated use of the site and whether it will be a total or partial acquisition. This information can be used to determine the elements to be located within the site and whether a Record of Survey will be required. Specific information to be included and submitted with a Sundry Site Plan is as follows:

(a) Site number or name.

(b) Title Reports and parcel identification numbers.

(c) Area calculations:
   • Total
   • Take
   • Remainder

(d) If a survey was completed for this site, provide a cross-reference note to the Record of Survey.

(e) Except for Sundry Site Plans referenced to a Record of Survey, described by aliquot parts, or defined by platted lot and block, all alignments and parcels shown on the plan will be tied to a minimum of two General Land Office corners or State Plane Coordinate control points.

(f) Access information if site does not abut public road system

(g) Location of buildings and other structures, fences, wells, septic systems, and any other features necessary for appraisal purposes.

(h) All easements shown on parcels acquired for the purpose of structure construction.

(i) Scale drawing with dimensions of sundry site on a 22-inch x 34-inch reproducible sheet (see Examples 1-10, 1-11, and 1-12).

(j) Vicinity Map.
(3) **Sundry Site Plans That Reference a Record of Survey**

Many Sundry Site Plans now include setting property corners of the acquisition area. However, the final acquisition often differs from the original plan once negotiations are complete. In order to avoid resetting property corners, the following procedure has been established.

(a) The Sundry Site Plan is prepared and approved based on the anticipated needs of the project.

(b) Once negotiations are complete and the property has been acquired, the property corners are set.

(c) The Record of Survey is filed and an Auditor’s File Number (AFN) is assigned to the survey.

(d) The Sundry Site Plan is then revised, adding the Record of Survey AFN to the plan.

(4) **Processing**

The Sundry Site Plan is submitted to the HQ Right of Way Plans Section. The HQ Right of Way Plans Section will perform a final review of the plan, coordinate the review with other offices as required, and send the region a Mylar® original. A print showing substantial changes made will also be sent. The responsible Project Engineer will sign the Mylar®. The original will then be transmitted to the HQ Right of Way Plans Section, where it will be approved and adopted for the applicable phase authority (see the Design Manual). Following approval of the plan, the original Mylar® will be filed with the HQ Right of Way Plans Section. Scanned images of the plan will be placed in the Oracle system for access by the region, HQ Real Estate Services, and other plan users.

For revisions to original plans, see 100.11.

**100.06 Parcel Acquisition Plans**

A Parcel Acquisition Plan (PAP) is the official state document used as the basis for advanced acquisition of real estate and other property rights. It is not used to acquire property rights without prior approval of the Headquarters Real Estate Services Office and the Headquarters R/W Plans Manager. A PAP generally includes a single parcel, although multiple parcels can be shown if appropriate. It is preferred that a PAP be used to acquire a total parcel from a willing seller. However, because they are considered an official plan, partial acquisitions can be made from these plans, except for acquisition of access rights.

A PAP is almost always used to acquire property before the completion of the Right of Way Plan. Therefore, it is not included in the limited access hearing process. For this reason, a PAP is not used to acquire access control rights. In addition, project design is usually not complete. The region may acquire more real estate than needed or not acquire enough. In the first instance, the project engineer has certified that right of way was acquired out of project necessity, when in fact it may not have been. In the second instance the department must return to the property owner for additional acquisition.

A PAP is prepared to the same standards as a Right of Way Plan. The plan is certified by a professional engineer and is approved and adopted by the state R/W Plans
Manager. If the highway centerline has not been established, and station/offsets cannot be used to prepare a legal description, then enough data must be shown to prepare a metes and bounds description. The description must be tied to an established boundary corner so that the property can be independently defined and located.

The use of a PAP puts the region at risk. For this reason, use of a PAP should only be undertaken after careful consideration of all factors. The Real Estate Services and Right of Way Plans offices must be consulted before preparing a PAP.

A PAP must be superseded by the final Right of Way Plan.

See Example 1-15.

**100.07 Exhibit Maps**

An Exhibit Map is an unofficial plan used for advanced acquisition of property. It is only used for total acquisition from willing sellers. An Exhibit Map is not to be used for a partial acquisition. These maps should be considered exhibits to assist the property owner during the negotiation and acquisition process. The plan must identify the property so that the existing legal description can be used. No new legal description will be prepared from an Exhibit Map.

Although EEDS drafting standards should be used to prepare an Exhibit Map, minor variations may be allowed. Consultation with the HQ Right of Way Plans Section is advised. An Exhibit Map may or may not show a proposed right of way, but in no instance should limited access hachures be shown.

Use of an Exhibit Map puts the region at risk. Recommendations found in Section 100.06, Parcel Acquisition Plans, are also appropriate for Exhibit Maps.

Exhibit Maps are not certified or adopted. Therefore, they are not superseded by the final Right of Way Plan.

See Example 1-7.

**100.08 Access Report Plan**

The Access Report Plan (see Example 1-4) shows the effects of the proposed highway on the street and road system by delineating the points of public access (see the Design Manual). The following items are the minimum details to be shown on the plan:

- Highway facilities with standard access control delineated.
- Public road network.
- Proposed frontage roads and county road or city street connections (individual private approaches need not be included, but the report should describe general provisions for access to private properties).
- Location and identity of subdivisions.
- Corporate limits and boundaries.
- Rivers, streams, and major landmarks.
- Pedestrian and bicycle trails or paths.
- Beginning and end of plan.
- Legend and scale bar.
- Publicly owned utilities.
• Title block.
• Areas for relinquishment to county, city, or transfer to others, with Turnback Lines indicated, and Surplus R/W labeled as such.
• Structures, labeled as overcrossings or undercrossings.
• Local names for interchanges shown on plan.
• Points of public access.
• Appropriate traffic movement notes on plan sheets.
• Plan length on first page of Vicinity Map shown as: Total Length of Plan = __ Miles.
• Directional arrows on all roadways and ramps.
• Number of lanes indicated on all roadways.

Matching of stationing and all details, especially on all plan sheets, will be carefully checked to ensure the relationship to adjacent plans.

To prevent confusion concerning the degree of access control intended for each area of a plan, the station where transition is made from one type of control to another is clearly labeled. This applies to any such transition upon the highway proper or where such highway connects or intersects with another limited access facility, be it a state, county, or city roadway. This does not apply at intersections where the transition occurs between access-controlled facilities and facilities with no access control. Modified access control adjacent to interchanges or intersections must be identified on the plan.

The title block on the plan sheet shall designate full, partial, or modified access control. Whenever a transition occurs on a sheet, the title block shall indicate all degrees of access appearing on the sheet.

100.09 Access Hearing Plan

The region prepares an Access Hearing Plan (see Example 1-5) to be used as an exhibit at the public hearing and forwards it to the HQ Right of Way Plans Section for review. The Access Hearing Plan shall contain the following data in addition to that required for the Access Report Plan:

• Topographical features such as buildings, fences, and private driveways.
• Ownships, including parcel numbers, names, and areas (for details on assignment of property parcel identification numbers, see 100.04(1)(b)). Areas shown on the hearing plan shall include the total area, acquisition area, and remainder.
• Access Approach Schedule showing all private approaches within the limits of access control.
• Access control notes in conformance with 100.12; right of way dimensions need to be shown.

100.10 Special Right of Way Plans

Special maps and plans required for negotiation with various agencies and organizations are usually prepared by the HQ Right of Way Plans Section. When such plans are the responsibility of the region, they are transmitted to the HQ Right of Way Plans Section with the Right of Way Plans.
(1) **Court Exhibit Maps**

Condemnations or taking of rights by judicial action may be accomplished through both state and federal courts. The mapping preparation varies depending upon which court is involved.

(a) **State Court**

The actual taking instrument is generally the pertinent portion of the Right of Way Plan. For court exhibits, aerial photography supplemented to depict property lines or other data is preferable. Experience has shown that juries more readily relate to this type of exhibit. If photography is not available or if specific site conditions are such that this cannot be accomplished, a special court exhibit should be prepared.

If required, the special court exhibit map is to be prepared from information shown on the Right of Way Plan. This information may be supplemented by information from the right of way agent’s condemnation report, the Title Report, county records, legal descriptions, and/or information obtained from personal examination of the property.

Where supplemental information indicates a difference in dimensions or area from that indicated on the Right of Way Plan, a Right of Way Plan revision should be prepared concurrent with the court exhibit map. This material will be sent to HQ Real Estate Services, where it will be prepared as part of the exhibit and presented to the Attorney General’s Office.

The court exhibit map is to be prepared under the supervision of the engineer who will present the map in court.

The map should include the following:

- Ties from proposed R/W centerline to existing corners.
- All buildings and improvements.
- Accurate position of buildings and improvements that lie 100 feet or less from the proposed right of way.
- Distance from improvements to proposed R/W centerline.
- Location of pipelines and other construction, as requested.
- Five-foot contours, drawn in brown pencil.
- Bearing on ownership lines where distances are shown.
- Types and points of access for limited access highways.

If possible, show the entire area to be acquired from a single ownership on a single sheet. Only the portions of an ownership covered by the Title Reports need be shown if those areas alone will be affected by condemnation and severance for right of way. Include the limits of other adjoining parcels of the same ownership if their value may also be affected. More than one parcel involving one or more ownerships may be shown if there is no break in continuity between them and if the scale will be large enough to clearly show the features of each. Do not show fencing that is to be removed or is proposed, and do not color the map.

A Vicinity Map is required, preferably on the exhibit map sheet, showing the entire contiguous ownership of the land being condemned and pertinent topographic features.
Submit the tracing to HQ Real Estate Services with a print on which the total ownership is outlined in red, with a letter giving acreage computation for the total ownership, right of way area, and severed portions. HQ Real Estate Services will assemble all the necessary information and present the package to the Attorney General’s Office.

(b) **Federal Court**

Maps prepared for the taking instrument must be consistent with federal regulations at the time of taking. A section of the Right of Way Plan must include metes and bounds description data, and a supplemental photo exhibit map is desirable. The specific details shall be coordinated through HQ Real Estate Services at the time of preparation.

(2) **Right of Way Over Lands Controlled by the Bureau of Indian Affairs**

For right of way over lands controlled by the Bureau of Indian Affairs (BIA), the region prepares the appropriate Right of Way Plans. The Engineer’s Affidavit is signed by the Professional Engineer who signed the Right of Way Plan. The Engineer’s Affidavit and Certification are signed by the Project Development Engineer or equivalent. Reproducibles and prints, as required, are sent by the Region Right of Way Plans Office to the Region Real Estate Services Office for further action, in accordance with the prescribed policies of WSDOT and the BIA. A copy of the Engineer’s Affidavit and the Certification are sent, with the acquisition file, to HQ Real Estate Services.

(3) **National Forest Land**

Right of Way Plans for proposed highways over national forest land and requirements for mapping of forest lands are contained in the Memorandum of Understanding, “Highways Over National Forest Lands,” and amendments thereto.

(4) **Washington State Ferries Facility Site Maps**

Sundry Site Plans or other plans involving property for the Washington State Ferries are prepared by the HQ Right of Way Plans Section.

(5) **Hardship Acquisition Maps**

Region requests for hardship case consideration are submitted to the HQ Right of Way Plans Section, accompanied by one set of half-size reproducibles consisting of the following:

- **Before Right of Way Plans are approved**, a Vicinity Map and preliminary plans showing hardship parcels to be acquired (ownership and area of take indicated). If preliminary plans are not available, the exhibit map may be substituted. **Refer to Section 100.07** for additional information (see Example 1-7).

- **After Right of Way Plans have been approved**, a Vicinity Map and Right of Way Plan showing hardship parcels to be acquired (ownership and area of take indicated).

For partial take parcels, metes and bounds descriptions of the partial takes or dimensions of take and remainder must be included in the plans.
100.11 Revisions to Approved Right of Way Plans

The Region Right of Way Plans Office submits a proposed revision (additions in red and deletions in green) on prints of the latest approved plan (see Example 1-8). Prints showing the proposed revision must not be modified except as noted. Revisions to an approved Right of Way Plan are placed on the original tracings by the HQ Right of Way Plans Section (see Example 1-2).

When revising plans developed originally with the CADD System, the revision process is the same as described above and the transmittal requirements are identical to those noted below.

Plan revisions may be submitted by mail or e-mail. E-mail submittals must include all documentation that would normally accompany a mailed revision, including the transmittal letter. It is especially important that e-mail submittals be legible. Plan sheets submitted by e-mail should be CAD drafted rather than handwritten. Handwritten plan revisions submitted by e-mail will be returned to the region if they are not legible.

For projects that include a large number of new parcels, Title Reports may be downloaded to an ftp site or other electronic media. Instructions for retrieval of these documents must be forwarded to the HQ Right of Way Plans Section.

Plan submittals should be to scale to assist in drafting the revision onto the original sheet. If plan revisions are done in CAD, the CAD file should be forwarded to the HQ Right of Way Plans Section.

When revising plans that have both English units and metric units, the proposed revisions from the region shall show only English units.

Extensive changes to the existing Right of Way Plan may require submittal of a new plan in lieu of a revision.

New Right of Way Plans should be developed when the existing plans are obsolete, inaccurate, or difficult to read.

New Right of Way Plans should be considered when any of the following conditions exists:

- The scale of the existing plan is smaller than 1"=100'.
- The existing plan shows unreliable data (for example, assumed bearings, distances, or other important information).
- The proposed revision would require major changes to the current plan (for example, new alignment, the addition of many new parcels, or the addition of access control).
- The current plan shows “Right of Way as acquired, alignment as constructed” in the revision block.
- The existing plan was originally a county or city plan.
- Stations do not increase from left to right.
- The plan is on an old datum (for example, 1929).

When revising “Split Plans” (separate Right of Way and Limited Access Plans), the region must submit appropriate colored revisions for both plans.
Total parcel details were not shown on many of the older Right of Way Plans. When an existing Right of Way Plan is being revised to show new parcels, include a total parcel detail. Total parcel details are very important when condemnation of the parcel is a probability. A total parcel detail is not necessary if the total parcel is especially large, such as a national forest.

Whenever a parcel has been dealt with and the transaction has been finalized, and additional right of way and/or other property rights are required, a new parcel number is assigned to the parcel involved. The old number is shown inside the area of original take. Property dots are adjusted to show the current boundary, and new areas are shown in the ownership block.

An approved Right of Way Limited Access Plan cannot be revised until completion of the appeal period following mailing of the Findings and Order. All revisions that the region develops during this time shall be held and submitted as a single package after the appeal period.

For plans that include a Wetlands Mitigation Site, the Army Corps of Engineers note, with the permit number, should be included in the plan revision.

(1) Transmittal Requirements

The following shall be submitted as part of the revision transmittal:

(a) Completed Schedule of Right of Way Plan Revisions (transmittal letter). All revisions require a justification for the revision. It is very important to explain why the revision is needed. The purpose of the plan revision should be explained in detail on the transmittal letter. Reiterating what is shown on the redlined plans is not a sufficient explanation. The PS&E title should be included.

(b) Marked prints with engineering and right of way information that includes areas revised if right of way negotiations are not complete. The actual area of the original take and the area for supplemental acquisition, based on ownership at the time of the second acquisition, are included if negotiations are complete. Redlines will include parcel numbers, names, areas, and remainders.

(c) Title Reports for all new parcels. Supplemental Title Reports are acceptable if the original transaction has been recently completed. A new parcel number will be needed for these parcels.

(d) Copies of calculations completed to determine new parcel limits, parcel areas, and other pertinent calculations.

(e) Subdivision plats and/or other pertinent data.

(f) Coincident with (a) above, when original right of way negotiations are incomplete or a revision affects condemnation proceedings, the Region Real Estate Services Manager is advised to take appropriate action pending final revision approval.

(g) E-mail submittals are acceptable provided a transmittal letter is included and all plan sheets are legible.

(2) Headquarters Processing

The HQ Right of Way Plans Section will conduct a final review of the plan revisions and coordinate the review with other offices and the FHWA, as required.

Subsequent to review, the original plans are revised and the HQ Right of Way Plans Section Manager approves the revisions.
Following approval, the plan(s) will be scanned into the Oracle system for access by the regions, HQ Real Estate Services, and other plan users.

### 100.12 Access Control Notes

**1. Instructions**

Standard access control notes cover all necessary descriptions to be shown in the plans for the granting of approaches. An access approach note plus necessary supplementary notes will be used to identify all like approaches listed.

The access approach schedule on the Right of Way Plan shall list the specific details for each approach. Under the Station on Roadway column, enter the exact station or the stations between whose limits the approach will be granted, the side of centerline (right, left, or both), and any supplementary information required. Under the Type column, indicate the letter and/or applicable supplementary note numbers.

The supplementary notes are used in conjunction with the access approach notes to which they apply. Each supplementary note shall always be listed by the number assigned to it. In this manner, an access approach note letter with a supplementary note number will always indicate the same type of approach throughout all Right of Way Plans.

Type A through Type F approaches are defined in WAC 468-58-080, are shown in the *Design Manual*, and are listed in the Access Approach Notes section below.

Supplemental Note No. 8, Railway Access, will be used to prohibit traffic movement between the railway right of way and the traveled highway lanes.

Supplemental Note No. 21, Utility Within Right of Way Maintained From Outside Right of Way, refers to a utility within the right of way by franchise or permit where all access is to be from the adjacent streets, roads, or property. The supplementary note number only will be listed under the Type column of the access approach schedule.

If it is necessary to add a special stipulation to an approach note, an asterisk may be indicated after the letter and/or number in the Type column of the access approach schedule. The special stipulation indicated by the asterisk shall be explained under the Access Notes column in the same manner as a footnote.

**2. Access Approach Notes**

(a) **Type A Approach Note**

Type A approach is an off and on approach in a legal manner, not to exceed 30 feet in width, for the sole purpose of serving a single-family residence. It may be reserved by an abutting owner for specified use at a point satisfactory to the state at or between designated highway stations.

(This note may be supplemented by a note stating the number of users and/or special use.)

(b) **Type B Approach Note**

Type B approach is an off and on approach in a legal manner, not to exceed 50 feet in width, for use necessary to the normal operation of a farm, but not for retail marketing. It may be reserved by an abutting owner for specified use at a point satisfactory to the state at or between designated highway stations.

(This note may be supplemented by a note stating the number of users.)
(c) **Type C Approach Note**

Type C approach is an off and on approach in a legal manner, for special purpose and width to be agreed upon. It may be specified at a point satisfactory to the state at or between designated highway stations.

(Always supplement by notes stating number of users, special use, and width.)

(d) **Type D Approach Note**

Type D approach is an off and on approach in a legal manner not to exceed 50 feet in width for use necessary to the normal operation of a commercial establishment. It may be specified at a point satisfactory to the state at or between designated highway stations.

(e) **Type E Approach Note**

Type E approach is a separated off and on approach in a legal manner, with each opening not exceeding 30 feet in width, for use necessary to the normal operation of a commercial establishment. It may be specified at a point satisfactory to the state at or between designated highway stations.

(This note is no longer used but is still shown on some existing deeds.)

(f) **Type F Approach Note**

Type F approach is an off and on approach in a legal manner, not to exceed 30 feet in width, for the sole purpose of serving a wireless communication site. It may be specified at a point satisfactory to the state at or between designated highway stations.

3) **Supplementary Notes**

(a) **Offset Access Note – No. 1**

This approach is to be used to travel on right of way and enter property as specified.

(In the access approach schedule, list the station of approach on roadway and the station where property is to be entered; for example, 146+00 Rt. to leave R/W 148+50 Rt.)

(b) **Joint Usage Note – No. 2**

This approach is to be used to serve more than one owner and/or utility, for only those ownerships listed on the access approach schedule.

(Use this note for each approach serving more than one owner and/or utility.)

(c) **Modified Access Control Note – No. 3**

No longer used.

(d) **Special Farm Equipment Note – No. 4**

This approach may be increased in width, not to exceed 80 feet, for use by special farm equipment. During the crossing of the highway with farm equipment requiring an approach exceeding 50 feet in width, traffic on the highway shall be protected by flaggers provided by the owner at the owner’s expense.
(e) **Utilities Note – No. 5**

This approach is to be used for the operation, maintenance, and repair of the utility specified. The approach shall not exceed 50 feet in width.

(In the access approach schedule, state the station limits on the roadway, the type of utility and, if required, the gating restriction.)

(f) **Grain Hauling Note – No. 6**

This approach is for limited use in hauling grain during the harvest season. The approach shall not exceed 50 feet in width.

(In the access approach schedule, state the station limits on the roadway and, if required, the gating restriction.)

(g) **Tree Farm Note – No. 7**

This approach is to be used for the operation of a tree farm or tree farms, including the removal of raw forest products therefrom, but may not be used for retail marketing. The approach shall not exceed 50 feet in width.

(h) **Railway Access Note – No. 8**

No access is permitted between the railway right of way and the traveled highway lanes.

(In the access approach schedule, state the station on the roadway and name of railway.)

(i) **Gate Restriction Note – No. 9**

This approach shall be gated and locked when not in use.

(j) **Restricted Clearance Note – No. 10**

Only as restricted clearance permits.

(k) **Pedestrian and Bicycle Trails Note – No. 11**

Pedestrian and bicycle traffic will be permitted use of the trail designated on the ______________________(Rt. or Lt.) between Sta. ____________ and Sta. ____________.

Access to the trail will be permitted only at:

Sta. ____________ (Rt. or Lt.)
Sta. ____________ (Rt. or Lt.)

(This note may be supplemented by a note stipulating any restrictions or special privilege of direct access to the trail. The note should appear on each plan sheet on which the trail is shown. Station limits of the trail should not extend beyond the individual sheet limits. Access breaks for the trail are noted only on the specific sheet where the break occurs.)

(l) **Trail Access Note – No. 12**

Abutting property owners may be afforded the privilege of direct access to the trail under permits issued by WSDOT.
(m) **Utility Within Right of Way Maintained From Outside Right of Way**

Note – No. 21

The privilege of access to areas within the right of way is permitted from outside the right of way to the user designated, solely for use authorized by and subject to the conditions of the franchise, permit, or agreement specified. No access will be allowed to the traveled highway lanes or ramps.

(In the access approach schedule, state the name of utility, the type of utility, the station of entry, and the franchise or permit number.)

(n) **Dominant/Servient Access Note – No. 22**

This approach use is for the benefitted parcel per the easement of record. This use is only allowed as long as the easement remains in effect. This approach is to be used to serve both the dominant and servient estate.

(o) **Noise Wall Access Note – No. 23**

This approach is to be used by WSDOT for the maintenance and repair of the noise wall. The approach shall be through noise wall doors located at Stations XXX+XX (must be accompanied by Note No. 9).

(4) **Miscellaneous Note**

(a) **Traffic Movement Note**

Traffic movement will be permitted over/under the highway structures at [___________] (state the name of the road or the facility and the station limits on the roadway).
Whenever possible, leave this space empty for revision block.