

Legal Description and Accompanying Exhibit Requirements

The following is the minimum requirements for preparing legal descriptions and accompanying exhibits for right of way acquisition on projects.

1. Show sectional control, bearings and distances between corners, quarter corners and center section.
2. Project centerline/construction CL, lines and curves notated, tie information at every intersection of a section line and project control line.
3. Existing road right of way, if any, and width notation.
4. Proposed right of way requirements, all lines, curves, jogs and angle points notated.
 - a. Each exhibit should have the dimensions labeled clearly for the proposed right of way.
5. Property lines should be added and should be derived based on the title report when available.
6. All course calls should be “intent” calls to abutting property lines where appropriate.
7. Provide all recorded document numbers where available.
8. Following the description of the parcel being acquired, total area should be listed at the bottom in both acres and square feet as well as on the exhibit.
9. Map exhibits should also have total acreage and square feet listed for the acquisition area.
10. The heading of the legal description and exhibit should include the following
 - a. Project name and number
 - b. Assessor’s parcel number
 - c. Right of way to be acquired, i.e. “Fee Simple Right of Way”, “Drainage Easement”, “Temporary Construction Easement”, Etc.
 - d. All legal descriptions should be labeled “Exhibit “___” unless otherwise directed.

Strip Map Requirements

The following is the minimum requirements for preparing strip map exhibits for right of way acquisition on projects.

1. Strip map should be scaled for 11 x 17 view.
2. Overall project limits should be the extent of the strip map and should include the following:
 - a. Project name and number on header.
 - b. Assessor’s parcel number per parcel.
 - c. Right of way to be acquired, i.e. “Fee Simple Right of Way”, “Drainage Easement”, “Temporary Construction Easement”, Etc. on each affected parcel.
3. Sectional control, bearings and distances between corners, quarter corners and center section should be depicted.
4. Existing road right of way if any and width notation
5. Proposed right of way requirements, all lines, curves, jogs and angle points notated.
6. Property lines should be depicted and should be derived based on the title report when available.
7. Total area should be listed in both acres and square feet.
8. Two copies of the strip map should be submitted, with one copy being an aerial overlay.