

August 30, 2005

**INSTRUCTIONAL BULLETIN NO. 2005-7**

**SUBJECT:** Recording Quitclaimed Property on Plans

**EFFECTIVE DATE:** August 29, 2005

**SUPERSEDES:** None

**RE:** None

The Right of Way Section will be provided the opportunity to add plats to road plans and sheets that have been pieced together to depict parcels being quitclaimed when the property being quitclaimed is not easily recognizable on current plans. Any plats added are to be 22" X 36" to coincide with current plan sheet sizes.

Any sheet or plat that is to be added to the plans will be placed behind the Right of Way Data Sheet(s) and Closure Sheet(s), and numbered appropriately beginning with the next available corresponding sheet number, i.e. 4A, 4B, 4C, etc. assigned by R/W personnel inserting the sheet. In cases with older plans where no Right of Way Data Sheets exist, any plats added by the Right of Way Section will be placed behind the Property Layout Sheets and numbered accordingly. In plans with no Right of Way Data Sheets or Property Layout Sheets, the additional sheets will be placed behind each effected Plan and Profile Sheet and numbered with the corresponding sheet number (example – sheet 6A).

All sheets added to current existing plans (plats and/or sheets pieced together) will be stamped "FOR RIGHT OF WAY INFORMATION ONLY".

Each quitclaim will be handled as a revision. Each plan sheet affected will contain a revision note: "property quitclaimed", date and initials of the person recording the information on the plans, and placed in the appropriate location with other revision notes. Each entry on the

plan sheet will contain the person to whom the property was quitclaimed, the date of the quitclaim, the index number and a reference to the plan sheet showing the plat, when included.

Any revision/change to plans prior to the completion of the construction of a project will be coordinated through the Road Design Operation's Center and treated as any other revision to the plans with copies being submitted to the Construction Office for distribution.

Revisions/changes to plans after construction of the project is complete will go through Plans Storage with plans properly noted with quitclaim information and revision notes as described above.

Roadway plans prepared and built by others will be scanned and placed in the Plans Library and Plans Storage with a notation "built by others" on the Title Sheet, but only after the right of way has been turned over to the Department in exchange for any areas quitclaimed.

Right of Way personnel in Property Management and Quality Control will be given the ability to access Dead Files and Inactive Files through the Plans Storage server. The Director of Rights of Way will provide to Plans Storage a list and any future updates of those Right of Way employees who are to be given access to these files. Dead files are those plans that have been scanned into electronic storage but the hardcopy of the plans are no longer available. Inactive files are those plans that have been scanned and a hardcopy is available.

Approved: \_\_\_\_\_ original signed by \_\_\_\_\_

E. S. Eargle  
Road Design Engineer

ESE:afg

cc:

Oscar Rucker, Director of Rights of Way

Mark C. Lester, Prog. Dev. West

Rocque Kneece, Prog. Dev. East

Charles K. Smoak, Hydraulic Engineer

Doug McClure, Bridge Design Engineer

Jim Frick, Letting Preparation Facilitator