

# MAB PLANS SUBMITTALS CHECKLIST

## RIGHT-OF-WAY PLANS



RIGHT-OF-WAY PLANS	INDEPENDENT SET FOR ROW PLANS SUBMITTAL			ROW INFO (WHEN ADDED TO FULL SET OF PLANS)		
	Y	N	N/A	Y	N	N/A
	Submittal date:			Submittal date:		
	Date checked:			Date checked:		
	Checked by:			Checked by:		
<b>Property Owner (PO) and Property Information</b>						
Full names, correct spelling of PO's	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mailing addresses (legal and mailing)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Abstracts (include with ROW Plans Submittal)</b>						
Abstract of Title Index submitted for the project file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Title searches go back a min. of 42 yrs. (permanent and temporary)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Check for Permits (Waste Water, Water Supply, Act 250, and other encumbrances)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Latest Title check/update within last 6 months	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Title Sheet</b>						
"ROW Plans" labeled in bold print	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Begin and End ROW arrows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Layouts</b>						
Stations/Offsets of furthest points of all acquisition/rights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rights labeled Lt. or Rt. Of survey line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rights labeled Permanent (P) or Temporary (T)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Existing ROW, P/Ls and Acquisition linestyles and weight are clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conventional Signs Sheet or Legend includes all symbols used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All improvements and topo affected is shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design data included (all baselines, curve data, highways names/numbers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction labels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graphic scale and scale units	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All utility relocation shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ROW information plotted and labeled (P/Ls, PO names, parcel numbers, types of rights (i.e. Slope of Right (SR), Construction, Drive, Culvert, Install, Utility Easement (U.E.))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	Y	N	N/A	Y	N	N/A
Disclaimer relative to P/LS.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All acquisitions have flags (stations and offsets) at all corners, P/L crossing, ROW crossings, etc. and running distances between flags.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
North Arrows on all layouts/maps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PDF, OHW, Utilities, Stone fill all shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bar scale shown on each sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All bounds and pins shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Detail Sheet</b>						
ROW Detail matches Layout Sheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ROW Detail has parcel numbers, grantor or PO names, Sheet No. where Right is located, Begin/End stations of all Rights, acquisitions, calculated areas of all acquisitions and rights, types of rights, utility companies affected, rights labeled (P) or (T)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All property owner names spelled correctly, and names match the appropriate deed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All parcel #'s match layouts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All rights needed are listed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All utility companies along project listed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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