

Project: _____

Designation: _____

Project No.: _____

Checklist for Final Plans

X Correct
 / Revisions Needed

Items for Checking:

	Recorded Retracement Survey (unless on DMS in PDF format)
	Title Commitment Electronic Files with Vesting Deeds(s)/Schedule B items (check expiration dates)
	Vesting Deed Electronic Files
	Ownership Survey and Subdivision Plat Electronic Files
	Existing County Road Documentation
	Signed R/W Design Exceptions
	DMS CADD Files (strip map, area, title, ownership, plan, ascii, gpk, route description, cpb)

All Sheets of Project:

	Project ID
	Designation
	Project No.
	Sheet Numbers
	Identification Block for Ownership Sheets (title and plan sheets)
	Advance Acquisition and/or Appraisal Dates
	Correct Scale on Each Sheet
	State Plane Coordinate Paragraph and Retracement Survey Note
	County Listed on Each Sheet
	ASCII Note (ownership sheet)
	Township, Range and North Arrow on Each Sheet (plan sheets)
	Location Labels (city and limits, roadway, waterway, reservation and limits)

Title Sheet:

	Legend
	Length of Project
	Location Map With "Beg. Project" and "End Project"
	Project Location Arrow
	Associated Projects
	Related Projects

Section Information:

	Placement of Section Lines
	Subdivision of Sections
	Placement of Section Corners
	Government Lot and Quarter Callout Labels

Existing R/W:

	Accurate Placement
	Fee or Easement Identified
	Dimensioned
	Existing Access Control
	County Road Easements
	Placement of Calculated and Found Monuments

Ownership:	
	Placement of Ownership Boundaries
	Property Labels (i.e. lot/block, C.O.S. No., railroad r/w and dimensions, reservation allotment nos.)
	Parcel Numbers
	Names
	Addresses
	Sheet No's. Parcel Located On
	DNRC Riverbed Parcelization
	Off Premise Sign Parcelization
	Irrigation Parcelization
	Railroad Lease Parcelization
Centerline:	
	Correct Stations/All Equations Stations Shown
	Bearing on Each Sheet
	Curve Data Shown
	Begin/End Project on First and Last Sheet
	R/W Centerline Coordinates (ASCII File)
	Section Corner Ties
R/W Design:	
	R/W Widths, Construction Permits and Easements
	Design Exceptions
	Conflicts with existing features (buildings, utilities, wells, etc.)
	Clear Zone
	Acquisition Callouts
	Existing R/W Monument Callouts
	Begin/End Acquisition RT/LT Callouts
	R/W and Construction Permit Break Coordinates (ASCII File)
Special Requirements	
	DNRC Quarter Section Breakdown
	United States of America
	U.S. Forest Service Information Requirements
	Railroad
Access Control:	
	Resolution Listed (title sheet)
	Proposed Access Control Location
	Road Approach Information Complete
Areas:	
	Total Areas
	Right-of-Way/Easement/Construction Permit
	Owner Notification/Negotiations/Access Control Only
	Advance Acquisition
	Remainders LT and RT
	Special Requirements Noted (to be acquired in the name of the county, etc.)
CADD Files:	
	R/W Level Compliance
	Reference File Naming
	Compliance to Road Design Plan Area Clip Boundaries
	Compliance to R/W Standard Cells
	Compliance to R/W File Building Routine
Miscellaneous:	
	Route Description