



Chapter Twenty

OVERVIEW OF 800 ACTIVITIES

MONTANA RIGHT-OF-WAY
DESIGN MANUAL

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Revised: 2/1/13, 6/29/15

Chapter Twenty
OVERVIEW OF 800 ACTIVITIES

Table of Contents

<u>Section</u>	<u>Page</u>
20-1 GENERAL PROJECT PROCESS GUIDELINES.....	2
20-2 DETAILS OF 800 ACTIVITIES	3
R/W Activity No. 805.....	3
R/W Activity No. 806.....	4
R/W Activity No. 818.....	5
R/W Activity No. 808.....	6
R/W Activity No. 810.....	7
R/W Activity No. 821.....	8
R/W Activity No. 823.....	9
R/W Activity No. 820.....	10
R/W Activity No. 833.....	11
R/W Activity No. 836.....	12

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Chapter Twenty

OVERVIEW OF 800 ACTIVITIES

The **800** activities pertain to the Right-of-Way Bureau and to District R/W Design. The Design/Plans Section and District R/W Design complete the activities described on the following pages. Other 800 activities are the responsibility of Acquisitions, Utilities, Negotiations and Appraisal Sections.

These activities appear on all Preconstruction Management System's reports. Each activity has a late start date and a finish date. When an activity has been initiated it is updated in OPX2. When the activity is completed, it is "stated" by the Functional Manager in charge of that activity. A "stated" activity no longer appears on the printed reports, but can be viewed in the Department's Oracle computer system and OPX2 along with the date it was carded. It is important to complete the activity by the finish date because other MDT sections need the information to do their work. Therefore, it is also very important that the activities get "stated" in a timely manner. For this to occur, R/W Designers are to notify their supervisor upon starting any activity covered in this section and then again when completing any activity.

Note: Some activity descriptions may slightly vary from the descriptions provided by the Engineering Information Services Section.

Consultants using this **Manual** should be aware that these activities pertain to in-house and District R/W Design. Consultants have their own set of activity descriptions for delivering a project. MDT has a corresponding activity. Most of what is found in this **Manual** is applicable to the consultant as well. When final plans are prepared, there should be no difference between plans prepared by a consultant and plans designed by MDT.

Revised: 9/30/10

20-1 GENERAL PROJECT PROCESS GUIDELINES

The following tasks are detailed further in later Chapters of this *Manual*.

1. Create Design File. Create design file upon assignment of project.
2. Request Survey. Use Preliminary Field Review information to determine if survey is required and request appropriate survey.
3. Create Strip Map. Create strip map and place existing R/W and/or easement lines as soon as the road design strip map and alignment are available. If there is a possibility that existing monumentation will assist in the location of existing R/W and/or easements, wait for the survey information. Section lines may also be helpful when placing existing lines. Send notification to the Area Engineer when placement of existing R/W and/or easement is complete. Include a copy of the notification in the PE file.

Note: If there is no R/W involvement outside of placing existing R/W, this is the end of the R/W process.

4. Place Ownership Lines and COS. Place ownership lines and applicable certificates of survey identified in the ownership study.
5. Request Title Commitments. Submit request for title commitments.
6. Complete Preliminary Plans. Complete preliminary R/W plans upon receipt of written notification of preliminary construction limits. When completed, send:
 - a. notification of preliminary R/W plans to Road Design, DESS, Project Manager; and
 - b. a request to Utilities with preliminary plans for review of utility conflicts with proposed R/W.
7. Complete Final Plans. Complete final R/W plans upon written notification of final construction limits and request funding.
8. Check/Revise Project. Submit project for checking and complete check revisions to prepare plans for authorization when funding is received.
9. Prepare Deeds/Exhibits. Prepare deeds and exhibits for transmittal to the District.

Revised: 1/17/17

20-2 DETAILS OF 800 ACTIVITIES

The pages that follow provide descriptions and details of each of the 800 activities.

R/W Activity No. 805	
<u>Activity:</u>	Cadastral Survey Request.
<u>Definition:</u>	Request section corners and other property corners be located and surveyed. Request includes retracement of the existing right-of-way.
<u>Output Provided:</u>	Request to the District Survey Manager for a certificate of survey with coordinates and descriptions of section corners and property corners; retracement of existing right-of-way showing found and set monuments; a text file of coordinates; certified corner recordations for each controlling property corner listed.
<u>Tasks:</u>	<ol style="list-style-type: none"> 1. R/W Design determines the section corners and limits of r/w retracement needed for the r/w plans. These are noted on a request to the District Survey Manager so that they can be located and tied to the project control traverse. 2. R/W Design determines if a complete retracement of existing right-of-way is required, or a partial retracement.
<u>Start Dependencies:</u>	<p>Preliminary Field Review Report.</p> <p><i>Note: The Control Traverse – ACT 502 and Control Monumentation – ACT 500 need to be completed before the cadastral survey work can begin.</i></p>
<u>Distribution and Use:</u>	R/W Design notifies the District Survey Manager that a COS is required for the project.

Revised: 6/30/08

R/W Activity No. 806

<u>Activity:</u>	Preliminary Right-of-Way Plans.
<u>Definition:</u>	Prepare preliminary plans to identify property to be acquired for Right-of-Way.
<u>Output Provided:</u>	Preliminary Right-of-Way Plans.
<u>Tasks:</u>	<p>Based on information in the Preliminary Field Review Report (PFR), the R/W Designer:</p> <ol style="list-style-type: none"> 1. Assembles a design file containing: <ol style="list-style-type: none"> a. PFR; b. copies of existing R/W plans and supporting deeds; c. PE Study prepared by the District under Activity 800. This report contains ownership report, last deeds of record, certificates of survey and subdivision plats. Also contains irrigation, access control, stock pass studies, etc.; and d. GLO township plats and other survey information. 2. Sets up CADD files using road design strip map file and plan sheet files. 3. Using available alignment, construction limits and survey information: <ol style="list-style-type: none"> a. places section corners, property corners, section lines and property lines; b. places existing Right-of-Way and easement lines; and c. designs preliminary Right-of-Way, easements and construction permits. 4. Places R/W calls, parcel numbers and completes names and areas in ownership block.
<u>Start Dependencies:</u>	Preliminary Field Review Report and/or Scope of Work Report, PE Study. Certificate of survey with section corner and property corner coordinates and retracement of existing R/W as provided by Photogrammetry & Survey; road design CADD files with a centerline alignment and construction limits, provided after approved alignment and grade.
<u>Distribution and Use:</u>	Preliminary Right-of-Way plans for use at plan-in-hands.

R/W Activity No. 818

<u>Activity:</u>	Plot Existing Right-of-Way.
<u>Definition:</u>	Place existing public roads and streets, highway and railroad Right-of-Way.
<u>Output Provided:</u>	Location of existing public rights-of-way.
<u>Tasks:</u>	Obtain MDT recorded certificate of survey, existing certificates of survey, subdivision plats and highway and railroad plans with supporting documentation, and place existing Right-of-Way in CADD strip map file.
<u>Start Dependencies:</u>	Receipt of preliminary electronic plan files, cadastral survey, retracement information and PE Study.
<u>Distribution and Use:</u>	Distributed to Highways Bureau, Utility Section and Districts. Used to identify the need for new Right-of-Way acquisition. Also used to secure title commitments, if not previously requested.

Revised: 3/8/07

R/W Activity No. 808

<u>Activity:</u>	Request Title Commitments.
<u>Definition:</u>	Secure property title information from a land title company.
<u>Output Provided:</u>	Title commitments providing detailed information about the titles to properties to be acquired.
<u>Tasks:</u>	<ol style="list-style-type: none">1. Send maps and title commitment request to appropriate land title company.2. Utilize title commitments in verifying ownerships on preliminary Right-of-Way plans.
<u>Start Dependencies:</u>	Receipt of preliminary construction limits from Road Design. If project is behind schedule, or if desired, title commitments may be ordered upon receipt of PFR.
<u>Distribution and Use:</u>	Upon authorization, distribution made within Right-of-Way Bureau. Used to show ownership on final R/W plans and to determine the property interests and encumbrances that need to be cleared so the Department will have adequate title when R/W is completed. A title insurance company issues a title insurance policy.

Revised: 2/1/13

R/W Activity No. 810

<u>Activity:</u>	Prepare Final Right-of-Way Plans.
<u>Definition:</u>	Prepare final Right-of-Way plans for checking, deed preparation, and acquisition of right-of-way.
<u>Output Provided:</u>	Final right-of-way plans sent to checker.
<u>Tasks:</u>	<ol style="list-style-type: none">1. Make changes and additions to preliminary R/W plans base on:<ol style="list-style-type: none">1.1 Final alignment and construction limits1.2 Title commitments2. Print construction plans and cross-sections from CPB book.3. Have Environmental Document in hand to request funding.4. Request funding using cost estimates from ownership study.5. Submit plans, exhibits, and design file for checking.
<u>Start Dependencies:</u>	Final Road Design Construction Limits, including hydraulics, cadastral survey, title commitments, costs estimates, and Environmental Document.
<u>Distribution and Use:</u>	Final Right-of-Way plans are submitted to the checker for final Right-of-Way plan check. Funding request sent to Design Plans Manager.

Revised: 2/1/13

R/W Activity No. 821

<u>Activity</u>	Final Right-of-Way Plan Check.
<u>Definition</u>	Check final Right-of-Way plans for accuracy and compliance with Right-of-Way manual and CADD standards.
<u>Output Provided</u>	Final checked Right-of-Way plans returned to designer for final revisions.
<u>Tasks</u>	<ol style="list-style-type: none">1. Check final R/W plans2. Complete final R/W plan checklist.3. Return plans and checklist to designer for revisions.
<u>Start Dependencies</u>	Receiving check package of final R/W plans, microstation files, title commitments, construction plans, cross-sections, and deeds and exhibits if ready.
<u>Distribution and Use</u>	All plans checklists and comments returned to designer for final revisions.

Revised: 2/1/13

R/W Activity No. 823

<u>Activity</u>	Right-of-Way Plan Revision and Authorization.
<u>Definition</u>	Make final Right-of-Way plan revision per checker's comments before authorization. Authorize project to commence right-of-way and utility activities.
<u>Output Provided</u>	Authorization memo distributed.
<u>Tasks</u>	<ol style="list-style-type: none"> 1. Make final R/W plan revisions based on checker's comments. 2. Authorize project to commence right-of-way and utility activities. 3. Distribute authorization memo, final R/W plans, and title commitments via electronic authorization memo.
<u>Start Dependencies</u>	Completion of final Right-of-Way plan check.
<u>Distribution and Use</u>	Authorization memo, final Right-of-Way plans.

Revised: 2/1/13

R/W Activity No. 820

<u>Activity:</u>	Prepare Deeds/Easements and Exhibits.
<u>Definition:</u>	Prepare legal property descriptions and deed exhibits.
<u>Output Provided:</u>	Deeds/easements and exhibits to be used for property acquisition.
<u>Tasks:</u>	<ol style="list-style-type: none">1. Review plans and request revisions as necessary.2. Review title commitments for property description and ownership.3. Prepare reproducible property plat (exhibit) of each parcel to be acquired.4. Prepare written legal description of each parcel.5. Prepare miscellaneous deed descriptions as requested.6. Have deeds typed in final form.7. Check and proofread completed descriptions and deeds to ensure accuracy.
<u>Start Dependencies:</u>	Completion of final R/W plans. Title commitment or last deed of record.
<u>Distribution and Use:</u>	Deeds/easements and exhibits including the associated exhibits to the Field R/W Section for use in acquiring R/W parcels.

Revised: 6/29/15

R/W Activity No. 833

<u>Activity:</u>	Prepare Deeds/Easements and Exhibits.
<u>Definition:</u>	Check legal property descriptions and deed exhibits.
<u>Output Provided:</u>	Deeds/easements and exhibits to be used for property acquisition.
<u>Tasks:</u>	<ol style="list-style-type: none">1. Check and proofread completed descriptions and deeds to ensure accuracy.2. Check written legal description of each parcel.3. Check miscellaneous deed descriptions as requested.4. Check deed exhibits for accuracy and completeness with Form 508 Exhibit Check List.
<u>Start Dependencies:</u>	Completion of final deeds and exhibits. Title commitment or last deed of record.
<u>Distribution and Use:</u>	Deeds/easements and exhibits to the Field R/W Section for use in acquiring right-of-way parcels.

Revised: 2/1/13, 6/29/15

R/W Activity No. 836

<u>Activity:</u>	Right-of-Way Plan and Deed Revisions
<u>Definition:</u>	Make necessary revisions to R/W plans and deeds after the project has been authorized for acquisition.
<u>Output Provided:</u>	Revisions and corrections of the R/W plans or deeds as required.
<u>Tasks:</u>	<ol style="list-style-type: none">1. Make revisions to plans:<ol style="list-style-type: none">a. to accommodate changes in design or construction,b. negotiated with landowners during acquisition process,c. to mitigate or eliminate property damages discovered during appraisal or negotiation, and/ord. in preparation for condemnation actions.2. Make revisions to deeds:<ol style="list-style-type: none">a. to match plan changes,b. when corrections are required, and/orc. to correct errors and omissions.
<u>Start Dependencies:</u>	Start at completion of Activity 810 ; or on receipt of request from other Right-of-Way Field Sections, Road Design or District Office; or when errors or omissions are discovered.
<u>Distribution and Use:</u>	Revised plans, deeds and deed exhibits are distributed to the appropriate MDT sections. Revised plans on file with the County Clerk & Recorder.