

### **3. Title and Plans**

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#### **3.1. Introduction**

This chapter covers procedures for titles and plans. DOT&PF must have accurate and current title information on each project to ensure accurate ROW plans and successful appraisals, negotiations, and relocations.

The regional ROW Section develops the required project title information, beginning this work during the early stages of a proposed project. Based upon workload, available resources, and time limits for the project, the Regional ROW Chief must determine whether to use a ROW title specialist (ROW Agent) or a commercial title insurance company to secure necessary title information.

Due to differences in the requirements of local platting authorities, many platting procedures and monumentation requirements are region-specific and may be documented in supplements separate from the ROW manual.

#### **3.2. Title Search Report**

Unless otherwise specified, all instructions in this section refer to the ROW Agent designated to do this work or to the commercial title insurance company retained for a specific project.

For all acquisitions of fee, permanent easements and long term lease interests (excluding temporary construction easements) review and reference all instruments of record (use a [Title Search Report, Form 25A-R305](#)), including plats and surveys, for each parcel. List them in chronological order by recording date.

A title insurance policy should be obtained for all fee acquisitions. The Regional ROW Chief determines if title insurance is necessary and the amount on parcels.

#### **3.2.1. Mandatory Standards for Title Search**

Prepare reports and maintain records in accordance with this section. The Title Unit may approve an exception on parcels with an estimated acquisition cost of \$2,500 or less, where a search of the last owner of record may suffice unless there appears to be some irregularity in title. A search of the last owner of record may suffice if only a temporary construction easement is being acquired.

Most title searches begin with the divestment of the land from the sovereign, by patent, treaty, or grant, etc. To assist in clearing the title and acquiring the parcel, title search files must contain all recorded instruments purporting to evidence the transfer of the fee simple title. Examples of such documents include the following:

- security for debt;
- direct deeds of conveyance;
- deeds by trustees, referees, guardians, executors, administrators, or masters;
- wills, decrees of descent, or orders determining heirs;
- decrees, judgments, or court orders purporting to quiet, confirm, or establish title in fee simple;
- mineral or other reservations or conveyances; and
- easements, rights of way, and other rights or interests affecting the title, (liens, exceptions, reservations, covenants, conditions, restrictions, limitations, etc.).

The ROW Engineering Section orders all title reports and updates. Maintain title reports, including all amendments, as part of the acquisition file.

If a title report is older than 6 months or information becomes available of any changes in ownership or interests, the report should be updated.

#### **3.3. Highway Right-of-Way Plans**

Unless otherwise specified, all instructions in the remainder of this chapter refer to each person in the ROW Engineering Section with responsibility for a particular project.

DOT&PF's Design Section provides the project's preliminary design plans to the regional ROW Engineering Section. The Title Unit provides a copy of the final title report.

Based on the design plans, title research, and survey data, the Engineering Section prepares the ROW plans as specified in this section.

The ROW plans must be accurate and contain sufficient engineering and survey information to locate the new and existing ROW limits and adjacent property boundaries on all properties along the project.

Prepare the plans in accordance with local platting and subdivision requirements. Except as otherwise directed by the ROW Engineering Supervisor, include a title sheet, a standard legend sheet, a tract map, the property plan sheets, and a monument summary sheet. Include the project title, Federal aid, and the State project number as appropriate on each sheet

### **3.3.1. Types of Title to be Acquired**

Determine whether to acquire ROW in fee simple or a permanent easement, if a temporary construction easement will not be sufficient. The title must be adequate for the construction, operation, and maintenance of the facility.

DOT&PF's policy is to acquire all ROW in fee simple title when feasible. DOT&PF will acquire temporary construction easement when property is needed only for the duration of the actual construction of the facility, but is not needed to protect the facility.

DOT&PF may acquire permanent easements for several reasons, such as, if sight clearance is needed or when a fee taking would leave the owner with less than a legally conforming lot.

If it is not feasible to obtain fee simple or a permanent easement, such as when a Federal agency owns the land, a long-term easement or lease is acceptable with funding agency concurrence.

### **3.3.2. Title Sheet**

On the title sheet (Exhibit 3-1) show the project information, scale, a location sketch, and sufficient identifying information, as directed by the ROW Engineering Supervisor, so that the project may be easily located on a map. Include signature spaces in the lower right-hand corner, providing for the date and signature of the Regional ROW Chief.

### **3.3.3. Symbols**

Identify all symbols used, or shown them in the legend or on a standard legend sheet (Exhibit 3-2) attached to each set of ROW plans.

### **3.3.4. Tract Map**

On the tract map (Exhibit 3-3), show as much of the entire ownerships as possible, the road systems, and major cultural details in a broad band for the length of the project. Show the centerline, ROW lines of the highway, and the boundary lines to give a general picture of the entire project and its possible effect on the properties. In urban areas, this map may be unnecessary if the plans show entire ownerships or if the project is small and the title sheet can show entire ownerships.

### **3.3.5. Right-of-Way Plan Sheets**

The basic purpose of ROW plan sheets (Exhibits 3-4A and 3-4B) is to show as much information as possible for the Appraiser, Review Appraiser, ROW Agent, and property owner. An important function is to show the ROW lines in relation to the property lines and improvements and to provide a reference for the instrument of conveyance.

#### **Right-of-Way Plan Sheets Scale**

Use the same scale on the ROW plan sheets as used on the design plans, if possible. This provides for ease in correlation and simplification of drafting. If there is too much detail on the plans to clearly demonstrate this, use a larger scale. To provide the required clarity, use the following scales, or another scale as directed by the ROW Engineering Supervisor:

- on rural projects through large land ownerships: 1" = 100' or 1" = 200';
- on suburban projects through small acreage tracts where required construction details are minimal: 1" = 50' or 1" = 100'; or
- on urban projects or projects where construction or topographic detail is such that a larger scale is necessary for complete clarity: 1" = 50'.

Draw each property plan sheet to scale and show a north arrow.

## **Right-of-Way Plan Sheets General Information**

Draft all ROW plan sheets so that all parcels, easements, permits, etc., can be readily identified. The plan sheets contain the following details:

- all existing property lines. All found corners must be tied to the project centerline. Add supplemental sheets showing detail as necessary;
- all rectangular surveys including aliquot parts, U.S. Surveys, subdivisions (by name or plat number), etc., that are used to identify ownership;
- all pertinent data that may affect the cost of the ROW, such as structures (culverts, etc.), land service or access roads, improvements (all owner buildings) and fences. Show centerline ties and dimensions of improvements and structures within local setback requirements of the new ROW line;
- all existing ROW;
- all existing utility facilities and all utility easements with the type and ownership labeled;
- new ROW line and all pertinent distances and bearings. Show centerline offset distances to all breaks in the ROW or, if constant width, the offset distance should be shown on each plan sheet. All distances should be surface distances instead of State plane grid distances;
- parcel information block located, in most cases, at the bottom of each sheet must show areas of each acquisition, existing rights of way, larger parcel, and remainders; show the type of each acquisition, and include recording information;
- access control lines and points of approved access; and
- easement lines.

Forward the appropriate exhibits to the Acquisition and Negotiation Unit for inclusion in the appraisal assignments, and for the information of the Acquisition Agents.

## **Right-of-Way Plan Sheets Project Control and Construction Information**

The ROW plans show the following:

- each main centerline and stationing (show auxiliary centerlines of subordinate roadways if

pertinent to acquisition or deed description. Show the beginning and end of the project's limits);

- limits of construction or slope limits; and
- drainage structures and other construction components that may affect valuation.

## **Right-of-Way Plan Sheet Certification**

The supervising professional land surveyor must stamp and certify the ROW plan sheets.

### **3.3.6. Monument Summary Sheets**

The monument summary sheet (Exhibit 3-5) shows the following:

- horizontal control statement;
- recovered corners table;
- project centerline monuments table;
- work item table;
- ROW surveyor and location surveyor seal; and
- other notes as directed by the ROW Engineering Supervisor.

### **3.3.7. Materials Source Plans**

Show all listed sources, maintenance, and stockpile sites with haul roads on a separate materials source sheet (pit sheet) prepared by the Design Section, rather than on the ROW plans.

## **3.4. Airport Property Plans**

FAA [Advisory Circular 150/5100-17](#) contains the approved process for airport land acquisition and plan development. See the latest Change Order (Change Order 7 is the most current as of the publication date of this manual). FAA has authorized replacing "Exhibit A" mentioned in the circular with the airport property plan (Exhibit 3-6).

## **3.5. Parcel Plats**

If possible, parcel plats (Exhibit 3-7) must be printed on 8½" x 11" or 8½" x 14" paper. The plats must be neat, legible, accurately dimensioned, and exhibit enough contrast so that copies made by the recording office leave no question as to the location of the property being transferred. Make the parcel conspicuous (heavily outlined, shaded, stippled, etc.) so as not to obscure dimension figures. If necessary,

use more than one page to show the entire ownership and details of the acquisition.

The following information is shown on the plats:

- location data to accurately locate property (lot, block, subdivision, survey or plat number, section or portion thereof, etc. If unsurveyed, tie property to the project centerline);
- north arrow;
- owner's acknowledgment;
- identification number for parcel, permit, easement, etc.;
- project ROW lines, parcel lines, and access control lines, properly labeled. Show the entire ownership and label the property lines;
- major improvements on the parcel;
- any existing ROW in proximity to the parcel properly labeled. Show existing ROW as hatched;
- pertinent centerline and associated data, stationing, equations, curve data, dimensions, and bearings, properly labeled; and
- project identification (name and numbers) and area acquired.

## **3.6. Procedure for Plans Submittals**

### ***3.6.1. Submittal to Request Authority to Proceed with Appraisal and Acquisition from FHWA***

On Federally-funded projects, when the ROW plans reflect the findings of the plans-in-hand review team, DOT&PF considers them to be "final plans." ROW will submit the final plans to FHWA.

### **3.6.2. Plan Revisions**

If any changes are made in the ROW plans after receiving the ATP with appraisal and acquisition, show the changes on the original ROW plans. Also itemize the changes in a revision block on the original ROW plans, as shown on Exhibit 3-4.

### **3.6.3. Recording**

Check the ROW plans to ensure that the following are accomplished before recording the plans in the recording district:

- affected monuments were protected through construction. Monuments to be set were set and verified to be correctly placed;
- all appropriate certifications are on the plans; and
- original ROW plans prepared according to a local government platting ordinance were sent to the appropriate local government officials (otherwise, the Regional ROW Chief sent them directly to the recorder's office for filing).

## **3.7. Plan Changes**

### ***3.7.1. Design Changes***

As design plans are modified, change the parcel plat and the ROW plans; update the title information if needed; and advise the Regional ROW Chief, who must then advise the Appraisal and Acquisition Units of the changes.

### ***3.7.2. Changes Found During Appraisal or Acquisition***

The Regional ROW Chief must take appropriate action to correct omissions or changes noted during the appraisal or acquisition processes.

### ***3.7.3. Disposal of Excess Land***

The Regional Property Management Unit designates parcels subject to disposal. The regional director approves them (and FAA when obligated to FAA by Federal grant agreement).

When DOT&PF intends to dispose of, relinquish, or abandon excess ROW, the Engineering Section prepares a legal description or plat, revises the ROW plans, and determines the type of ownership. The conveyance document is prepared by the Property Management Unit. After the conveyance document is recorded, the Engineering Section must revise the ROW plans to reflect the disposal. See Sec. 9.10.

### ***3.7.4. Condemnations***

When a parcel is approved for condemnation, the Engineering Section prepares appropriate court exhibits. Place this material in the parcel file and provide it to the Acquisition Unit and the Department of Law.

## **3.8. Parcelization and Numbering**

All parcels on a ROW project are numbered in sequence as they appear on the ROW plans. The Engineering Section assigns the numbers (except for materials sources) when the ROW plans are developed. If a parcel is split or added, add an alphabet letter to the original assigned parcel number (for example, a split or addition to Parcel 1 would be designated 1A).

### **3.8.1. Easement Parcelization**

Prefix all easements by the letter “E” followed by the number assigned to the ROW parcel for that particular larger parcel, or the next consecutive number. The parcel identification block must designate the type of easement and its purpose. Show and identify existing easements on the ROW plan sheet (Exhibit 3-4 A&B).

### **3.8.2. Temporary Construction Permit/Temporary Construction Easement Parcelization**

Prefix all areas acquired for the duration of the project only (construction permits, waste areas, etc.) through the use of a temporary construction permit (TCP) or a temporary construction easement (TCE), by the letters “TCP” or “TCE” followed by the number assigned to the ROW parcel for that particular larger parcel.

### **3.8.3. Numbering of Areas Not Part of a Right-of-Way Parcel**

For all easements or permit areas not associated with a parcel, assign a number in numerical sequence with the parcel numbers. When no numbers are available for the easements or permits, use the closest parcel number followed by a letter designation.

### **3.8.4. Numbering Material Sources**

Number a material source in accordance with the number assigned by the Materials Section, preceded by “MS”.

On Federal-aid primary routes, the “MS” number must contain three dashes to separate the route number, the route section number, the location, and the region number (MS 21-1-243-1, MS 37-1-004-2, etc.).

On secondary routes, the “MS” number must contain two dashes to separate the route number, the location number, and the region number (MS 680-009-2, MS 937-101-3, etc.).

### **3.8.5. Numbering Maintenance and Stockpile Sites**

Designate all maintenance and stockpile sites by name rather than by number.

### **3.8.6. Numbering Excess Parcels, Relinquishments, Vacations**

Number ROW excess parcels, relinquishments, and vacations in accordance with the property management numbering system (See Sec. 9.10).

## **3.9. Restricted Native Allotments**

When surveying and platting restricted Native allotments, be aware that Alaska Native lands have unique requirements.

Under no circumstance should entry be made upon restricted Native allotments without written permission from the landowner and the Bureau of Indian Affairs (BIA).

Many important records are found only at the Bureau of Indian Affairs offices. Special procedures have often been used for surveys on Native lands.

Surveyors working with Native lands must be aware of cultural, jurisdictional, and permitting considerations. It is essential, that prior to the surveying or platting of restricted Native lands, the Regional BLM Indian Lands Surveyor (BILS) be contacted in order to determine the most current procedures necessary to accomplish the desired action.

PROJECT DESIGNATION 311032/Z536100000		SECT. R1	TOTAL SHEET NO. R22
<p>PLAT APPROVED THIS PLAT WAS APPROVED BY THE KENAI PENINSULA BOROUGH PLANNING COMMISSION IN ACCORDANCE WITH KPB SOLICITATO AT THE MEETING OF</p>			
<p>DATE _____ BOROUGH OFFICIAL _____ FOR SURVEY AND DRAWING RIGHT-OF-WAY INFORMATION SEE THE RECORD OF SURVEY, RIGHT-OF-WAY BASE MAP, PLAT 2013-2 SEWARD RECORDING DISTRICT.</p>			
<p>DEPARTMENT LOCATIONS SURVEYORS CERTIFICATE I HEREBY CERTIFY THAT ALL A PROFESSIONAL LAND SURVEYOR IN THE STATE OF ALASKA HAVE BEEN EMPLOYED TO CONDUCT THE SURVEY AND LOCATE THIS PLAT. ALL DRAWINGS FOUND AS LOCATED ON THE RIGHT-OF-WAY PLANS, ALL DRAWINGS FOUND AS LOCATED ON THE SURVEY PLANS, AND ALL DRAWINGS FOUND AS LOCATED ON THE PROJECT PLANS, ARE THE WORK OF A PROFESSIONAL LAND SURVEYOR. ALL DRAWINGS LOCATED ON THE SURVEY PLANS HAVE BEEN REFERENCED TO PROJECT SURVEY CONTROLS AS MEASURED UNDER MY SUPERVISION.</p>			
<p>INDEPENDENT BOROUGH SURVEYOR'S CERTIFICATE I HEREBY CERTIFY THAT ALL A PROFESSIONAL LAND SURVEYOR IN THE STATE OF ALASKA AND THAT THIS PLAT HAS BEEN SURVEYED AND LOCATED IN ACCORDANCE WITH THE STANDARDS RECOMMENDED DURING THE DEPARTMENT LOCATIONS SURVEY FOR THIS PROJECT.</p>			
<p>DATE _____ REGISTRATION NUMBER _____ ROBERT M. VERNER _____</p>			
<p>INDEPENDENT BOROUGH SURVEYOR'S CERTIFICATE I HEREBY CERTIFY THAT ALL A PROFESSIONAL LAND SURVEYOR IN THE STATE OF ALASKA AND THAT THIS PLAT HAS BEEN SURVEYED AND LOCATED IN ACCORDANCE WITH THE STANDARDS RECOMMENDED DURING THE DEPARTMENT LOCATIONS SURVEY FOR THIS PROJECT.</p>			
<p>DATE _____ REGISTRATION NUMBER _____ P. LOUISE HOOVER _____</p>			
<p>DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES APPROVED _____, 20 _____. REGIONAL CHIEF RIGHT-OF-WAY AGENT _____</p>			
<p>WITHIN A PORTION OF SECTION 5, T1N, R1E AND SECTION 2, T1N, R1E, SEWARD MERIDIAN</p>			
<p>RECORD OF SURVEY - SEWARD RECORDING DISTRICT STATE BUSINESS ID #EE _____</p>			

**STATE OF ALASKA  
DEPARTMENT OF TRANSPORTATION  
&  
PUBLIC FACILITIES**

**RIGHT OF WAY ACQUISITION PLAT**

**ALASKA PROJECT**

**SEWARD HIGHWAY  
MP 17 - 22.5 REHABILITATION  
311032/Z536100000**

**PROJECT BOUNDARY**

**END PROJECT STA. 393+75.00**

**Begin Project STA. 99+40.00**

**U.S.G.S. QUADRANGLE: SEWARD B-7, ALASKA, 1994  
Scale 1:250,000  
1 INCH = 1 MILE**

**SITE MAP**

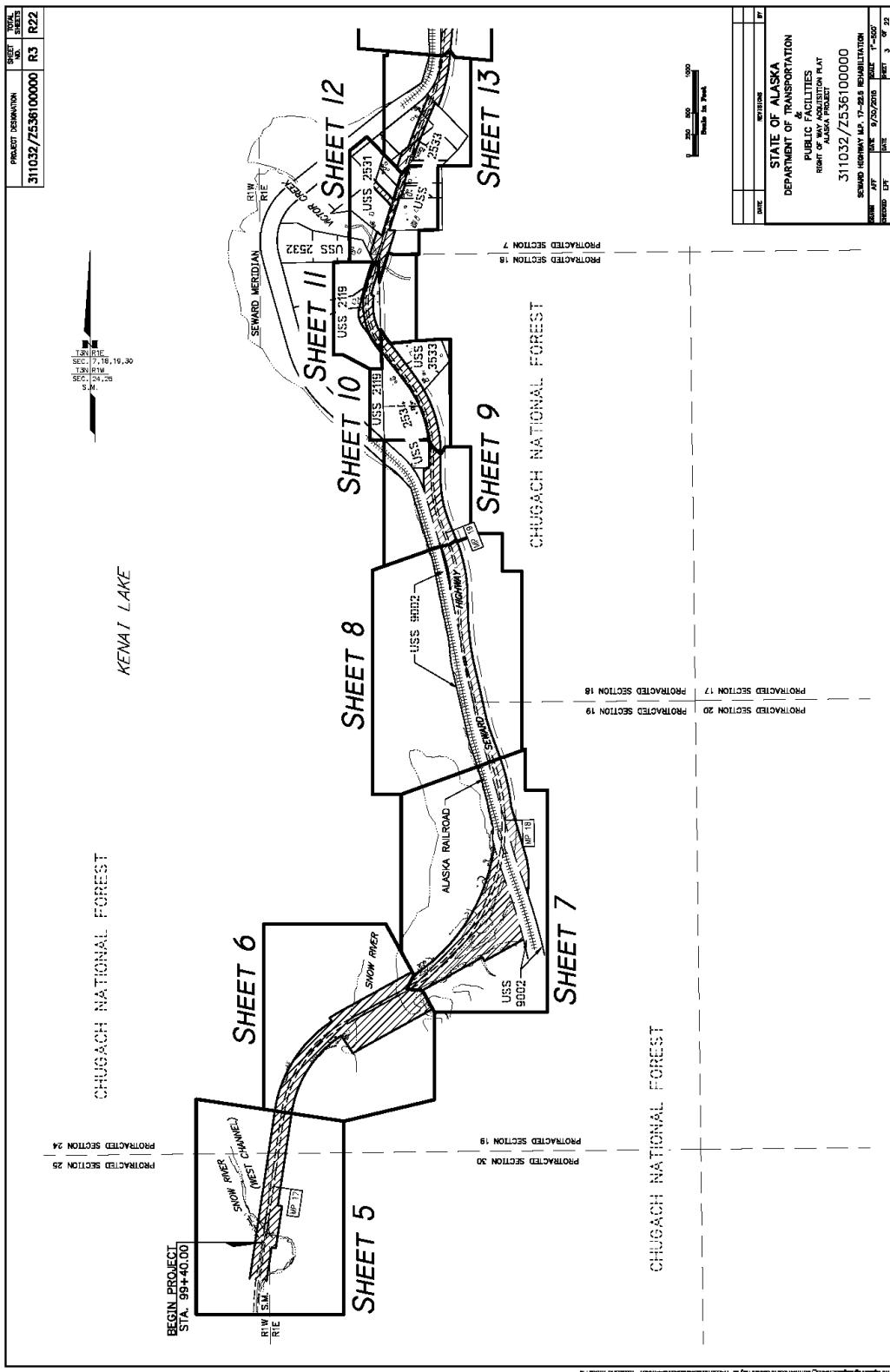
**ALASKA STATE MAP**

**ACQUISITION DATES:  
2015 - 2017  
CONSTRUCTION DATES:  
2016  
PROJECT LENGTH 6.67 MILES**

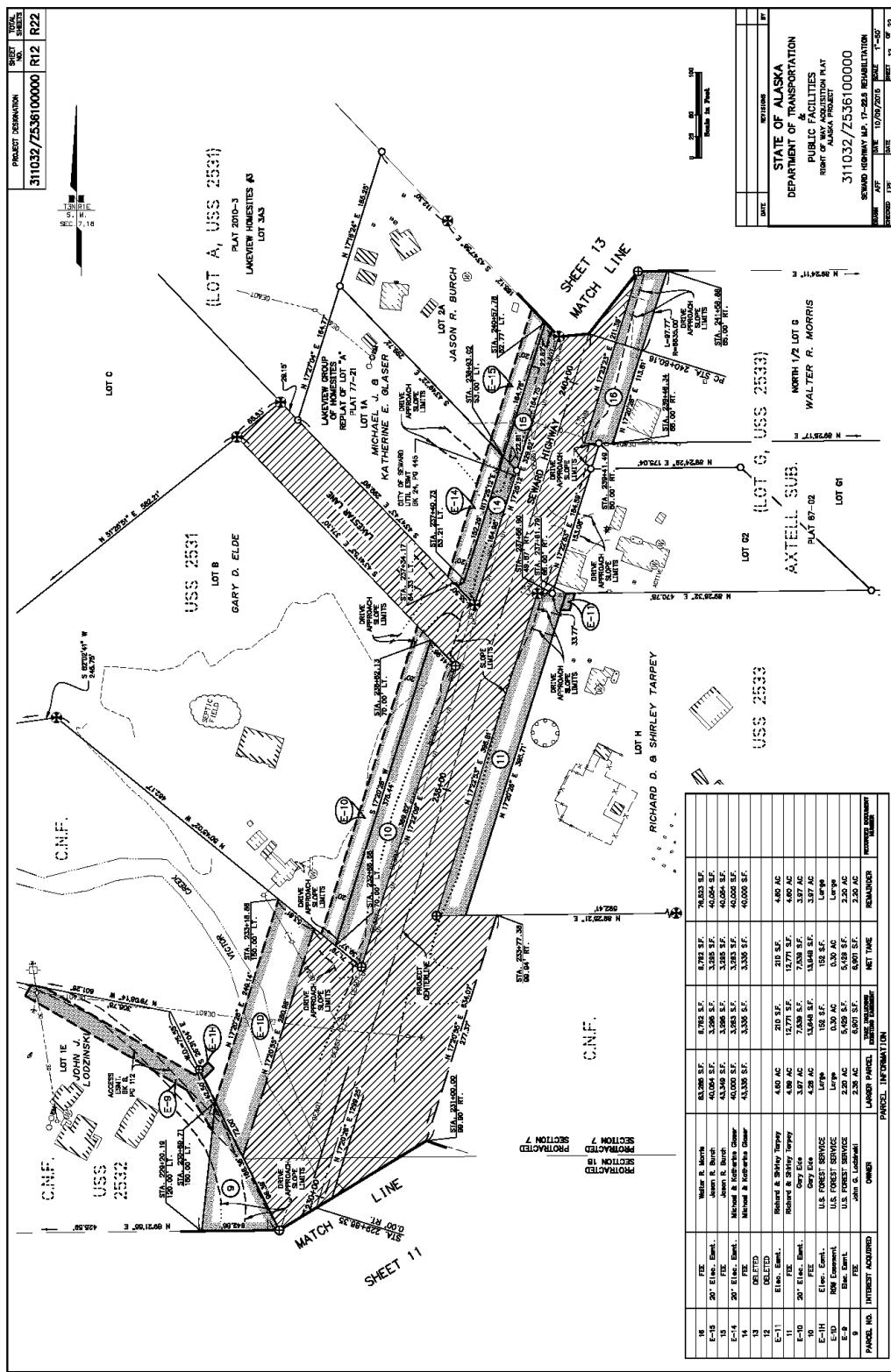
**Exhibit 3-1  
Title Sheet**

ROADWAY		PROPOSED		UTILITIES		EXISTING		TRAFFIC		EXISTING		PROPOSED		PROJECT IDENTIFICATION		TOTAL SHEETS	
EXISTING	PROPOSED	EXISTING	PROPOSED	EXISTING	PROPOSED	EXISTING	PROPOSED	EXISTING	PROPOSED	EXISTING	PROPOSED	EXISTING	PROPOSED	EXISTING	PROJECT NO.	REV.	DATE
<b>RIGHT-OF-WAY</b>																	
EDGE OF PAVEMENT				STORM DRAIN				LOAD CENTER							FEDERAL GOVT SURVEY MONUMENT	6	
LIMIT OF CUT, SLOPE & TIL SLOPE				CUT FILL				TRAFFIC & BEACON CONTROLLER							DOIT CONTROL STATION	6	
GRAVEL EDGE				STORM DRAIN MANHOLE, CLEANOUT				TYPE I, II, III, IV JUNCTION BOX							PRIMARY MONUMENT (BRASS/AL COP)	6	
DRAWDOWN APPROACH				CRIB INLET CATCH BASIN				FIBER OPTIC VAULT							MISC SECONDARY CORNER	6	
SIDEWALK AND PATH/TRAIL				PIPE CLEANOUT WITH END SECTION				ELECTROLYSER							PRIMARY CENTRILINE MONUMENT	6	
CONCRETE CURB & GUTTER				SANITARY SEWER MANHOLE, CLEANOUT				HIGHWATER							SECONDARY CENTRILINE MONUMENT	6	
CONCRETE CURB CUT				SEPT. VENT, SEWER SERVICE CONNECTION											RANDOM CONTROL MONUMENT	6	
PARALLEL CURB RAMP				WATER											PRIMARY GPS CONTROL POINT	6	
PERPENDICULAR CURB RAMP				FIRE HYDRANT, VALVE OR RISER											HORIZONTAL CONTROL POINT	6	
UNIDIRECTIONAL CURB RAMP				WELL, WATER SERVICE CONNECTION											SECONDARY CONTROL POINT	6	
MID-BLOCK CURB RAMP				NATURAL GAS											VERTICAL BENCHMARK	6	
DETECTABLE WARNING TILE				OIL OR GASLINE PIPELINE											TEMPORARY BENCHMARK	6	
BRIDGE				TWINS (ABOVE GROUND, UNDERGROUND)											TOWNSHIP AND RANGE LINES	6	
TUNNEL				ELectRIC											SECTION LINE	6	
QUADRANT															RURAL & SCHOOL ZONE BEACON	6	
END & PARALLEL END SECTIONS															LOOP DETECTOR CONDUIT	6	
ROADWAY OBSTRUCTION															SIGNAL CONDUIT	6	
FENCE															LIGHTING CONDUIT	6	
STONE FENCE															SIGNAL & LIGHTING CONDUIT	6	
NOSE BARRIER															CONDUT BORING	6	
RETAINING WALL															CONDUT SIZE IN INCHES	6	
HEADWALL & WIRH WALL															INTERCONNECT	6	
BUTTER OF DITCH															SIGN POST	6	
SPECIAL DITCH															EXISTING UTILITY EASEMENT	6	
FLAT BOTTOM DITCH															PROPOSED UTILITY EASEMENT	6	
BERM															EXISTING CENTRILINE	6	
RIPRAP															RAILROAD CENTRILINE	6	
BOULDER OR BOULDERS															TEMPORARY CONSTRUCTION EASEMENT	6	
PRIVATE SIGN, MAILBOX															TEMPORARY CONSTRUCTION PERMIT	6	
POST, BOULDERS																	
<b>TOPOGRAPHY</b>																	
EXISTING															STATE OF ALASKA	1	
															DEPARTMENT OF TRANSPORTATION	1	
															PUBLIC UTILITIES	1	
LAKE OR POND, WETLANDS															ALASKA PROJECT	1	
REE (NON-FAIRY REEDS)															STATE NO.	1	
TREE (EDGES OF FORESTATION)															SECOND FLOOR, 30' ITARD INFORMATION	1	
PLANTER															SECTION A/E	1	
BUILDING OR FOUNDATION															SECTION C/D	1	
															SECTION E/F	1	
															SECTION G/H	1	
															SECTION I/J	1	
															SECTION K/L	1	
															SECTION M/N	1	

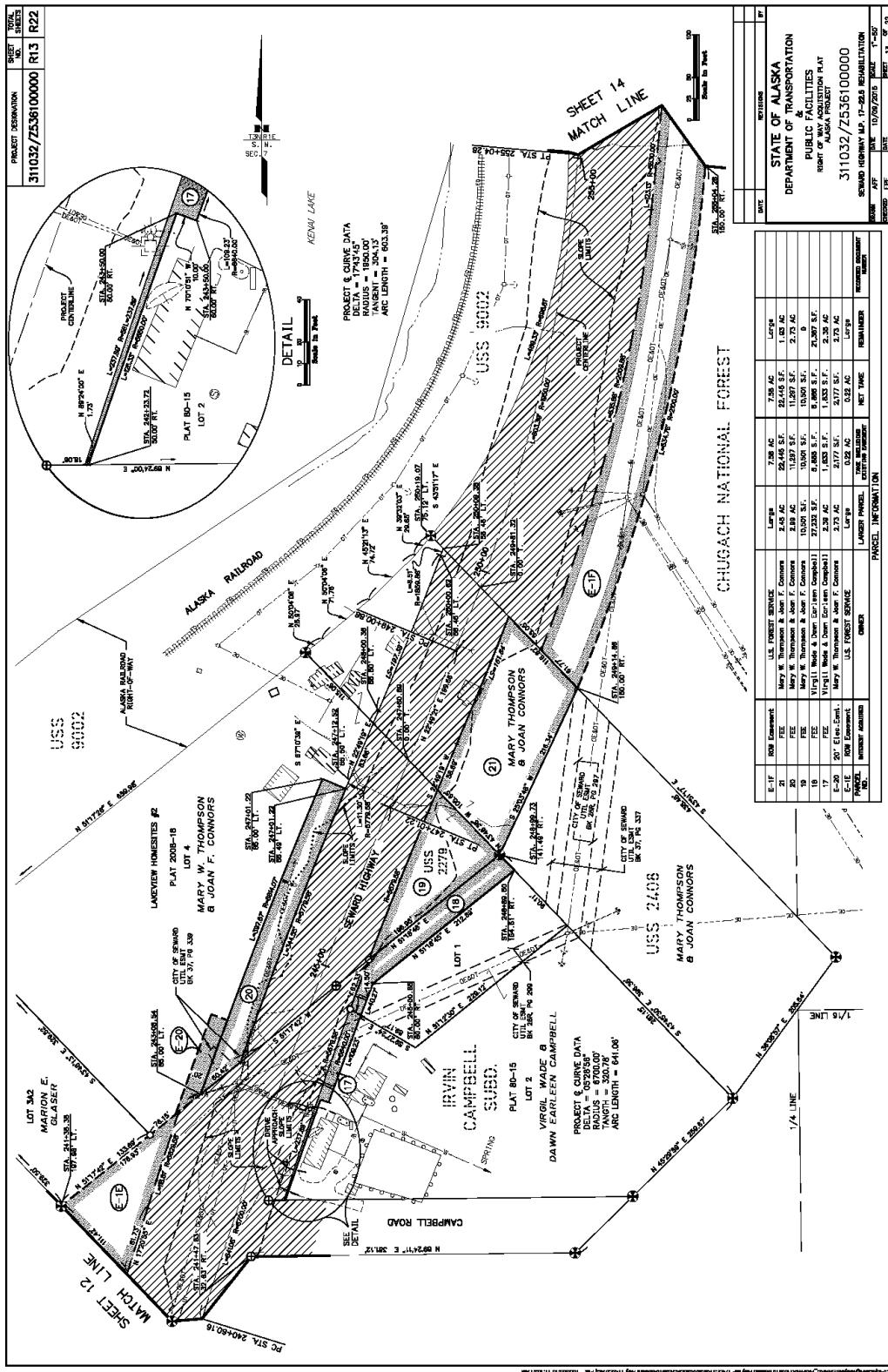
**Exhibit 3-2**  
**Standard Legend Sheet**



## **Exhibit 3-3 Tract Map**

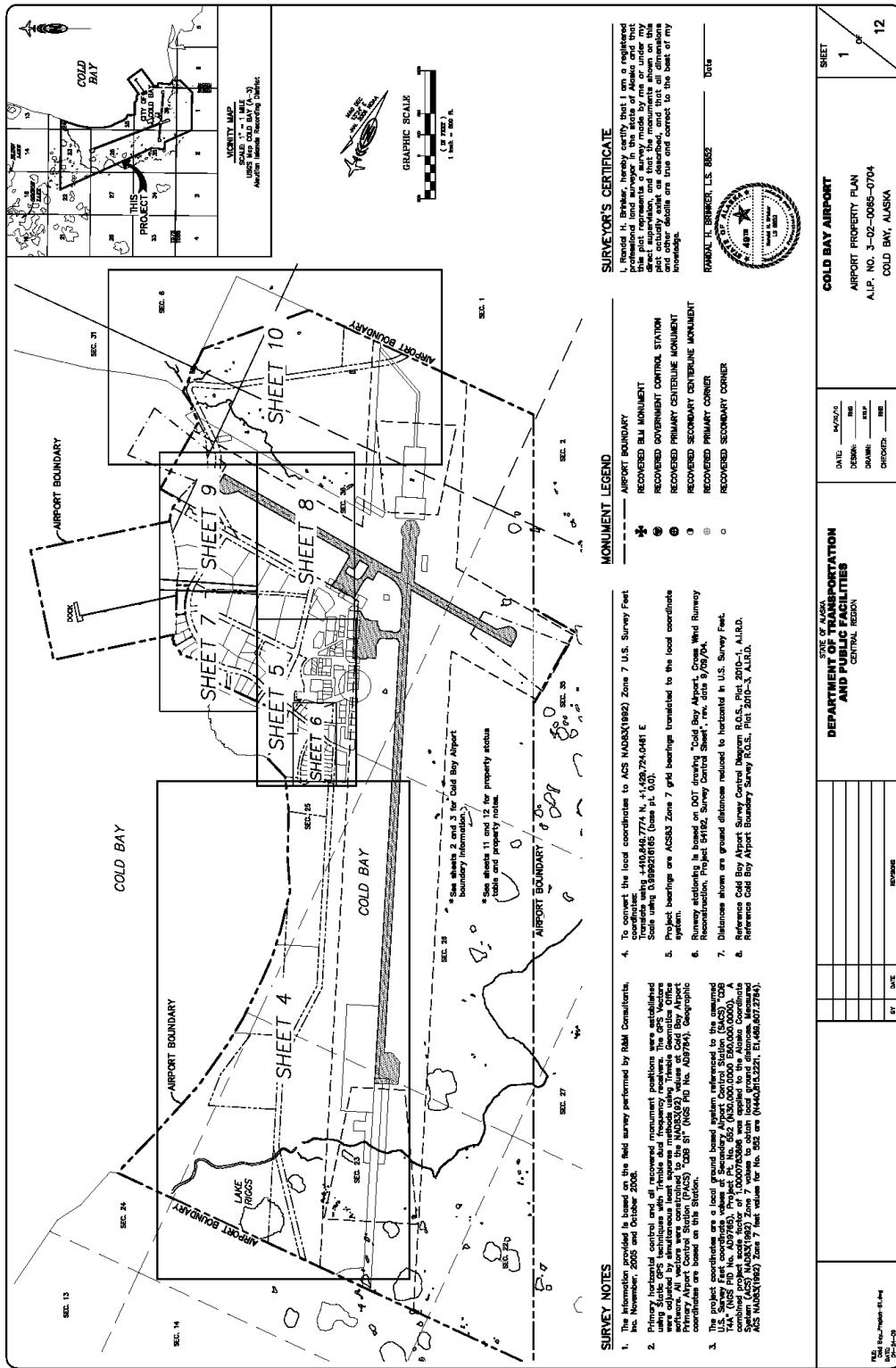


## **Exhibit 3-4A ROW Plan Sheet**

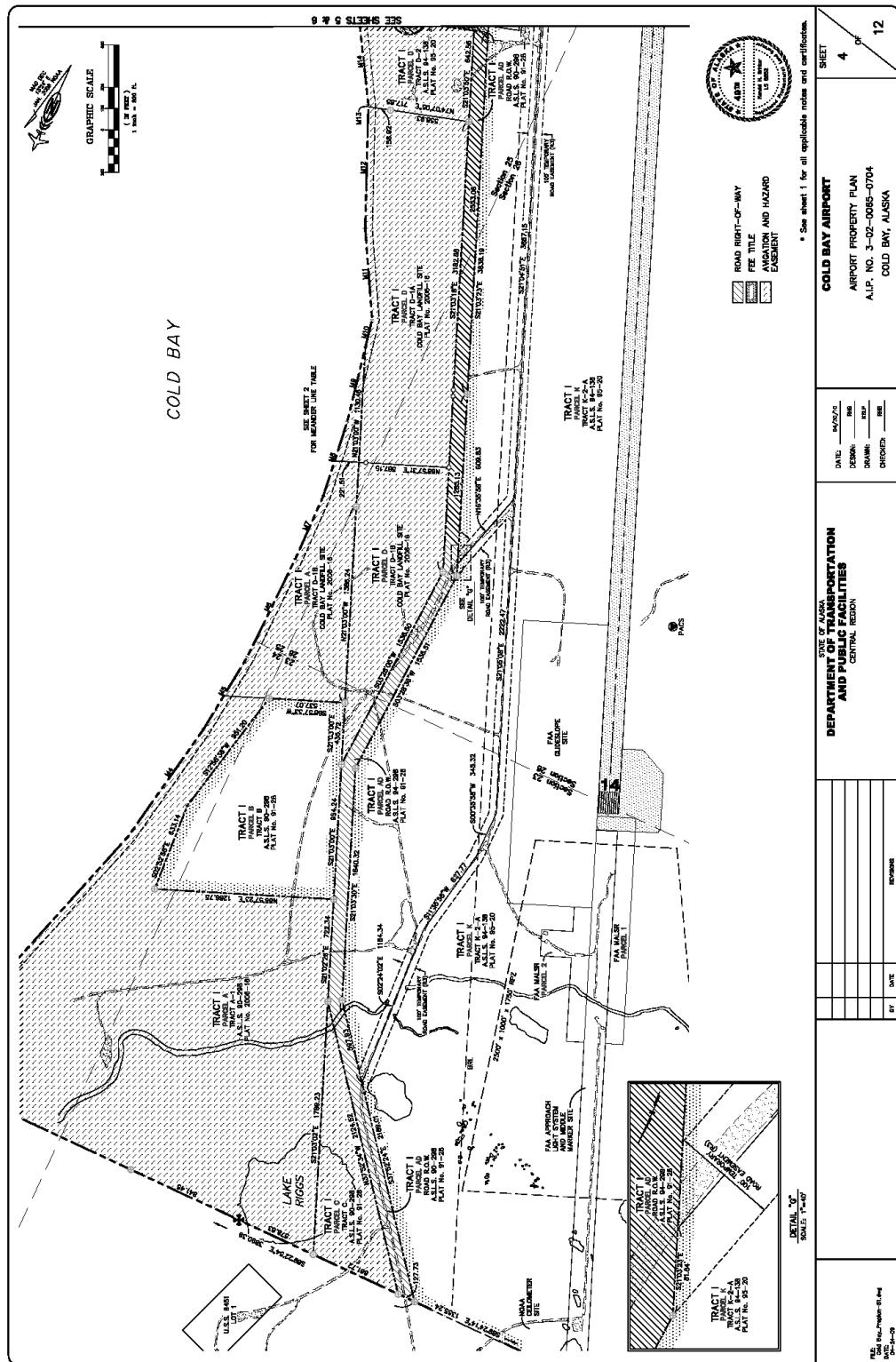


## **Exhibit 3-4B ROW Plan Sheet**





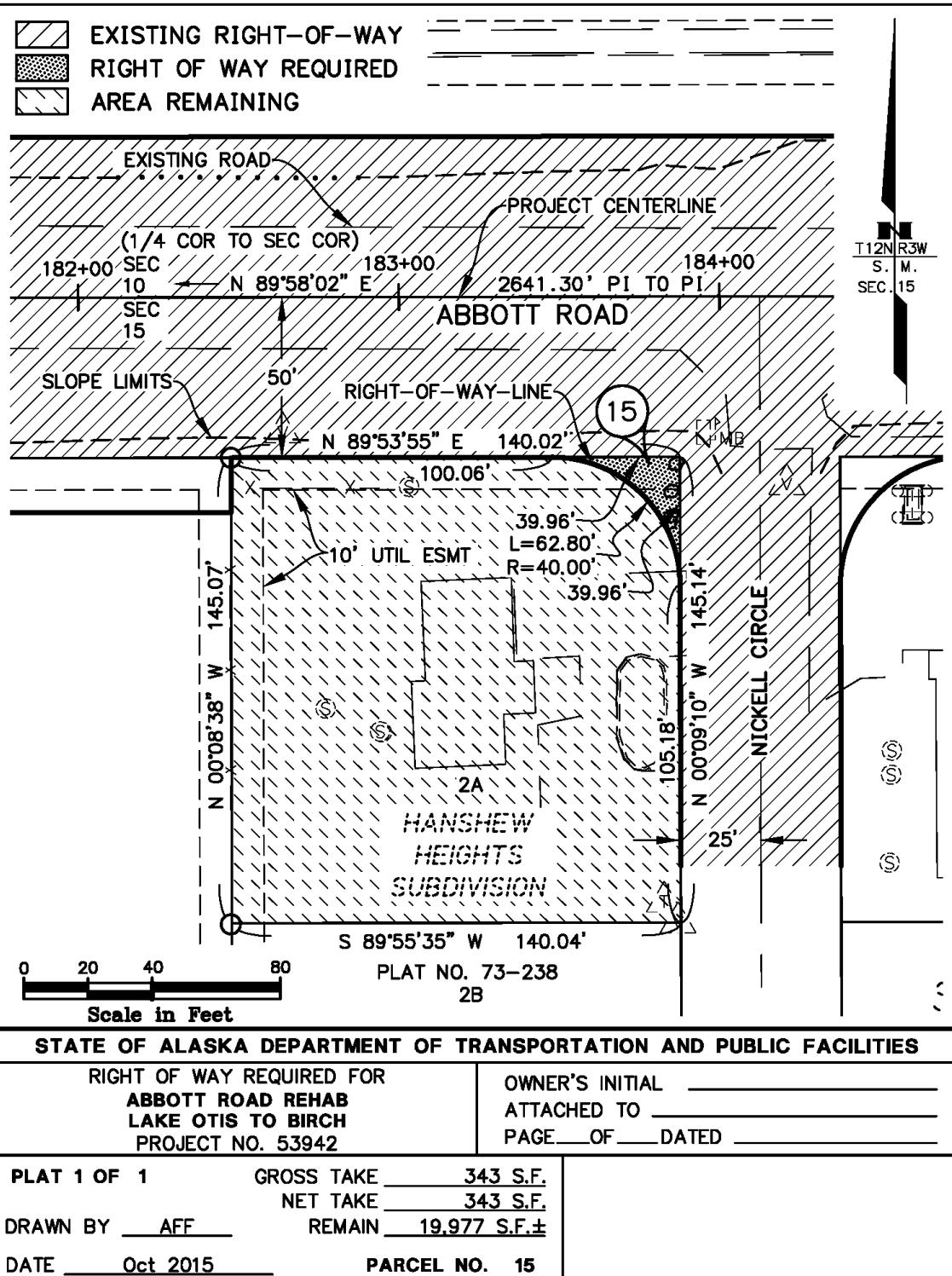
**Exhibit 3-6**  
**Airport Property Plan Example**  
**Page 1 of 2**



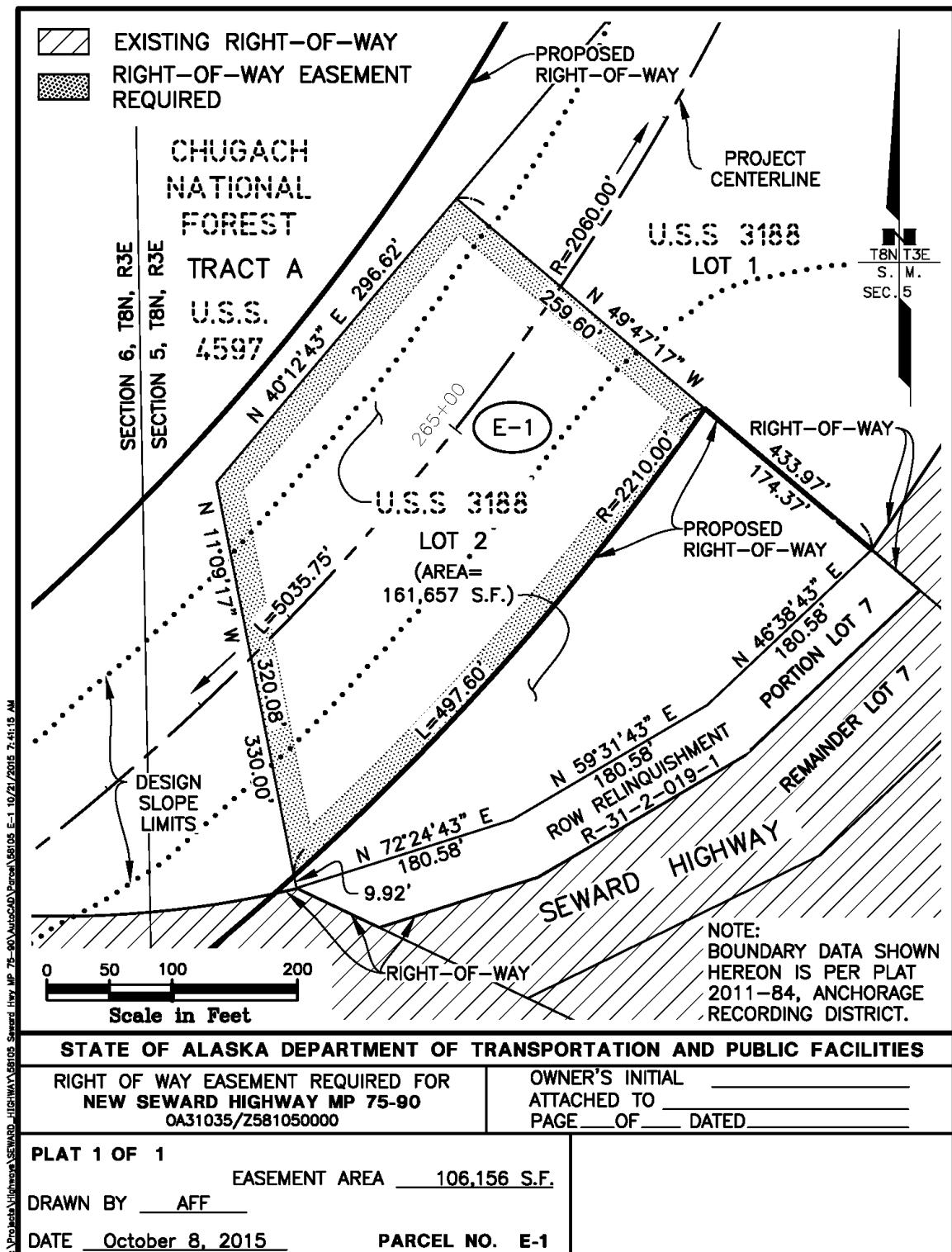
## **Exhibit 3-6**

### **Airport Property Plan Example**

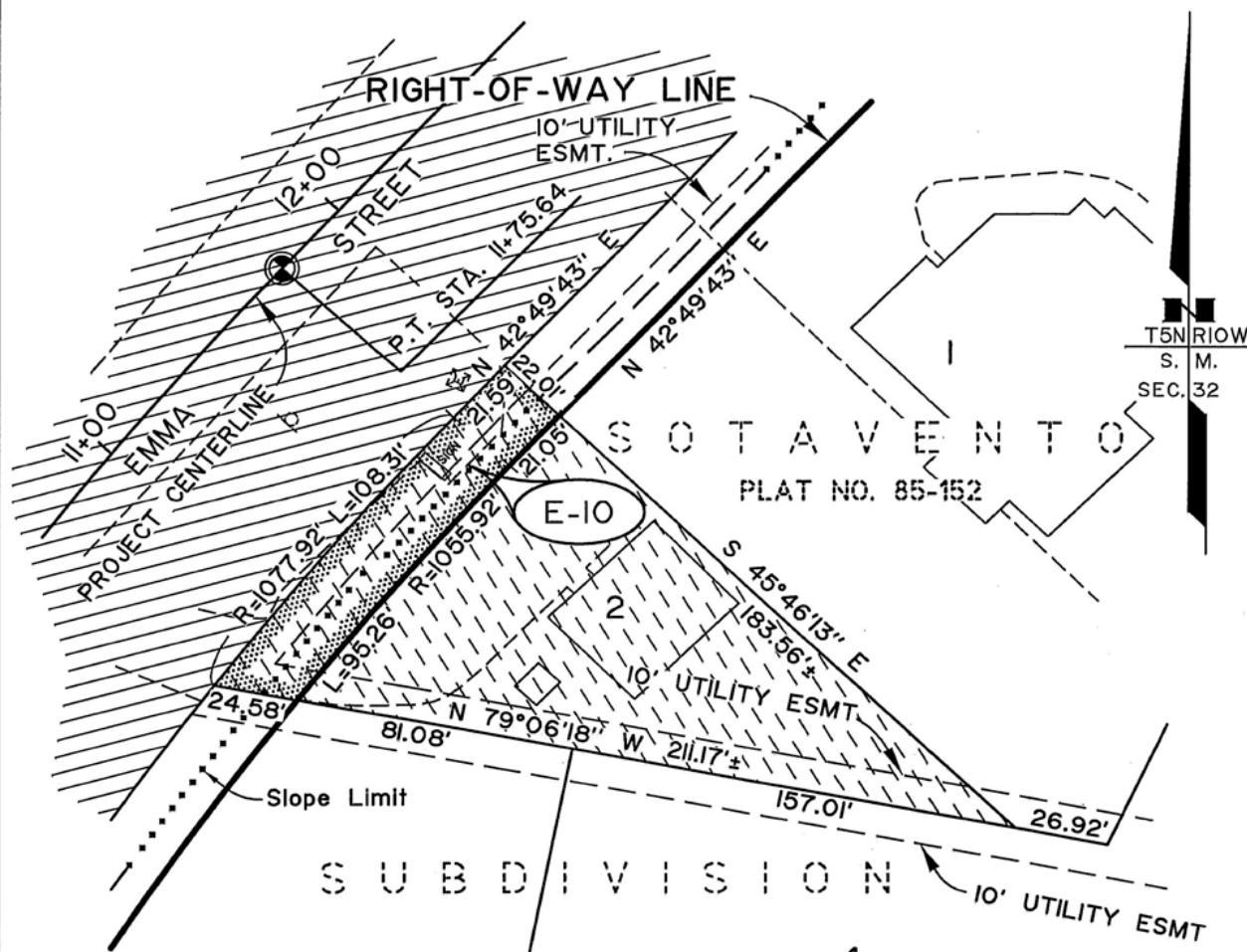
#### **Page 2 of 2**



**Exhibit 3-7**  
**Parcel Plat Examples**  
**Page 1 of 3**

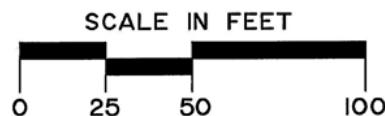


**Exhibit 3-7**  
**Parcel Plat Examples**  
**Page 2 of 3**



3

4



- EXISTING RIGHT-OF-WAY
- EASEMENT REQUIRED
- AREA REMAINING

STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES	
RIGHT OF WAY REQUIRED FOR PROJECT NAME _____ FEDERAL NO. / STATE NO. _____	OWNER'S INITIAL _____ ATTACHED TO _____ PAGE ____ OF ____ DATED _____
GROSS TAKE 3,572 S.F. NET TAKE 3,572 S.F. DRAWN BY RK CHECKED BY JC DATE 1/10/03 PARCEL NO. E-10	REMAIN 14,331 S.F.

Exhibit 3-7  
Parcel Plat Examples  
Page 3 of 3