

F. Hayden & R.K. Steck
2000-52563 5022

7 F.S. Benz
1999-47361 5023

6 R.E. & J.L. Gardner
313-2472-93 5024

OREGON
DEPARTMENT
OF
TRANSPORTATION

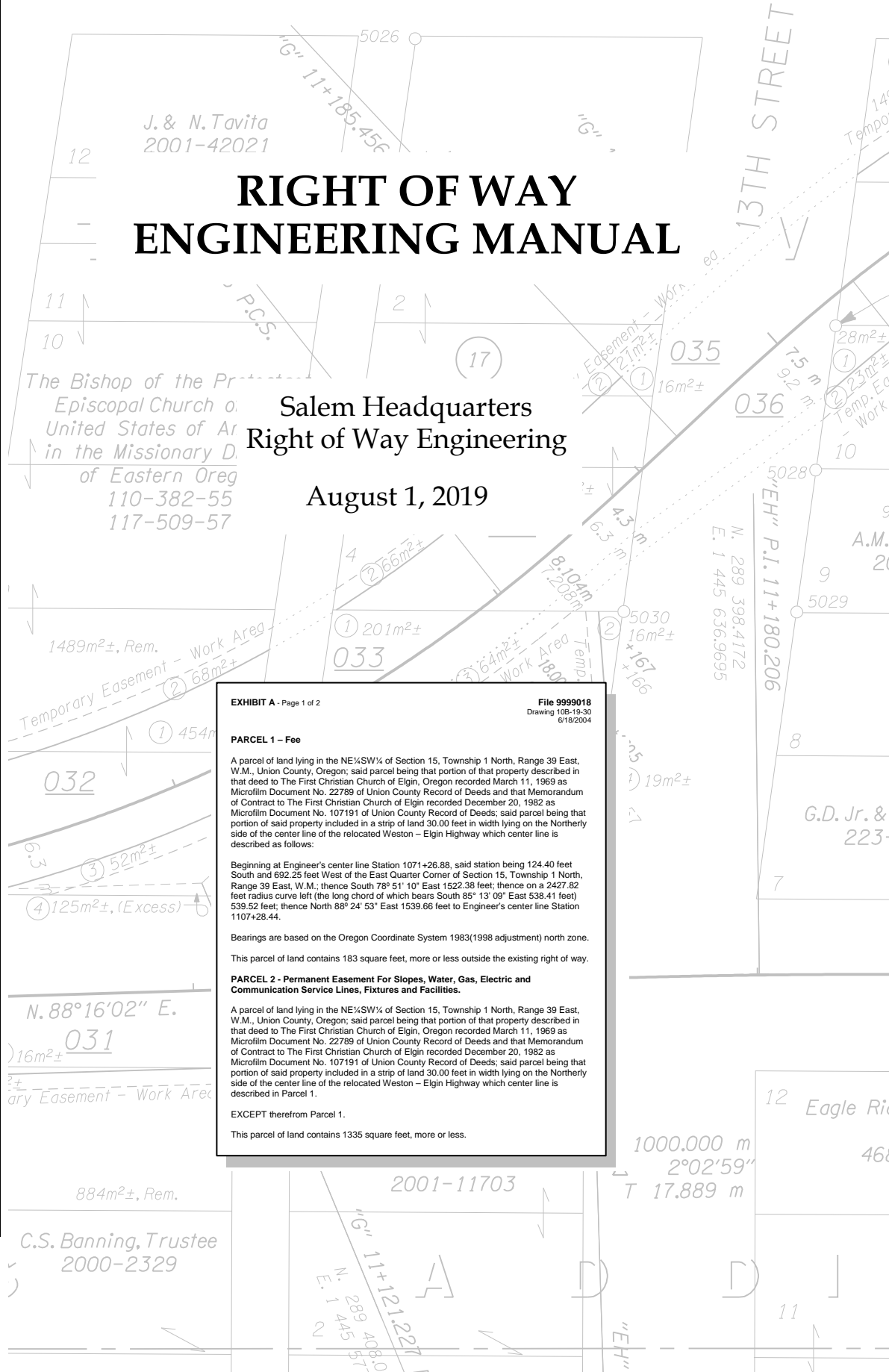


RW Engineering Group
800 Airport Rd SE
Salem, OR 97301
(503) 986-3103

Joseph R. Thomas PLS
State Surveyor/
Engineering
Automation Mgr.
(503) 986-3316

Mike Fallert, PLS
RW Engineering
Senior Surveyor
(503) 986-7143

Paul J. Morin, PLS
RW Engineering
Project Surveyor
(503) 986-3034



RIGHT OF WAY ENGINEERING MANUAL

Salem Headquarters
Right of Way Engineering

August 1, 2019

EXHIBIT A - Page 1 of 2 File 9999018
Drawing 105-19-30
6/18/2004

PARCEL 1 - Fee

A parcel of land lying in the NE $\frac{1}{4}$ SW $\frac{1}{4}$ of Section 15, Township 1 North, Range 39 East, W.M., Union County, Oregon; said parcel being that portion of that property described in that deed to The First Christian Church of Elgin, Oregon recorded March 11, 1969 as Microfilm Document No. 22789 of Union County Record of Deeds and that Memorandum of Contract to The First Christian Church of Elgin recorded December 20, 1982 as Microfilm Document No. 107191 of Union County Record of Deeds; said parcel being that portion of said property included in a strip of land 30.00 feet in width lying on the Northernly side of the center line of the relocated Weston - Elgin Highway which center line is described as follows:

Beginning at Engineer's center line Station 1071+26.88, said station being 124.40 feet South and 692.25 feet West of the East Quarter Corner of Section 15, Township 1 North, Range 39 East, W.M.; thence South 78° 51' 10" East 1522.38 feet; thence on a 2427.82 foot radius curve left (the long chord of which bears South 85° 13' 09" East 538.41 feet) 539.52 feet; thence North 88° 24' 53" East 1539.66 feet to Engineer's center line Station 1107+28.44.

Bearings are based on the Oregon Coordinate System 1983(1998 adjustment) north zone.

This parcel of land contains 183 square feet, more or less outside the existing right of way.

PARCEL 2 - Permanent Easement For Slopes, Water, Gas, Electric and Communication Service Lines, Fixtures and Facilities.

A parcel of land lying in the NE $\frac{1}{4}$ SW $\frac{1}{4}$ of Section 15, Township 1 North, Range 39 East, W.M., Union County, Oregon; said parcel being that portion of that property described in that deed to The First Christian Church of Elgin, Oregon recorded March 11, 1969 as Microfilm Document No. 22789 of Union County Record of Deeds and that Memorandum of Contract to The First Christian Church of Elgin recorded December 20, 1982 as Microfilm Document No. 107191 of Union County Record of Deeds; said parcel being that portion of said property included in a strip of land 30.00 feet in width lying on the Northernly side of the center line of the relocated Weston - Elgin Highway which center line is described in Parcel 1.

EXCEPT therefrom Parcel 1.

This parcel of land contains 1335 square feet, more or less.

Acknowledgement

I would like to thank Mike Fallert and Paul Morin for their continuous dedication in keeping this manual updated.

Their efforts are very much appreciated.

Joseph R. Thomas, PLS
State Surveyor/Engineering Automation Manager

Revision History

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-For Prior Update Revision History see prior manual versions.

August 1, 2019

THROUGHOUT MANUAL

- Updated publication date.
- Grammar and sentence clarity.
- Added internal manual links.

SECTION 1

- Chapter 1
 - Added new conventions for rw map pdf
 - Updated Map Model names and parameters throughout Chapter.
 - Moved Survey Approval Map & Highway Design Corridor from HQ Functions Chapter in Section 2.

SECTION 2

- Chapter 1
 - Updated look of Addendum Page.
- Chapter 2
 - Updated look of Access language on Addendum Page.
 - Edited Access Control Key Phrases.
 - Updated Access language history on Addendum Page.
 - Updated Parcel Impact Notes appearance.
 - Added topics: Access Control Notes & Prior Files List.
- Chapter 4
 - Changed Access Only Description topic to Access Description.
- Chapter 5
 - Show new display of Addendum Page example (Figure 5-1).
- Chapter 6
 - Move Survey Approval Drawing topic to Section 1-Chapter 1-Right of Way Models-Survey Approval Drawing & Highway Corridor and Design Resolution.

APPENDIX

- Updated link and figure for Maps & Plans On-line database.

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SECTION 1 - CAD





Right of Way Models

The MicroStation right of way seed file, SeedRW2d.dgn contains several models. This seed file is located in the ODOT Workspace in MicroStation. Use the Workspace seed file, instead of copies on your local computer, since the Workspace contains the most current files. Under the seed file, you will use different models for different project needs. Not all projects will use all available models. You may delete Models that you do not need. Figure 1-1 shows the MicroStation models dialog box from the right of way seed file. As standards are a continuing improvement process, you will want to obtain an updated copy from time to time.

The SeedRW2d.dgn seed file is available with the other seed files in the MicroStation workspace seed directory.

NOTE: See RWE Bulletins and updates at:

<http://www.oregon.gov/ODOT/ETA/Pages/ROW-Engineering.aspx>

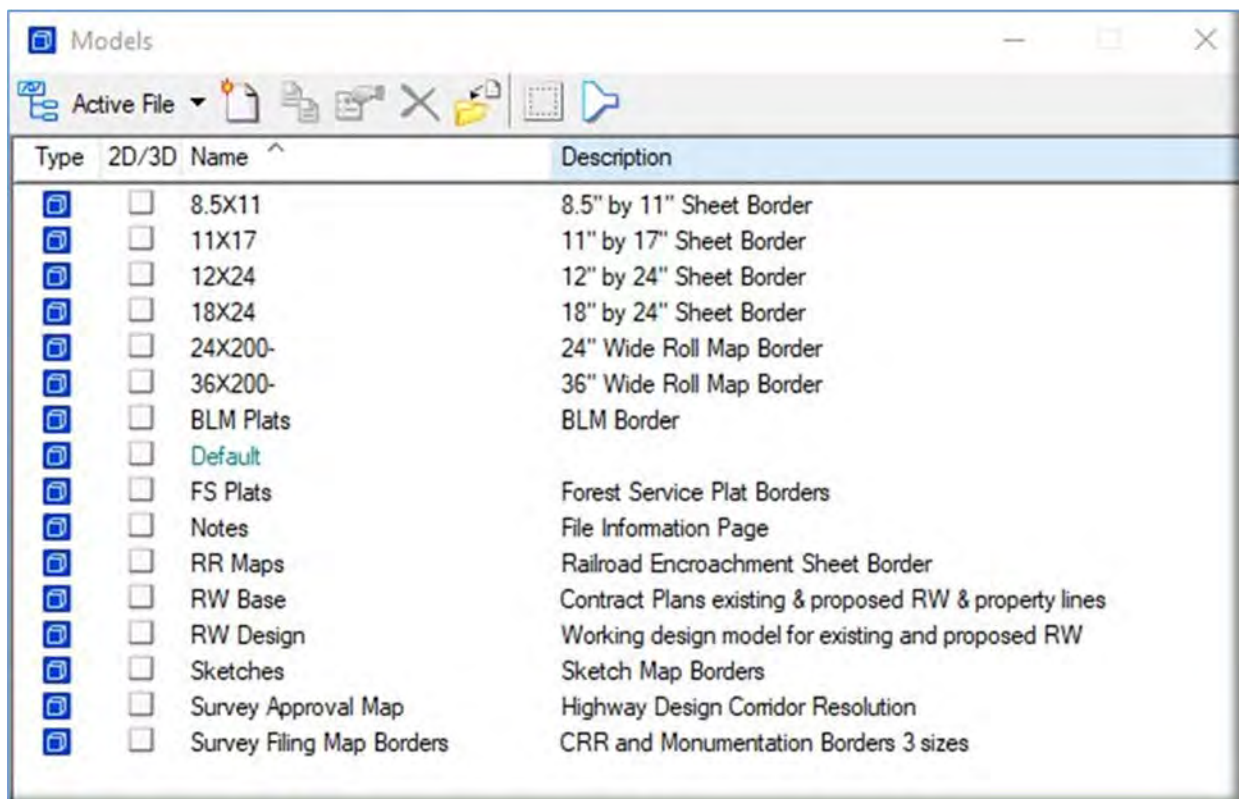


Figure 1-1

General Right of Way Models

For an historical overview on right of way models and products and for a more in depth explanation on the different purposes of different models, follow the link for “Right of Way Products” in Appendix Q. As of August 1, 2019, the names for several models has changed as well as the method and choices for creating PDF plots of Right of Way drawings. Now the PDF plots can contain several pages created from various model types. (For guidance, see [Working with the RW2d.dgn file](#) and [Right of Way Engineering Process Overview](#), both found on the [Right of Way Engineering webpage](#))

Default

This model is necessary for MicroStation and is undeletable. Currently, this model contains the layout lines for plan sheet borders to print multiple plan sheets. When creating right of way drawings, the default model is not used.

RW Design Model

Create the base map in this model. This model will need to be set to your desired drawing scale and will be coordinate correct.

Notes Model

This model contains a box for file and project information. Fill this out for every project. (See Figure 1-2)


OREGON DEPARTMENT OF TRANSPORTATION		
PROJECT NAME HIGHWAY NAME COUNTY NAME	KEY NUMBER: XXXXX R/W PROJECT NUMBER: XXXX RW DRAWING: <DRAWING NAME> FIELD BOOK NUMBER: XXXX CAD FILE: S_XXXXX_rw_WRK.dgn	
SCALE: 1" = XXX'		
RIGHT OF WAY DESIGNER: NAME		RIGHT OF WAY DESIGN LEADER: NAME
DRAWING STATUS		
<input type="checkbox"/> PRELIMINARY DRAWING: The R/W necessary to support the project design has not been fully determined and is subject to change		
<input type="checkbox"/> ACTIVE DRAWING: This drawing shows the proposed R/W needed to be acquired to support the project design and may be subject to change		
<input type="checkbox"/> RIGHT OF WAY DRAWING: The R/W shown on this drawing was acquired through the conveyance documents listed, but may be subject to change due to future acquisitions or sales		
BASIS OF BEARING AND COORDINATES		
OREGON COORDINATE SYSTEM (OCS) NAD 1983		
<input type="checkbox"/> NORTH ZONE LPDC FACTOR: XXXXXXXXX <input type="checkbox"/> SOUTH ZONE		
OREGON COORDINATE REFERENCE SYSTEM (OCRS) OCRS ZONE NAME		COUNTY SURVEY SURVEY NO.
PRIOR ROW MAP DRAWING NO.	OTHER (SPECIFY) XXXXXX	

Figure 1-2

'24X200' Map Model

The '24X200' Map Model (formerly named the 'B' Map Model) contains borders that are the standard size used for producing right of way drawings. Utilize this model for most highway projects that have more than one or two files and cannot fit on a sheet map. The '24X200' drawing is 24 inches in width and can extend up to 200 inches (16.67 feet). This length limit is due to plotting limits set up in current PDF software. Use two or more '24X200' drawings for longer lengths. Simply copy the existing '24X200' drawing frame to a location close to the original.

When the length requires the use of more than one plot reference file, consider breaking the drawing. Keep a minimum overlap of one center line station (100') at the end of the first plot file and the beginning of the second plot file. Each plot can be a page in the PDF drawing file.

Rules for breaking a roll drawing are as follows:

- If possible, do not break the map within a property.
- If possible, do not break the map in a curve.

Therefore, areas to break a drawing can normally occur:

- Along property lines.
- Along section lines.
- Along alignment tangents.

'36X200' Map Model

The '36X200' Map model (formerly named the 'A' Map Model) is used sparingly. Use this model when working in an area that will not fit well on a '24X200' Map model. Examples would be an interchange or a project with work on side streets. The width of a '36X200' Map is 36 inches and may extend up to the 200-inch limit.

'12X24' and '18X24' Map Models

The '12X24' sheet model (formerly named '1R3' Map Model) is used for small projects; its dimensions are 12" x 24". The '18X24' sheet model is a new sheet size for RW maps; its dimensions are 18" x 24". Scale these sheets to suit project needs. Place the scale bar and edit the scale text.

'8.5X11' and '11X17' Map Models

The '11X17' sheet model (formerly named the '1R4' Map Model) is used for small projects; its dimensions are 11" x 17". The '8.5X11' sheet model is a new sheet size for RW maps; its dimensions are 8.5" x 11". Scale these sheets to suit project needs. Place the scale bar and edit the scale text.

Sketch Map Models

Several sketch maps are in this model. They are, Letter, Legal and Ledger sizes in portrait and landscape. Scale the sketch map to suit project needs. Place the scale bar and edit the scale text.

RW Base Map Model

This model will be your clean model for copying over to your ProjectWise base DGN for the project team to work from. This model will only include government lines, property lines and Right of Way lines both existing and proposed.

Specialized Right of Way Models

There are specialized drawings you may need to produce other than the aforementioned general right of way drawings. Various agencies that ODOT negotiates with require these special right of way drawings. These specialized drawings are:

- Railroad Encroachment Drawings and Descriptions.
- Forest Service Plats.
- Bureau of Land Management Plats.
- Design Corridor Resolution (Survey Approval) Map & Highway Design Corridor Resolution Documents.

Railroad Encroachment Drawings and Descriptions

In dealing with railroads and railroad property, there are two categories of acquisitions that can occur; those involving active railroads and those involving inactive railroads. An active railroad is one where there is an operating rail service. An inactive railroad is one where the property is abandoned and the tracks pulled up, or railroad property where there are buildings or other facilities not associated with the operating railroad. Acquisitions from inactive railroad property do not require a separate encroachment drawing.

Whenever a proposed project design encroaches on an operating active railroad, produce a written description of the needed right of way for the encroachment, accompanied with an attached exhibit drawing, known as a Railroad Encroachment drawing. Make the Railroad Encroachment exhibit 11" X 17" (ledger size).

There are two types of encroachments that occur with a railroad; crossing encroachments and linear encroachments.

- a) A linear encroachment occurs where the railroad runs alongside the highway. The railroads prefer that the highway construction stays clear of the ballast and be greater than 25 feet from the center line of the main track, though closer encroachments may be allowed, subject to the railroad's approval. Under no circumstances, will the encroachment come within 15 feet of the center line of the track.
- b) A crossing encroachment occurs when the highway crosses the railroad. With crossings, the encroachment easement will cover all portions of the highway crossing and there is no distance minimum from the tracks.

Label easements taken for railroad encroachments with whatever specific use it is for, i.e., drainage, slopes, permanent easement for highway right of way purposes, etc. Generally, handle Temporary Easements through a Construction and Maintenance Agreement with the railroad. On rare occasions, a temporary easement may be required, such as a bridge construction project where the project duration is several years. Consult with the Right of Way Railroad Liaison.

Currently in Oregon, there are 21 active, operating railroads. Generally, all the railroads follow Union Pacific Railroad (UPRR) guidelines for encroachment drawings and descriptions.

A written description is required on all railroad files. Base the description on a resolved railroad center line that is tied to a section corner or quarter section corner. The railroad does not accept the use of Sixteenth section corners, Donation Land Claim corners or subdivision lot or block corners. Define the easement by an even width strip, variable width table with station and offset calls from the railroad center line, or bounded by described lines. If there is no resolved center line, the description can be by metes and bounds, tied to an acceptable corner. The description will have the letter designation Exhibit A-1.

Design the proposed permanent highway right of way easement in the right of way CAD file in the design model. Treat the encroachment as any other acquisition of the project and assign a right of way acquisition file number. Show all linear measurements and areas in English units. Show dual units for metric projects. Show the encroachment both on the right of way roll drawing as well as the encroachment drawing. Even if the project only has the railroad encroachment and no other acquisition, produce a right of way drawing as well as the encroachment drawing.

Use the sheet model "RR Maps", found in the seed CAD file SeedRW2d.dgn, to build and plot the exhibit drawing. The "RR Maps" model (shown in Figure 1-3) contains a border set up to plot an 11" X 17" drawing. Reference the design model into the border and rotated to fit the display area of the exhibit. The border has a title block, an area to create a vicinity map and a scale bar. Edit the title block with the specific project information. The exhibit will have the letter designation, Exhibit A-2.

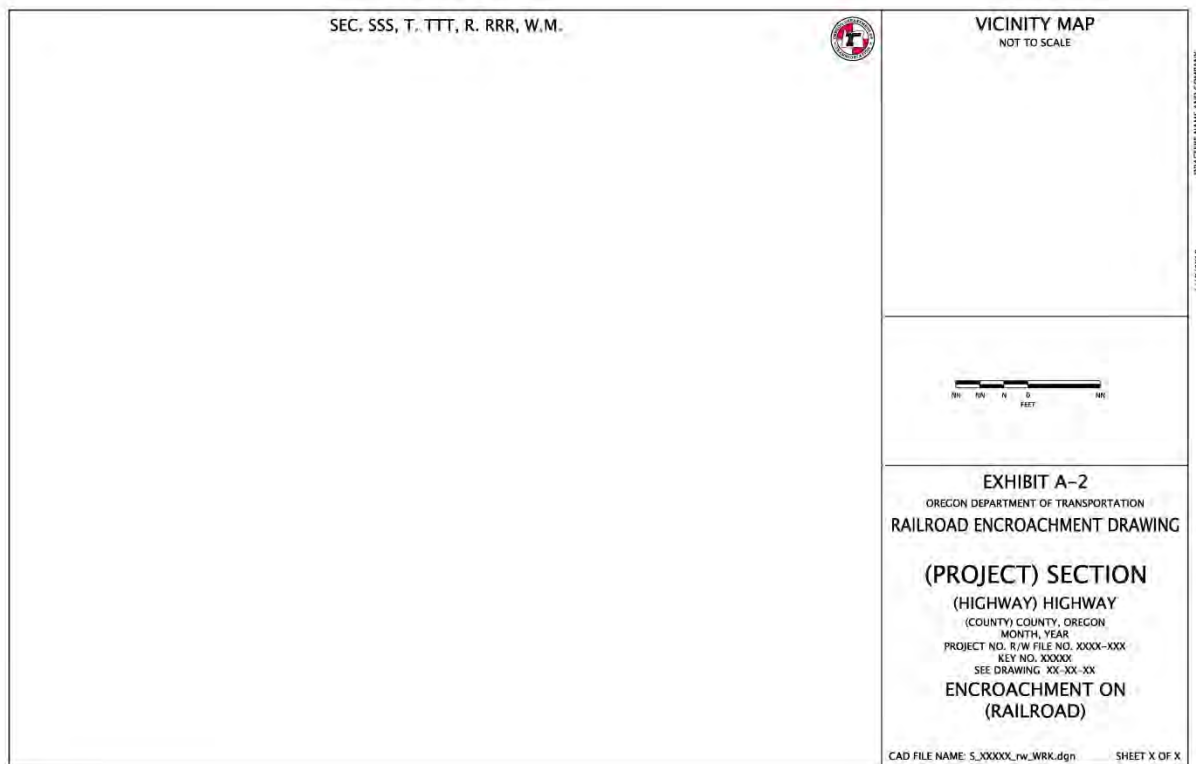


Figure 1-3

Keep the exhibit simple and free of graphical line work and features that do not pertain to the encroachment. Show graphical line work and features on the exhibit such as highway, railroad and street right of way lines, outline of new structures, government boundary lines, center line of the railroad, encroachment easement lines, text and areas. Show existing topography in half toned as is done with the right of way drawing. Do not show individual property lines, ownership text, topography point numbers, or descriptive text. Do this by turning off these levels in the design and topography reference files. Label the encroachment easement "Proposed Permanent Easement for Highway Right of Way Purposes". The easement area shall be hatched or cross-hatched. If there is an existing railroad encroachment easement (if there is a crossing, but a document is not to be found, you may still assume there is an existing easement), show and hatch it with a different pattern and clearly label it "Existing Permanent Easement". Cross sections and profiles are not to be included in the railroad exhibit drawing.

Have the Right of Way Railroad Liaison review the prepared draft exhibit.

Sometimes, when researching existing right of way for a rail crossing, no prior file can be located, yet the existing highway does cross the tracks. A document, called a "crossing order," governs rail crossings. If you cannot locate this document, contact the Right of Way Railroad Liaison. Use the dimensions given in this document as the existing widths. Include the crossing order number on the addendum of the description and on the RR Encroachment drawing as "Existing Permitted Rights" as shown in Figure 1-4.

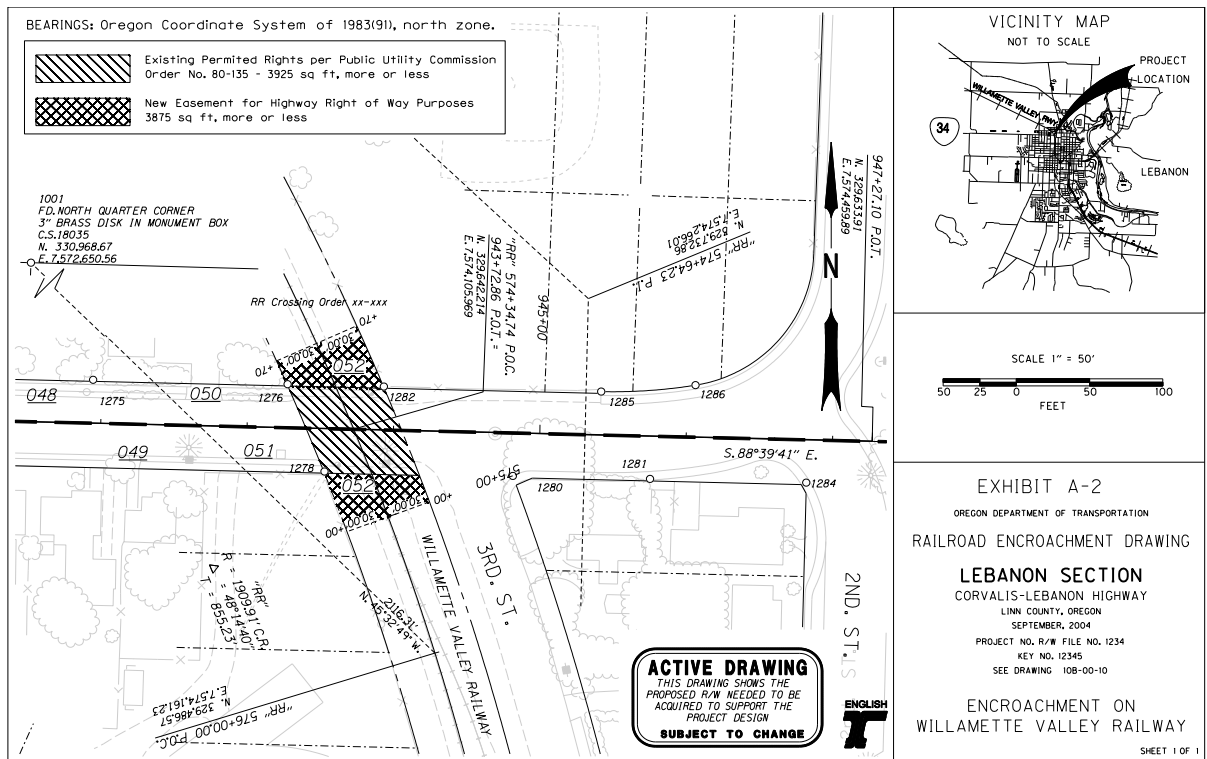


Figure 1-4

Forest Service Plats

When a project extends into National Forest System Land (NFSL), a special Forest Service exhibit plat showing the right of way needed for the project is prepared for negotiations with the Forest Service. This plat is in addition to the main right of way drawing. This is an additional drawing, which will end up in the right of way file but not in the Maps and Plans Center. It is only a supplement to the other drawing. Use this plat in lieu of a written description. Right of way acquired across National Forest System land is a permanent easement for highway right of way purposes. SeedRW2d.dgn has a model (shown in Figure 1-5) set up for Forest Service plats (File > Models > FS Plats). The borders are set up for 8½" x 11" sheets. The first sheet for each set of borders is the title page. Edit this information to the current project. The second sheet is for showing the proposed easement right of way. Most projects will require more than one sheet for showing the easement. Simply copy the second border for the number of sheets needed. Just like the Railroad files, show the Forest Service files first on the main right of way drawing ('B' map, 'R' map, etc.), then, additionally, reference just the Forest Service parcels into this special sketch map.

Special elements in a Forest Service Plat are:

Cover Sheet

- Title Block showing project name and/or number, name and number of road or highway, National Forest, county and state.
- Section, township, range, meridian.
- Basis of Bearing.
- Legend.
- Statement identifying where records of survey and design are stored, including Book of Notes, and citing specific office and location; or signature block of appropriate state, FHWA or County official.
- Statement that right of way extends from and terminates at true property line.
- Right of way width – identify whether standard width or variable.
- Acreage of easement across NFSL.
- Master sheet showing relation of each sheet to others (if more than 10 pages).
- Exhibit A noted on cover sheet.

Plat/Map (Exhibit A)

- A Bar scale (each sheet).
- A North arrow (each sheet of exhibit).
- Ownership; private land identified as "Private" and Forest Service as "NFSL".
- Differentiate each area of new taking with hatching or shading. This will match the legend on the first sheet. Also, show existing easements from the Forest Service.
- The Section, Township, range, meridian and legal description of each parcel of NFSL crossed (40 acre aliquot part or government lot).
- The right of way width from the center line to easement boundary at the beginning and at each change of width.
- Surveyed, calculated, or scaled ties to center line where the easement crosses each NFSL boundary. The right of way extends from and terminates at the true property line.

- A statement on each NFSL property line identifying how it was placed on exhibit (survey, projection of GLO record, other surveys of record), if available.
- The center line geometry sufficient to reconstruct curve from data provided.
- The sheet number on each sheet and total number of sheets. (1 of 3, etc.)
- A cross-reference to the main right of way drawing.



Photo by Oregon State Archives, Oregon Department of Transportation, OHD2428

CAD FILE NAME: S:\0000\rv\WTK.dgn 1/10/2018 DRAFTER'S NAME AND COMPANY HERE

EXHIBIT A
RIGHT OF WAY GRANT
OREGON DEPARTMENT OF TRANSPORTATION
LOCATED LINE
AAA SEC.
BBB HIGHWAY
FILE NO. NNNNNN
CCC COUNTY, OREGON
MONTH, YEAR

RIGHT OF WAY PLATS

U.S.D.A.
FOREST SERVICE
PACIFIC NORTHWEST REGION
(FOREST NAME) NATIONAL FOREST
T. XXX X. R. XX X. W.M.

(SECTION SUBMISSION) SECTION XX. XXX Acres±
TOTAL RIGHT OF WAY: XXX Acres±

BEARINGS: BEARING NOTE
COORDINATES: COORDINATES NOTE

FIELD NOTES: FIELD NOTE INFORMATION
RIGHT OF WAY EXTENDS FROM AND TERMINATES AT TRUE PROPERTY LINE
RIGHT OF WAY WIDTHS ARE VARIABLE

LEGEND
 --- Township or Range Line
 --- Section Line
 --- Quarter Section Line
 --- Sixteenth Section Line
 --- Existing Property Line
 --- Proposed Right of Way and Access Control Line
 * GPS Station
 ? Found Monument As Noted (See Sheet XX)
 □ Right of Way Grant Area

Accepted By: _____ Signature _____
 _____ Title _____

Reviewed By: _____ Signature _____
 _____ Title _____

SHEET 1 OF XX

Date _____ Date _____

CAD FILE NAME: S:\0000\rv\WRK.dgn 1/10/2018 DRAFTER'S NAME AND COMPANY HERE

SEC. SSS, T. TTT, R. RRR, W.M.

REGISTERED PROFESSIONAL LAND SURVEYOR

OREGON MONTH 00, 0000 REGISTRANT NAME 0000

RENEWS: MM-DD-YYYY

AAA SEC. BBB HIGHWAY CCC COUNTY, OREGON SEE DRAWING XX-XX-XX	(FOREST NAME) NATIONAL FOREST RIGHT OF WAY PLAT DESCRIPTION OF LAND: SEC. X, T. X S., R. X E., W.M. RIGHT OF WAY GRANT AREA: XXX ACRES±	RIGHT OF WAY GRANT TOTAL RIGHT OF WAY: XXX Acres± EXHIBIT A SHEET X OF X
---	---	---

Figure 1-5

Bureau of Land Management Plat

The Bureau of Land Management plat (BLM) is prepared similar to the Forest Service plat and is the only other instance in which an exhibit is used in lieu of a written description to acquire right of way. A separate model can be found in the RW seed file for this plat, see Figure 1-6.

Items of note are:

- A legend, with existing and new easements clearly noted (cross hatching, etc.).
- A cross reference between right of way drawing and BLM drawing.
- A text notation of the subdivision of the public lands (i.e. SE $\frac{1}{4}$ NW $\frac{1}{4}$).
- A signature block, similar to that shown below. Replace the "title of the position" with the person's name in each set of brackets.

I, [CHIEF ENGINEER], state that I am Chief Engineer for the OREGON STATE DEPARTMENT OF TRANSPORTATION, hereinafter designated the "applicant"; that the survey of the right of way of the [SECTION] section of the [HIGHWAY] Highway, a distance of [MILES] mile, was made under the Department's authority; and that the survey is accurately represented on this map.


DEPARTMENT OF TRANSPORTATION
Applicant

By [Chief ENGINEER]
Chief Engineer

I, [STATE RIGHT OF WAY MANAGER], do hereby certify that I am the State Right of Way Manager for the OREGON STATE DEPARTMENT OF TRANSPORTATION, hereinafter designated the "applicant"; that [CHIEF ENGINEER] who subscribed the foregoing affidavit is the Chief Engineer, for the Applicant; that the survey of the right of way for the [HIGHWAY] Highway, a portion of which is represented on this map, was made under the authority of the applicant as the approximate final location of the right of way of the [SECTION] Section, a distance of [MILES] mile; and that this map has been prepared to be filed for the approval of the Secretary of the Interior, in order that applicant may obtain the benefits of Section 317, Public Law 85-767 (72 Stat. 885-916) approved August 27, 1958.

DEPARTMENT OF TRANSPORTATION

By [STATE RIGHT OF WAY MANAGER]
State Right of Way Manager

CAD FILE NAME: S.XXXXX.rw.WRK.dgn		1/10/2018	DRAFTERS NAME AND COMPANY HERE	
<p>VICINITY MAP</p> <p>SEC. SSS, T. TTT, R. RRR, W.M.</p>		<p>I, Thomas J. Lauer, P.E., state that I am Chief Engineer for the Oregon State Department of Transportation, hereinafter designated the "applicant", that the survey of the right of way of the PROJECT NAME section of the HIGHWAY Highway, a distance of XX mile, was made under the Department's authority; and that the survey is accurately represented on this map.</p> <p>DEPARTMENT OF TRANSPORTATION Applicant</p> <p>By Thomas J. Lauer, P.E. Chief Engineer</p> <p>I, Scott C. Claus, do hereby certify that I am the State Right of Way Manager for the Oregon State Department of Transportation, hereinafter designated the "applicant", that Thomas J. Lauer who subscribed the foregoing affidavit is the Chief Engineer, for the Applicant; that the survey of the right of way for the HIGHWAY Highway, a portion of which is represented on this map, was made under the authority of the applicant as the approximate final location of the right of way of the PROJECT NAME Section, a distance of XX mile; and that this map has been prepared to be filed for the approval of the Secretary of the Interior, in order that applicant may obtain the benefits of Section 317, Public Law 85-767 (72 Stat. 885-916) approved August 27, 1958.</p> <p>DEPARTMENT OF TRANSPORTATION</p> <p>By Scott C. Claus State Right of Way Manager</p> <p style="text-align: right;">Accepted By:..... B.L.M. Supervisor</p> <p style="text-align: right;">Date:.....</p>		
 <p>OREGON DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT EXHIBIT A SHEET X OF X</p>	<p>AAA SEC. BBB HIGHWAY CCC COUNTY, OREGON SEE DRAWING XX-XX-XX MONTH, YEAR FILE NO. #####</p>	<p>BUREAU OF LAND MANAGEMENT RIGHT OF WAY GRANT</p> <p><input checked="" type="checkbox"/> TO BE ACQUIRED XXX Acres±</p>	<p>NO SCALE</p>	



CAD FILE NAME: S.XXXXX.rw.WRK.dgn		1/10/2018	DRAFTERS NAME AND COMPANY HERE		
<p>SEC. SSS, T. TTT, R. RRR, W.M.</p>					
 <p>OREGON DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT EXHIBIT A SHEET X OF X</p>		<p>AAA SEC. BBB HIGHWAY CCC COUNTY, OREGON SEE DRAWING XX-XX-XX MONTH, YEAR FILE NO. #####</p>	<p>BUREAU OF LAND MANAGEMENT RIGHT OF WAY GRANT</p> <p><input checked="" type="checkbox"/> TO BE ACQUIRED XXX Acres±</p>	<p>REGISTERED PROFESSIONAL LAND SURVEYOR</p> <p>OREGON MONTH 00, 0000 REGISTRANT NAME 0000</p> <p>RENEWS: MM-DD-YYYY</p> <p style="text-align: center;">  </p>	

Figure 1-6

Design Corridor Resolution (Survey Approval) Map

Right of Way Engineering follows ODOT's Policies & Procedures "[PRO 04](#)" when producing the documents for Highway Corridor and Design Resolutions. One part of the process is to create the Survey Approval Drawing. Below is an example of a Survey Approval Exhibit.

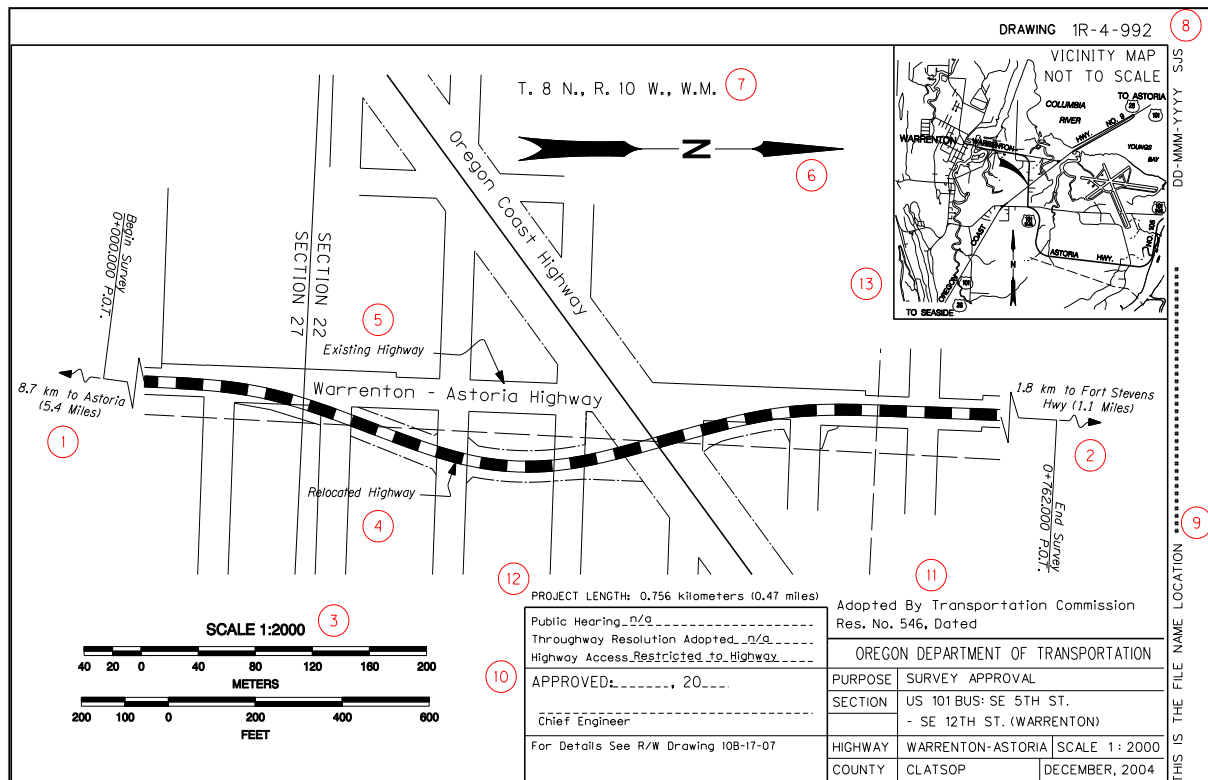
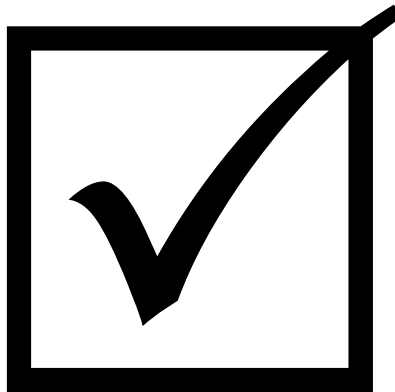


Figure 6-7

Items of Note about Survey Approval CAD Exhibit:

1. The station at the beginning of survey.
Distance to the nearest town.
2. The station at the end of survey.
Distance to the nearest town.
3. Often Survey Approval Drawings are at non-typical scales. You may need to edit the regular scale bar to represent the scale of your drawing.
4. Label the relocated Highway.
5. Label the existing Highway.
6. Include a North Arrow.

7. Include the location of the area in the Government Land System.
8. Produce this drawing in a letter size (8.5" by 11"). Use the Survey Approval Map Model in the SeedRW2d.dgn seed file. The map number will be the same as the Highway Corridor and Design Resolution number, which will be the project key number (i.e. K12345M).
9. Include the text that works with the Pen table to produce drawing "name" and "plot date" and make sure it works correctly. This is the best way to find the CAD file in the future.
10. Public Hearing Date:
Signature.
Drawing cross reference.
11. Determine the length of the project from Inventory and Mapping.
12. Insert a Vicinity Map, a small-scale representation of the area. You will find CAD files of Cities and Counties on the ODOT FTP site that you may use. Some editing and level manipulation may be required.



Highway Corridor and Design Resolution Boilerplate Documents

Fill out a copy of the following two documents to prepare for submission of a Survey Approval and Highway Corridor and Design Resolution to the Oregon Transportation Commission:

1. A letter to the Oregon Transportation Commission from the ODOT Director requesting the Survey Approval and Highway Corridor and Design Resolution to be placed on the OTC Consent Calendar. ([linked copy](#))
2. An example of the Highway Corridor and Design Resolution document language. ([linked copy](#))

DATE: [OTC Meeting Date]

TO: Oregon Transportation Commission

FROM: [Director Name]
Director

SUBJECT: Consent Calendar - Survey Approvals
Highway Corridor and Design Resolutions
[Section Name, Highway Name]

Requested Action:
Approve the route location and highway design for the relocation of the state highway for the section of highway described as:

- [Section Name, Highway Name (Hwy. No.)], in [County Name] County (R/W Drg. No. [Map No.] dated [date]).

Background:
Commission approval is required for all survey approvals on state highways when the route changes affect the location of the designated highway.

[Overview of Project here]

I recommend your approval of the enclosed survey approval map. Upon the approval of the Commission, Highway Corridor and Design Resolutions will be entered into the minutes and records of the Commission as:

- [Section Name, Highway Name (Hwy. No.)], in [County Name] County – Highway Corridor and Design Resolution No. [HCDR Number].

Enclosures:

Copies (w/enclosures) to:

<p><i>[File Name] (Date)</i></p>	<p>Highway Corridor and Design Resolution File No. <i>[Resolution No.]</i></p>
<p><u>OREGON TRANSPORTATION COMMISSION</u> <u>HIGHWAY CORRIDOR AND DESIGN RESOLUTION</u></p> <p><i>[Section Name]</i> <i>[Highway Name] Highway No. [Route No.]</i> <i>[County Name] County</i></p>	
<p>WHEREAS, pursuant to ORS 366.215, the Oregon Transportation Commission may select, establish, adopt, lay out, locate, alter, relocate, change, and realign primary and secondary state highways.</p>	
<p>WHEREAS, pursuant to ORS 366.295, the Oregon Transportation Commission may make such changes in the location of highways designated and adopted by the Commission, as in the judgment and discretion of the Commission will result in better alignment; more advantageous and economical highway operation and maintenance, or as will contribute to and afford a more serviceable system of state highways than is possible under the present location.</p>	
<p>WHEREAS, the Oregon Transportation Commission heretofore authorized and directed the Engineer to study and prepare a route location and highway design for the <i>[Section Name]</i> Section of <i>[Highway Name] Highway No. [Hwy No.]</i> in <i>[County Name]</i> County and in connection therewith to prepare a map showing the location and design for said section and to file said map, reports and records with the Commission for consideration; and</p>	
<p>WHEREAS, the Engineer has reported that he has completed his study and prepared a map showing the route location and highway design and has submitted the same for the final decision of the Commission; and</p>	
<p>WHEREAS, after due consideration of the aforesaid map and other engineering data submitted by the Engineer, and also of the social, economic, and environmental effects of the route location and highway design proposed by the Engineer, it is the judgment of the Commission that the route location and highway design for said highway section designated as the <i>[Section Name]</i> Section of <i>[Highway Name] Highway No. [Hwy No.]</i> in <i>[County Name]</i> County should be approved.</p>	
<p><i>[Signature]</i></p>	

[OTC Meeting Date]

Highway Corridor and Design Resolution
File No. [Resolution No.]

NOW, THEREFORE, BE IT AND IT HEREBY IS RESOLVED by this Commission as follows:

1. That the route location and highway design as shown on the Engineer's map of the [Section Name] Section of [Highway Name] Highway No. [Hwy. No.] in [County Name] County beginning at Mile Post [mile post no.] and extending in a [Direction] direction to Mile Post [mile post no.] Back equals Mile Post [mile post no.] Ahead, a distance of [Length] miles, which map for identification purposes bears Survey Design Approval Map File No. [Project Key No.] and the date of [Month, Year] and other engineering data submitted by the Engineer hereby are approved and the Engineer hereby is directed to file and preserve the same in the records and files of the Commission in the Transportation Building, Salem, Oregon.

2. That when said highway section is permanently constructed, the same shall be done in accordance with said route location and highway design unless otherwise directed or ordered by the Commission.

3. That said highway section [has/does not have] full access control.

4. That this resolution be entered in the minutes and records of the Commission as of the ___ day of _____, 20___ as Highway Corridor and Design Resolution No. [Resolution No.].

Page 3

Starting a Right of Way CAD Project

Decide what Plot Model and Scale to use.

All models are set at 1:1 scale and all borders are annotation cells. Set your desired scale before starting.

The most often used right of way drawing model is the '24X200' sized drawing (24" wide; formerly named the 'B' Map model). Most highway projects are long strips and fit very well into this type of model. If the project is very small, an intersection for example, then a '12X24' or '11X17' model may work (12"x24" or 11"x17" respectively; formerly the '1R3' model or '1R4' model, respectively). Rarely are the wider '36X200' models (36"; formerly the 'A' model) used. Possibly an interchange would require this larger drawing. Of course, any project requiring work on the Railroad Right of Way, Forest Service Land or Bureau of Land Management land will require drawings in addition to the right of way drawing.

As of August 1, 2019, the names for several models changed as well as the method and choices for creating PDF plots. Now the PDF plots can contain several pages created from various model types. (For guidance, see [Working with the RW2d.dgn file](#), found on the [Right of Way Engineering webpage](#))

A general rule for determining the scale to use for a right of way drawing considers the setting/location of a project:

- For Rural projects use a scale of 1"=100'
- For Urban projects use a scale of 1"=50'

Annotation Scale allows you to use other scales as needed or appropriate for the area.

Rural projects usually have larger parcels and do not become cluttered, thus use is made of the 1"=100' scale. Urban projects have smaller parcels and often become cluttered, thus often the 1"=50' scale is used. This, of course, is only a starting point; make use of either scale to build both types of projects. Make sure to match the appropriate active scale to the drawing scale.

- 1"=50'
- 1"=100'

Official Name Request

Match the section name on the right of way drawing with the section name from the Right of Way Agent and in RITS.

Right of Way Project Number

Contact the Right of Way Agent and verify the project number within RITS.

RW Drawing Identifiers (i.e. RW####M); Field Notebook Numbers (i.e. RW####FB).

Use the [Right of Way Map Information Notification](#) form to notify the ODOT MAPP Center when creating Right of Way maps or field notes for ODOT. Notify the MAPP Center of the Right of Way Project Number and project details as soon as you know there will be a document coming in for uploading to the database (FileNet). The MAPP Center will log the metadata into the database system. This will enable the MAPP Center to track your document and will benefit the integrity of the database.

The official Right of Way Map document is a PDF that will be stored in FileNet. This PDF document may contain one or several pages with each page being a specific printable border size. The PDF pages can contain consistent or various border size pages and if needed each page can be in a different scale. The PDF will be a single PDF (Do NOT use Portfolio PDF's). Find the models for all the border sizes in the SeedRW2d.dgn CAD file.

The naming convention for the Right of Way Map PDF documents will start with the letters "RW" followed by the Right of Way Project Number and then followed by the letter "M" (i.e. RW####M). The naming convention for field book notes (if needed) will start with the letters "RW" followed by the Right of Way Project Number and then followed by the letters "FB" (i.e. RW####FB).

[Geometronics Maps and Plans Center](#)

Fill out the *Right of Way Information Notification* form with the following information:

- Project Name (Highway Section Name)
- County Name
- Key Number
- Township, Range and Section(s) for the drawing
- ODOT Highway Name
- ODOT Highway Number
- Beginning and Ending Mile Points
- Draft Date of Drawing
- Drawing Size (i.e. '8.5X11', '18X24', '36X200', '24X200', '11X17', '12X24')
- Drawing Type (i.e. 'Located Line', 'Right of Way')
- Map Scale



The Right of Way Workflow

For more information on right of way workflow, symbology on right of way drawings and interpreting right of way drawings, follow the link for “Reading and Interpreting Right of Way Maps” in Appendix Q.

In MicroStation, the [ODOT] Task and Workflow tabs, developed to aid in the drafting of ODOT drawings, include workflows for developing contract plan sheets, survey-filing maps and right of way drawings. Use the [ODOT] [Survey] [Cadastral] Workflow to prepare right of way drawings. This manual will focus on only the Right of Way workflows. Use the Workflow tabs to change from one type of element to another. Selecting the correct Workflow tab will set up line weights, color, levels, text height and width, and line style for any type of element needed in the right of way drawing. Simply select the element you want from the Workflow tab and all the symbology is set up for you.

(Note: When you see a word or words in brackets, it is the text from the Workflow tab ex. [Primary Purchase CL]).

WHEN DRAFTING ODOT DRAWINGS, ALWAYS USE LUCIDA SANS UNICODE TRUE TYPE TEXT STYLE.

Center Lines Workflow

This Workflow tab incorporates Survey and Right of Way Center Lines. Only examples from the [Center Lines] [Right of Way] Workflow tab will be shown here.

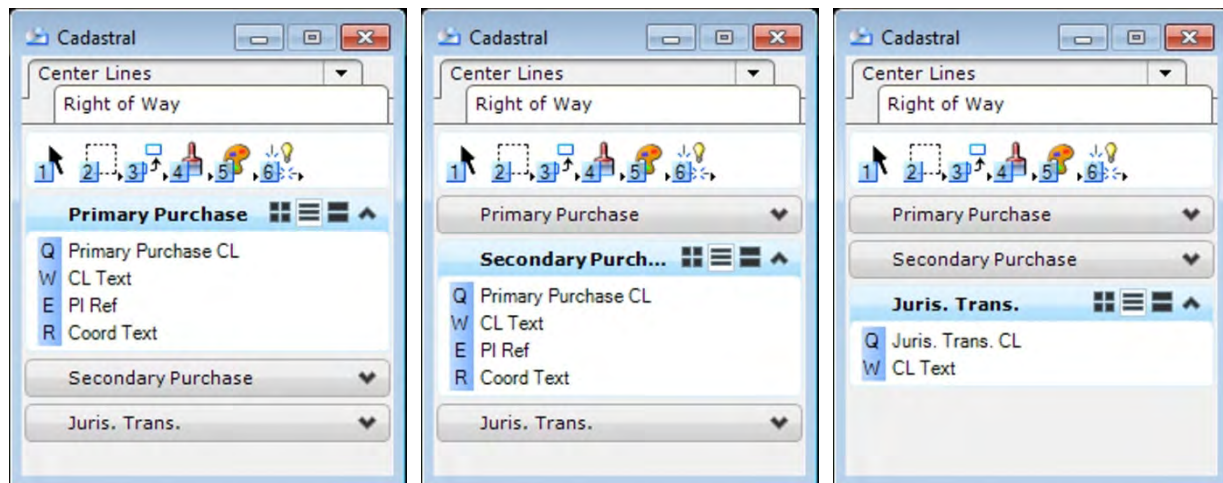


Figure 2-1

[Primary Purchase CL]

Used to display the main alignment. Generally, there will be only one main alignment per project, others would be secondary, or railroad center lines.

S. 24°30'24" E. [CL Text]

 [Primary Purchase CL]
N. 1,555.134
E. 3,026.483 [Coord Text]
 ----- *[PI Ref]*

[Secondary Purchase CL]

If there already is a primary center line, additional center lines needed to describe property will be shown as secondary center lines.

S. 27°22'54" E. [CL Text]

 [Secondary Purchase CL]
N. 1,575.243
E. 2,246.443 [Coord Text]
 ----- *[PI Ref]*

[Surv. Appr./Juis. Trans. CL]

The survey approval and jurisdictional transfer center line is used on survey approval exhibits. These are generally produced by the headquarters staff.

N. 2°26'39" E. [CL Text]
 *[Surv. Appr./Juris. Trans. CL]*

Extg. R/W Workflow

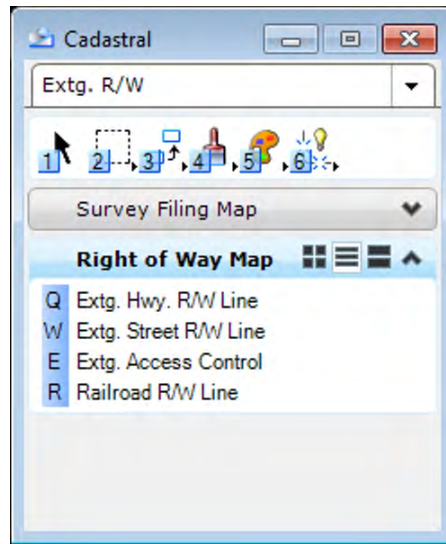


Figure 2-2

Existing Right of Way

This Workflow tab is for displaying existing right of way elements.

[Extg. Hwy. R/W Line]



[Extg. Street R/W Line]



[Extg. Access Control]



[Railroad R/W Line]



Properties Workflow

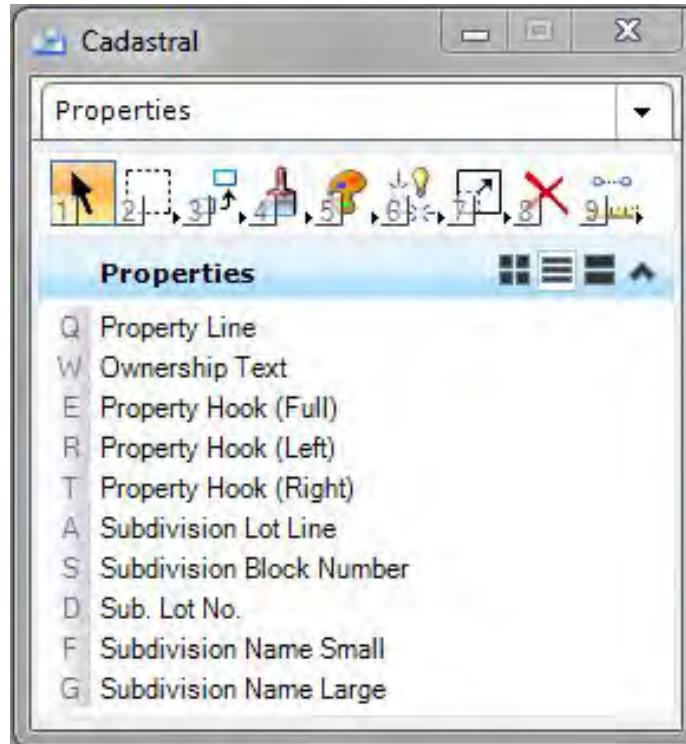


Figure 2-3

[Property Line]

Use for existing property lines.



[Ownership Text]

Use to display the owners name and deed.

John Q. Public

[Property hook (Full)]

Hooks separate parcels with the same ownership, together.



[Property Hook (Left) & (Right)]

Use when common ownership is separated by a road etc.



[Subdivision Lot Line]

Use to place interior lot lines within a subdivision.



[Subdivision Block Number]

Places a subdivision block number and circle.



[Sub. Lot No.]

Places a subdivision lot number.

15

[Large Name Text]

Name of Subdivision

JAMES PARK

[Small Name Text]

Name of Subdivision.

GREEN ADDITION

Proposed R/W Workflow

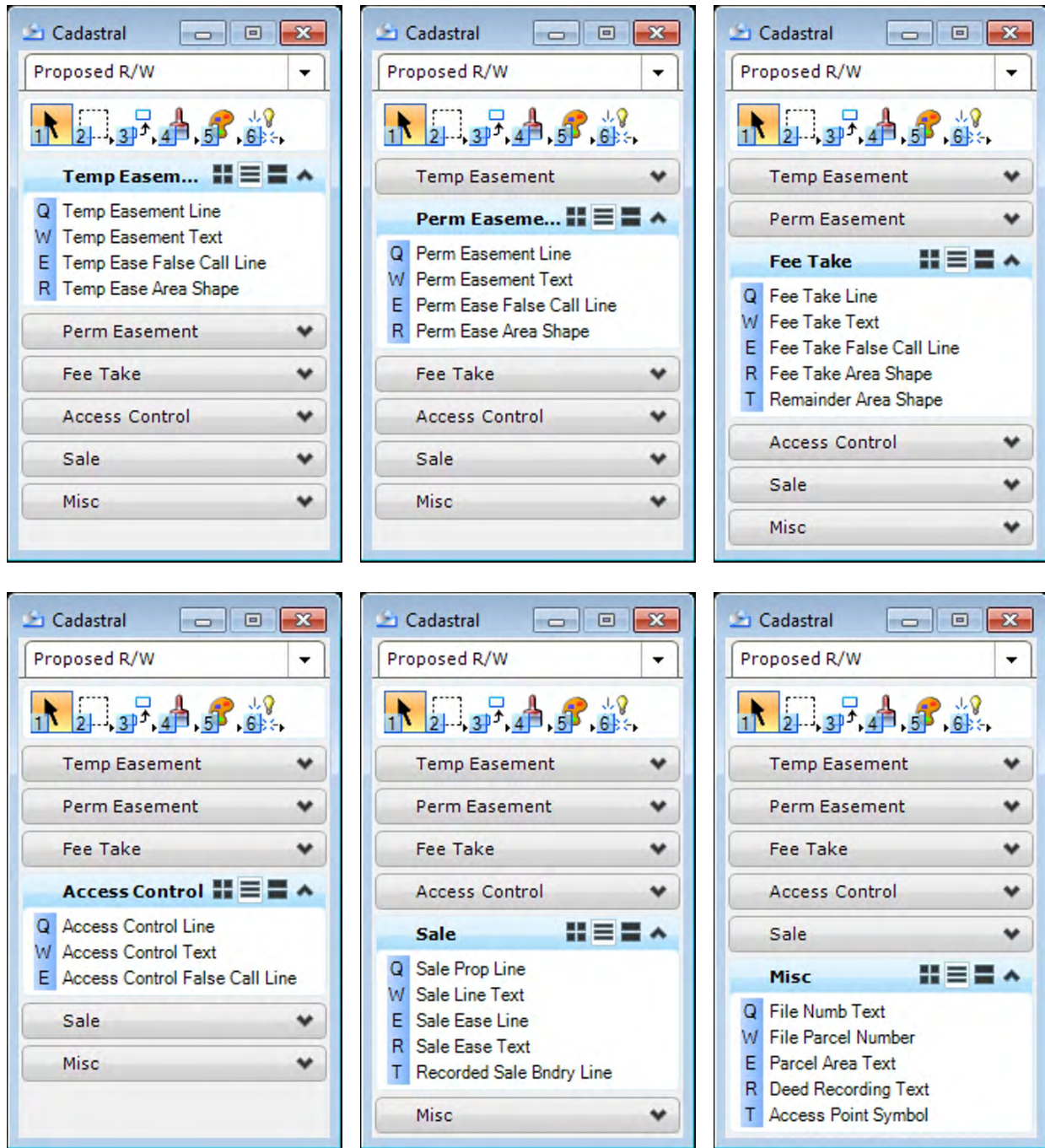


Figure 2-4

Temporary Easements

For temporary easements such as work area easements.

Temporary Easement [Text] [False Call Line]
----- [Temp Easement Line]

Permanent Easements

Easements which are meant to be permanent, examples are slope, drainage and utilities.

Permanent Easement [Text] [False Call Line]
----- [Perm Easement Line]

Fee Takes

Used to display parcels which ODOT acquires in Fee simple.

Fee Take [Text] [False Call Line]
_____ [Fee Take Line]

Access Control

Used to display parcels which ODOT acquires in Fee simple and also acquires access rights. Or to display property from which we have acquired access right only.

Access Control [Text] [False Call Line]
_____ - _____ [Access Control Line]

[File Numb Text]

Three digit number for file numbers. Underlined to reduce confusion, if read upside down.

003

[File Parcel Number]

Each parcel in a file, numbered consecutively from 1.

①

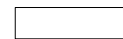
[Parcel Area Text]

Used for areas of parcels.

234 ft²±

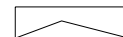
[Fee Area Shape]

Used to make a shape for fee parcels. Use to measure area and produce color exhibits.



[Temporary Ease Area Shape]

Used to make a shape for temporary easement parcels. Use to measure area and produce color exhibits.



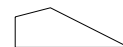
[Permanent Ease Area Shape]

Used to make a shape for permanent easement parcels. Use to measure area and produce color exhibits.



[Remainder Area Shape]

Used to make a shape for remainder areas. Use to measure area and produce color exhibits.



[Deed Recording Text]

Used to place recorded deed information.
Format varies by county.

Deed 91-66

[Access Point Symbol]

Placed at points of access given in recorded deeds.



Sales

Lines and text used for sale properties.

Sale [Sale Line Text]

————— *[Sale Prop Line]*

Sale [Sale Ease Text]

- - - - - *[Sale Ease Line]*

- - - - - *[Recorded Sale Bndry Line]*

Railroad Encroachment Workflow

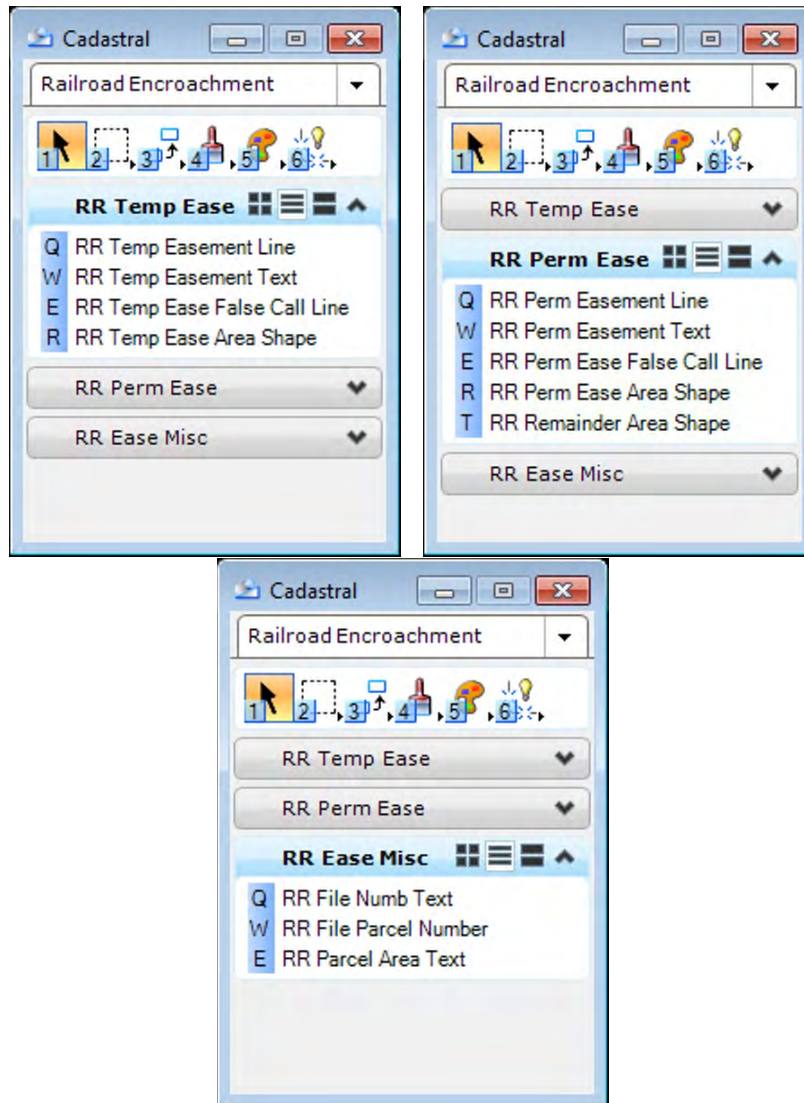
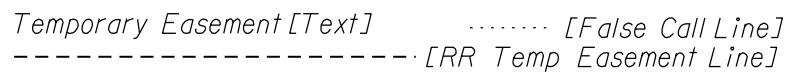


Figure 2-5

Railroad Text and Linework are each on a unique level for independent manipulation when drafting the railroad encroachment drawing.

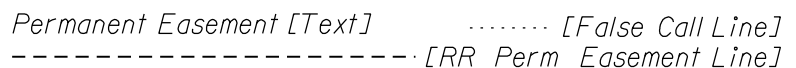
RR Temporary Easements

For temporary easements on Railroads such as work area easements.



RR Permanent Easements

For permanent easements on Railroads.



[RR File Numb Text]

Three digit number for file numbers. Underlined to reduce confusion, if read upside down.

034

[RR File Parcel Number]

Each parcel in a file, numbered consecutively from 1.

②

[RR Parcel Area Text]

Used for areas of parcels.

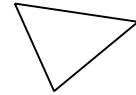
2,564 ft²±

[RR Temporary Ease Area Shape]

Used to make a shape for temporary easement parcels. Use to measure area and produce color exhibits.

**[RR Permanent Ease Area Shape]**

Used to make a shape for permanent easement parcels. Use to measure area and produce color exhibits.

**[RR Remainder Area Shape]**

Used to make a shape for remainder areas. Use to measure area and produce color exhibits



Govt. Boundaries Workflow

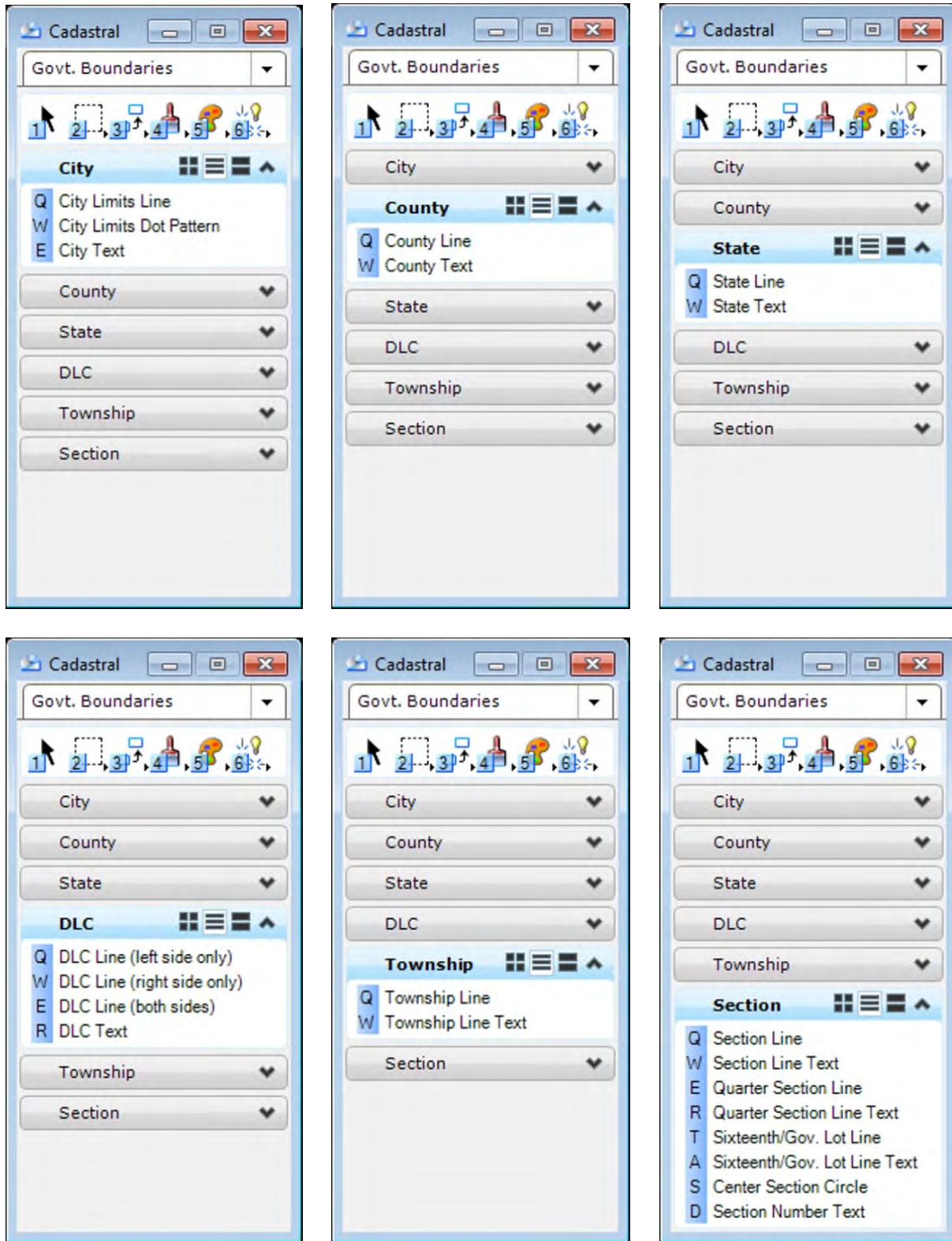


Figure 2-6

[City Limits Line]

Used to display City Limits Lines.

[City Limits Dot Pattern]

Use when the city limits line is over another line. Places only the dots.

[CITY TEXT]

SALEM CITY LIMITS

..... [CITY LIMITS LINE]

[City Text]

The city name is placed on the side of the line containing the city.

County Lines

Use to display county Lines.

[COUNTY TEXT]

MARION COUNTY

[COUNTY LINE]

The name of each county is placed on the appropriate side of the county line.

LINN COUNTY

State Lines

Use to display state boundaries

[STATE TEXT]

OREGON

[STATE LINE]

The name of each state is placed on the appropriate side of the state line.

CALIFORNIA

DLC Lines

These lines are used to display Donation Land Claims. The dashed portion of the line will be toward the DLC.

[DLC Line (Left Side Only)]



[DLC Line (Right Side Only)]



[DLC Line (Both Sides)]



[DLC Text]

DLC text is placed inside each DLC, where it will show up on the finished drawing.

[DLC Text]

JOHN ADAMS D.L.C.

Government Section Lines and Text

Lines and text used to display the elements of the Rectangular Survey System.

[Township Line Text] T. 14 S., R. 3 E., W.M.

[Township Line] _____

[Section Line Text] SECTION 4

[Section Line] _____

[Quarter Section Line Text] 12

[Quarter Section Line] _____

[Sixteenth/Gov. Lot Line Text] LOT 4

[Sixteenth/Gov. Lot Line] _____

[Center Section Circle]

Places a center section circle.



[Section Number Text]

Display the section number.

31

Monuments Workflow

The Monuments used for Survey Plat drafting shown in the Workflow tabs below will not have examples shown here.

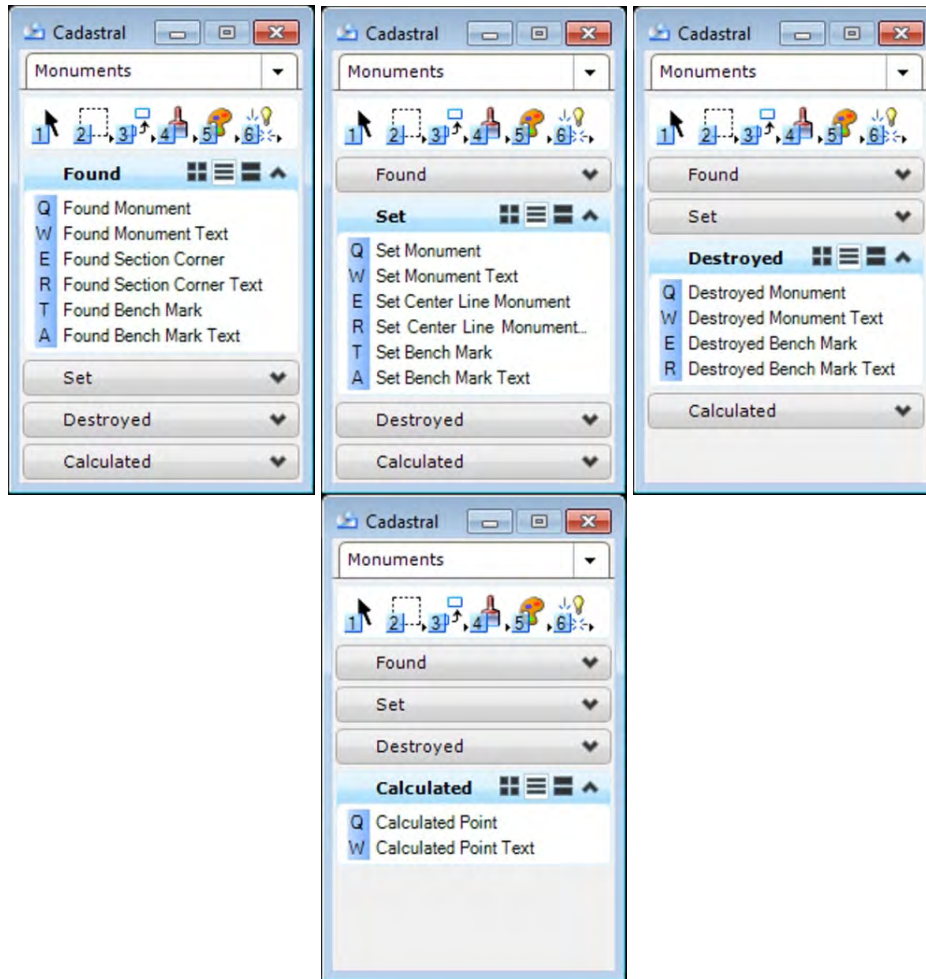


Figure 2-7

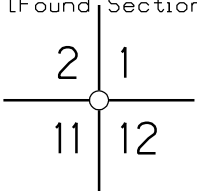
[Found Monument]

Cell and text for found monuments.

[Found Monument Text]
 O Found 3/4" Pipe
 [Found Monument]

[Found Section Corner]

Cell and text for found Section Corners.

[Found Section Corner Text]

 Found Section Corner
 [Found Section Corner]

Right of Way Mapping Workflow

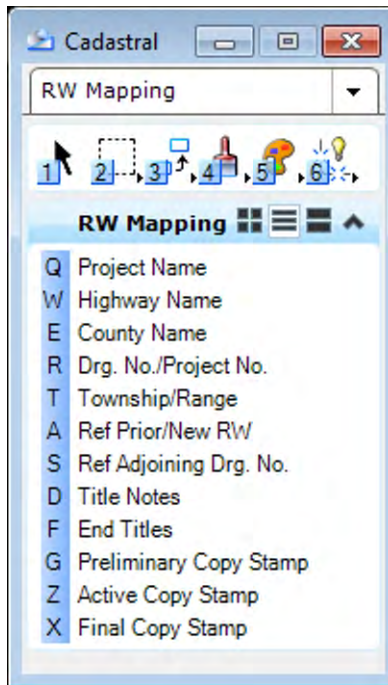


Figure 2-8

Drawing Titles

[Project Name]

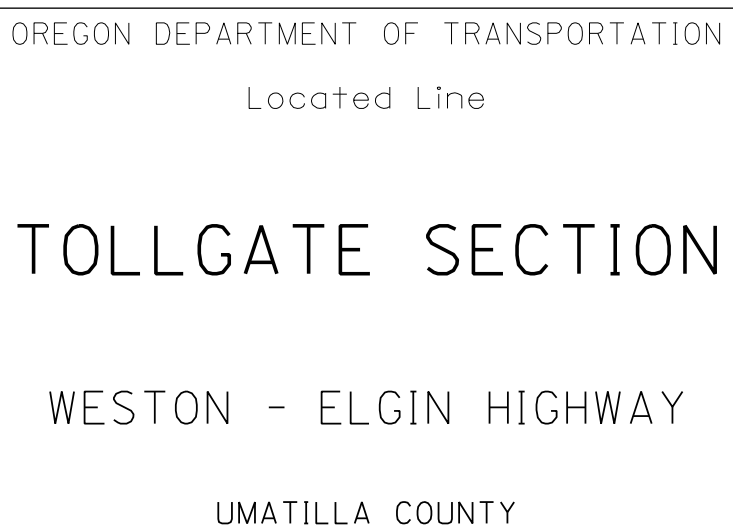
Capitalized, includes the word section. Matches the name on the Plan Sheets.

[Highway Name]

Capitalized.

[County Name]

Capitalized.



Portion of a Right of Way Drawing Title Area

[Drg. No./Project No.]

Title element which is placed near the top edge of the drawing and repeated approximately every three feet throughout the roll plot.

SEC. SSS, T. TTT, R. RRR, W.M.
DRAWING XX-XX-XX
PROJECT NO. EEEE

[Township/Range]

A part of the repeating title element.
Shown above.

[Ref Prior/New RW]

Placed in clear area of
the plot drawing
approximately every
three feet where it
pertains.

SEE ZZ-ZZ-ZZ FOR PRIOR RW

[Ref Adjoining Drg. No.]

Placed at each end of the center line if there is an
adjoining right of way drawing, current or prior.

SEE x-x-x

[Title Notes]

Text used for other title elements not already
covered.

Notes Text

[End Titles]

Title information placed at the end of the 'B' or
'A' right of way drawing.

AAA SECTION

BBB HIGHWAY

CCC COUNTY

LOCATED LINE

SCALE DDD

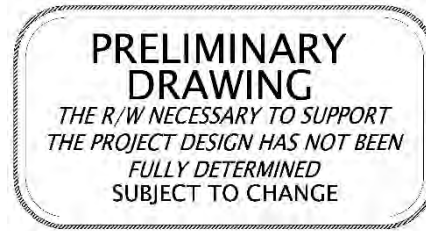
DRAWING XX-XX-XX

PROJECT NO. EEEE

[Preliminary Copy Stamp]

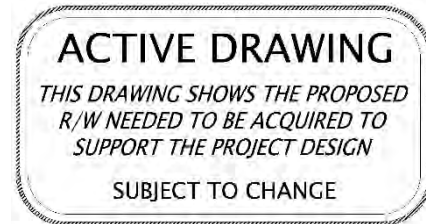
Cell Name: RW PRELIMINARY

This stamp is to be used on the drawing before the descriptions are sent out. It indicates that the right of way base map is still being built.

**[Active Copy Stamp]**

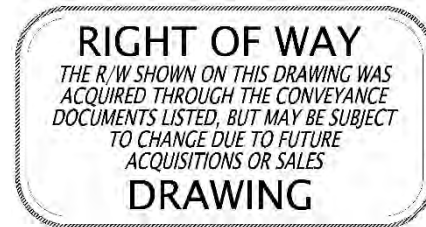
Cell Name: RW ACTIVE

This stamp is to be used on the drawing after the descriptions are sent out. It indicates that the right of way base map has been built and descriptions have been sent out. Revisions could still be taking place.

**[Final Copy Stamp]**

Cell Name: RW FINAL

This stamp is to be used on the drawing after the property has been purchased and deeds have been checked against the drawing. It indicates that the right of way drawing is complete and represents what ODOT purchased.



Miscellaneous Workflow and Scale Bar Workflow

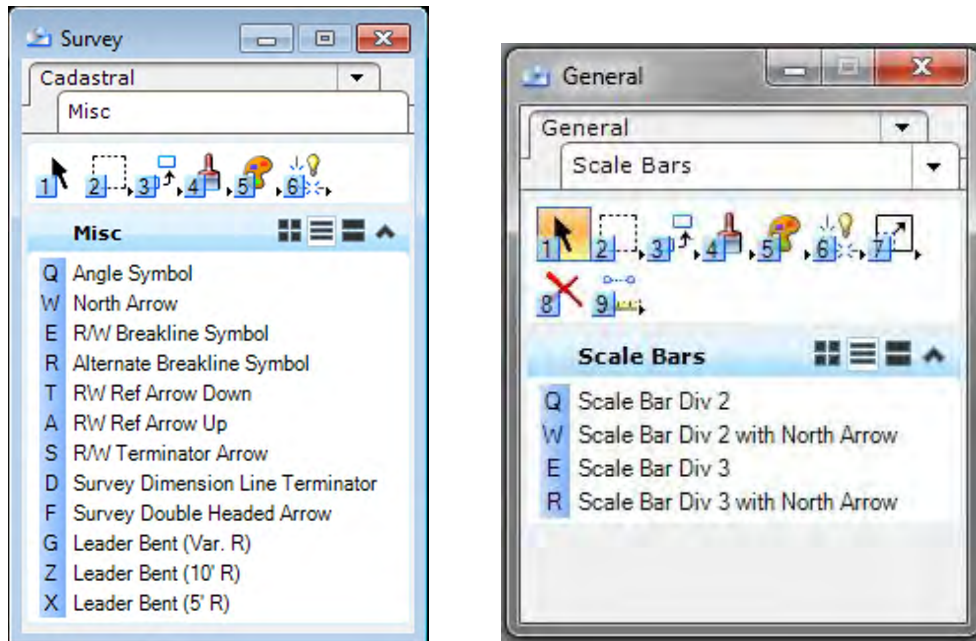


Figure 2-9

[Angle Symbol]

Cell Name: angle_rw



Use on center line at angle points

[North Arrow]

Cell Name: arrow_rw

Placed throughout the length of a right of way drawing, so one appears approximately every three feet on the finished product.



[R/W Breakline Symbol]

Cell Name: break

Used when a line needs to be broken. Example: a section corner needs to be shown, but it will not fit on the drawing unless the section line is shortened.



[Alternate Breakline Symbol]

Cell Name: Break2

Alternative breakline.

Reference Arrows

Various arrows used when parcel areas or titles cannot be placed in the parcels themselves.



[Stream Flow Indicator]

Cell Name: Flow

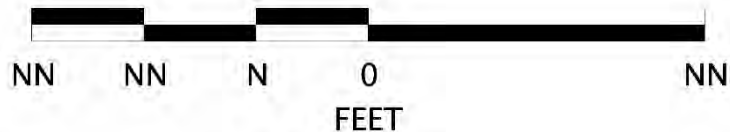


This Cell is used to show direction of flow of bodies of water.

Go to the Survey - General - Scale Bars Workflow tab for the various Scale Bars.

[Scale Bar Div 3]

Cell Name: Scale Bar 3



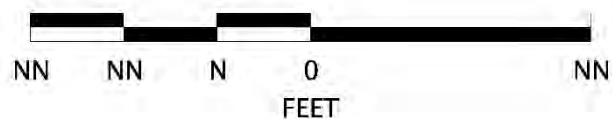
This cell is annotatable and divisible by three.

[Scale Bar Div 3 with North Arrow]

Cell Name: Scale Bar 3 with North Arrow

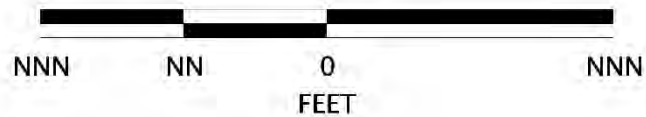


This cell is annotatable and divisible by three with a north arrow



[Scale Bar Div 2]

Cell Name: Scale Bar 2

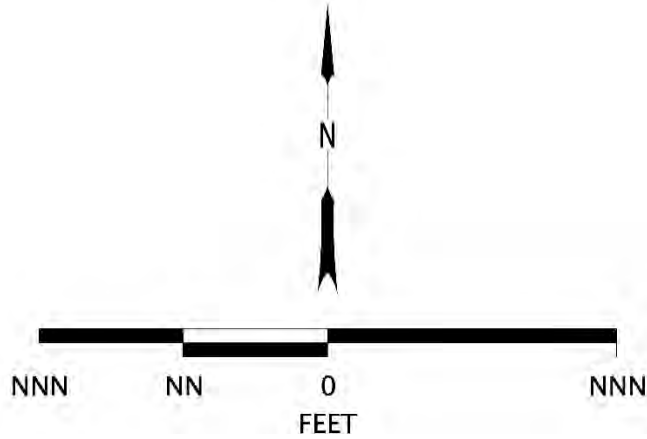


This cell is annotatable and divisible by two.

[Scale Bar Div 2 with North Arrow]

Cell Name: Scale Bar 2 with North Arrow

Scale Bar with two Divided Sections instead of three. Place Scale and Annotate as appropriate.



How the Drawing Should Look

For more information on how a drawing should look, follow the link for “The Review Process” in Appendix Q.

Plot Drawing Elements

Revision Block


It is important to track revisions made to Right of Way products, both to identify the most current printed drawing and to ensure the authorization of all changes. Figure 3-1 shows the Revision Cell used for ‘B’ and ‘A’ drawings. ‘R’ sized drawings have a revision block built in. If there is need for more room for the name or description, you can drop status on the cell and edit the block.

<u>REVISION HISTORY</u>		
<i>DATE</i>	<i>NAME</i>	<i>DESCRIPTION</i>

Figure 3-1

Titles

In the '24X200' Map Model (Figure 3-2 shows the title area for this Model) and in several other models, placeholders are in the file at the correct location. (Note: this map model was formerly the 'B' Map Model)



 OREGON DEPARTMENT OF TRANSPORTATION
 Located Line
AAA SECTION
BBB HIGHWAY
 CCC COUNTY
 DRAFTED BY III, Date?
 BEARINGS: Oregon Coordinate System of 1983(91), HHH zone.
 COORDINATES: This drawing utilizes a Local Datum Plane (LDP) which is relative to the Oregon Coordinate System of 1983(91), HHH zone, with respect to the local latitude and ground elevation. The LDP coordinates define true ground distances. To convert the LDP coordinates, for the control points, to the Oregon Coordinate System of 1983(91), HHH zone, multiply the LDP coordinates by GGG.
 FIELD NOTES: This drawing shows the results of an Oregon Department Of Transportation (ODOT) survey. The field survey notes, book number FFFF, are available from ODOT files in Salem, Oregon.
 DRAWING <MAP NAME>
 PROJECT NO. EEEE
 ACCESS CONTROL LINE ————
 SeedRW2d.dgn :: B Maps
 1/25/2018

REVISION HISTORY		
DATE	NAME	DESCRIPTION
MM/DD/YYYY	PLACE NAME HERE	DESCRIPTION OF REVISION

Figure 3-2

Repeating Elements

- Drawing, Section, and Project No.

Edit the Government Section, Drawing Name and Project Number text block. Make the first Text Block approximately 1½ feet into the body of the plot drawing. Place this Text Block near the top edge of the drawing. Copy the Text Block at three-foot increments across the length of the drawing. Make position adjustments to ensure the Text Block is readable. The section may need to be edited as you move across the drawing and move across section lines.

- Prior Drawing Reference

If a prior drawing exists for a portion of the drawing, a Prior Drawing Reference is required. Place it approximately every three feet through its relevant portion. Only reference the latest Right of Way Drawing. This Prior Drawing notation may change across the drawing, as the relevant prior drawings change. Adjust the position of the text so it is in a clear area.

- North Arrow

Place North Arrows every three feet, approximately, throughout the design portion of the drawing. Place them in a clear area in the design model of the drawing.

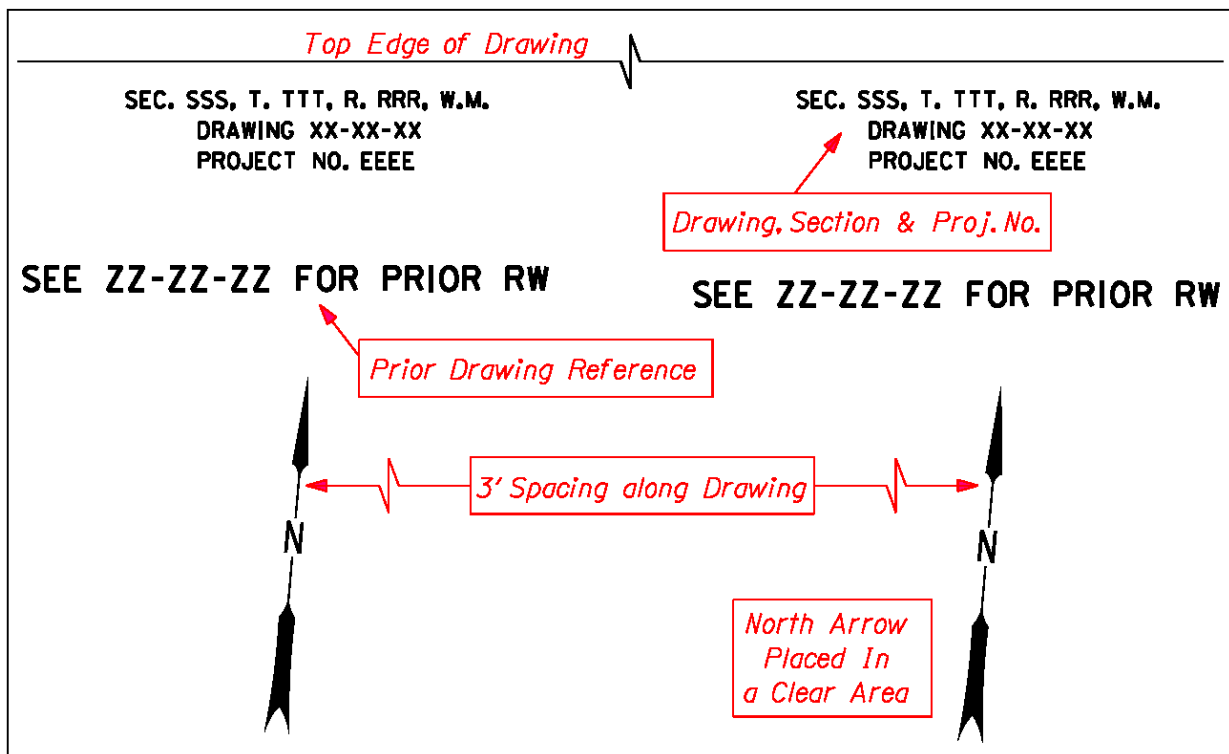


Figure 3-3

Stationing Always Left to Right

Lay out Right of Way drawings so that the stationing increases from left to right. As ODOT policy is for stationing to increase North to South and West to East, this generally results in a drawing with the North arrow pointing to the top of the drawing or to the left. However on occasion, because our highways do not always run in straight lines or because the stationing was in the wrong direction, the north arrow ends up pointing to the bottom of the drawing. This confuses some people, but legible stationing is more important than having cardinal directions point to the top of the drawing.

Figure 3-4 is an example of a drawing with the North arrow pointing towards the bottom of the drawing.

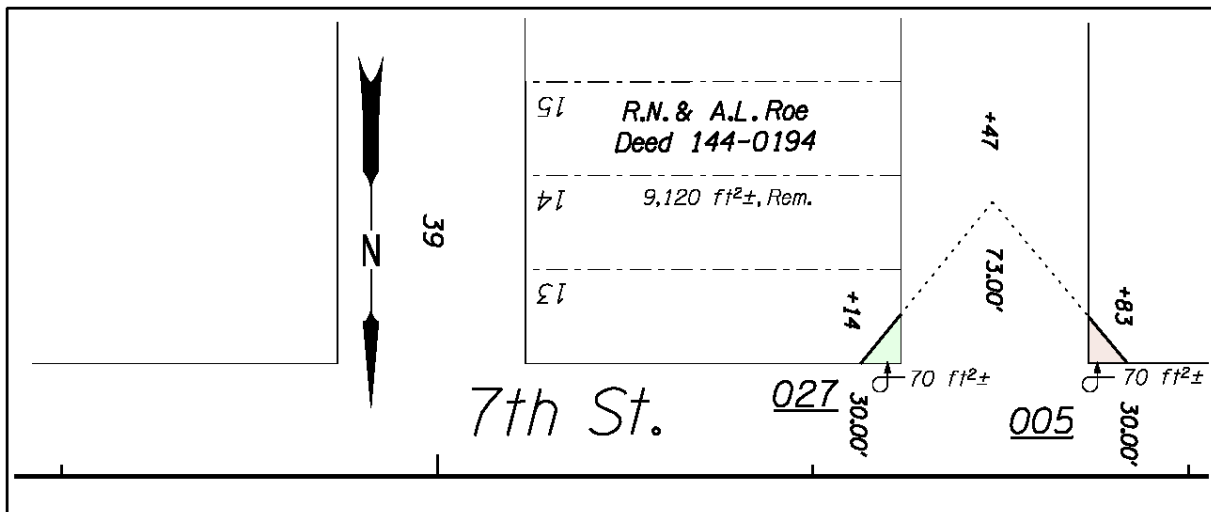


Figure 3-4

Show Adjoining Right of Way Drawing References

Whenever there is a prior right of way drawing adjacent to the current project, place an Adjacent Drawing Reference. Align the reference with the center line and place at the end of the drawing to which it is relevant. This could be both ends if the prior drawing extended past both ends of the project. There could also be a different existing right of way drawing at each end of the current drawing.

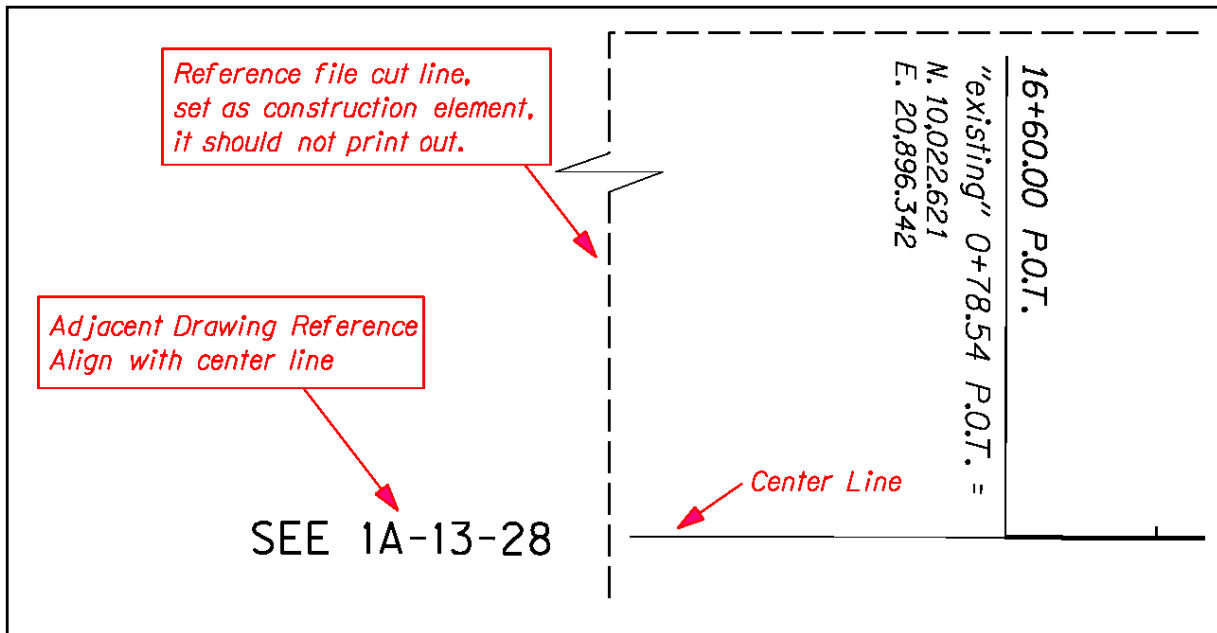


Figure 3-5

If your project requires more than one right of way drawing, then these adjoining drawing references would refer to each other where they join, as shown below in Figure 3-6. At the ends of the project, they will then refer to the prior right of way drawing, if one exists.

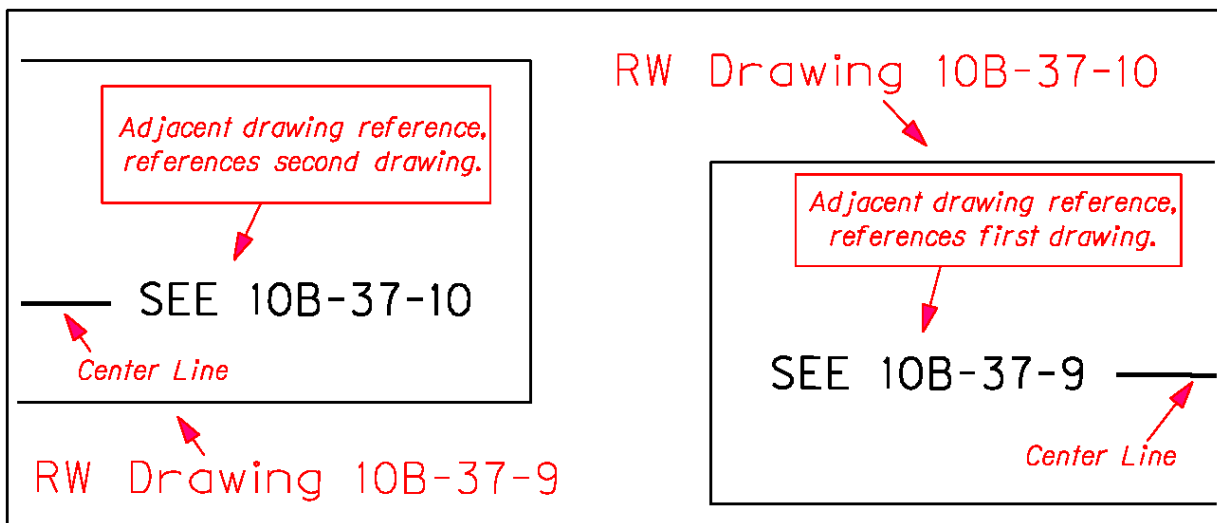


Figure 3-6

Basis of Bearing Insert

Every right of way drawing needs to have a base bearing. The base bearing must be from a record document. Two monuments are normally required to constitute a base bearing.

Base Bearings Types:

- Existing Right of Way Drawings
- Oregon approved Coordinate System
- County Survey / Record Map, Plat, Document

The right of way drawing needs to show this reference in some manner. If there is room, it may be included in the body of the drawing. If not, represent it in an insert placed at the front of the 'B' drawing. Figure 3-7 shows an example of an insert. Additionally, right of way drawings are often based on a Recovery Survey, therefore, a note may be used in addition to an insert, referencing this prior survey as the Basis of Bearing.

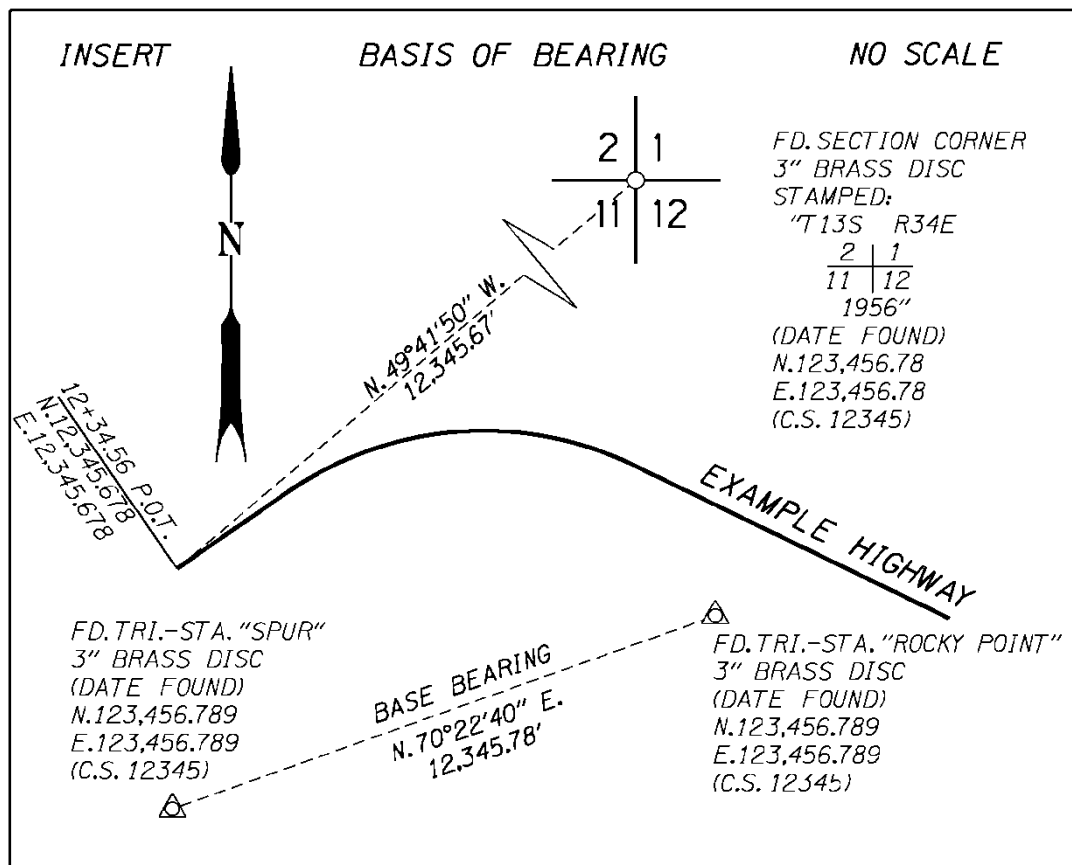


Figure 3-7

Do not lose sight of the intended purpose of the insert. A basis of bearing insert is a general relationship of the bearing basis with the project as a whole. Do not get immersed in details. Remember the KISS principle (Keep It Simple). Figure 3-8 is a basis of bearing insert that has too much detail. It is a bad example.

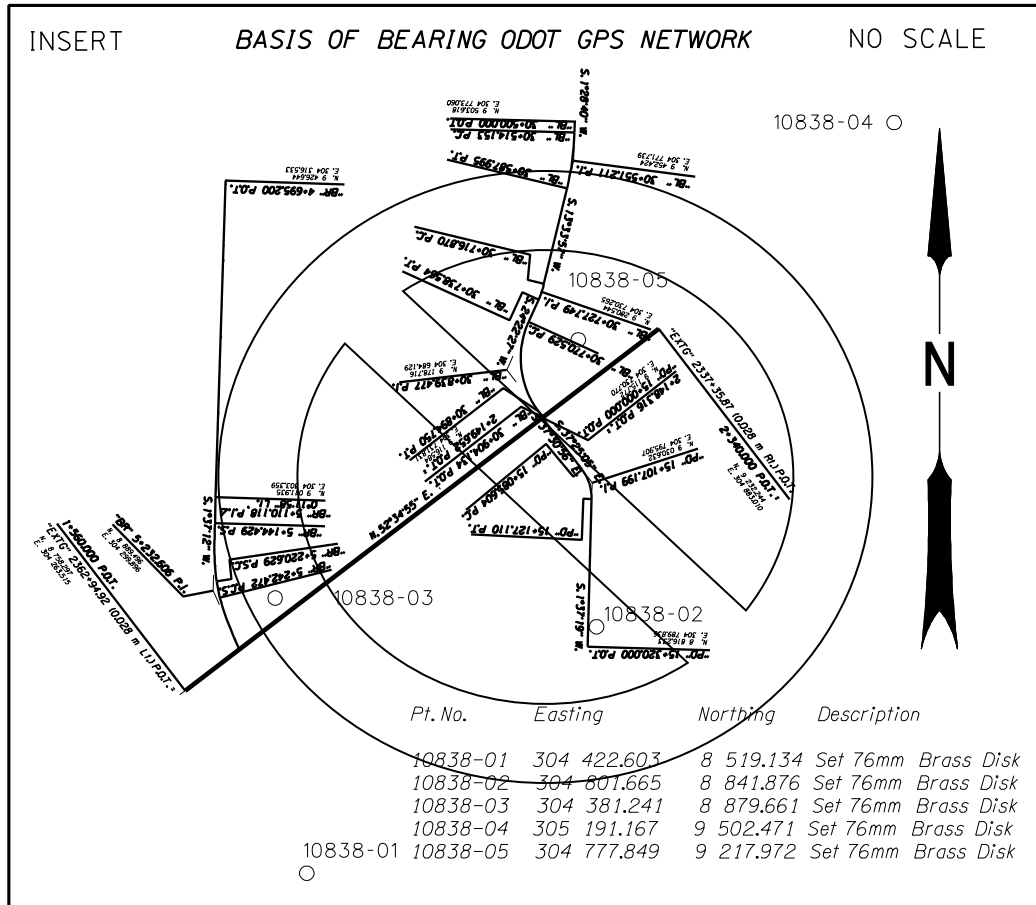


Figure 3-8

Coordinates

Use an approved Oregon Coordinate Reference System (OCRS) zone definition.

Show a tie to a monumented section corner, one-quarter corner, one-sixteenth corner or Donation Land Claim corner in Township and Range, or to a monumented lot or parcel corner or boundary corner of a recorded subdivision, partition or condominium.

Plotting

It is important that you select the correct pen table when you plot. Right of Way Engineering has created a pen table that in addition to what other ODOT pen tables do, adds the following tasks:

- It cleans out the center of monuments to make them stand out.
- It shades the topo file. (The logical name must have the word “shade” or “exist” in it for this to work with this pen table.) This makes the right of way lines stand out from the topo. (See Topography on Page 3-16)
- It allows the use of color shading and outlining of the parcel takings. See [Appendix O](#) for documentation on color plotting.

The Right of Way standard pen table (rw.tbl) is available with the other pen tables on the ODOT workspace.

Monuments Cleared Out

Plotted Right of Way drawings do not show line work running through monuments. Do not clear a Monument symbol by cutting the underlying lines. The rw.tbl pen table plots white inside monument symbols at the time of plotting, giving the illusion that they have been cleared out. The pen table assumes standard cell levels and names, which will be set if the cells are selected from the ODOT Workflow tab. However, due to the constraints of MicroStation plotting, sometimes monument symbols show up below line work. To correct this, select all the monuments in the plot and then under the Edit menu in V8i, select “Bring to Front”.

Figure 3-9 is an example of shading for the topography file and cleared monument symbols.

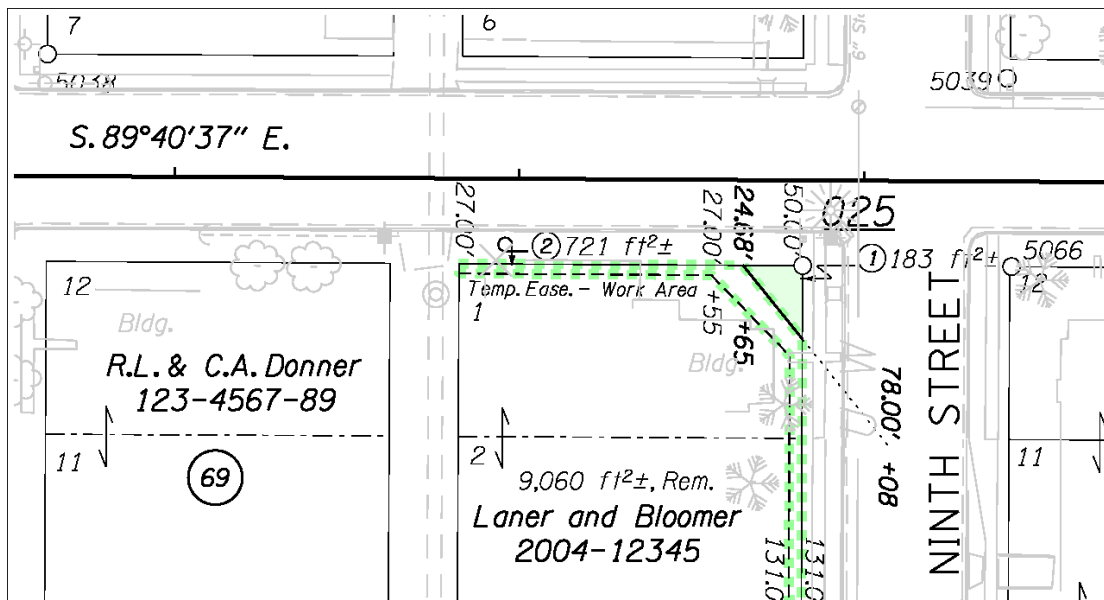


Figure 3-9

Design Model Elements

The purpose of this chapter is to show ODOT preferences for elements displayed in the design model. Select individual elements using the ODOT Task or Workflow tabs to display the correct level, weight, line style, etc.

Placing File Numbers

Place File numbers inside the fee parcel whenever possible (see file 057 Figure 3-10). If there is not room inside the parcel, then place the file number between the center line and the property, in the existing right of way (see file 058, Figure 3-10). When parcels extend across the property, place the file number midway along the frontage if possible (also file 058). If the parcels are bunched together, then place the file number near the parcels (file 059, below). For separated parcels, as are parcels 1 and 3 in file 057, Figure 3-10, place an additional File Number for the separated parcel. Always underline File Numbers to prevent misinterpretation. Place File numbers parallel to the centerline.

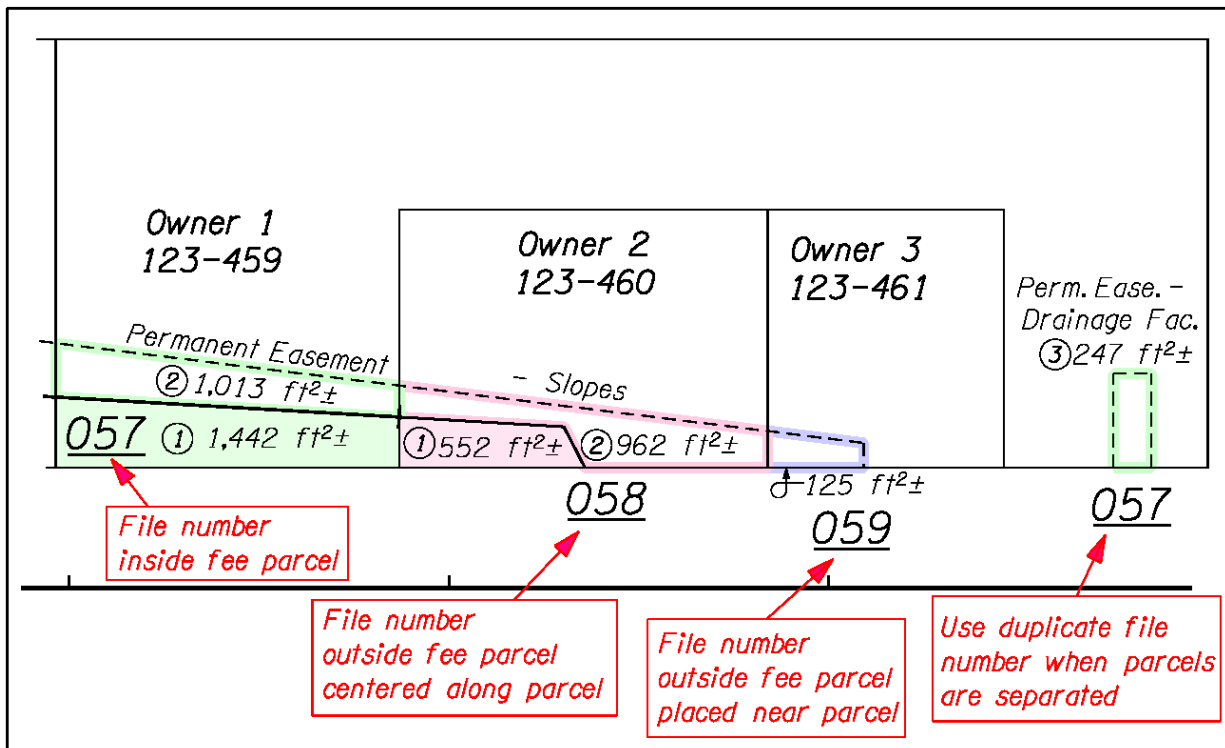


Figure 3-10

Parcel Areas

Shown in Figure 3-11 are preferences for placement of Parcel area text, with the most desirable on the left (057) and decreasing to the right (059). Place area text for parcels inside the parcel whenever there is room. When the parcels are stacked, (file 057) try to align the text to each other. Attempt to place the text within the parcel (058) even when it is not possible to stack the text. When there is not enough room to place the text inside the parcel, the preferable location is directly adjacent to the parcel area in the existing right of way, with an arrow pointing to the parcel (file 059). Parcel 3 of File 057 shows a good location for the area text of an isolated parcel; place the text with the name of the easement as shown. Place Parcel-area-text parallel to the centerline when possible. Calculate Parcel area to the closest square foot, when giving area in square feet. When area is in acres, show the number out to two decimal places.

The preferred position for remainder area text is directly beneath or above the Owner Name/Deed Reference and on the side closer to the centerline.

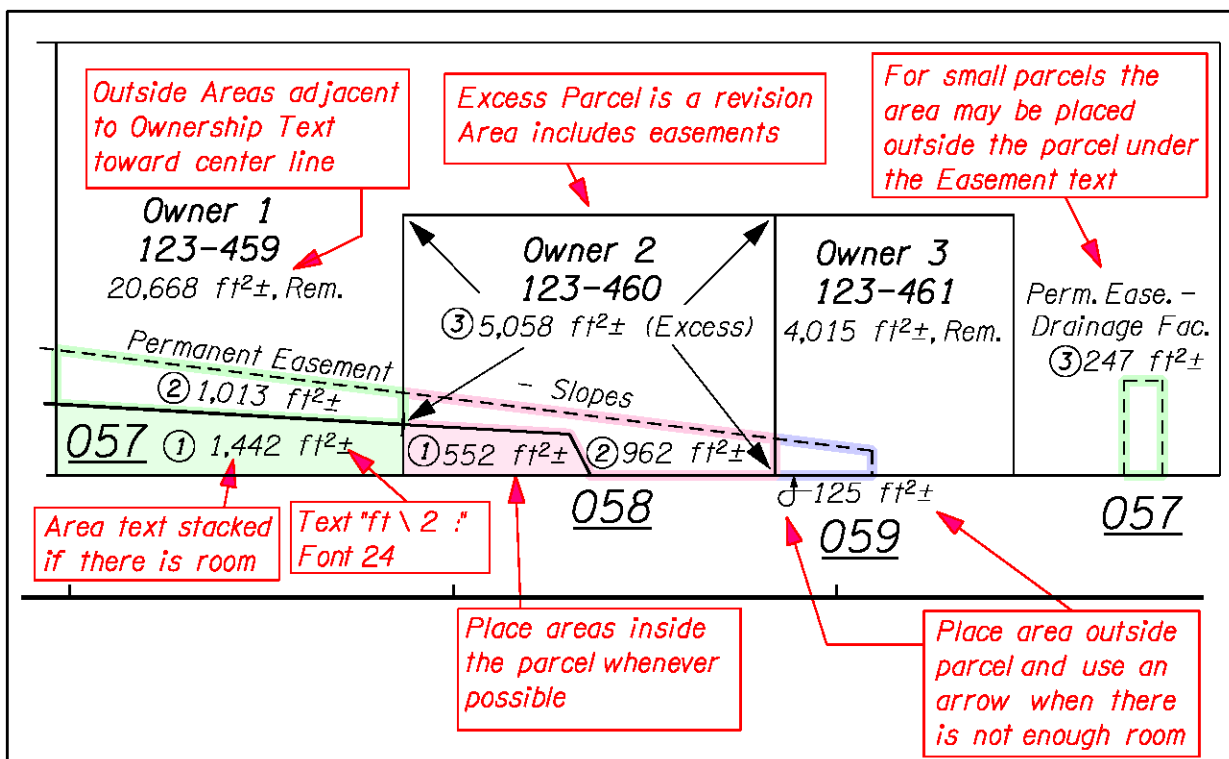


Figure 3-11

Older drawings that showed remainder areas often used “left” or “right” after the area, to signify left or right of the center line. Currently we use the abbreviation Rem. for all remainder areas.

Parcel Hierarchy

Fee parcels have the highest priority in descriptions and come before easements. Considered a type of fee take an Access Parcel has a higher priority than other fee takings. If the description includes an Access Parcel, it will be the first parcel of the description.

Permanent easements are next in priority after fee.

Temporary easements are next in priority after permanent easements.

Excess Fee Parcels are the only exception to the hierarchy and are the last parcel in the description. This parcel picks up the Grantor's remnant including the underlying fee within any easements. Adding this parcel constitutes a revision to the file. This is done at the request of the Right of Way Agent after an offer is given and the Grantor has requested ODOT to buy them out because they have identified the remainder of their property as being uneconomical. If the file later goes to condemnation, the description will be revised, removing the excess parcel from the description, as ODOT may not condemn property it does not need for the Highway System. Keeping the excess fee parcels last helps to facilitate this process.

Organize the description to read in a logical order. All easements in the description will except out any fee takings. Because easements are specific to use, they generally overlap other easements. Parcels excepted-out from other parcels are ahead in the order described.

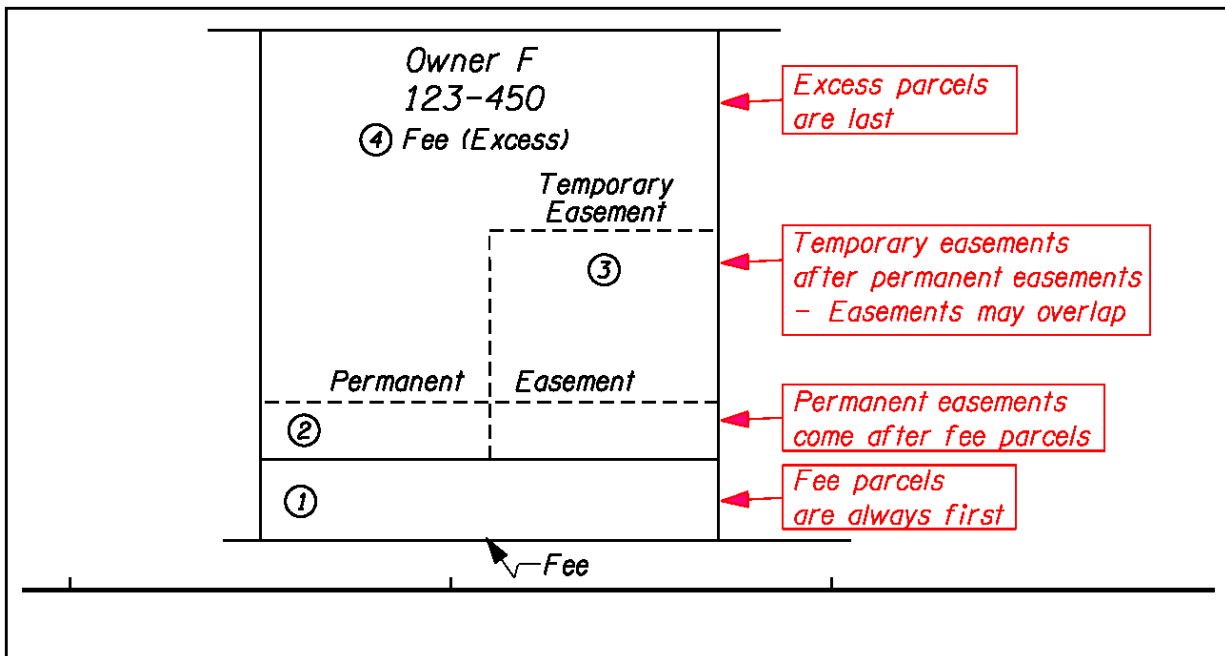


Figure 3-12

Monuments Centers Cleared Out

Figure 3-13 shows two monuments. The monument on the left shows the cell as it appears in the CAD file. The monument on the right shows what the cell looks like after plotting with the correct pen table. For further information, see the section on [plotting](#). (Page 3-8)

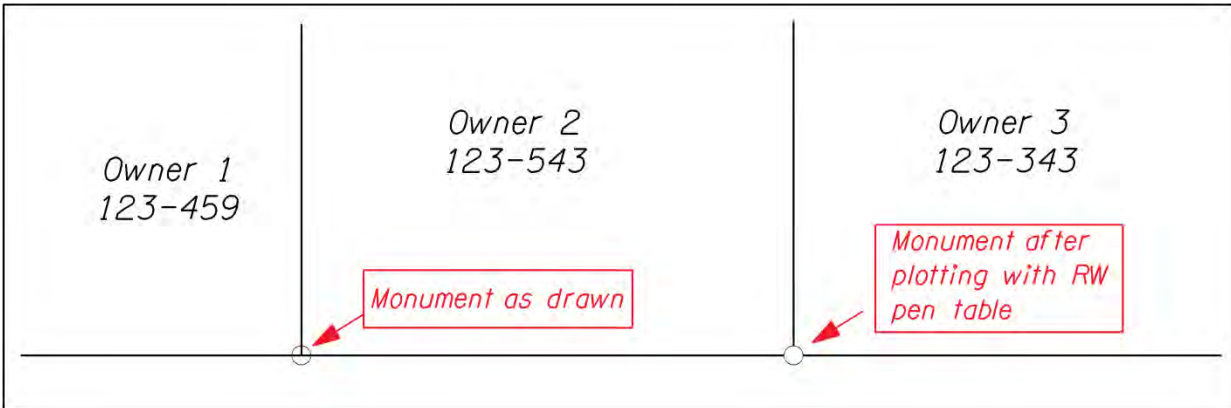


Figure 3-13

Monument Descriptions

There are several ways to place Monument text, preferably next to the described monument. If there is not room adjacent to the monument, place text towards the top or bottom edge of the drawing approximately opposite the monument. Lastly, place description text in a table of described monuments, as shown below.

POINT	NORTHING	EASTING	DATE	DESCRIPTION
2011	76852.33	33520.24	2/20/2007	Fd. 5/8" Iron Rod
2012	76897.86	33341.33	2/20/2007	Fd. 5/8" Iron Rod
2013	76918.33	33287.37	2/20/2007	Fd. 3/4" ID Iron Pipe
2014	76982.23	33128.01	2/20/2007	Fd. 3/4" ID Iron Pipe
2015	76922.30	33530.53	2/20/2007	Fd. 5/8" Iron Rod
2016	76858.97	32838.92	2/20/2007	Fd. 5/8" Iron Rod
2017	76744.90	32835.28	2/20/2007	Fd. 5/8" Iron Rod
2020	77133.59	32728.63	2/20/2007	Fd. 3/4" Iron Pipe

Be sure to have the monument text details come from the field notes; the actual findings provide the best evidence. Spell out the monument description; do not use IR or IP. Give the field date for the found Monument. The County Survey number will be the survey in which the monument was set.

Fd. 5/8" Iron Rod
w/ Plastic Cap
Stamped: "LS 1234"
(1-22-88)
N. 10,000.00
E. 20,000.00
(C.S.# 012345)

Terminator Arrows

The standard terminator arrow, as used from the ODOT setup, uses point cells. When referenced and rotated, the arrow does not align with the line. Using "Element Information" allows the user to change the point cell to a graphic cell, which then rotates as expected.

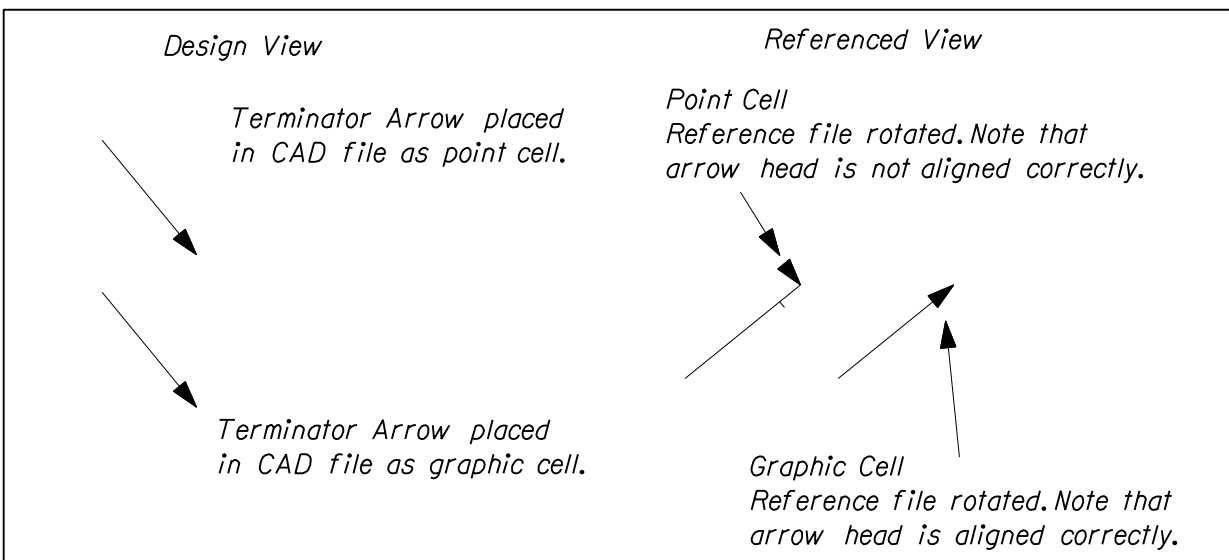


Figure 3-14

Ownership Text

The name that is to appear on the drawing is that of the vested owner. Use the name as it appears in the deed. Abbreviations are OK. However, if there is room, spell the name out. Do not abbreviate company or business names. If the property is being contract purchased, the grantor's name will also appear on the drawing noted with "C.P.". If more than two people own the property, you may use 'et al.' (this is an abbreviation for et alii, meaning "and others") after the first owner. Example: J. Smith, et al.

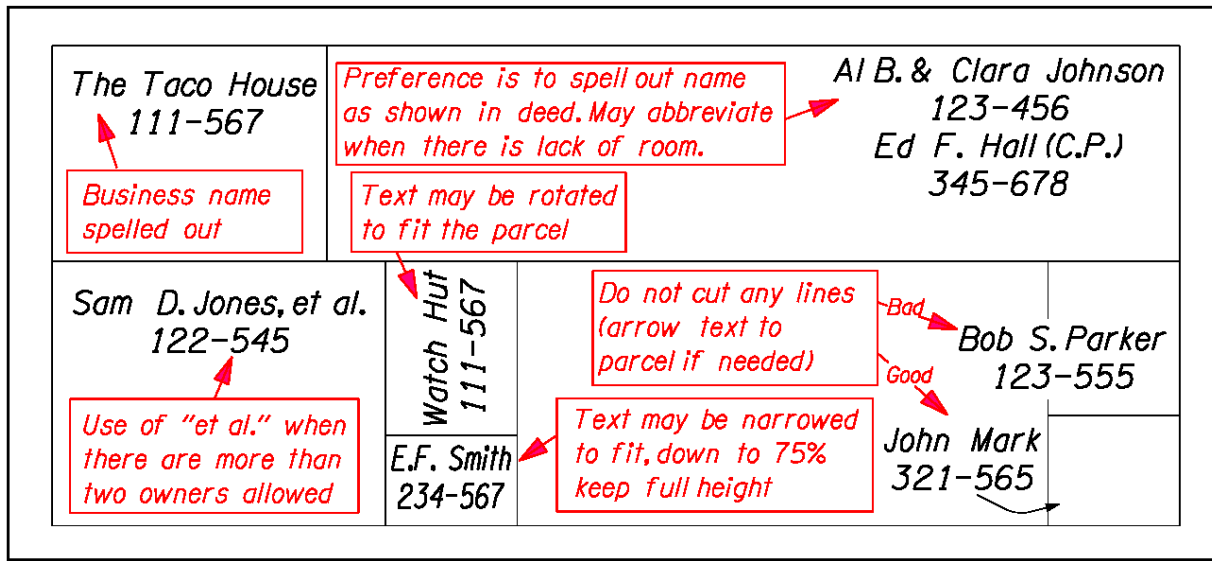


Figure 3-15

The deed recording number is noted under the owner's name according to the format used by that county. Format varies from county to county and is subject to change. See the Deed Recording List for current formats:

[Deed Recording List.doc](#)

Show all deed parcel lines. If more than one parcel is owned by a party, select <Property Hook> from the menu and hook the line to indicate common ownership.

REMEMBER: Deed recording includes the word 'Deed' in front of the document recording number while record ownership does not.

Tip

Using PLACE TEXT ABOVE LINE or PLACE TEXT BELOW LINE will eliminate the need for setting the active angle.

North Facing Elements

Place data relating to the Public Lands, Donation Land Claims, Subdivision block and lot numbers at an Active Angle of 0 (Read facing north). Place Township/Range/Section text normal to the Government Boundary line. This is true even if the drawing shows North facing down. This could occur if the stationing were to run East to West. In this case, since the priority is for the stationing to run left to right, North would be pointing toward the bottom of the drawing.

Place subdivision names at an active angle that is easiest for the drawing user to read.

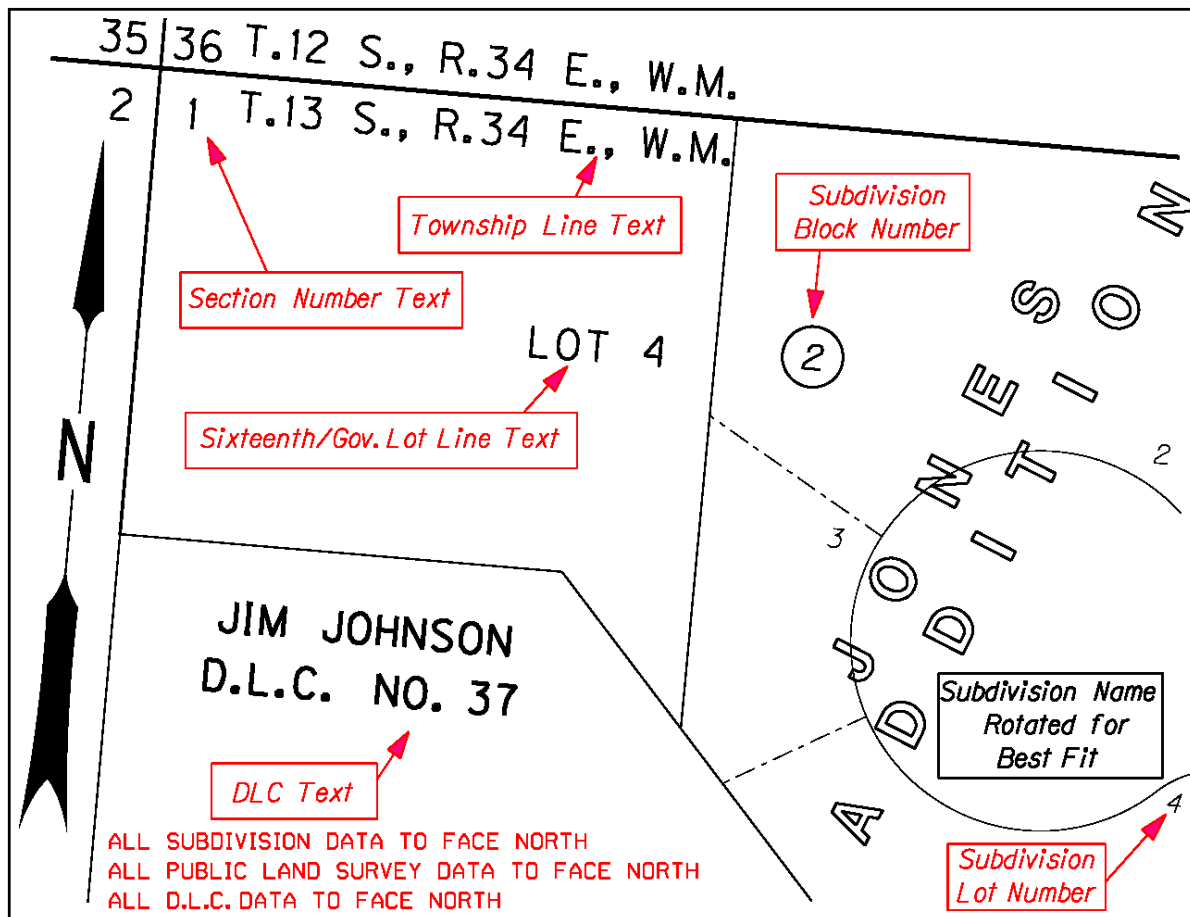


Figure 3-16

Tip

Place one Property Lot Number, and then use the command COPY AND INCREMENT TEXT to place the remaining property lot numbers.

Topography

Even though topography is gray-shaded in plotting (see Plotting on Page 3-8), avoid unnecessary clutter. Below is a list of commonly shown features on right of way drawings. Also below is a list of features that do not belong on right of way drawings.

Topography features to show on drawing

- Utility lines, both above ground and underground
- Utility poles and anchors
- Manholes, junction boxes, valves, meters, hydrants, etc.
- Luminaire and signal poles
- Controller cabinets
- Junction boxes
- Signs, both public and private
- All drainage features: culverts, ditches, wells, storm sewer, sanitary sewer, drain fields, wetlands, edge of water, etc.
- Buildings, bridges, retaining walls, sound wall, etc.
- Fences and gates
- Vegetation: trees, tree lines, brush lines, etc.
- Edge of pavement, gravel, curb, sidewalk, driveways, guard rail, railroad tracks
- Descriptive text (when needed)

Topography features not to show on drawing

- All point numbers
- Elevations
- Striping: lane lines, skip lines, fog lines, reflector buttons, arrows, etc.
- Signal loop detectors
- DTM break lines, points, etc.

These are guidelines and not hard fast rules. You may want to show a normally turned-off feature or not show a normally turned-on feature. Use common sense in determining what to show. Remember, the goal is to reduce clutter on the drawing.

Road & Street name text is to be readable from the bottom or the right edge of the drawing.

Access Control Line work

Access control lines will have a stopper at each end. The stopper will be perpendicular to the line and extending three feet in each direction for a 1"=50' map. Join adjacent access control lines to form a chain, which allows even line style spacing along the entire length. For more information on Access Control, follow the link to "Access Rights" in Appendix Q.

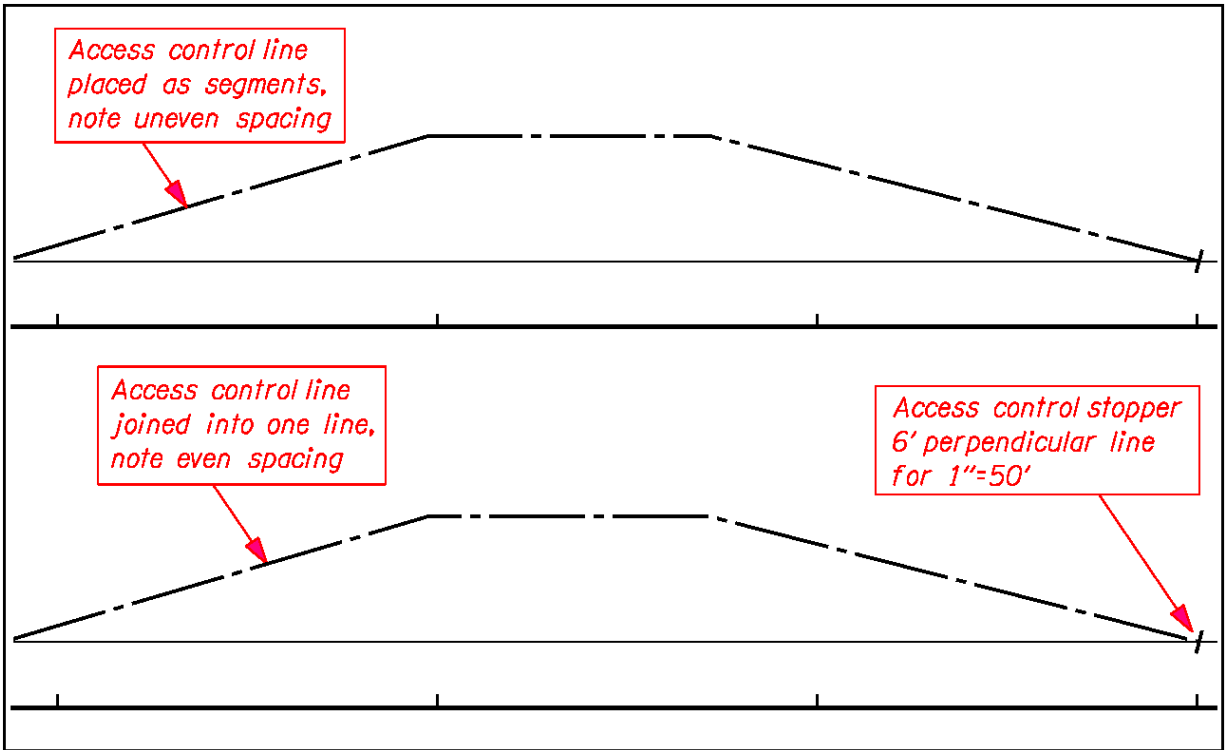


Figure 3-17

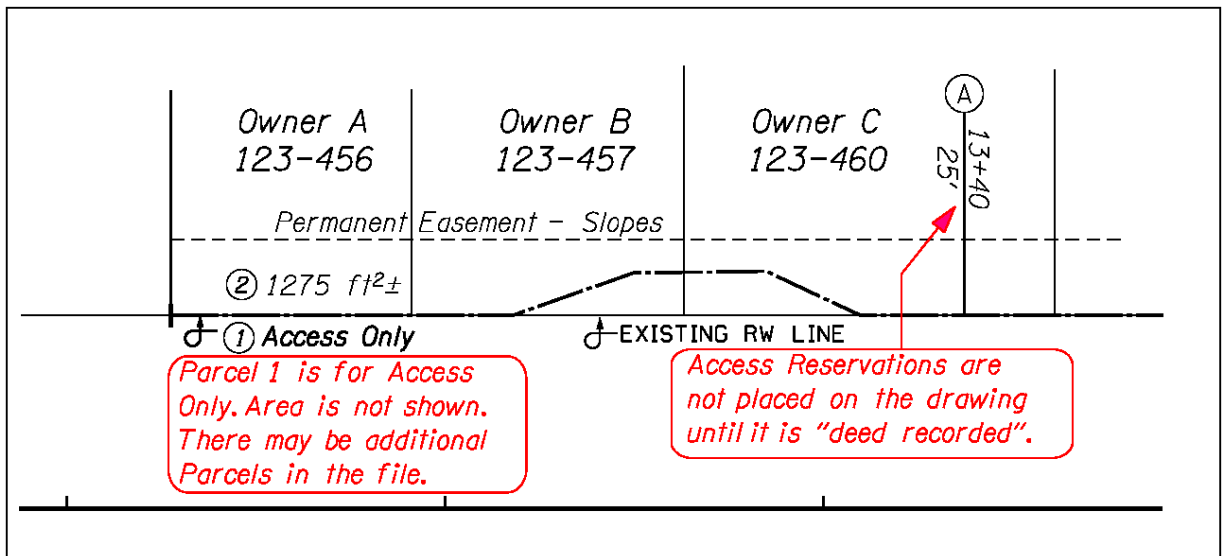


Figure 3-18

Canceled Files

The layout of Right of Way for a project is complete. The descriptions are uploaded to RITS. Occasionally though, it is decided that one or more files are not needed after all. (Figure 3-19 shows a before image.) In this case, you will remove all right of way information except for the file number. You will then place a line through the file number. This indicates to anyone looking at the drawing, that there is a cancelled file in that location (shown in Figure 3-20). You will of course want to produce a revision request for tracking purposes. ([See Appendix G](#) for an example of a revision request form.)

If it turns out that a file is not be needed, and the descriptions have yet to be in RITS, you may choose in that case to renumber the files. However, once the description is in RITS, the Right of Way File Number will need to stay on the drawing.

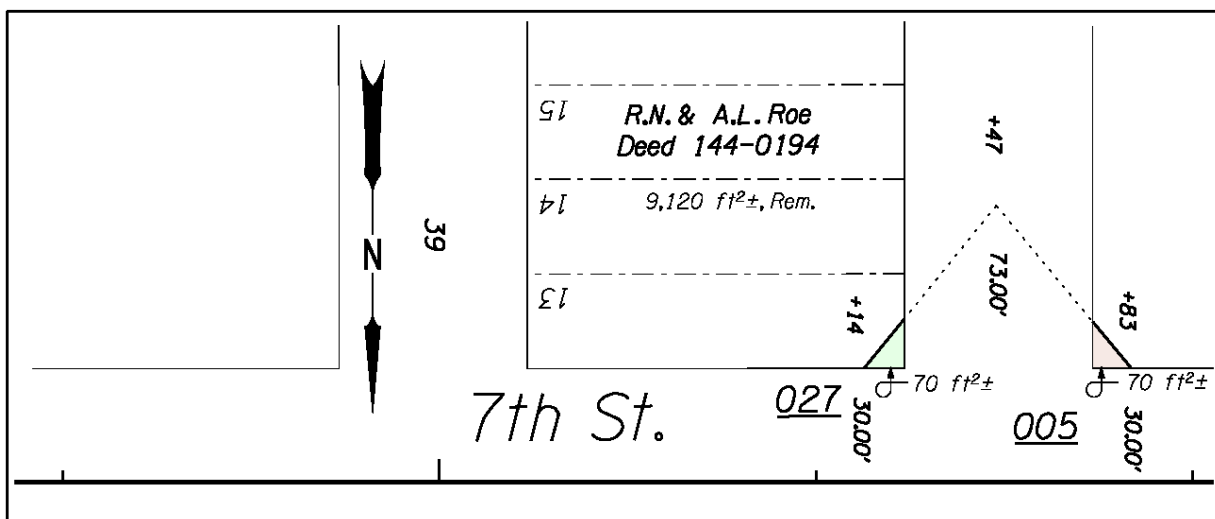


Figure 3-19

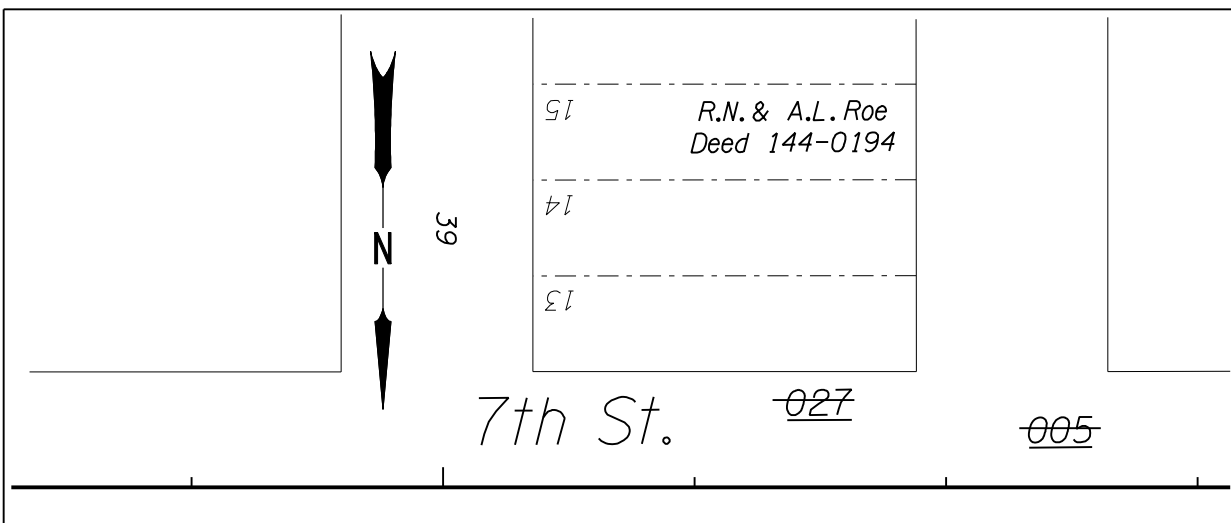


Figure 3-20

Use Right of Way InRoads Preference Files to Display Alignments

Station Flags

Station flags are to be placed at all curve control points (P.C., P.S., P.S.C., P.C.S., P.T., & P.I.), and angle points.

For curve control points P.C., P.S., P.S.C., P.C.S., & P.T. place the station flags 90 degrees to center line local tangent.

The direction of the station flags are to be toward the radius point.

For the curve control point P.I., place the station flag at the point of intersection of the two tangents, at an angle defined from the radius point to the P.I.

When the drawing becomes busy, station flags can be broken and angled in a direction that would create less confusion. Place the break so that a portion of the flag connecting to the center line is at 90 degrees to center line local tangent.

Move station flag text for each curve control point to the side of the flag closest to the central part of the curve.

Use one of the ODOT RW preference files when displaying the alignment. These preference files are part of the ODOT workspace.

Place P.I. reference lines at each curve control point P.I. These reference lines extend from the P.I. in the direction of both tangent points of the curve (P.C. & P.T.) for a distance that is appropriate to the eye (50' is usually a good norm).

Alignment Text

Alignment bearing text and curve data is to be readable from the bottom of the drawing, or the right edge of the drawing. Place alignment text (500' station labels, station flag text, and P.I. coordinate text) so it can be read as you look ahead on line.

Each P.I. Station Flag will show coordinates to three decimal places. (Due to the rounding that InRoads does, there was often a discrepancy between the bearings of the tangents and the inverting of the P.I. coordinates when only using two decimal places. So while a survey crew may not be able to measure three decimal coordinates accurately, it does reduce the rounding conflicts.)

See a curve example in Figure 3-21.

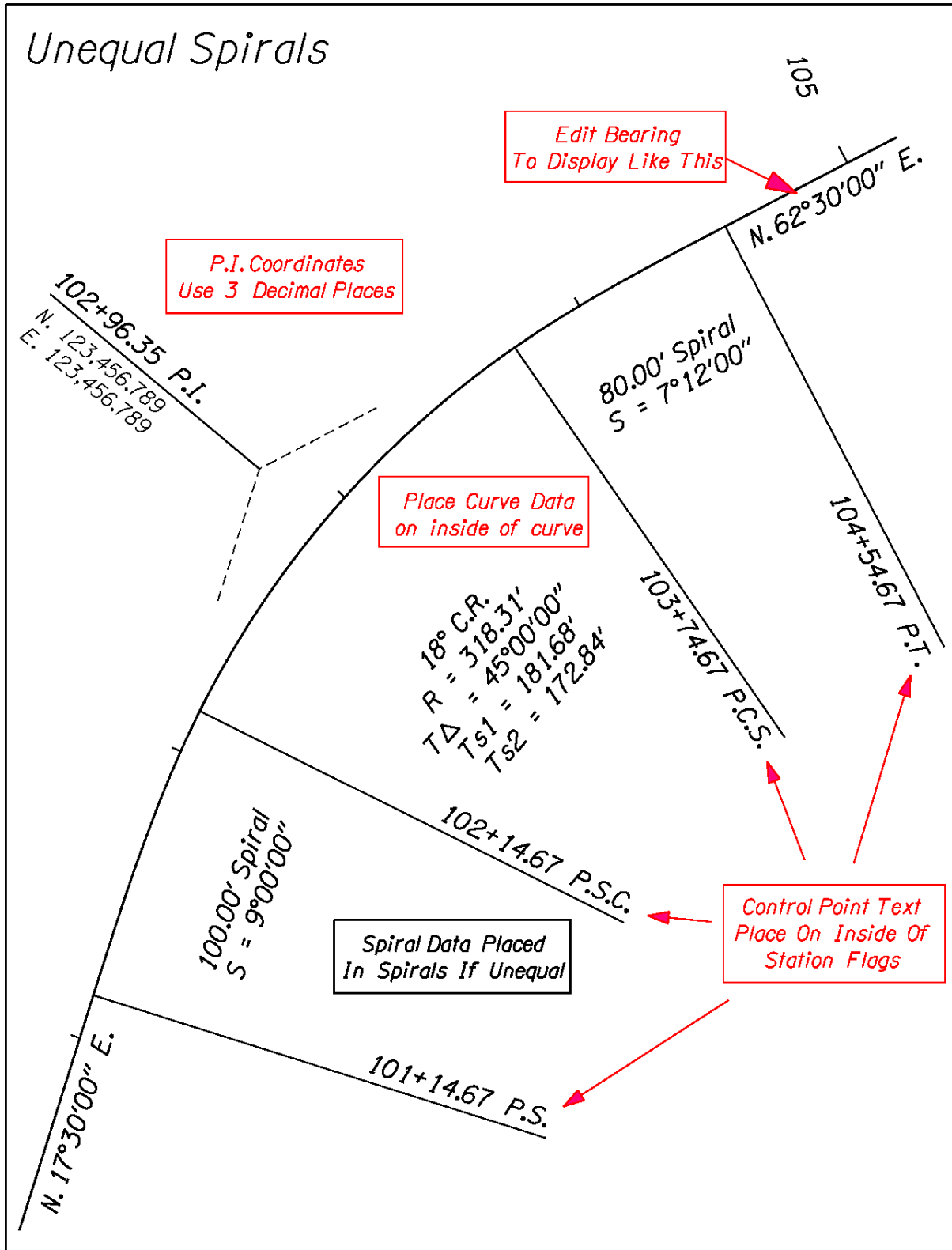


Figure 3-21

Layout of New Right of Way

The amount of room to allow for slopes and design features vary from project to project. Use sound judgment at all times for the right of way layout. There are different approaches for urban right of way design and rural right of way design. Before beginning a right of way layout, discuss width options with the Right of Way agent and designer.

ODOT acquires right of way in fee simple, permanent easements and temporary easements. All easements have a specific use and are limited to that specified use. For example, an easement area purchased to exclusively construct and maintain roadway slopes cannot function as an easement to place a drainage facility or a sidewalk. Thus, specify all intended uses of the easement. It is permissible to combine easement titles in order to allow all the intended uses for the easement. For example, if within an easement area both slopes and utilities are to be allowed, then the easement title for a slope easement would be combined with the easement title for a utility easement and be labeled: "Permanent Easement for Slopes, Water, Gas, Electric and Communication Service Lines, Fixtures and Facilities". If there is a need for an easement at a specified location, such as for a sign, or traffic control facility, and it falls within another larger easement, such as slopes, then it is best to separate these two easements into separate parcels. Do not combine temporary and permanent easements, but lay them out as separate parcels.

In rural areas, include all land required for the design features in the fee right of way. In urban settings, fee takings are typically one foot behind the sidewalk, or one foot behind the curb if there is no sidewalk. In both rural and urban settings, it may be necessary to take additional right of way as permanent or temporary easements for design features such as slopes, ditches, utilities, irrigation ditches or other facilities. However, avoid the practice of taking easements indiscriminately.

Start right of way design with laying out the fee taking lines. For rural right of way design, select a uniform fee right of way width, which will provide a width of 10 to 15 feet outside the average cut and fill slopes. In urban areas hold one foot behind the sidewalk, or curb where there is no sidewalk for the fee take, and five to ten feet outside the average cut and fill slopes for additional easements. After placement of the normal selected right of way, widen or narrow as necessary to encompass the widest cuts or fills or to avoid an existing improvement on the property such as a building or well. Pay particular attention to land value and land usage when establishing rights of way through agricultural or urban property. Always use sound judgment. When establishing an angle point in the taking line, a good guideline is to set the station of the break to an even foot while avoiding fractional station calls. Exceptions to this would be when calling to a center line curve point, or when establishing a false call into an intersecting street or road. Offset distances are always at an even foot.

Try to reduce the number of breaks in the taking lines as much as possible. Look at establishing taking lines that are parallel with the center line. This works reasonably well in urban areas. In rural areas, establish parallel taking lines along tangents, but in curve sections chord across the

curve. If needed, use several short segments to reduce the area of taking. Combine the station calls for fee and easements wherever possible.

There are various methods for laying out proposed right of way lines and placing the right of way breaks in the MicroStation design file. For lines that are parallel to the center line, a good method is to copy the center line elements by using COPY PARALLEL BY KEY-IN, then change the level and symbology of the copied elements to the Normal Take attributes. A graphical method for setting the right of way breaks is by placing active points along the purchase center line, then drawing a perpendicular line with a specified length from the center line at these active points. Then modify the right of way line to the end of the perpendicular line. However, use caution when using this graphical method for breaks in spiraled curves. The line may not be a true perpendicular, especially for large offsets.

Another method for placing the breaks is by using InRoads, setting the active alignment, enabling alignment tracking and using the MicroStation station and offset key-in commands (SO=). With an active alignment loaded, select <Fee Take Line> from the <Proposed R/W> menu. Select PLACE LINE STRING. Use SO=station, offset to enter each break in the new right of way line.

A preferred method would be to use the “Create Cogo Point” command in InRoads. This allows you to pick a slope line/obstacle etc. then modify the point location to an even station and offset. These points are easy to modify and leave a trail to follow for the line work. This method also allows you the ability to run a “Clearance Report” for QA/QC. Then use the Cogo Points for stakeout of the Right of Way and in the Monumentation of the project. No Re-Calculating.

Tip

Text above or below a line can be used to place text perpendicular to the center line if there is a station flag, station tic, etc. near enough to use. This will eliminate the need to set the active angle.

Using Control Points for Break Points

Always try to minimize the number of breaks in fee parcels. This will reduce the number of monuments that will need to be set as well. Since control points will also be monumented, if a fee parcel break can be set at the same station, then there is need for one less monument. This is one case when it is allowable to give stations in increments of less than one foot. However, if placing a fee-take line break at a control point would cause an excessive taking, put it where it makes sense.

Figure 4-1 shows the combined use of a control point and a fee break.

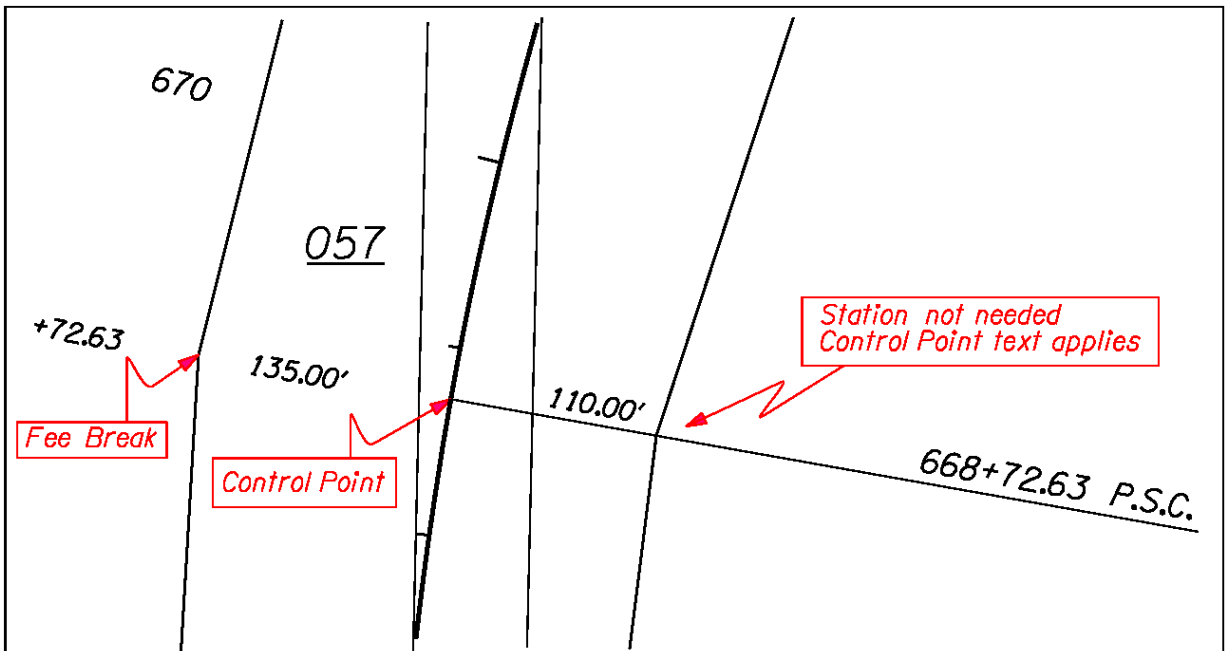


Figure 4-1

Combining Calls

The right of way drawing tends towards clutter with a lot of information. When possible, try to combine calls for different parcels. In Figure 4-2, both Parcel 1 and Parcel 2 use the same station (+64) for a break. Note that the offset calls are stacked at this station. At station +07 the same offset is used. When using a dual use station call, the station call will use the nomenclature of the lower numbered parcel. (A permanent easement line and a fee line, sharing one call would use fee nomenclature.) Each offset will use the attributes of its type (i.e. Easement, Fee).

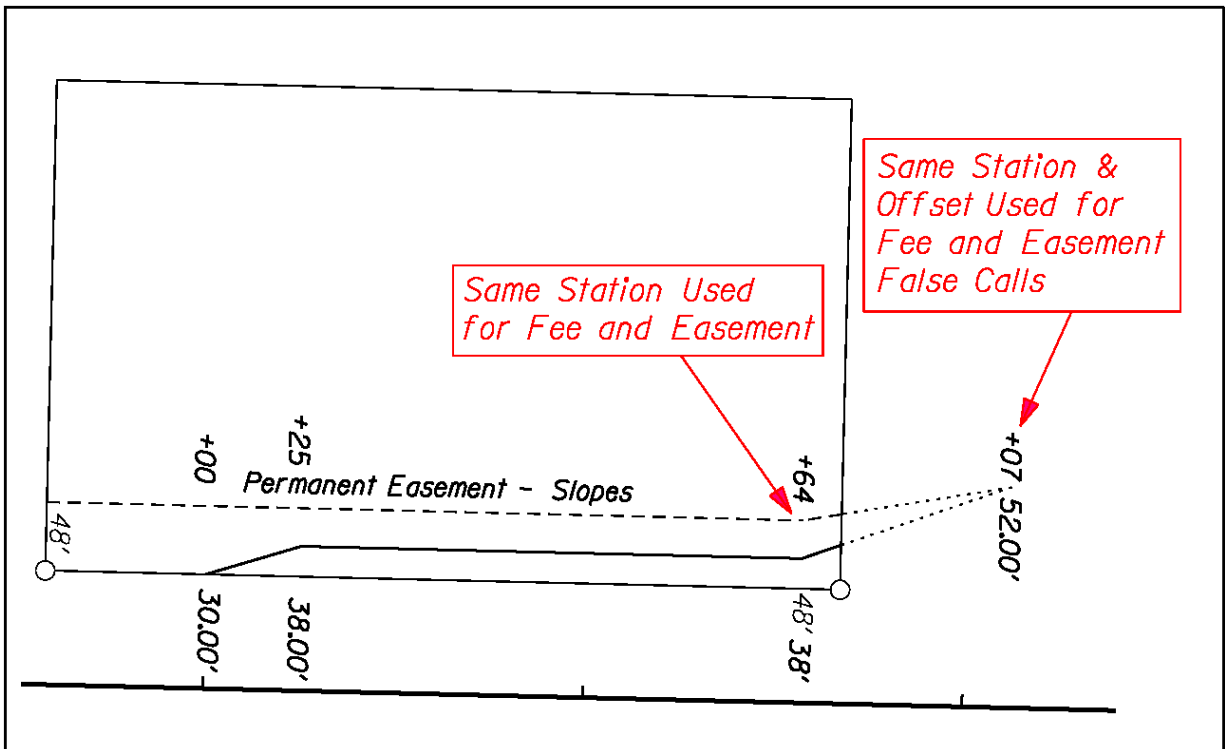


Figure 4-2

Placing Stations and Offsets

Stations and offsets calls are placed perpendicular to the centerline. Place them as near as possible to the break point they are referencing while not being on top of other lines. It may be all right to be on top of topography features. The station format is to show the plus symbol and everything to the right. Preference is to show offset English distances to two decimal places. There are allowances if space is tight. Stations are on the outside of the break point and offsets are on the inside of the break point with reference to the center line. When there are two offsets to two lines at the same station, they are stacked as shown at station +50 in Figure 4-3.

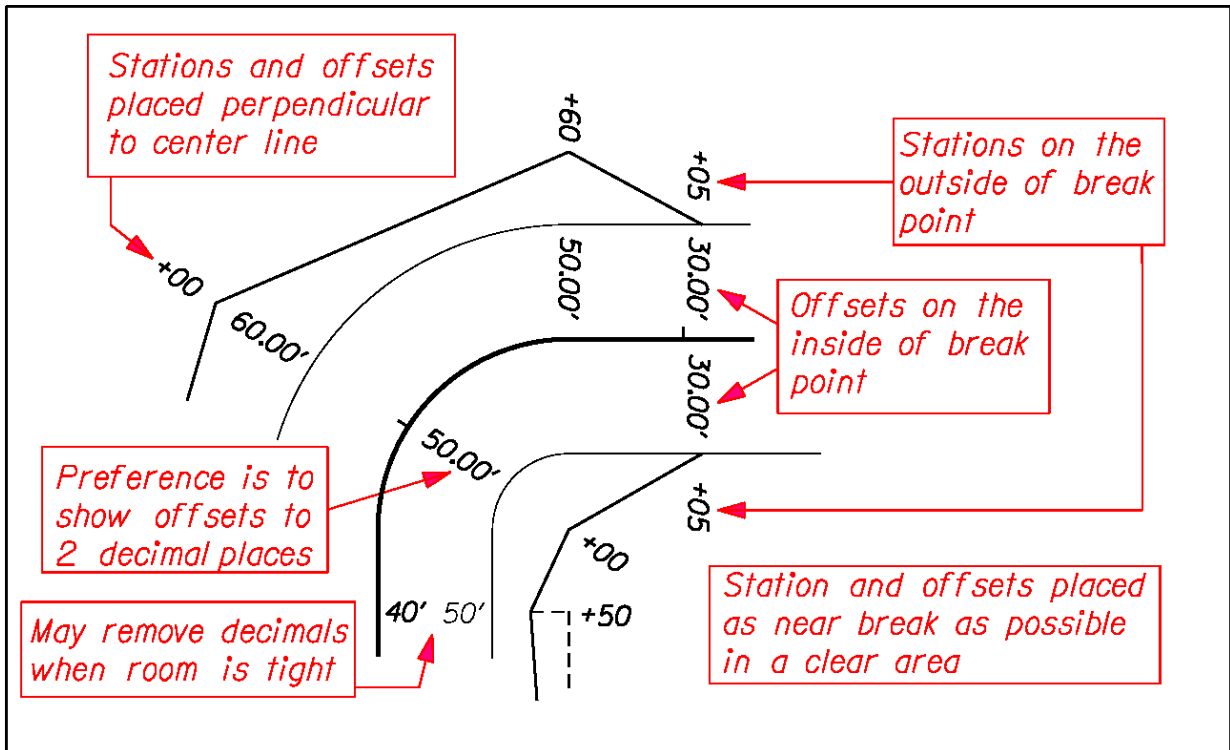


Figure 4-3

False Calls

False calls are used when the proposed taking lines cross existing right of way lines or property lines which are indeterminate. Generally, the existing right of way lines for the highway have been resolved and their location is known with certainty, so we do not often need false calls crossing that line. However, often the right of way lines for side streets have not been resolved with the same effort. Possibly few or no monuments have been located to determine their location with certainty. For this reason, false calls are often necessary when a strip of right of way is taken that crosses property lines, or side streets. Place these false calls well back from these existing right of way lines.

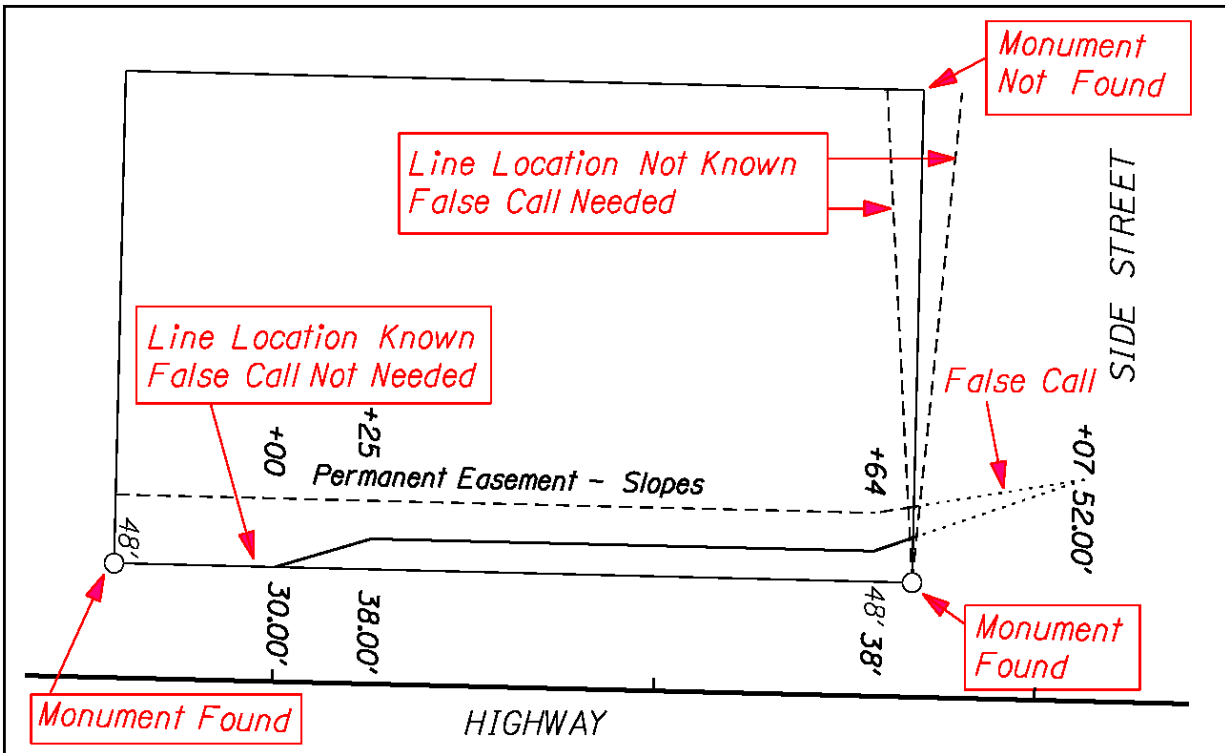


Figure 4-4

Use false calls to reduce the number of calls needed. An example would be placing one call in the center of a side street, serving the two properties on each side, rather than two separate calls, one for each.

Minimize Breaks

Figure 4-5, on the North side of the center line shows a proposed fee taking that tries to follow the slope line's every break. This results in an excessive number of fee line breaks. As shown on the south side of Figure 4-5, there is no need to follow the slope line through every break. There is a balance between the number of breaks and the amount of right of way taken. This is the designer's decision when trying to minimize the number of breaks in the taking line. This is especially important for fee takes. Since every fee break is monumented, the fewer iron rods that need to be set the better.

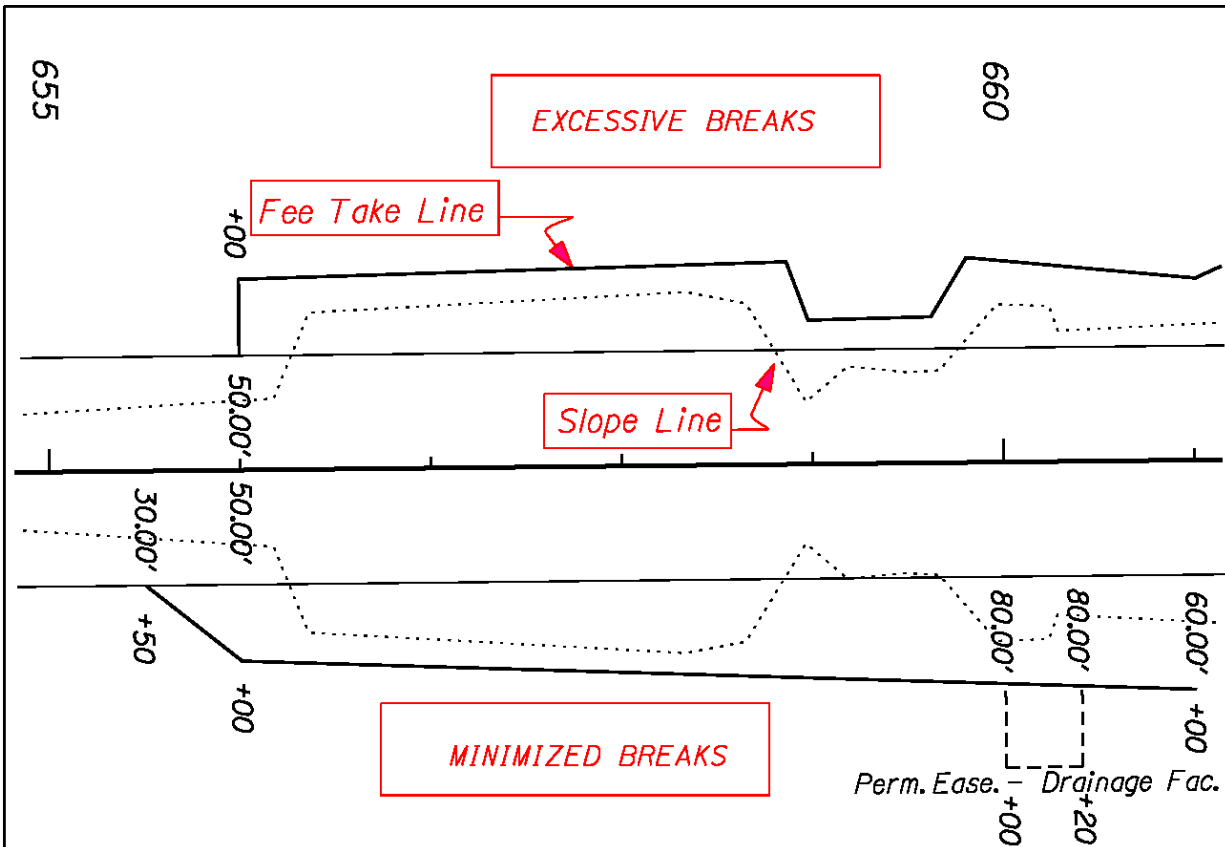


Figure 4-5

Right Angle Calls

In rural areas, avoid right angles in the fee taking. Right angle breaks can increase the cost of fencing, make it more difficult to maintain landscaping and more difficult to mow the slopes within the right of way. Right angle breaks also make it more difficult for the abutting landowner to farm or maintain their property.

If beneficial, use right angles in Easements.

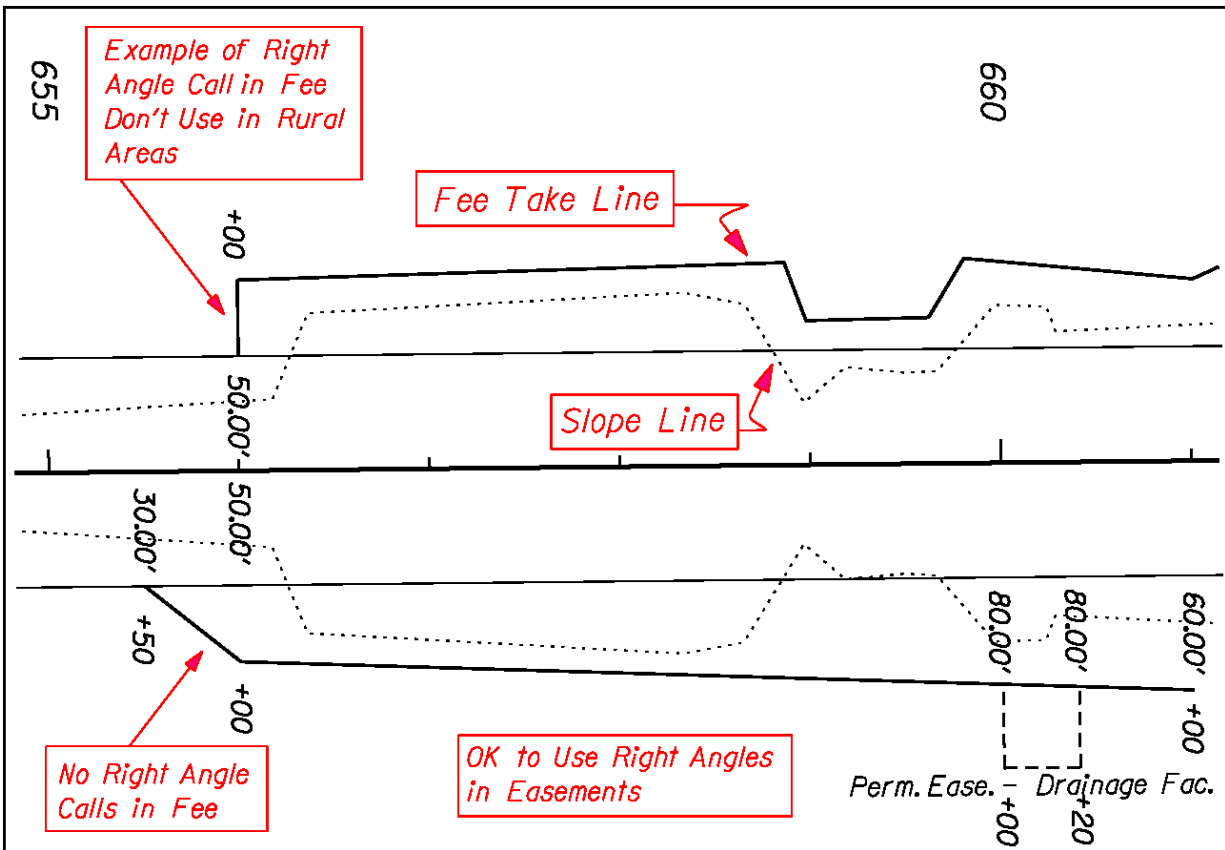


Figure 4-6

Easement Text Placement

Figure 4-7 shows common placement of easement text. Note fee parcels are unlabeled and identified by line type. Easements, however, vary as to use; therefore, label them. Use easement text off the [Approved Easement List](#), available in the right of way standards folder. Generally, place easement text in one line of text, on the outside of the easement and parallel with the easement line. Preference is to spell out completely the easement type. Use abbreviations when space is limited. When easements are small, the text may be stacked and/or abbreviated.

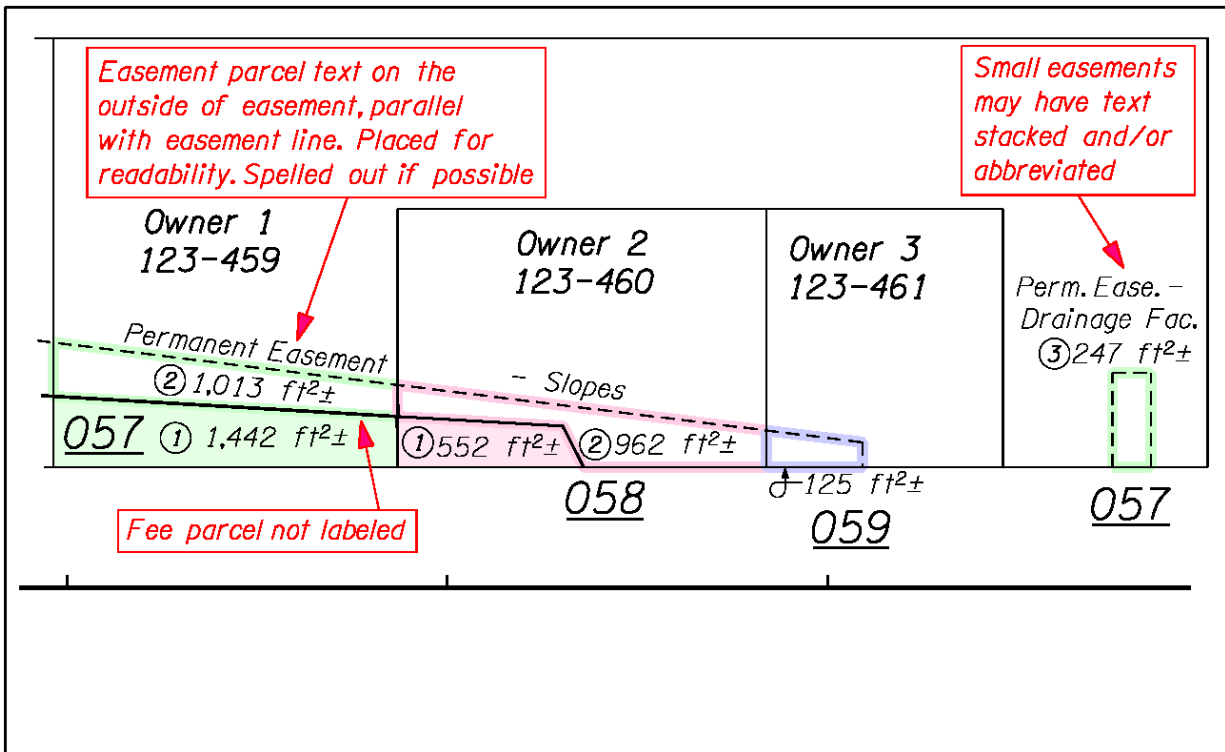


Figure 4-7

Overlapping Easements

Often it is necessary for easements to overlap. These could be temporary or permanent. Easements are specific as to use. The more uses an easement has, the higher the cost. Therefore, specify all intended uses of an easement. In Figure 4-8, Parcel 3, a temporary work area easement, overlaps Parcel 2, which could be a slope easement, drainage easement, etc. The area shown on the right of way drawing for each easement will be the full area of each easement. However, in the addendum of the description for the file, note the amount of the overlap area. The appraiser will use this information in determining value for the parcels.

Easements will not overlap Fee Parcels or Permanent Easement for Highway Right of Way Purposes Parcels.

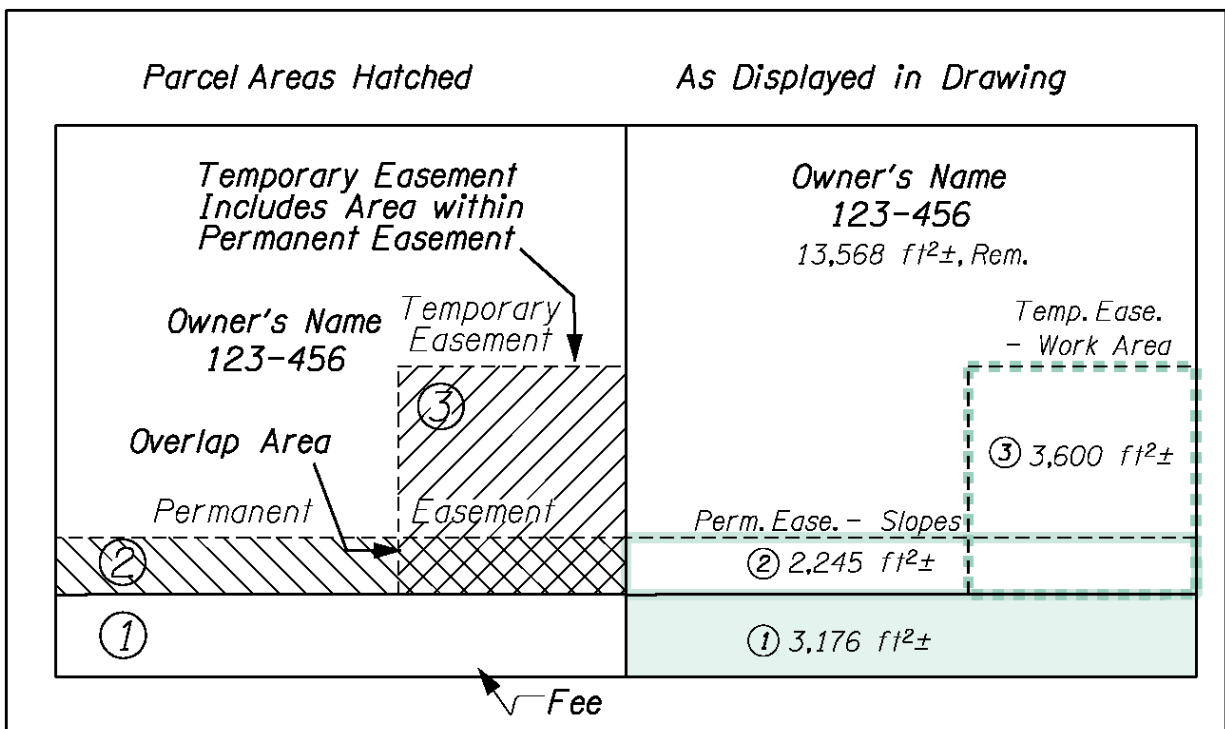


Figure 4-8

NOTE: Always use temporary easement for road approach for driveway re-construction easements.

Remainder

The remainder area is the area of the Grantor’s property described in the vesting deed lying outside of any fee takes ODOT acquires. [Note: All easements will be included in the remainder area] This area will be shown by the ownership name, generally on the side nearest the center line. Notice that the remainder area is only the area adjacent to the ODOT parcels. As shown in Figure 4-9 the same owner, owns land East of 1st street, however, since there is a street between the two properties, the parcel on the East side is not included in the remainder area. Another feature that would break remainder areas is a river.

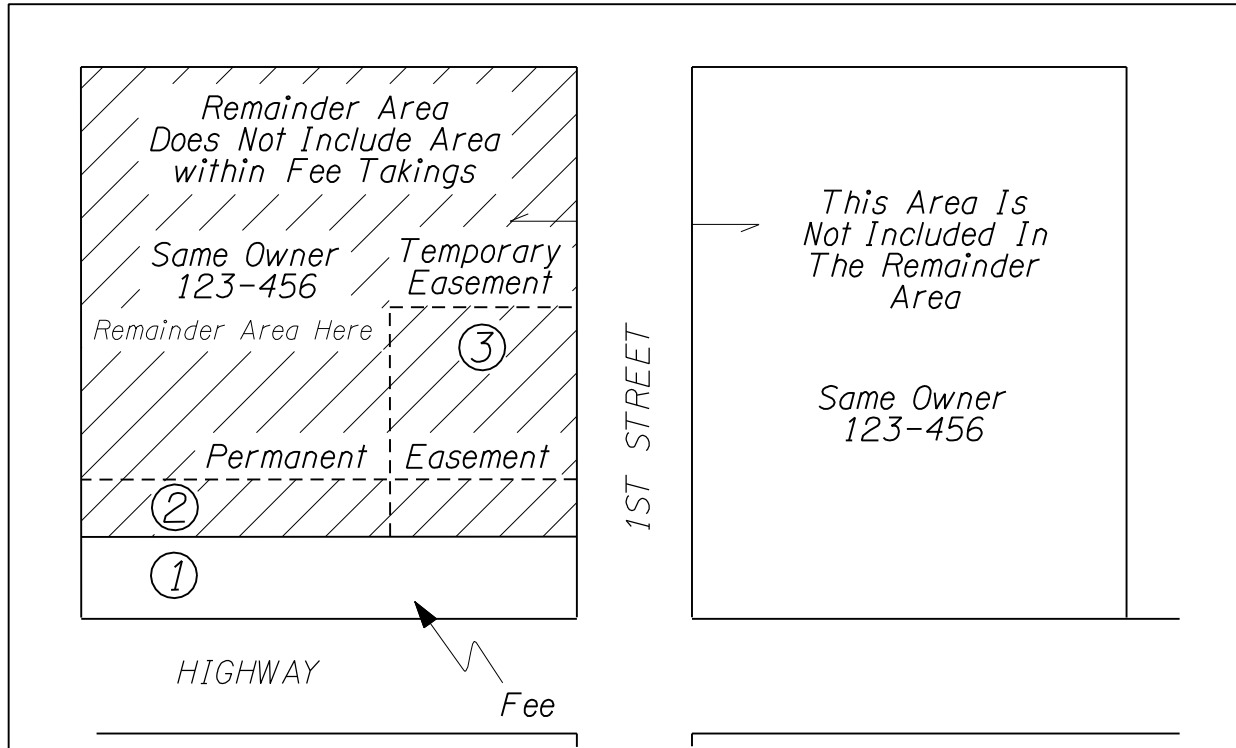


Figure 4-9

Excess

The creation of excess parcels occurs after the written description and the right of way agent has talked to the landowner. If the remaining land unaffected by right of way takings is not of economic use to the landowner and the landowner wishes ODOT to purchase the remainder, then an excess parcel is required. Most of the time this is done as a revision, as a certain process must be followed (Including Appraisal Review declaring the parcel as excess). The area of this parcel includes all the area outside of the fee takings. Easements remain as they were for the following two reasons. First, if the file goes into condemnation, the description cannot contain the excess parcel, (ODOT may not condemn property not needed for the highway system) but ODOT will still need the easements to construct the project, and secondly, if ODOT later sells this excess parcel, the agency will want to keep and maintain any permanent easements.

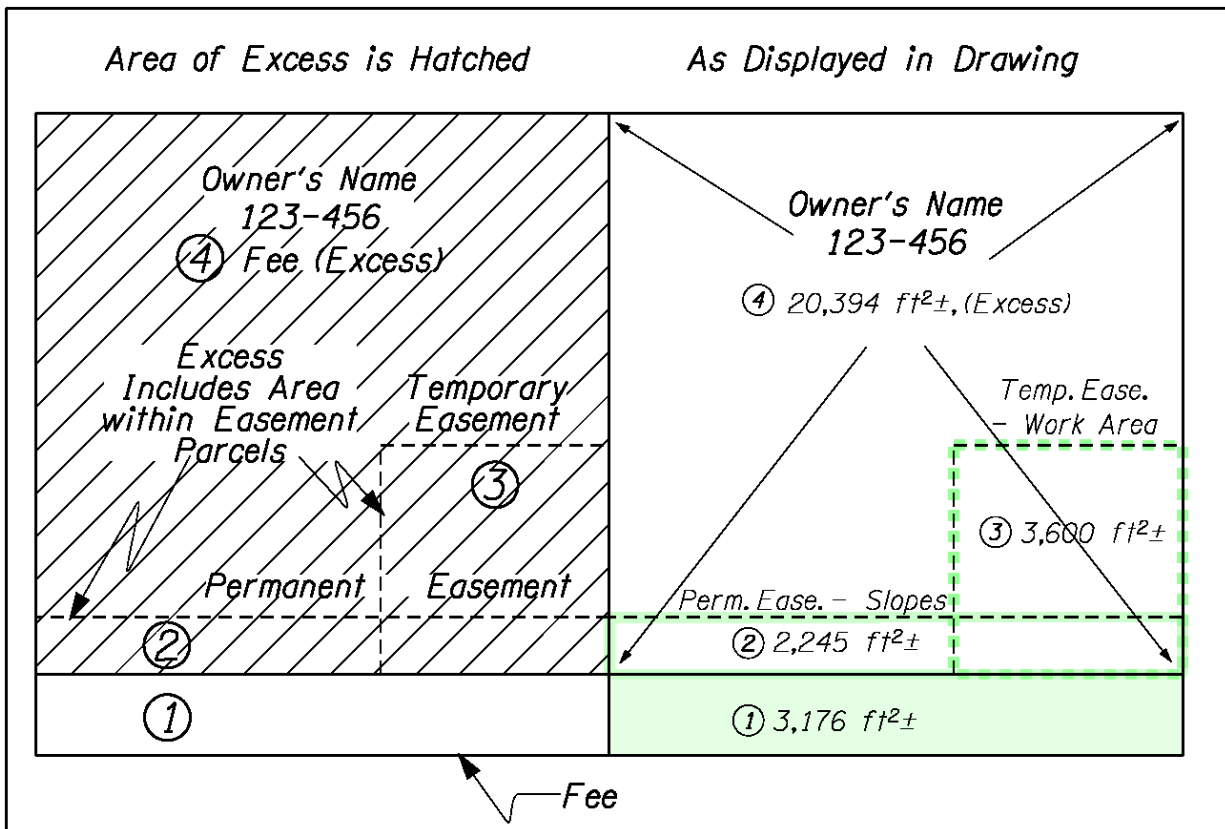


Figure 4-10

Deed Recording

Draft on the Right of Way CAD file the county recording information of the deeds for acquired or sold property. Then, finalize the right of way drawing, plot a copy and notify Maps & Plans to upload the copy.

Types of Documents

ODOT typically deals with *Warranty Deeds* and *Bargain and Sale Deeds*. Sometimes other deed formats are used. The following are general descriptions of these documents and their purpose:

- **Warranty Deed**

A document in which grantor warrants good clear title. ODOT acquires property using this type of deed.

- **Contract Purchase**

A document that involves two parties:

1. The party who owns the real property.
2. A party that is buying the real property on time.

ODOT will occasionally sell surplus property by a Land Sale Contract.

- **Easement Deed**

This document allows the grantee the use of the real property described for a specific purpose, but does not acquire the underlying fee. ODOT uses this type of document when the acquisition is easement only and a fee purchase is not included in the deed.

- **Indenture of Access**

This document defines the specifics of a Grant of Access for properties that have controlled access to a State Highway.

- **Correction Deed**

A document that corrects or clarifies an error or ambiguity found in a recorded deed.

- **Bargain and Sale Deed**

A document that conveys the entire interest in the described property. Used by ODOT when selling surplus property.

- **Quitclaim Deed**

A document that conveys whatever title or interest, legal or equitable, the grantor may have in the described property.

Other types of transactions, unrecorded with the county, but noted on the right of way drawing include:

- Leases
A document by which we lease ODOT property to another individual. Leases typically run for a period of 5 years.
- Land Use Permits
A document by which ODOT grants a license to an individual or Local Public Agency to use ODOT property for a specific use. Land Use Permits are rare and tend to be for a long time use.

The Procedure to Record a Deed Document on the Right of Way Drawing

CAD Maps

1. Collect all of the deeds for a project.
2. Open the right of way CAD file
3. Locate the parcel in the CAD file by its File Number.
4. Read the deed and look for obvious blunders in the description. Then compare the description of each parcel against the drawing. Look for discrepancies between the two, including but not limited to the following:
 - Type of acquisition: Fee, easement, sale, etc.
 - Purpose
 - Numbering of parcels
 - Access Rights
 - Any change in size (area) and shape of parcels
5. If there are discrepancies discovered between a map and description, determine if it is an error on the right of way map or an error in the description. If the error is on the map, make the correction on the drawing. If the error is in the description, a correction deed may need to be prepared and recorded with the county. Notify the Region Right of Way Supervisor of the error. The Region Right of Way Supervisor will then make the determination of the need for a correction deed and contact Salem Headquarters to start the process.
6. Often a grantor will change between the time that the right of way map was prepared and the property acquired. Normally, during the right of way acquisition phase, a change in the grantor goes unnoted on the map. If the grantor has changed, line through the incorrect grantor name, and draft the latest ownership including the vesting deed number, if available.
7. Each County uses different formats for recording of documents. When recording on ODOT drawings, use the updated Deed Recording List, located at the following location to match the counties format:

[Deed Recording List.doc](#)

8. In some cases, there will be additional deed documents with the same file, such as Quitclaim Deeds or correction deeds. Note all deed documents in the file on the map.
9. Set the deed recording preferences from the Right of Way Drafting menu (Proposed R/W > Deed Recording Text). Use the following format for the county deed recording:
 - Deed (respective county recording)
 - If the deed document is an Easement Deed and not a Warranty Deed, use "Deed Ease." before the county recording information.
 - For property acquired by another jurisdiction, use the following format:
 - Acq. By (respective jurisdiction name)
 - See the Deed Recording List for examples of formats for Judgments, Probates and others.
10. The preference for placement of the added text is first inside the fee parcel (Figure 4-11, File 002). If there is not sufficient room, place the text in the existing right of way as shown for file 001.
11. For a granted Access Reservation, show an access point symbol at the respective station. The access point symbol is drafted perpendicular to center line with the tail of the leader on the fee take line. It will show the station and width of the reservation. To place the access point symbol, from the Right of Way Drafting menu, choose Proposed R/W > Access Point Symbol. (See Figure 4-11 for placement of access point symbol, station and width notations.)
12. When the deed recording is complete for all files on the right of way map, place a revision date in the revision history block at the front title section of the map. Delete the "Active Copy" stamp at both the front and the end title areas and replace it with a "Final Copy" stamp. Plot a pdf copy of the map and submit it to Salem Headquarters (see [Appendix G](#)).

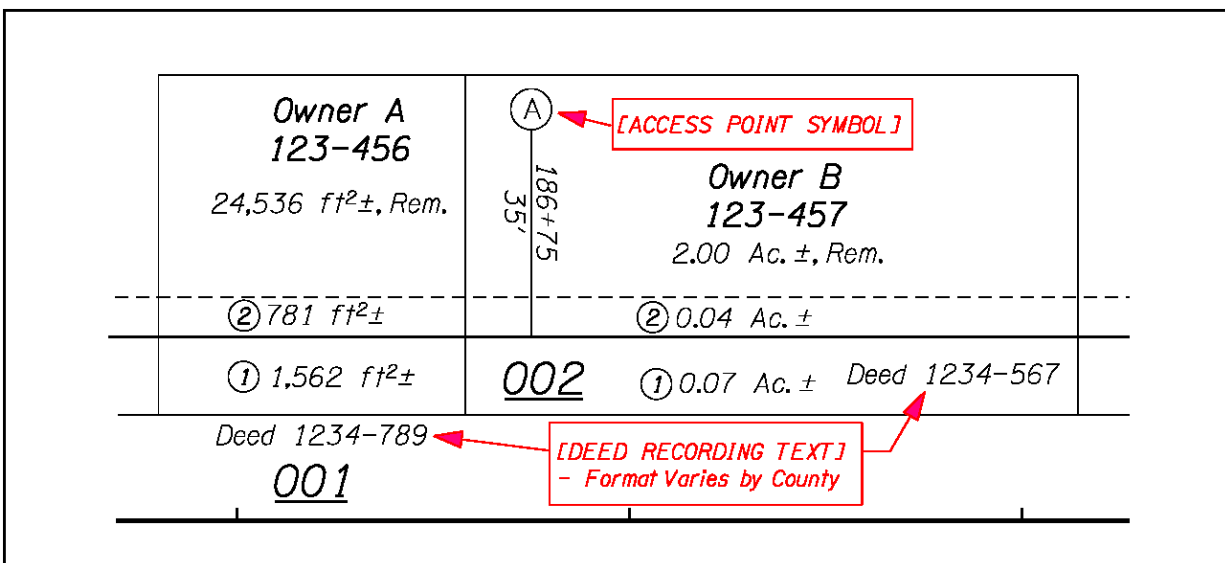


Figure 4-11

Linen Maps (Headquarters function)

All Drafting Currently is in CAD using scans of the original linen maps.

The procedure for deed recording on linen maps is similar to CAD maps, with the exception that all deed information will be hand inked on the maps. Check out the linen map from the Map and Plans center. Go through the same steps as above for CAD maps in checking for errors and discrepancies. When hand inking the recorded deed information, and access points, match the symbology style that was used for that particular map. When completed, ink a revision date in

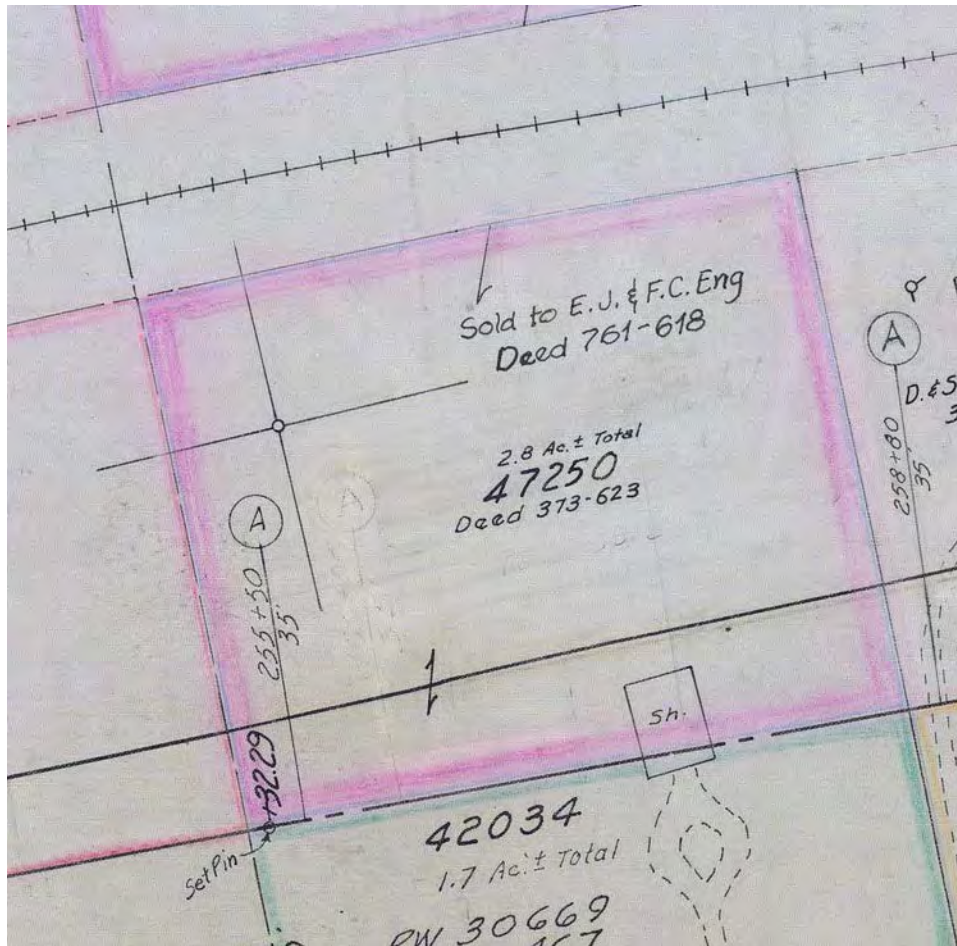


Figure 4-12

the front title area of the linen map. Fill out a revised map slip and send to the Map and Plans Center. See Figure 4-12 for an example of a linen drawing.

Recording Sales

Follow the same general steps as above to record the Bargain and Sale Deed for surplus property with a few differences. On both linen maps and CAD maps, the sale parcel boundary is marked. For linen maps, the sale parcel is shaded with a magenta color pencil (See Figure 4-12 for an example of this.), either shading the entire parcel area for small sales or outlining the perimeter of the boundary for larger parcels. On CAD maps, the perimeter of the boundary is outlined with a dedicated line style (See Figure 4-13 for an example of this). Set this line by choosing from the

Right of Way menu: Proposed R/W > Recorded Sale Bndry Line. On both linen and CAD maps erase or delete the proposed "To Be Sold" text and draft the Grantee's name and county recording in the following format:

Sold to (grantee name)
(respective county recording)

Occasionally ODOT will sell surplus property on a Contract. When this occurs, depict the boundaries of the purchase with crossing arrows and show the contract purchase information as follows:

State to (grantee name) (C.P.)
(Respective county recording)

When updating a contract purchase to a 'sold to' status, erase the boundary arrows depicting the area 'to be sold', and draft the county recording of the contract fulfillment as outlined above.

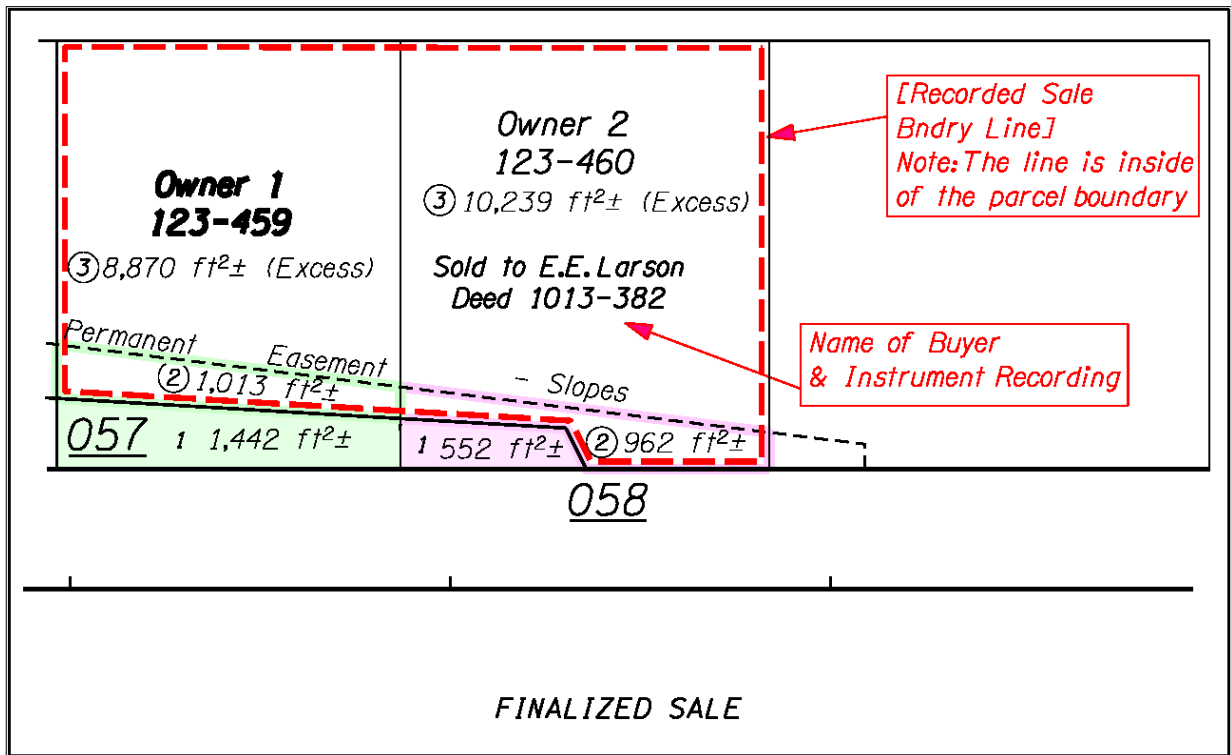


Figure 4-13

Tip

When adding information to an existing right of way drawing, roll through it and match your update to the symbology used at the time the drawing was made.



SECTION 2 - DESCRIPTIONS





Writing Descriptions

1

“The best deed authors use a minimum of terms that give a clear intent without error, conflict, or ambiguity . . . the writer who is applauded is the one who condenses but omits nothing essential, who creates no conflicts and is clear.”
(*Evidence and Procedures for Boundary Location*)

OREGON REVISED STATUTES

Chapter 93 — Conveyancing and Recording

2015 EDITION

93.600 Description of real property for purposes of recordation. Unless otherwise prescribed by law, real property shall be described for recordation by giving the subdivision according to the United States survey when coincident with the boundaries thereof, or by lots, blocks and addition names, or by partition plat recording and parcel numbers, or by giving the boundaries thereof by metes and bounds, or by reference to the book and page, document number or fee number of any public record of the county where the description may be found or in such other manner as to cause the description to be capable of being made certain. However, description by tax lot number shall not be adequate. Initial letters, abbreviations, figures, fractions and exponents, to designate the township, range, section or part of a section, or the number of any lot or block or part thereof, or any distance, course, bearing or direction, may be employed in any such description of real property. [1987 c.586 §2; 1989 c.772 §26; 1995 c.382 §10]

For an informational video on writing right of way descriptions, follow the link for “Writing Right of Way Descriptions” in Appendix Q.

The ODOT Right of Way File

When ODOT begins negotiations in the conveyance, transfer or selling of property a Right of Way File folder is created and given a unique number. This file folder is the repository for Property Management correspondence; Title Information; Appraisal data; the stamped original copy of the Right of Way description consisting of an Addendum and an Exhibit 'A'; any vesting deeds or deeds referenced in the Exhibit 'A'; revised deed descriptions and copies of superseded descriptions marked as such.

The Right of Way Description is used by Right of Way Personnel to produce a deed to be recorded with the County. The Exhibit 'A' will be a part of this deed and the information in the Addendum will be a catalyst for Document Specialists to place various language/phrases in the deed.

Elements in a Deed

The Right of Way description is one element in the structure of a deed. This element is placed in the deed following the conveyance language or at this point a reference is made to an Exhibit 'A'. The Exhibit 'A' is placed at the end of a deed. All ODOT deeds are put together using an Exhibit 'A'.

When acquiring property ODOT uses a Warranty Deed. When selling property ODOT uses a Bargain and Sale Deed. If there is questionable ownership of a property ODOT needs, a Quitclaim deed is used to relinquish any possible interest. When acquiring easements ODOT uses Easement Deeds. When only Temporary Easements are being acquired they are not recorded.

<p>Type - Statutory Deed Forms - (O.R.S. 93.870)</p> <p> Warranty Deed - (O.R.S. 93.850 and 93.855)</p> <p> Bargain and Sale Deed - (O.R.S. 93.860)</p> <p> Quitclaim Deed - (O.R.S. 93.865)</p> <p>Conveyance language - (O.R.S. 93.030)</p> <p> Grantor</p> <p> Consideration</p> <p> Grantee</p> <p>Description or Reference to Exhibit 'A'</p> <p> Covenants, conditions, restrictions and easements</p> <p> Signatures and Acknowledgements - (O.R.S. 93.410, 93.804)</p> <p>Exhibit 'A'</p> <p> County Recording Stamp - (O.R.S. 93.620)</p>

Figure 1-1 - Elements of a deed

Parts of a Description

According to *Boundary Control and Legal Principles*, a description of land may be divided into (1) caption, (2) body, (3) qualifying clauses, and (4) augmenting clauses.

The **caption** cites the general locality, the map number or reference document, city, town, county, or state and other matters of general interest. An example:

A parcel of land lying in the NE $\frac{1}{4}$ SW $\frac{1}{4}$ of Section 15, Township 1 North, Range 39 East, W.M., Union County, Oregon and being a portion of that property described in that Warranty Deed to The First Christian Church of Elgin, Oregon, recorded March 11, 1969 as Microfilm Document No. 22789 of Union County Record of Deeds;

The **body** includes the precise area being conveyed. An example:

said parcel being that portion of said property included in a strip of land 36.00 feet in width lying on the Northerly side of the center line of the relocated Weston - Elgin Highway, which center line is described as follows:

Beginning at Engineer's center line Station 1071+26.88, said station being 124.40 feet South and 5,552.44 feet West of the East quarter corner of Section 15, Township 1 North, Range 39 East, W.M.; thence South 78° 51' 10" East 1,522.38 feet; thence on a 2,427.82 foot radius curve left (the long chord of which bears South 85° 13' 09" East 538.41 feet) 539.52 feet; thence North 88° 24' 53" East 1,539.66 feet to Engineer's center line Station 1107+28.35.

Qualifying clauses (including reservations) take away something included within the body of the description. An example:

EXCEPT therefrom Parcel 1.

Augmenting clauses may give something in addition to what was conveyed in the body. An example:

ALSO that portion of South 14th Avenue vacated by Ordinance No. 69, recorded June 9, 1960 as Microfilm Document No. 691960, Union County Record of Deeds inuring to said property and included in said strip of land.

The ODOT Right of Way Description

ODOT has a File Description Seed document (DescriptionSeedEnglish.doc), which consists of:

an information page (**File Addendum**) . . .

FILE ADDENDUM
(NOT to be included with Exhibit A)

File 5555-004
Drawing 11B-7-XX
John Doe - ODOT - 6/31/2019

US20: Burns Section
Steens Highway
Harney County
Throughway

Eastside Farms, LLC
Parcels 1 and 2

Access Key Phrase: **Restricted to Highway (Steens Highway); Uncontrolled to Frontage Road**

Parcel 2 includes 500 square feet of an existing Permanent Easement for Slopes
These parcels lie within the NE¼NE¼ of Section 18, T 23 S, R 31 E, W.M.
These parcels lie within Tax Lot 23S-31E-18-100 of Harney County.
Remainder: 38.48 acres, more or less, lying Southerly of the Steens Highway.

[Note: Remainder area is all of grantor's property lying outside any fee takings. All easements being acquired are included within the remainder area]

Access Control Notes

Restricted to Highway (Steens Highway); Uncontrolled to Frontage Road: Existing access is controlled to the highway westerly of Station 30+00 with a reservation of access at Station 25+00, 25' wide; Terminating the reservation of access at Station 25+00, acquiring all abutter's rights of access to the highway and constructing a frontage road; no access control to the newly constructed frontage road.

Prior Files: 69543

(EXHIBIT A - NEXT PAGE)

. . . and a description (**Exhibit 'A'**)

Example of a filled out
ADDENDUM page

A link to the seed document for an
English Addendum/Exhibit 'A' is:

<https://www.oregon.gov/ODOT/ETA/Publications/DescriptionSeedEnglish.docx>

A tool has been developed, [RITS-Metadata-Worksheet](#), to help the description writer gather the information for input into RITS. This worksheet takes the place of the Word version of the Addendum which will be internally generated in RITS.

EXHIBIT A - Page 1 of 1

File 9999018
Drawing 10B-19-30
6/18/2004

PARCEL 1 - Fee

A parcel of land lying in the NE¼SW¼ of Section 15, Township 1 North, Range 39 East, W.M., Union County, Oregon, said parcel being that portion of that property described in that deed to The First Christian Church of Elgin, Oregon, recorded March 11, 1969 as Microfilm Document No. 22789 of Union County Record of Deeds and that Memorandum of Contract to The First Christian Church of Elgin, recorded December 20, 1982 as Microfilm Document No. 107191 of Union County Record of Deeds, said parcel being that portion of said property included in a strip of land 30.00 feet in width lying on the Northerly side of the center line of the relocated Weston - Elgin Highway which center line is described as follows:

Beginning at Engineer's center line Station 1071+26.88, said station being 124.40 feet South and 692.25 feet West of the East Quarter Corner of Section 15, Township 1 North, Range 39 East, W.M.; thence South 78° 51' 10" East 1,522.38 feet; thence on a 2,427.82 foot radius curve left (the long chord of which bears South 85° 13' 09" East 538.41 feet) 539.52 feet; thence North 88° 24' 53" East 1,539.66 feet to Engineer's center line Station 1107+28.44.

Bearings are based on the Oregon Coordinate System 1983(1998 adjustment) north zone.

This parcel of land contains 183 square feet, more or less outside the existing right of way.

PARCEL 2 - Permanent Easement For Slopes, Water, Gas, Electric and Communication Service Lines, Fixtures and Facilities.

A parcel of land lying in the NE¼SW¼ of Section 15, Township 1 North, Range 39 East, W.M., Union County, Oregon, said parcel being that portion of that property described in that deed to The First Christian Church of Elgin, Oregon recorded March 11, 1969 as Microfilm Document No. 22789 of Union County Record of Deeds and that Memorandum of Contract to The First Christian Church of Elgin recorded December 20, 1982 as Microfilm Document No. 107191 of Union County Record of Deeds; said parcel being that portion of said property included in a strip of land 30.00 feet in width lying on the Northerly side of the center line of the relocated Weston - Elgin Highway which center line is described in Parcel 1.

EXCEPT therefrom Parcel 1.

This parcel of land contains 1,335 square feet, more or less.

Example of a filled out Exhibit 'A'

Writing an Addendum

The ODOT Description Addendum

In the past ODOT Right of Way Descriptions were written with information notes at the end of the document after the description. These notes were not intended to go into the deed but were information for Document Specialists, Right of Way Agents and Appraisers. Sometimes these notes were inadvertently incorporated into the deed. Today the format of the ODOT description is split into two sections: the legal description page(s) called the “Exhibit A” and a description notes page(s) called the File Addendum. The File Addendum is an informational page and will be used by a Document Specialist to create deeds and by Appraisers and Right of Way agents to appraise, negotiate, acquire and sell property. Currently, the File Addendum is internally generated in RITS by the Description Writer after all the metadata for a legal description has been input. The [RITS-Metadata-Worksheet](#) is a fillable PDF created to help the description writer gather the information for input into RITS.

It is important to keep in mind that the Addendum is a compilation of key bits of information Right of Way staff need to complete the process. The Addendum is a tool created to aid them in their work. This chapter will present the different components that make up an Addendum and provide the description writer with examples of how the key bits of information should appear on an Addendum. The File Addendum will not be in the recorded deed.

The Addendum Header

FILE ADDENDUM

(Not to be included with Exhibit A)

File 7106018

Drawing 10B-19-30

Paul J. Morin, PLS - ODOT - 6/18/2004

At the top right corner of the Addendum Page is an addendum header, which contains:

- The File number, consisting of a four-digit Project Number followed by a three-digit file number. This Project number is assigned by Right of Way Headquarters. The file number is assigned by the Region Right of Way Engineering staff with input from the Region Right of Way Agents.
- The name of the Drawing that maps the File parcels.
- The full name of the description writer (responsible party) and their firm.
- The date of the description. This date will be the date the description is submitted to Salem. Generally the descriptions for a right of way project are submitted at the same time and will have the same date.

Project Information Block

OR204: Elgin City Section
Weston – Elgin Highway
Union County
Non-Throughway

Below the header at the top left corner of the Addendum Page is the project information block, which contains:

- The official Section Name of the project (Check with the project RW agent or as designated in RITS).
- The official highway name ([See Appendix J for the latest list](#)).
- The County the file is in.
- The Throughway status of the project.

Every month the Oregon Transportation Commission receives a list of properties acquired by ODOT. On this listing the Oregon Transportation Commission needs to know the Throughway status of the acquired properties. This status will be either “Throughway” or “Non-Throughway”. Generally, if any part of the project falls within a portion of a highway designated as a Throughway, then the status of all the descriptions will be “Throughway”.

Throughway System

The throughway system was authorized by the Oregon Legislature in 1947, and enacted by the Oregon Transportation Commission in 1948. This system, as originally conceived was to provide a continuing method of protecting the integrity of the highway system and to provide for a safer and more viable highway system.

374.010 "Throughway" defined. As used in ORS 374.005 to 374.095, "throughway" means a highway or street especially designed for through traffic, over, from or to which owners or occupants of abutting land or other persons have no easement of access or only a limited easement of access, light, air or view, by reason of the fact that their property abuts upon the throughway or for any other reason.

Starting in 1948, the OTC designated certain highways in the state as Throughways. Each of these highways was then surveyed for the location of commercial businesses along the route. If in any given one mile segment of the highway there were 10 or more commercial businesses, then that portion of the highway was excepted and not part of the Throughway (ORS 374.015).

The Throughway system, with excepted and included portions, is indexed through several levels of mapping.

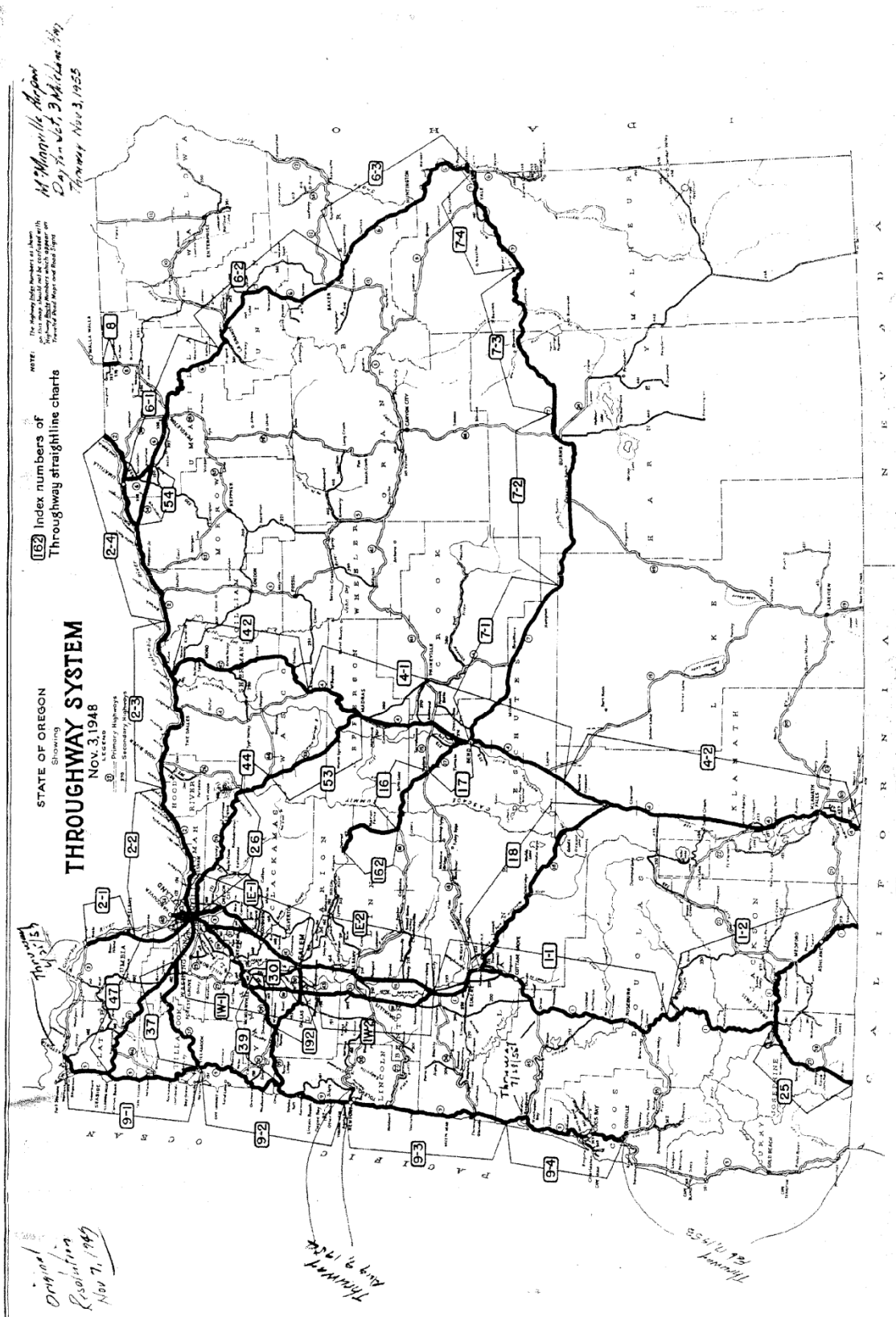


Figure 2-1

The first level is the statewide view, as shown on the previous page in **Figure 2-1**, where each Highway on the Throughway system is indexed. An additional level of detail is shown on scanned documents available with this link:

[Throughway Maps.pdf](#)

A third level of detail is noted on the original roll maps which reside in Director, Commission and History Center Files (DCHC) in the Transportation Building in Salem. You may visit DCHC or you may request copies of these roll maps from DCHC.

Property Owner and Parcel List

Michael Patrick Smith
Noah Ray Johnson (C.P.)
Parcels 1, 2 and 3

The name of the vesting owner of the parcels in the description is placed after the project header. If there is more than one parcel in a description the parcel numbers are listed.

List any contract purchasers having interest in the vesting property after the vesting owner. Follow the contract purchasers name with a comma and the initials 'C.P.' in parenthesis. For an example of how this is shown on the drawing, see [Appendix E, page A-24](#).

Access Language Key Phrases

Access Key Phrase: **Restricted to Highway (Steens Highway); Uncontrolled to Frontage Road**

The Right of Way Project Manager determines if any access control is needed for a project and resolves the key phrase for the type of Access Rights to be acquired or perpetuated in an acquisition deed.

Input the Access Key Phrase determined by the Right of Way Project Manager.

If no access control is to be acquired or perpetuated use the key phrase "None."

The Access Key Phrase informs the RW Document Specialist what kind of access control language needs be placed in the deed.

When a key phrase includes "Highway," specify in parenthesis the highway name. It is important to list all Highways or streets affected.

Access Control Phrases Used in a Description Addendum:

Use key phrases (underlined and in **bold** below) in the Addendum page to define intended purchase of access rights. The key phrase cues the Right of Way document specialist as to what specific access language will be added to the deed document.

- **None** – No existing access control and ODOT is not acquiring any access control.
- **Controlled to Highway** – ODOT has all abutter’s rights of access to the highway, leaving one or more reservations of access to serve the remaining property.
- **Restricted to Highway** – ODOT has all rights of access to the highway; owner’s remaining property has no right of access to the highway.
- **Restricted to Highway; Uncontrolled to Frontage Road** – ODOT has all rights of access to the highway; no restriction of access to the frontage road.
- **Restricted to Highway; Controlled to Frontage Road** – ODOT has all rights of access to the highway and all abutter’s rights of access to the frontage road, leaving one or more reservations of access to the frontage road.
- **Restricted to Highway; Restricted to Frontage Road** – ODOT has all rights of access to the highway and to the frontage road; remaining property has no right of access to the highway or to the frontage road.
- **Controlled to Highway; Uncontrolled to Frontage Road** – ODOT has all abutter’s rights of access to the highway, leaving one or more reservations of access to the highway; No access control to the frontage road.
- **Controlled to Highway; Controlled to Frontage Road** - ODOT has all abutter’s rights of access to the highway and to the frontage road, leaving one or more reservations to the highway and one or more reservations to the frontage road.
- **Controlled to Highway; Restricted to Frontage Road** – ODOT has all abutter’s rights of access to the highway and the frontage road, leaving one or more reservations of access directly to the highway; no rights of access to the frontage road.
- **Controlled to Parcel** – ODOT is acquiring all abutter’s rights of access to the fee parcel, leaving one or more reservations of access; Abutter’s rights of access still exist along the remainder of the frontage.
- **Restricted to Parcel** – ODOT is acquiring all abutter’s rights of access to the fee parcel, leaving no right of access between the fee parcel and the remainder property. Abutter’s rights of access still exist along the remainder of the frontage.
- **O.R.S. 374.405 – No Abutter’s Rights of Access (Complete Restriction to Highway)** – This phrase is to be used only when ORS374.405 applies (new alignment) and no access will be allowed to the new alignment.
- **O.R.S. 374.405 – No Abutter’s Rights of Access (With Reservation of Access Granted)** – This phrase is to be used only when ORS374.405 applies (new alignment) and a reservation of access is to be granted to the new alignment.

NOTE: It may be necessary to supplement the above Key Phrases with the additional phrases listed below, if these are applicable to the specific access rights being acquired. This will cue the document specialist to add additional language to the deed document.

- **Joint Access** – Access reservation that is to be shared by adjoining owners
- **Farm Access** - Reservation of access is to be for farm use only.
- **Farm Crossing** – Not a right of access to enter the highway; Reserves a right to cross the highway at a specific location for farm use only.
- **Undercrossing** – Not a right of access to enter the highway; Reserves a right to cross underneath the highway at a specific location.
- **Future Frontage Road Language** – ODOT has the right to construct a future frontage road or other access road, at which time all reservations of access to the highway shall extinguish and property shall have abutter’s rights of access to the constructed frontage or access road.

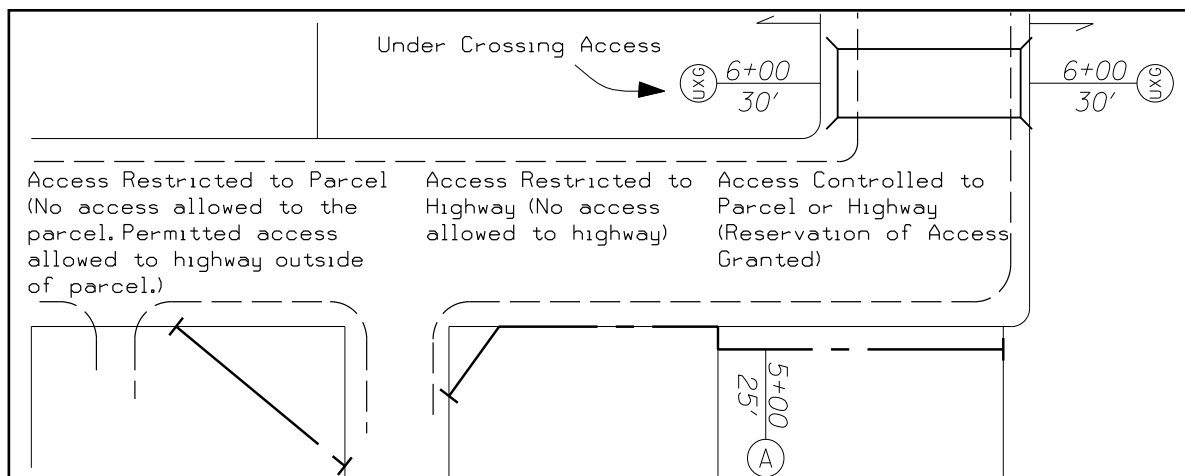


Figure 2-2

Further Explanation of O.R.S. 374.405

The effective date of ORS 374.405 was May 12, 1951. This law specifies that no rights of access shall accrue to abutting property where a highway is ...“constructed, relocated or reconstructed after May 12, 1951 upon right-of-way, no part of the width of which was acquired prior to May 12, 1951...” In this case, since the abutting property has no right of access then there is no need to “purchase” access control. In previous years it has been handled both ways. Sometimes, access control was not mentioned in the deed, nor was an access control line drawn on the map, trusting people would recognize that there were no abutter’s rights. However, most of the time, the standard access control language and access control line was used. There are problems with both approaches. In the first method there is a danger someone in the future will not recognize the property has no abutter’s rights and would improperly permit an access. The second method assures our access rights are recognized but there is a risk that owners will be paid for access rights that they never had. We now have alternate deed language from the Department of Justice for these cases.

Pursuant to Oregon law, ORS 374.405, there is no right of access to or from the remainder of Grantor's parcel(s) and any highway constructed on the property subject of this conveyance.

Show an access control line on the right of way drawing. Have the parcel access language in the Addendum say “ORS 374.405 - No Abutter’s Rights Of Access” to notify the Document Specialist to use the above language in the deed.

In some cases it may be necessary to allow access, where a highway is relocated, to avoid land locking or a substantial damage to the remainder. For example in Figure 2-3, to allow Farmer Jones access to the Northeast corner of his property. Since access location will have to be negotiated anyway, this can be handled with our usual access controlled language.

For further explanation of access rights, follow the link to a video called “Access Rights” in Appendix Q.

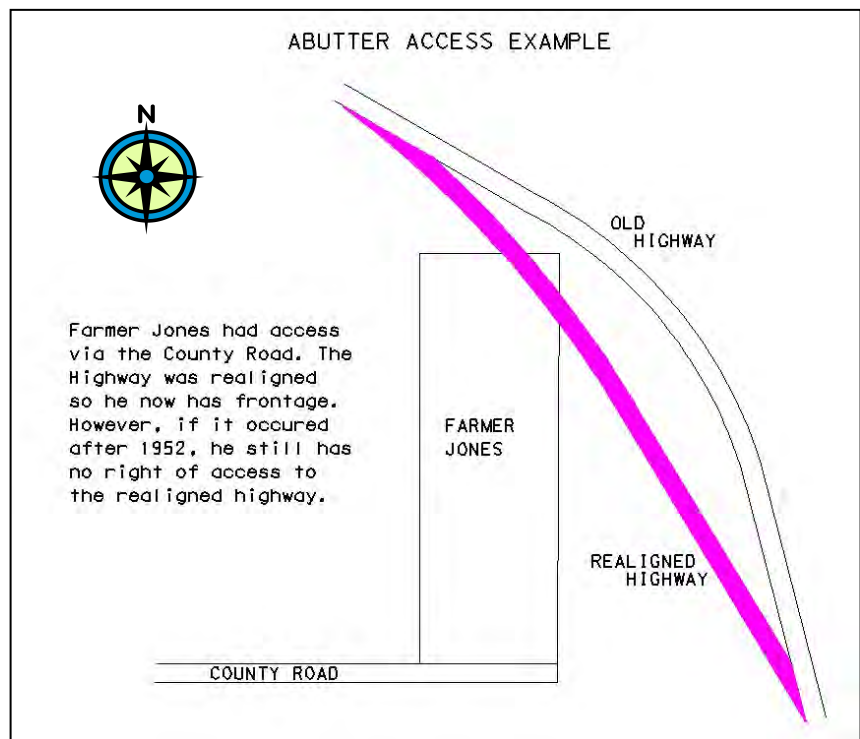


Figure 2-3

Parcel Impact Notes

Access Key Phrase: **Restricted to Highway (Weston-Elgin Highway)**

Parcel 2 includes 232 square feet, more or less, of an existing Permanent Easement for Drainage Facilities.

Parcel 2 - 20 square feet, more or less of an existing building encroaches upon the parcel.

Parcel 3 includes all of Parcel 2.

If there is a special note about a particular parcel, list it after the Access Language Key Phrase. Special notes are input in the File Addendum to let Right of Way staff know about impacts to a parcel. Some examples of situations when special notes are needed:

- Note the area of any existing buildings, or other permanent structures, within a parcel. (For more information on building encroachments with easements see [Appendix H](#)).
- Note the area and type of any existing ODOT easements within a parcel.
- Note if any of the other File parcels in the File description are overlapping or are included in a parcel and state the amount of overlapping area.

Parcel Location

These parcels lie within the NE $\frac{1}{4}$ SW $\frac{1}{4}$ of Section 15, T 1 N, R 39 E, W.M.

These parcels lie within Tax Lots 1N-39-15CA-301 & 400 of Union County.

Right of Way Staff need the parcels referenced to the Government land System (to smallest aliquot part possible; usually nearest sixteenth as shown above) and the County Tax Assessors System (Assessors Map Number and Tax Lot(s)).

Grantor's Remainder Area

Remainder Area: 13,860 square feet, more or less, lying Northerly of the Weston-Elgin Highway.

[Note: Remainder area is all of grantor's property lying outside any fee takings. All easements being acquired are included within the remainder area]

The area of the Grantor's property that is not affected by any of the description fee parcels is the remainder area. The quantity of the remainder area is specified and where it is compared to the description parcels or the highway. After every area the phrase "more or less" is used.

If the remainder area is in excess of 100 acres the statement "In excess of 100 acres" is used instead of the exact area.

Sometimes a river, roadway, or another property separates a Grantor's property into non-contiguous parts. Typically, if any one of the parts of a Grantor's property is untouched by all parcels in the description, the area of that part is not included in the remainder area quantity. Consult with the Region Right of Way Agent whether to include it or not. There could also be a question of continuity of use for a property with one owner. The right of way agent may want the property split into files for each use. Again consult with the Region Right of Way Agent.

Access Control Notes

Access Control Notes

Restricted to Highway (Steens Highway); Uncontrolled to Frontage Road:

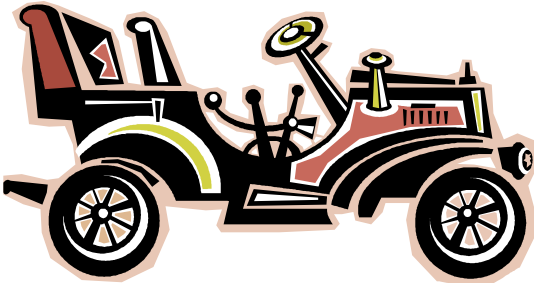
Existing access is controlled to the highway westerly of Station 30+00 with a reservation of access at Station 25+00, 25' wide; Terminating the reservation of access at Station 25+00, acquiring all abutter's rights of access to the highway and constructing a frontage road; no access control to the newly constructed frontage road.

Note the Access Control conditions for the Grantor's property as defined by the Right of Way Project Manager.

Prior Files List

Prior Files: 65431

List the file number of any prior ODOT right of way files that affect the Grantor's property.



Writing an Exhibit 'A'

The ODOT Description EXHIBIT 'A'

The Exhibit 'A' will be used as an attachment in the deed to define what is being conveyed and where it is located.

For more background information on writing an Exhibit 'A', see Scott Morrison's video "Writing Right of Way Descriptions" in Appendix Q.

Exhibit 'A' Header

EXHIBIT A – Page 1 of 1

File 7106018
Drawing 10B-19-30
6/18/2004

At the top right corner of an Exhibit 'A' is the Exhibit header, which contains:

- The File number consisting of a four-digit Project Number and a three-digit file number.
- The name of the Drawing for the project.
- The date of the description. This date will be the date the description is submitted to Salem. Generally the descriptions for a right of way project are submitted at the same time and will have the same date.

Parcel Titles in an Exhibit 'A'

PARCEL 1 - Fee

The description begins after the Exhibit header with text justified to the left. A description can contain one or more parcels. A parcel title in bold type is placed at the top of each parcel description. The parcel title defines the type and use of a parcel. Parcels are given a number in the title for descriptions that have more than one parcel. If a description has only one parcel, do not spell out "Parcel 1" in the title. ODOT has established a list of standard titles for defining easement parcels. (For an Approved Easement List see [Appendix D](#))

Every ODOT parcel description is describing one of three types of parcels.

1. Fee (including Access Only)
2. Permanent Easement
3. Temporary Easement

In a description with multiple types of parcels, there is a hierarchy in the placement of the parcels based on the importance of the taking. Fee takes have a greater importance than easements since we are purchasing all rights associated with the parcel. Permanent easements acquire a right for a specific use of the described parcel, and come next in importance. Temporary easements acquire a right for a specific use for a limited duration and are last in importance. Therefore, the hierarchy of parcel placement is as follows: 1) Fee takings, with Access Only parcels having the highest priority, 2) Permanent Easements, and 3) Temporary Easements. There is an exception to this rule, which involves a fee taking of a Grantor's remaining property (Excess Fee parcel). Though an excess parcel is a fee taking, it will be the last parcel in a description. In order to incorporate an Excess Fee parcel into a description, it requires a revision. In the original description, the parcels needed for the highway project are already numbered and do not need alteration. Adding the Excess Fee parcel to the end is the most efficient revision. More importantly, if ODOT has to condemn on the property, we can only condemn on parcels needed for the project, resulting in the removal of the excess fee parcel from the description. Placing the excess fee parcel last, it can be removed from the description without renumbering the parcels.

Elements in the Caption of an Exhibit 'A' Parcel Description

A parcel of land lying in the NE $\frac{1}{4}$ SW $\frac{1}{4}$ of Section 15, Township 1 North, Range 39 East, W.M., Union County, Oregon; said parcel being a portion of that property described in that Warranty Deed to The First Christian Church of Elgin, Oregon, recorded March 11, 1969 as Microfilm Document No. 22789 of Union County Record of Deeds;

In the caption, when citing the general locality of a parcel, refer to the latest division of land that is platted (i.e. Government quarter section or Government Lot; Donation Land Claim; Subdivision Lot and Block; Partition Plat Parcel).

When referencing a deed that contains multiple parcels, and it is desired to limit the reference to only one of the deed parcels (i.e. Parcel 2), phrase the reference like the following: "being a portion of that property designated as Parcel 2 and described in that Warranty deed to" Be sure to call out the deed parcel just as it is labeled in the reference deed and call out the correct type of deed.

Notice in the example above how ODOT prefers to label sixteenth sections in a description (i.e. NE $\frac{1}{4}$ SW $\frac{1}{4}$). When calling to a government Section, ODOT prefers that the following words are spelled out (i.e. 'Section', 'Township', 'Range', 'North', 'East', 'South', 'West') and that 'Willamette Meridian' is abbreviated (i.e. 'W.M.'). When a Subdivision is called, the name is spelled exactly as it is named on the record plat and all letters are capitalized (i.e. MILLIORN'S ADDITION).

There are differences in the way each Oregon County references deed information. Be sure to call deed references per County preferences. When calling out a deed, mention the type of deed

referenced (i.e. Warranty deed; Bargain and Sale deed; Quitclaim deed). Include the name of Grantor, recording date, record document number, and county of record in all deed references. For a Final Judgment record, the date the document was signed by the Judge is the date to call out (not the filed date). A judgment becomes legal when signed by the Circuit Court Judge. (A listing of County Recording References through the years has been compiled by the central Right of Way Engineering Unit and can be found in the Deed_Recording_List document at this link:

[Deed_Recording_List.doc](#)

This document is updated periodically with the latest county preferences for deed referencing style and format. Refer to each county to determine their latest preferences. Let Right of Way Headquarters know of any changes.)

Elements in the Body of an Exhibit 'A' Parcel Description

. . . ; said parcel being that portion of said property lying Easterly of a line at right angles to the center line of the relocated Weston-Elgin Highway at Engineer's Station 33+00.00 and included in a strip of land 30.00 feet in width lying on the Northerly side of said center line, which center line is described as follows:

The format for the entire description is left justified with paragraphs distinguished from each other by a blank line. Start a new paragraph in an ODOT description for the following: a center line description, a described line description, a described tract description, a variable width chart statement, a qualifying clause, an augmenting clause, a basis of bearing statement, and the parcel area statement.

The **strip description** is the preferred type of description for an ODOT Exhibit 'A'. The next chapter discusses the strip description, along with several other common description types. *Always approach writing a description for a taking as a center line strip description first.* However, if it is not possible to use a strip description, then explore other types of descriptions and use the type that best fits the situation. Elements that can be found in the body of a strip description are: station bound calls; call to the center line of the relocated Highway; constant or variable width strip phrases; directional phrases defining the relationship of a strip to the center line; reference to a center line description; center line descriptions; variable width tables.

ODOT's standard is to make the term "center line" two words. Show stations and distances to the hundredth of a foot (i.e. 30.00 feet).

The Caption and Body are separated by a semicolon. When a paragraph of a description is long and complex or involves internal punctuation, for the sake of clarity, separate elements by semicolons.

There are eight specific direction calls and eight directional calls that ODOT uses in descriptions. When specific direction and directional calls are used, ODOT prefers that they are spelled out and capped (i.e. Specific direction calls: 'Northwest', 'North', 'Northeast', 'East', 'Southeast', 'South', 'Southwest', 'West'; Directional calls: 'Westerly', 'Northwesterly', 'Northerly', 'Northeasterly', 'Easterly', 'Southeasterly', 'Southerly' and 'Southwesterly').

Figure 3-1 shows the convention ODOT uses to define specific direction and directional calls.

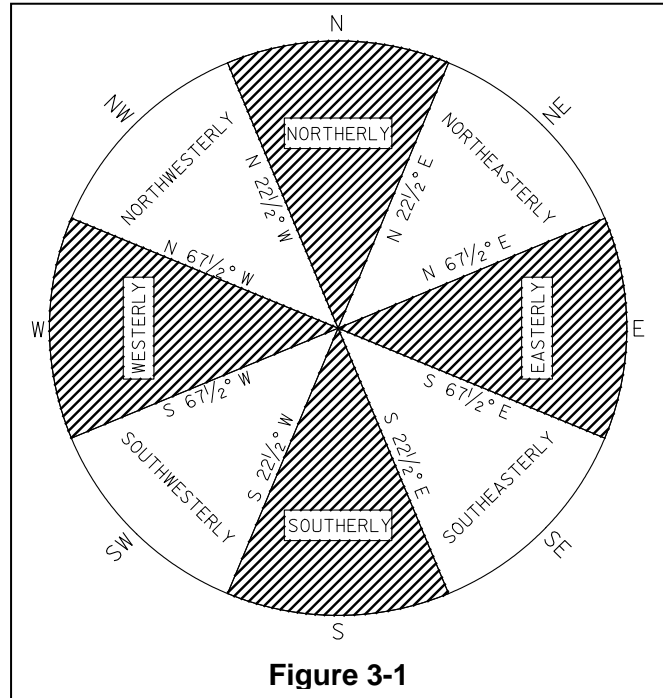


Figure 3-1

Variable Width Tables

The width in feet of said strip of land is as follows:

<u>Station</u>	to	<u>Station</u>	<u>Width on Southerly Side of Center Line</u>
927+48.00		930+14.00	44.00
930+14.00		935+00.00	44.00 in a straight line to 52.00

Variable width tables for variable width strip descriptions are placed after the center line description paragraph. The variable width table begins with a leading statement. The leading statement gives the dimension for the values in the table. Insert a variable width table only when there is a variable width in the description. A constant width description has no table and defines the constant width before the center line description paragraph.

A variable width table defines the shape of a variable width strip, with each row of the table being a segment of the strip. The table contains three columns of information, which define the dimensions of a segment (where values are written to the hundredth of a foot). The first column defines the beginning station of a segment. The second column defines the ending station of a segment. The third column defines the widths of a segment at the beginning station and at the ending station. The beginning call of the next segment is the ending call of the previous segment. If the width is constant along the entire length of a particular segment, only the constant width value is shown; otherwise, use the words "in a straight line to" between the beginning and ending station widths. In the heading of the third column, a directional call specifies on which side of the center line the strip lies.

Tip

Never use the term "taper" in a variable width table. "Taper" can be interpreted more than one way, for example you can have a taper within a curve. The words "in a straight line" are unambiguous.

Qualifying Clauses in an Exhibit 'A'

EXCEPT therefrom Parcel 1.

ALSO EXCEPT therefrom that portion of said property lying Northerly of the following described line:

Place qualifying clauses after the body of the description. All qualifying clauses begin with the word "EXCEPT" or the words "ALSO EXCEPT." When writing a qualifying clause, entirely cap the words 'EXCEPT' and 'ALSO EXCEPT' in order to make the qualifying clause stand out in the description.

Except out of a parcel any preceding fee parcels with described boundaries that overlap the described boundaries of the parcel, as shown above. Except out any prior ODOT fee acquisitions contained within the boundaries of a described parcel, as shown below.

EXCEPT therefrom that property designated as Parcel 1 and described in that Warranty Deed to the State of Oregon, by and through its Department of Transportation, recorded June 25, 2001 Instrument No. 2001-4300, Malheur County Deed Records.

Except out any structures that lie within temporary easement boundaries.

EXCEPT therefrom that portion of said parcel lying within the existing building.

Augmenting Clauses in an Exhibit 'A'

ALSO that portion of vacated Lake Street inuring to said Block 4 as described in that Order Vacating Streets, recorded May 1, 1776 in Book 1, Page 9 of the County Court Journal, Malheur County, Oregon included in said strip of land.

AND ALSO that portion of said property lying on the Southerly side of the center line of said relocated Succor Creek Highway.

Augmenting clauses are placed after the body of the description. All augmenting clauses begin with the word "ALSO" or the words "AND ALSO." When writing a augmenting clause, entirely cap the words "ALSO" and "AND ALSO" in order to make the augmenting clause stand out in the description.

Basis of Bearing Statement

Bearings are based on the Oregon Coordinate System 1983(1991 adjustment) north zone.

Place a basis of bearing statement in a parcel description that contains bearings or cardinal direction calls. Match the basis of bearing to the Right of Way Drawing. The basis of bearing statement calls to a record document. Examples: specific Oregon Coordinate System; county survey map, plat, or document; Solar/Polaris; existing ODOT Right of Way Drawings.

Examples of other Basis of Bearing statements are as follows:

Bearings are based on Oregon Coordinate System of 1983 (CORS 1996, epoch 2002), north zone.

Bearings are based on County Survey No. 02-135-C, filed May, 2002, Umatilla County, Oregon.

True bearings based on solar observation taken February 8, 1971 by Federal Highway Administration survey.

Bearings are based upon an Oregon State Highway Division survey. See Drawing 4B-22-8, dated October, 1934.

Bearings are based on the Oregon Coordinate Reference System, Portland Zone, NAD 83 (2011) epoch 2010.00.

Parcel Area Statement

This parcel of land contains 1,230 square feet, more or less, outside the existing right of way.

Place an area statement at the end of a parcel description. If the value of an area is over one-thousand, use a comma (i.e. 1,234 square feet; 10,987 square feet). Spell out "square feet."

Define areas in square feet unless the area is an acre or more, then use acres, written to the hundredth of an acre (i.e. 1.23 acres; 123.45 acres; 1,234.56 acres).

Always qualify area values with "more or less".

Sometimes in a strip description, some of the grantor's deed property is encumbered by an existing right of way easement. It is ODOT's intention to pick up the grantor's underlying fee, but not to pay for any property in an existing right of way. In this case, in the parcel area statement, give the value of that Grantor's property unaffected by the right of way easement and use the statement "outside the existing right of way." This statement is not excluding from the parcel the grantor's underlying fee property, but is simply defining how the area value was calculated.

Following is a discourse on when and when not to use the statement "outside the existing right of way."

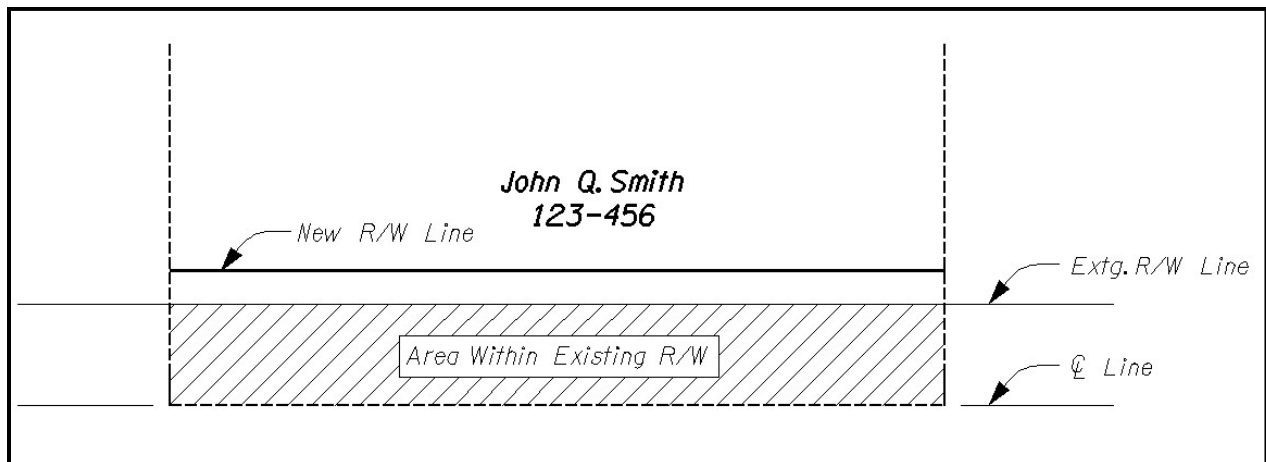


Figure 3-2

As shown in Figure 3-2, the Grantor's deed calls to the center of the highway. The deed does not except out that portion lying within the existing highway right of way. The new fee acquisition will purchase a strip of land described from the center line. The stated area of the acquisition will be the area of the strip lying outside of the existing highway right of way. The area statement in the description will read **"This parcel of land contains xxx square feet, more or less, outside the existing right of way."**

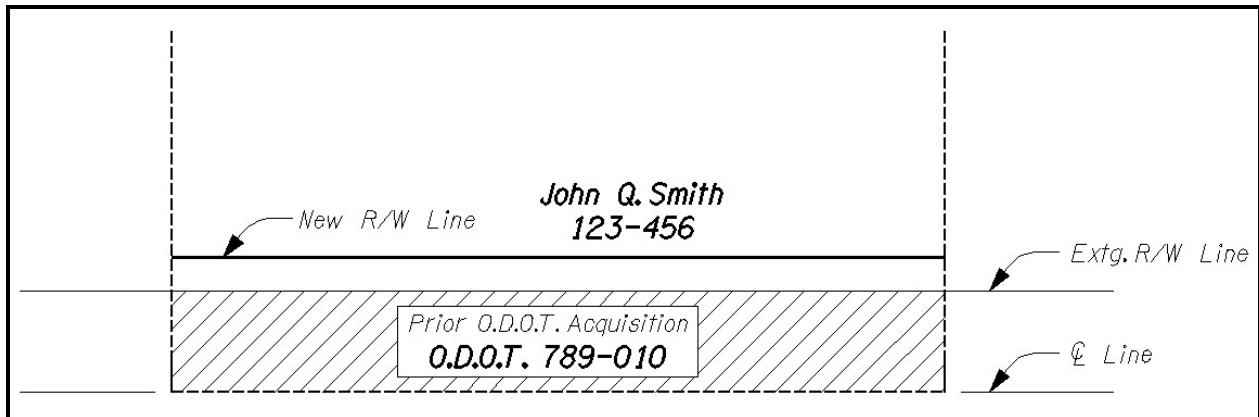


Figure 3-3

As shown in Figure 3-3, the Grantor's deed calls to the center of the highway. The deed does not except out that portion lying within the existing right of way. A prior O.D.O.T. acquisition has picked up the underlying fee of the highway. The new fee acquisition will purchase a strip of land described from the center line. The description will have a qualifying clause excepting out the prior O.D.O.T. acquisition. Since no part of the Grantor's property lies within the existing highway right of way, the area statement in the description will read **"This parcel of land contains xxx square feet, more or less."**

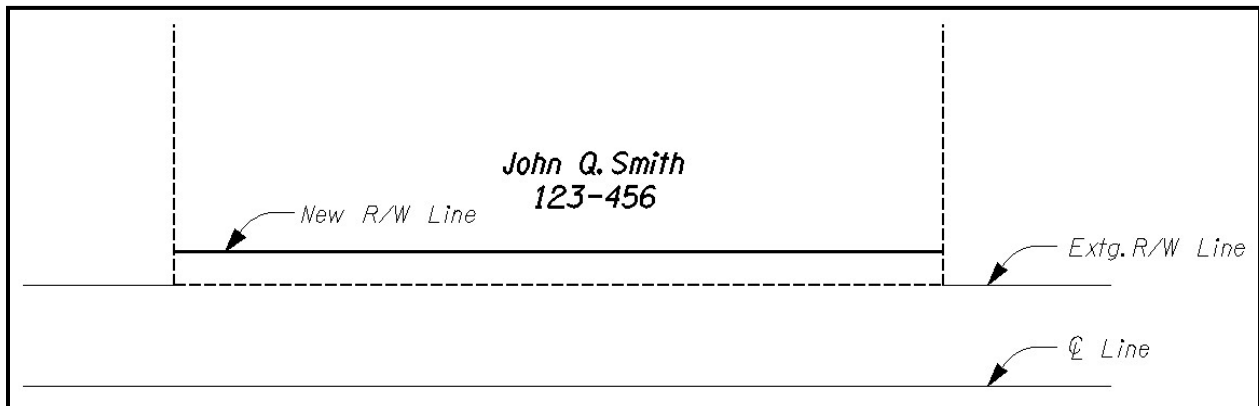


Figure 3-4

As shown in Figure 3-4, the Grantor's deed calls to the existing right of way line. The new fee acquisition will be a strip of land described from the center line. Since no part of the Grantor's property lies within the existing highway right of way, the area statement in the description will read **"This parcel of land contains xxx square feet, more or less."**

Examples of ODOT Descriptions

4

Examples of the Most Common Description Types

The **strip description** is the preferred type of description for an ODOT Exhibit 'A'. This chapter discusses the strip description, along with several other common description types. *Always approach writing a description for a taking as a center line strip description first.* However, if it is not possible to use a strip description, then explore other types of descriptions, and use the type that best fits the situation.

If access rights are being acquired or modified, see the Access Parcel type description, [Page 4-5](#).

Center Line Description

When an ODOT deed description contains a call to the center line of the relocated highway, the center line must be described or a reference made to a deed containing the center line description. Include the following elements in every center line description: a tie to a government corner, a beginning Engineer's center line Station and an ending Engineer's center line Station. Various elements that may be contained in a center line description include tangents, simple curves, spirals, and equation stations.

The following example shows a center line description containing all these elements.

which center line is described as follows:

Beginning at Engineer's center line Station 1079+76.00, said station being 549.00 feet North and 723.28 feet East of the South quarter corner of Section 27, Township 7 South, Range 11 West, W.M.; thence South 46° 59' 38" East 1027.87 feet; thence on a spiral curve right (the long chord of which bears South 43° 51' 22" East 199.76 feet) 200.00 feet; thence on a 608.48 foot radius curve right (the long chord of which bears South 30° 04' 19" East 158.97 feet) 159.42 feet; thence on a spiral curve right (the long chord of which bears South 1° 19' 41" West 746.91 feet) 760.00 feet to Engineer's center line Station 1101+23.29 Back equals 1101+16.80 Ahead; thence South 13° 12' 56" West 119.42 feet to Engineer's center line Station 1102+36.22.

Center Line Strip Description

The Center Line Strip Description is the standard type of description used by ODOT. If at all possible, write an Exhibit 'A' using a Center Line Strip Description. This type of description is a simple format that directly correlates to ODOT's highway right of way corridors. The center line strip description defines a parcel area by calling to the center line of the relocated highway and including a given number of feet of width on each side or one side of the center line. The strip can be a constant width or variable in width.

The following example is a **center line strip description with a constant width**.

the said parcel being that portion of said property included in a strip of land 37.00 feet in width, lying on the Southerly side of the center line of the relocated Corvallis - Lebanon Highway, which center line is described as follows:

The following example is a **center line strip description variable in width**. ODOT uses a variable width table to define the changes in width along segments of the variable width strip. Note that the example below also shows how an equation station is incorporated into a strip table when it occurs along a variable width strip.

the said parcel being that portion of said property included in a strip of land variable in width, lying on the Southerly side of the "A" center line, which center line is described in Parcel 1.

The width in feet of said strip of land is as follows:

<u>Station</u>	to	<u>Station</u>	<u>Width on Southerly Side of Center Line</u>
"A" 927+48.00		"A" 930+14.00	44.00 in a straight line to 52.00
"A" 930+14.00		"A" 935+00.00 Bk.= "A" 935+01.18 Ah.	52.00
"A" 935+00.00 Bk.= "A" 935+01.18 Ah.		"A" 940+69.00	52.00 in a straight line to 30.00

The following example is a **center line strip description variable in width**, with the strip lying on each side of the center line.

the said parcel being that portion of said property included in a strip of land variable in width, lying on each side of the center line of the relocated Corvallis - Lebanon Highway, which center line is described in Parcel 1.

The width in feet of said strip of land is as follows:

<u>Station</u>	to	<u>Station</u>	<u>Width on Northerly Side of Center Line</u>
927+48.00		930+14.00	52.00
930+14.00		940+69.00	52.00 in a straight line to 30.00
<u>Station</u>	to	<u>Station</u>	<u>Width on Southerly Side of Center Line</u>
927+48.00		930+14.00	44.00 in a straight line to 52.00
930+14.00		935+00.00	52.00
935+00.00		940+69.00	52.00 in a straight line to 30.00

Described Line

A described line is used in an Exhibit 'A' to define a parcel boundary. Points on a described line are usually defined in relation to the center line of the relocated highway.

The following is an example of a **described line**.

the said parcel being that portion of said property lying Southerly of the following described line:

Beginning at a point opposite and 110.00 feet Northerly of Engineer's Station 661+34.45 on the center line of the relocated Corvallis-Lebanon Highway; thence Easterly in a straight line to a point opposite and 135.00 feet Northerly of Engineer's Station 671+50.00 on said center line.

The center line of the relocated Corvallis - Lebanon Highway is described as follows:

Described Tract

A described tract defines all the boundaries of a parcel. The described tract is similar to a described line in that points on a described tract are usually defined in relation to the center line of the relocated highway, but a described tract defines a closed shape.

The following is an example of a **described tract**.

the said parcel being that portion of said property lying within the following described tract:

Beginning at Engineer's Station 668+10.00 on the center line of the relocated Corvallis-Lebanon Highway; thence Northerly at right angles to said center line 104.89 feet; thence Northwesterly in a straight line to a point opposite and 195.00 feet Northerly of Engineer's Station 657+60.00 on said center line; thence Easterly in a straight line to a point opposite and 107.80 feet Northerly of Engineer's Station 659+95.00 on said center line; thence Southerly in a straight line to Engineer's Station 659+95.00 on said center line; thence Westerly along said center line to the point of beginning.

The center line of the relocated Corvallis - Lebanon Highway referred to herein is described in Parcel 1.

Metes and Bounds Description

"As commonly used by surveyors, the metes and bounds description means complete perimeter descriptions wherein each course is described in sequence and the entire description has a direction of travel around the area described. The distinguishing feature of this type of description . . . is that each course identified must be described one after another in the same direction of travel that would occur if a person walked around the entire perimeter. Either of two directions can be used, clockwise or counterclockwise, but once a direction is selected it must be consistent for the remainder of the description." (Evidence and Procedures for Boundary Location)

The following is an example of a **metes and bounds** description.

the said parcel being that portion of said property described as follows:

Beginning at the Northeast corner of said property, said corner being the Northeast corner of the George F. Crawford D.L.C. No. 59, Township 12 South, Range 3 West, W.M.; thence North $88^{\circ} 14' 49''$ West, along the North line of said D.L.C. No. 59, 257.18 feet to the Northwest corner of said property; thence South $4^{\circ} 24' 39''$ West along the West property line of said property, 190.00 feet; thence South $55^{\circ} 32' 17''$ East, 181.39 feet; thence North $43^{\circ} 00' 00''$ East, 170 feet, more or less, to a point on the East line of said D.L.C. No. 59, said point being South $2^{\circ} 12' 48''$ West 160.00 feet from the Northeast corner of said D.L.C. No. 59; thence North $2^{\circ} 12' 48''$ East along said East line, 160.00 feet to the point of beginning.

Bounded by Adjacent Properties

In the caption of a parcel description, it is common to refer to a vesting deed. Sometimes the vesting deed is not suitable or available for reference in an Exhibit 'A'. In order to describe the parcel, it may be necessary to bound the parcel by adjacent property boundaries and/or right of way lines.

The following is an example of a description of a parcel **bounded by adjacent properties**.

A parcel of land lying in the Jeremiah Ralston D.L.C. No. 49, Township 12 South, Range 2 West, W.M., Linn County, Oregon; said parcel lying Easterly of that property described in that Statutory Warranty Deed to Eric B. Hulse, recorded February 7, 2003 in MF Volume 1384, Page 397 of Linn County Records; lying Westerly of the West line of 8th Street and included in a strip of land variable in width lying on the Southerly side of the center line of the relocated Corvallis - Lebanon Highway which center line is described as follows:

Access Description

An Access parcel is one where ODOT acquires a Grantor's property rights of access to the highway. An Access parcel description defines all of the Grantor's property being affected by the conveyed access rights. Though the whole property is defined, this parcel solely conveys the property right of access to the highway in the Grantor's bundle of property rights.

Create an Access parcel in a description every time access rights are being acquired or modified. In descriptions with multiple parcels, make the Access parcel "Parcel 1."

An Access Parcel is created only if there is a change in the existing access rights. For instance:

- Acquiring abutter's rights and leaving reservations.
- Acquiring all abutter's rights leaving no reservations.
- Terminating one or more reservations of access.
- Moving/modifying an existing reservation of access.

The following is an example of an **Access** description.

PARCEL 1 – Access

A tract of land lying in Lots 1, 2, 3, 4, and 5, Block 1, NICHOLS ADDITION TO THE CITY OF LEBANON, Linn County, Oregon and being that property described in those Bargain and Sale Deeds to Gary D. Weatherly, Robert E. Weatherly, Jr. and Bruce A. Weatherly, recorded March 14, 1979 in MF Volume 227, Page 306 of Linn County Records and recorded July 14, 1980 in MF Volume 266, Page 909 of Linn County Records.

Entire Taking Description

An Entire Taking description is a Fee parcel that defines the entire property of the Grantor.

Following are two examples of **Entire taking** descriptions.

Lot 1, Block 3, NICHOLS ADDITION TO THE CITY OF LEBANON, Linn County, Oregon.

This tract of land contains 4,745 square feet, more or less.

A tract of land lying in the Jeremiah Ralston D.L.C. No. 49, Township 12 South, Range 2 West, W. M., Linn County, Oregon and being that property described in that Statutory Warranty Deed to Thomas O. Evans and Glenda S. Evans, recorded October 3, 1995 in MF Volume 768, Page 185 of Linn County Records.

This tract of land contains 6,960 square feet, more or less.

Fee Excess Description

While negotiating for the acquisition of certain parcels of land from a property owner, ODOT may be requested by the property owner to purchase the excess of the property. In this case, a revision is made to the original description. The original description is kept intact, including easements, but a Fee Excess parcel is added to the end of the Right of Way File description. This is a case where the parcel placement hierarchy of a Fee parcel is not followed. The area described in a Fee Excess parcel would contain the entire property except any Fee parcels already described in the Right of Way File description.

Note that for this type of description, the Addendum will need to be revised as well. The access language for the Fee Excess parcel will be “none”, and the access language for the other parcels will not change. Furthermore, the remainder language will be removed from the addendum. Place a note under the Excess Parcel access language stating “(Excess) makes an Entire Taking”. Also, note if there are any easement parcels that lie within the Excess parcel.

Following is an example of a **Fee Excess** parcel description.

PARCEL 3 - Fee

Lot 1, Block 3, NICHOLS ADDITION TO THE CITY OF LEBANON, Linn County, Oregon.

EXCEPT therefrom Parcel 1.

This parcel of land contains 4,745 square feet, more or less.

Here is another example of a **Fee Excess** parcel description.

PARCEL 2 - Fee

A parcel of land lying in the SE $\frac{1}{4}$ NE $\frac{1}{4}$ and the NE $\frac{1}{4}$ SE $\frac{1}{4}$ of Section 36, Township 10 South, Range 10 West, W.M., Lincoln County, Oregon and being a portion of that property described in that Bargain and Sale Deed to Orval Parks and Betty Jean Parks, recorded June 23, 1965 in Book 256, Page 267 of Lincoln County Record of Deeds; the said parcel being that portion of said property lying Easterly of and adjoining Parcel 1.

This parcel of land contains 6.40 acres, more or less, outside the existing right of way.

Railroad Encroachment Description

ODOT Right of Way Headquarters in Salem has a railroad liaison that is the point of contact between ODOT and the railroads. For particulars about railroad requirements or for questions you may have about particular railroads, first contact Region Right of Way Agents, and then the liaison can be contacted.

When writing a description for a Railroad Encroachment it is the preference of most railroads that the description be based on the railroad center line. It is also a preference that the railroad center line be tied to a Section corner. Contact the ODOT Right of Way Headquarters railroad liaison if deviations from these preferences are needed.

It is desirable that Railroad Descriptions be strip descriptions. A good technique to limit the parcel within a railway right of way is to bound the parcel between lines at right angles to the center line of the relocated Railway.

Write the Railroad description so that the parcel will contain both new right of way needed and any prior right of way acquired or established. For the parcel area, give only the value of new right of way needed and state "outside the existing easement."

When calling out the railroad name it is important to mention if the railroad was formerly known by another name.

ODOT never buys Fee from active railroad property. It is standard practice for ODOT to acquire Permanent Easement for Highway Right of Way Purposes.

Following is an example of a Railroad description.

Permanent Easement For Highway Right of Way Purposes

A parcel of land lying in the NE $\frac{1}{4}$ NE $\frac{1}{4}$ of Section 10, Township 12 South, Range 2 West, W.M., Linn County, Oregon, and being a portion of the Willamette Valley Railway right of way; the said parcel being that portion of said right of way lying between lines at right angles to the center line of the Willamette Valley Railway at Engineer's Stations 'RR' 573+70.00 and 'RR' 575+00.00, which center line is described as follows:

Beginning at Engineer's center line Station 'RR' 562+25.61, said station being 389.08 feet South and 711.44 feet East of the North quarter corner of Section 10, Township 12 South, Range 2 West, W.M.; thence South 46° 52' 27" East 383.39 feet; thence on a 1,909.91 foot radius curve right (the long chord of which bears South 22° 45' 07" East 1,561.10 feet) 1,608.19 feet; thence South 1° 22' 13" West 139.09 feet to Engineer's center line Station 'RR' 583+56.10.

Bearings are based on the Oregon Coordinate System 1983(1991 adjustment) north zone.

This parcel of land contains 3,875 square feet, more or less.

Government Land Acquisitions

Sometimes ODOT needs to update easements it has through National Forest Land and Bureau of Land Management land. ODOT does not write any descriptions for the Right of Way File or for recording with the County, but generates Forest sheets to be reviewed and approved by the Forest Services. In this approval process the type of right of way ODOT is granted is Permanent Easement for Highway Right of Way purposes. The exhibit document put together for the various Forest Departments consists of a title sheet, sheets displaying maps of the proposed right of way layout and a sheet showing the basis of bearing. Each map sheet contains the right of way layout in a given sixteenth section.

For more information about Forest Service and BLM exhibits see [Chapter 1 in Section 1.](#)

ODOT Description Phrases

5

Preferred Type of Description and Foundation Block Phrases

The Center Line Strip Description is the preferred type of description for an Exhibit 'A'. Revert to all other types of descriptions only if a center line strip description is not possible.

An example of a center line strip description is shown in Figure 5-1 and Figure 5-2 and a sketch of the description parcels is shown in Figure 5-3:

FILE ADDENDUM (NOT to be included with Exhibit A)	File 1234021 Drawing 10B-37-10 Paul J. Morin, PLS - ODOT - 9/31/2004
OR34: 13 th St – 2 nd St (Lebanon) Section Corvallis - Lebanon Highway Linn County Non-Throughway	
Thomas O. & Glenda S. Evans Parcels 1 and 2	
Access Key Phrase: None.	
These parcels lie within the SE $\frac{1}{4}$ NW $\frac{1}{4}$ and the SW $\frac{1}{4}$ NE $\frac{1}{4}$ of Section 10, T 12 S, R 2 E, WM.	
These parcels lie within Tax Lot 12-2W-10BD-LEBANON-1200 of Linn County.	
Remainder: 21,992 square feet, more or less.	
[Note: Remainder area is all of grantor's property lying outside any fee takings. All easements being acquired are included within the remainder area]	
Access Control Notes: None.	
Prior files: None.	
(EXHIBIT A - NEXT PAGE)	

Figure 5-1

EXHIBIT A - Page 1 of 1

File 1234021
 Drawing 10B-37-10
 9/31/2004

PARCEL 1 - Fee

A parcel of land lying in the Jeremiah Ralston D.L.C. No. 49, Township 12 South, Range 2 West, W. M., Linn County, Oregon and being a portion of that property described in that Statutory Warranty Deed to Thomas O. Evans and Glenda S. Evans, recorded October 3, 1995 in MF Volume 768, Page 185 of Linn County Records; the said parcel being that portion of said property included in a strip of land 37.00 feet in width, lying on the Southerly side of the center line of the relocated Corvallis-Lebanon Highway, which center line is described as follows:

Beginning at Engineer's center line Station 927+00.00, said station being 82.41 feet South and 3,356.00 feet East of the Northwest corner of the Jeremiah Ralston D.L.C. No. 49, Township 12 South, Range 2 West, W.M.; thence South 88° 36' 44" East 391.78 feet to Engineer's center line Station 930+91.78.

Bearings are based upon the Oregon Coordinate System 1983(91), north zone.

This parcel of land contains 759 square feet, more or less, outside the existing right of way.

PARCEL 2 - Permanent Easement For Slopes

A parcel of land lying in the Jeremiah Ralston D.L.C. No. 49, Township 12 South, Range 2 West, W. M., Linn County, Oregon and being a portion of that property described in that Statutory Warranty Deed to Thomas O. Evans and Glenda S. Evans, recorded October 3, 1995 in MF Volume 768, Page 185 of Linn County Records; the said parcel being that portion of said property included in a strip of land variable in width, lying on the Southerly side of the center line of the relocated Corvallis-Lebanon Highway, which center line is described in Parcel 1.

The width in feet of said strip of land is as follows:

Station	to	Station	Width on Southerly Side of Center Line
927+48.00		930+14.00	44.00 in a straight line to 52.00

EXCEPT therefrom Parcel 1.

This parcel of land contains 1,266 square feet, more or less.

Figure 5-2

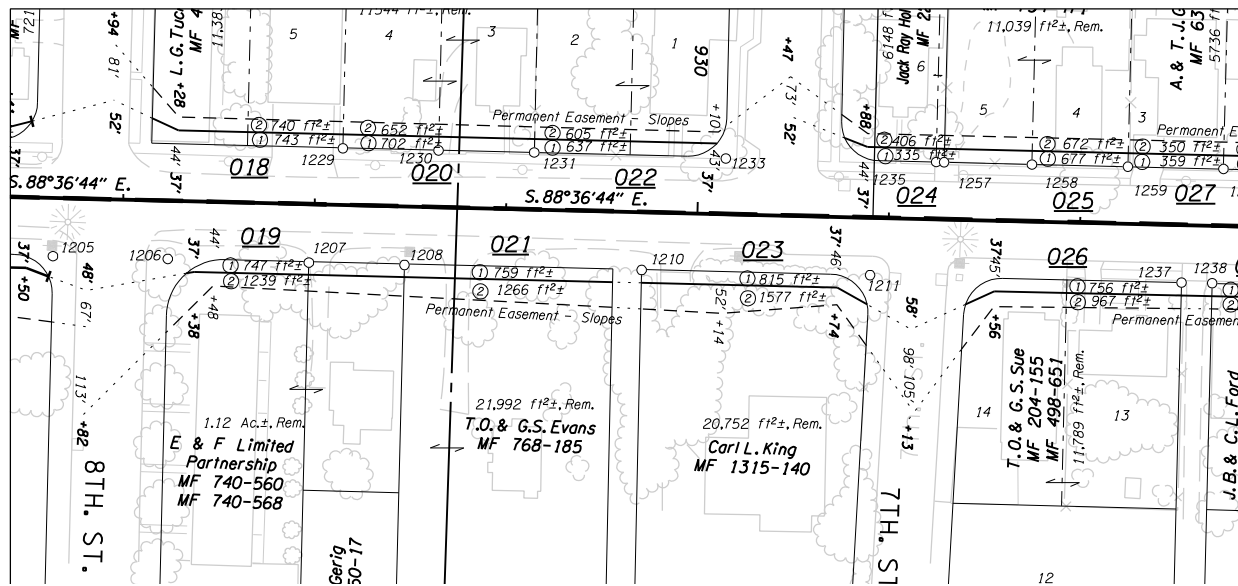


Figure 5-3

In the description example above, Figure 5-2, there are several phrases highlighted. These highlighted phrases can be found in most ODOT descriptions. These phrases follow the general outline for a description.

The general outline for a description is as follows:

- I. GENERAL LOCATION: "A parcel of land lying in . . . "

Describe the general location in which a parcel lies.
- II. VESTING PROPERTY: " . . . and being a portion of that property . . . "

Reference to the deed of the vesting property in which a parcel lies.
- III. SPECIFIC BOUNDS: " . . . ; the said parcel being that portion of said property . . . "

Define specifically the parcel of land: presenting a center line strip description, presenting metes and bounds or referencing to an existing record.
- IV. DEFINING CENTER LINES, LINES & TRACTS: " . . . which center line is described . . . "

Define any center lines (i.e. center lines of relocated highways; center lines of roads) that are called out and define any variable strip segments.

The description may further define a described tract of land or described line.
- V. FURTHER ADJUSTMENTS TO THE BODY

Insert an augmenting or qualifying phrase if there is anything to add to or take away from the body of the description
- VI. BASIS OF BEARING: "Bearings are based upon . . . "

Give a basis of bearing if bearings are used in the description.
- VII. AREA: "This parcel of land contains . . . , more or less . . . "

Define the area of the parcel.

These highlighted phrases are useful when writing an Exhibit 'A' because they form an outline to follow. Consider these phrases the **foundation blocks** supporting the structure of a description.

Building Block Phrases

Foundation Block phrases are found in most ODOT descriptions. Between these foundation block phrases are description phrases that vary depending on what is being described. The remaining chapter will present several examples of these varying description phrases. Consider these varying phrases **building blocks** for building the structure of a description. The order these building block phrases will be presented in this chapter are as they would appear in the structure of a description, following the outline for a description mentioned above. The intent of this chapter is to give the description writer example phrasing to follow when putting a description together.

General Location of Parcel Phrases: "A parcel of land lying in . . ."

An example of a **Sixteenth Section** phrase:

. . . lying in the NE $\frac{1}{4}$ SE $\frac{1}{4}$ and S $\frac{1}{2}$ NE $\frac{1}{4}$ of Section 12, Township 45 South, Range 18 West, W.M., Curry County, Oregon . . .

An example of a **Government Lot** phrase:

. . . lying in Lot 1 of Section 6, Township 45 South, Range 18 West, W.M., Curry County, Oregon . . .

An example of a **Donation Land Claim** phrase:

. . . lying in the Simon S. Markham D.L.C. No. 36, Township 12 South, Range 3 West, W.M., Linn County, Oregon . . .

An example of a **Subdivision** phrase:

. . . lying in Lots 1, 2 and 3, Block 3, NICHOL'S ADDITION TO THE CITY OF LEBANON, Linn County, Oregon . . .

An example of a **Partition Plat** phrase:

. . . lying in Parcel 1 of Partition Plat No. 2002-2, Malheur County, Oregon . . .

An example of a **Condominium Plat** phrase:

. . . lying in the common element of STANWOOD MANOR CONDOMINIUMS, Washington County, Oregon; . . .

Abandoned Right of Way Phrases: “. . . and being a portion of that property . . . ”

On occasion, it will be necessary to make reference in the caption of the description to a portion of former state highway which has been abandoned to a local jurisdiction. In the older abandonments, it will be necessary to refer to the resolution in the Commission minutes. The following are some examples of the proper wording to use:

. . . A parcel of land lying in Lot 3, Section 6, Township 15 South, Range 16 East, W.M., Crook County, Oregon and being a portion of the Ochoco Highway right of way designated as Unit A and abandoned to Crook County in that Abandonment and Retention Resolution No. 178, adopted by the Oregon State Highway Commission, December 20, 1948 and entered into the State Highway Commission minutes and records on pages 15499 through 15501 as Exhibit H; the said parcel being that portion of said right of way included in a strip of land 100.00 feet in width, lying on the Easterly side of the center line of the relocated Ochoco Highway, which center line is described as follows:

. . . and being a portion of the Pacific Highway right of way abandoned to Douglas County in that Abandonment and Retention Resolution No. 46, adopted by the Oregon State Highway Commission, November 17, 1937 and entered into the State Highway Commission minutes and records on pages 7707 and 7708 ...

. . . and being a portion of the Oakland - Shady Highway designated as Unit C and abandoned to Douglas County in that Abandonment Resolution No. 670, recorded August 9, 2001 as Liber 325, Page 0453, Douglas County Book of Records.

Vesting Property Phrases: “. . . and being a portion of that property . . . ”

Deed reference phrases vary depending on the county in which the deed is recorded and the recording date of the deed. For deed reference phrasing refer to the Right of Way Engineering Units Deed_Recording_List document at this link:

[Deed_Recording_List.doc](#)

An example phrase of a reference to a Multnomah County **deed**, using the Deed_Recording_List document format:

. . . and being a portion of that property described in that Warranty Deed to Kenan Mahalalel recorded June 19, 2001 as Document No. 2001-98765, Multnomah County Records . . .

A phrase example to follow when referencing to a **named parcel** described in a particular deed:

. . . property designated as Parcel 4 and described in that Warranty Deed to . . .

An example of phrasing used when referencing to an **Abandonment and Retention Resolution**:

. . . and being a portion of the Ochoco Highway right of way designated as Unit A and abandoned to Crook County in that Abandonment and Retention Resolution No. 178, adopted by the Oregon State Highway Commission, December 20, 1948 and entered into the State Highway Commission minutes and records on pages 15499 through 15501 as Exhibit H; . . .

The following example phrase limits a parcel to a right of way:

. . . and being a portion of the Central Oregon & Pacific Inc. (Formerly Southern Pacific Transportation Co.) right of way . . .

Specific Bounds Phrases: “. . . said parcel being that portion of said property . . . ”

The first choice for describing the specific boundary of a parcel is to use strip phrases. The following example phrases define the bounds of a parcel using a **strip of land**:

. . . included in a strip of land 37.00 feet in width, lying on the Southerly Side of the center line of the relocated Pacific Highway, . . .

. . . included in a strip of land variable in width, lying on the Northerly Side of the center line of the relocated Pacific Highway, . . .

. . . included in a strip of land 100.00 feet in width, 50.00 feet on each side of the center line of the relocated Pacific Highway, . . .

. . . included in a strip of land variable in width, lying on each side of the center line of the relocated Pacific Highway, . . .

. . . included in a strip of land 15.00 feet in width, lying Northerly of and adjoining the Southerly line of said property, . . .

Example of phrases using as a parcel bounds a **line at right angles to the center line station**:

. . . lying between lines at right angles to the center line of the Pacific Highway at Engineer's Stations 10+00.00 and 15+00.00 . . .

. . . lying Northerly of a line at right angles to the center line of the relocated Pacific Highway at Engineer's Station 10+00.00 . . .

Example phrases using **lines parallel to a center line** as parcel bounds:

. . . lying between lines parallel with and 50.00 feet Easterly and 100.00 feet Easterly of said center line . . .

. . . lying Easterly of a line parallel with and 100.00 feet Westerly of the center line of the Pacific Highway, . . .

Example phrases using **another Parcel** as one of the parcel bounds:

. . . lying between Parcel 1 and a line parallel with and 100.00 feet Easterly of the center line of the Pacific Highway, . . .

. . . that portion of said property lying Easterly of and adjoining Parcel 1.

Example phrases using an **adjacent or abutting property boundary** as a parcel bounds:

. . . lying Westerly of and abutting FIRST ADDITION TO WATSECO, Tillamook County, Oregon.

. . . lying Westerly of and adjacent to that property acquired by the State of Oregon, by and through its State Highway Commission, in that certain Judgment dated May 17, 1968 entered as Circuit Court Case No. 64410 of Marion County, Oregon.

Example phrase calling to a **named creek** as a parcel bounds:

. . . lying Westerly of Hawk Creek and/or Neskowin Creek . . .

Examples of phrases using **described lines** as a parcel bounds:

. . . lying Easterly of the following described line:

Beginning at a point opposite and 60.00 feet Easterly of Engineer's Station 10+00.00 on the center line of the relocated Pacific Highway; thence Easterly in a straight line to a point opposite and 300.00 feet Easterly of Engineer's Station 10+50.00 on said center line.

. . . lying Easterly of a line that begins at a point opposite and 50.00 feet Easterly of Station 10+00.00 on the center line of the Pacific Highway and runs thence Northerly in a straight line to a point opposite and 100.00 feet Easterly of Station 15+00.00 on said center line; . . .

Example phrasing using a **described tract** as a parcel bounds:

. . . lying within the following described tract:

Beginning at Engineer's Station 668+10.00 on the center line of the relocated Corvallis-Lebanon Highway; thence Northerly at right angles to said center line 104.89 feet; thence Northwesterly in a straight line to a point opposite and 195.00 feet Northerly of Engineer's Station 657+60.00 on said center line; thence Easterly in a straight line to a point opposite and 107.80 feet Northerly of Engineer's Station 659+95.00 on said center line; thence Southerly in a straight line to Engineer's Station 659+95.00 on said center line; thence Westerly along said center line to the point of beginning.

The center line of the relocated Corvallis - Lebanon Highway referred to herein is described in Parcel 1.

When a described tract is used to describe a parcel bounds the tract boundaries may encompass an area outside of the grantor's property as well as a portion of his property. Therefore, if a vesting property phrase is used in the caption, it limits the parcel to only that portion of the Grantor's property that is within the described tract.

Phrases defining called center lines: “. . . which center line is described . . .”

The following phrasing example defines a **center line** with a **description** paragraph:

. . . which center line is described as follows:

Beginning at Engineer's center line Station 1079+76.00, said station being 549.00 feet North and 723.28 feet East of the South quarter corner of Section 27, Township 7 South, Range 11 West, W.M.; thence South 46° 59' 38" East 1,027.87 feet; thence on a spiral curve right (the long chord of which bears South 43° 51' 22" East 199.76 feet) 200.00 feet; thence on a 608.48 foot radius curve right (the long chord of which bears South 30° 04' 19" East 158.97 feet) 159.42 feet; thence on a spiral curve right (the long chord of which bears South 1° 19' 41" West 746.91 feet) 760.00 feet to Engineer's center line Station 1101+23.29 Back equals 1101+16.80 Ahead; thence South 13° 12' 56" West 119.42 feet to Engineer's center line Station 1102+36.22.

Here are phrasing examples where the **center line** is defined **by** referring to another **parcel**:

. . . which center line is described in Parcel 1.

The center line of the relocated Pacific Highway is described in Parcel 1.

Here are phrasing examples where the **center line** is defined **by** referring to a **deed**:

. . . which center line is described in that Warranty deed to . . .

. . . which center line is described in that parcel designated as Parcel 1 and described in that Warranty deed to . . .

Body Adjustment Phrases

The following augmenting phrase examples define a **vacated street inuring to a property**:

ALSO that portion of Mahr Avenue vacated by Ordinance No. 49, recorded October 26, 1966 Instrument No. 76414, Malheur County Deed Records inuring to said Lot 1 and included in said strip of land.

A parcel of land lying in Lot 18, Block 3, ROSS ADDITION TO SELLWOOD and in vacated S.E. Harney Street inuring to said lot, Multnomah County, Oregon; the said parcel being that portion of said lot and vacated S.E. Harney Street lying Southerly of the center line of said vacated S.E. Harney Street...

The following qualifying phrase example excludes another **Parcel**:

EXCEPT therefrom Parcel 1.

The following qualifying phrase examples exclude existing ODOT property:

EXCEPT therefrom that property designated as Parcel 1 and described in that Warranty Deed to the State of Oregon, by and through its Department of Transportation, recorded June 25, 2001 Instrument No. 2001-4300, Malheur County Deed Records.

EXCEPT therefrom that parcel of land described in that agreement between the State of Oregon, by and through its State Highway Commission and Southern Pacific Company, dated May 22, 1936 and recorded October 15, 1936 in Book 25, Page 556, Multnomah County Record of Deeds.

EXCEPT therefrom that property acquired by the State of Oregon, By and Through its Department of Transportation, in that Stipulated Final Judgment, dated July 15, 2002, entered as Circuit Court Case No. 012266, Clatsop County, Oregon.

The following qualifying phrase example excludes from a temporary easement parcel a **building**:

EXCEPT therefrom that portion of said parcel lying within the existing building.

The following example description shows some unique phrasing augmenting an easement to a property:

Rail Service Easement (To Be Granted To O.D.O.T.)

That portion of the Portland and Western Railway Company's Rail Service Easement along the rail corridor from Bowers Junction to Orenco, Oregon lying within the following described parcel of land:

A parcel of land situated in the E½W½ of Section 23, Township 1 North, Range 2 West, W.M., Washington County, Oregon and being a portion of The Burlington Northern and Santa Fe Railway Company's 100.00 foot branch line right of way conveyed to the Oregon Department of Transportation, said right of way being 50.00 feet on each side of the center line of the main track from Bowers Junction to Orenco, Oregon; the said parcel being that portion of said right of way lying Southerly of a line parallel with and 70.00 feet Northwesterly of the center line of N. W. Cornelius Pass Road, as said center line is shown on County Survey No. 23674, filed February 28, 1990, Washington County Surveyor's Office and Northerly of the Easterly extension of a line parallel with and 33.00 feet Southerly of the center line of N. W. Imbrie Drive, as said street is shown on the Plat of TANASBOURNE WEST, Washington County, Oregon, filed in Plat Book 111, Pages 31 through 34, and recorded June 24, 1997 as Microfilm Document No. 97057566, Washington County Book of Records.

This parcel of land contains 7.83 acres, more or less.

Phrases defining land under jurisdiction of Division of State Lands:

All submerged and submersible lands of streams and lakes and all tidal submerged lands within the State of Oregon not previously vested or granted to private parties are owned by the state and fall under the jurisdiction of the Division of State Lands (ORS 274.025 and ORS 274.710).

Submerged lands are defined as *"lands lying below the line of ordinary low water of all navigable waters within the boundaries of this state as heretofore or hereafter established, whether such waters are tidal or nontidal."* ORS 274.005 (7)

Submersible lands are defined as *“lands lying between the line of ordinary high water and the line of ordinary low water of all navigable waters and all islands, shore lands or other such lands held by or granted to this state by virtue of her sovereignty, wherever applicable, within the boundaries of this state as heretofore or hereafter established, whether such waters or lands are tidal or nontidal.”*

ORS 274.005 (8)

Line of ordinary high water is defined as the *“line on the bank or shore to which the high water ordinarily rises annually in season.”* ORS 274.005 (3)

Line of ordinary low water is defined as the *“line on the bank or shore to which the low water ordinarily recedes annually in season.”* ORS 274.005 (4)

Tidal submerged lands is defined as *“lands lying below the line of mean low tide in the beds of all tidal waters within the boundaries of this state as heretofore or hereafter established.”* ORS 274.705 (7)

The ordinary highway water mark is generally recognizable by a change in soil or vegetation on the bank (Division of State Lands publication). However, *“when the lines of ordinary high or low water cannot be determined by survey or inspection, then such lines shall be determined by the use of the annual mean high or mean low water for the preceding year.”* ORS 274.015

Right of way needed on land under the jurisdiction of the Division of State Lands shall be acquired as a permanent easement for highway right of way purposes. The following are examples on how to word the descriptions:

. . . A parcel of land lying in Lot 10, Block 15, CHARLESTON and tidelands abutting said Lot 10, Coos County, Oregon; the said parcel being that portion of said Lot 10 and said tidelands lying Westerly of the mean low water line on the Westerly bank of South Slough . . .

. . . the said parcel being that portion of said property lying Easterly of the present mean low tide line and lying below the mean low tide line as it existed in 1935.

A parcel of land lying in Section 1, Township 28 South, Range 13 West, W.M., Coos County, Oregon; the said parcel being all state-owned submerged and submersible land lying between the lines of ordinary high water on the Northerly and Southerly banks of the Coquille River . . .

A parcel of land lying in Section 31, Township 25 South, Range 12 West, W.M., Coos County, Oregon, the said parcel being all state-owned submerged and submersible land lying below the ordinary high water lines of Catching Slough and of the Coos River, northwesterly of a line at right angles to the center line of the relocated Coos River Highway at Engineer's Station 45+00, and included in a strip of land variable in width, lying on each side of said center line, which center line is described as follows:

A parcel of land lying in Section 27, Township 26 South, Range 13 West, W.M., Coos County, Oregon; the said parcel being all state-owned submerged and submersible land lying between the lines of ordinary high water on the Easterly and Westerly banks of Davis Slough included in a strip of land 60.00 feet in width, 30.00 feet on each side of the center line of the relocated Oregon Coast Highway which center line is described as follows:

Tip

For more information on Description Writing and Correct Right of Way Description Phrasing see [Appendix F](#): Description Wording.

Right of Way HQ Functions



Sales - Descriptions

ODOT has a continuing program to sell its surplus property. Generally, the Headquarters staff writes these sale descriptions. Acquisition files and sale files have a lot in common. There are, however, a few differences which are as follows:

Description File Name

Sale descriptions will be stored in the same file folder that holds the original description used to acquire the property. The file name of the surplus sale description will contain the file number followed by a capital letter (i.e. 5000123A). If there is a sale description already in the file folder, use in the description name the next available letter of the alphabet (i.e. 5000123A exists, use 5000123B).

Occasionally a surplus sale will encompass property acquired under more than one file. In this case, the sale is usually associated with the lower file number.

Addendum - Owners Name

Since ODOT owns the surplus property, the Owners name in a sale is ODOT.

ODOT

Addendum - Area Breakdown

Sometimes sale parcels are comprised of files from more than one acquisition. Create an area breakdown paragraph in the addendum. Place the area contained in each prior file on a separate line with its file number.

Area Breakdown
File 6468002 – 75 square feet, more or less.
File 6468059 – 987 square feet, more or less.

Exhibit "A" - Parcel Heading

Label fee parcels in sales descriptions as, "To Be Sold" rather than, "Fee" as in a typical acquisition.

PARCEL 1 – To Be Sold

Sometimes ODOT will want to retain an easement on the property to be sold. In this case, add the following statement to the description label of the easement parcel in parenthesis: "To be retained by ODOT."

PARCEL 2 – Permanent Easement For Access (To be retained by ODOT)

Sales – CAD Work

When a sale description is written, it must be tracked through ODOT's Right of Way Mapping System. This system is comprised of our roll and sheet drawings. Each sale is generally tracked on the drawing containing the acquisition. Changes made to the right of way drawings for sales are of two types:

1. Tentative Sales
2. Finalized Sales

Tentative Sales

When a sale is first proposed, it is not certain that it will take place. Still, all sales are tracked on ODOT drawings. Formerly, proposed sale elements were hand-drafted on linen maps and mylar copies of CAD drawings. Today, the active published copies of right of way drawings are in digital format (PDF) and proposed sale elements are drafted using CAD.

The proposed sale elements include the area, the term "To Be Sold," the date, drafter's initials, and the limits of the sale indicated by arrows (shown in Figure 6-1).

Linen drawings are revised in CAD by drafting the proposed sale elements on top of an attached raster image of the linen drawing and then plotting out a PDF for the published copy.

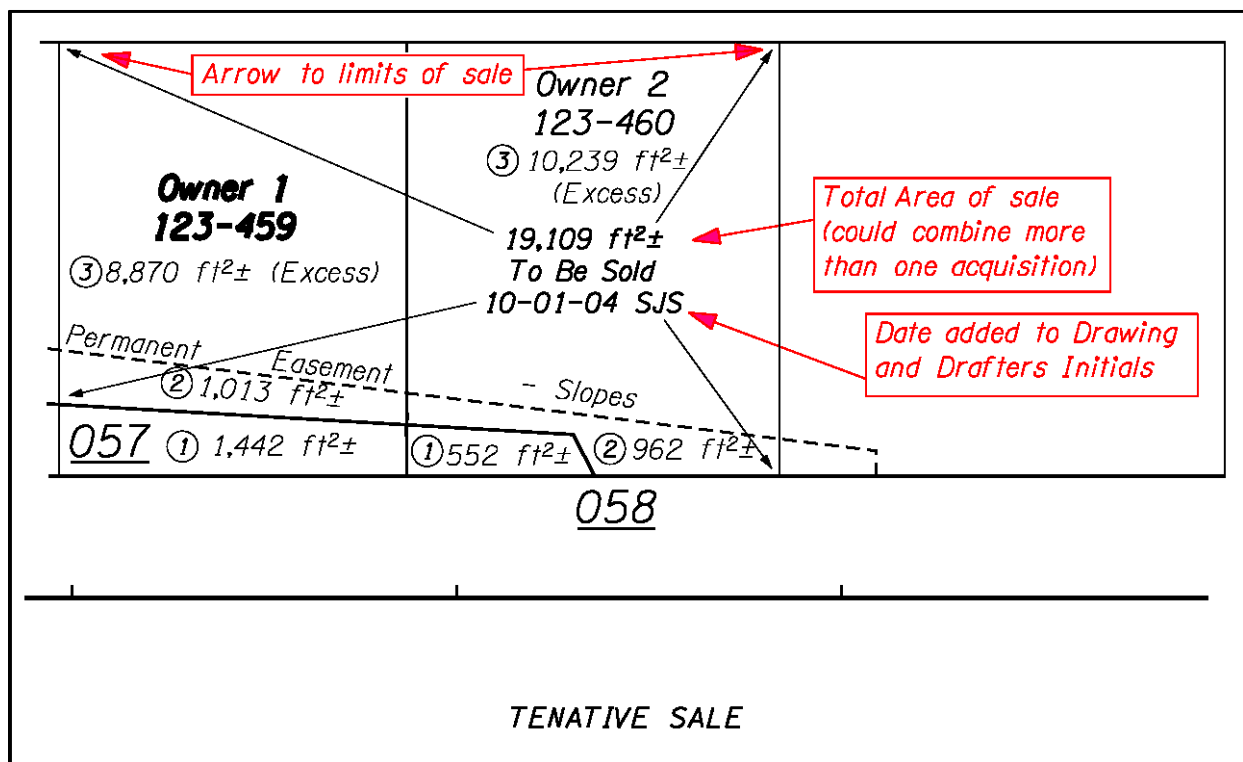


Figure 6-1

Finalized Sales

Once finalized, meaning it has been recorded with the county, the information for a sale is then drafted on the representative CAD drawing and a PDF plot is made for the published copy.

Figure 6-2 shows a portion of a linen drawing containing a finalized sale. The outline of the sale is drawn in with a purple pencil. The text “Sold to [Owners Name]” and the Deed Reference are inked onto the drawing. Today, this finalized sale appearance is simulated in CAD.



Figure 6-2

Figure 6-3 shows an example of a final sale created in a CAD drawing. Finalized sale elements drafted include the text “Sold to [Owners Name],” the Deed Reference and an outline of the sale boundary. For the sale boundary a unique linestyle is available through the [ODOT] Task and Workflow tabs, named, “Recorded Sale Bndry Line”. It is placed just inside the boundary of the sale so the existing lines are not covered.

Lin drawings are revised in CAD by drafting the finalized sale elements on top of an attached raster image of the linen drawing and then plotting out a PDF for the published copy.

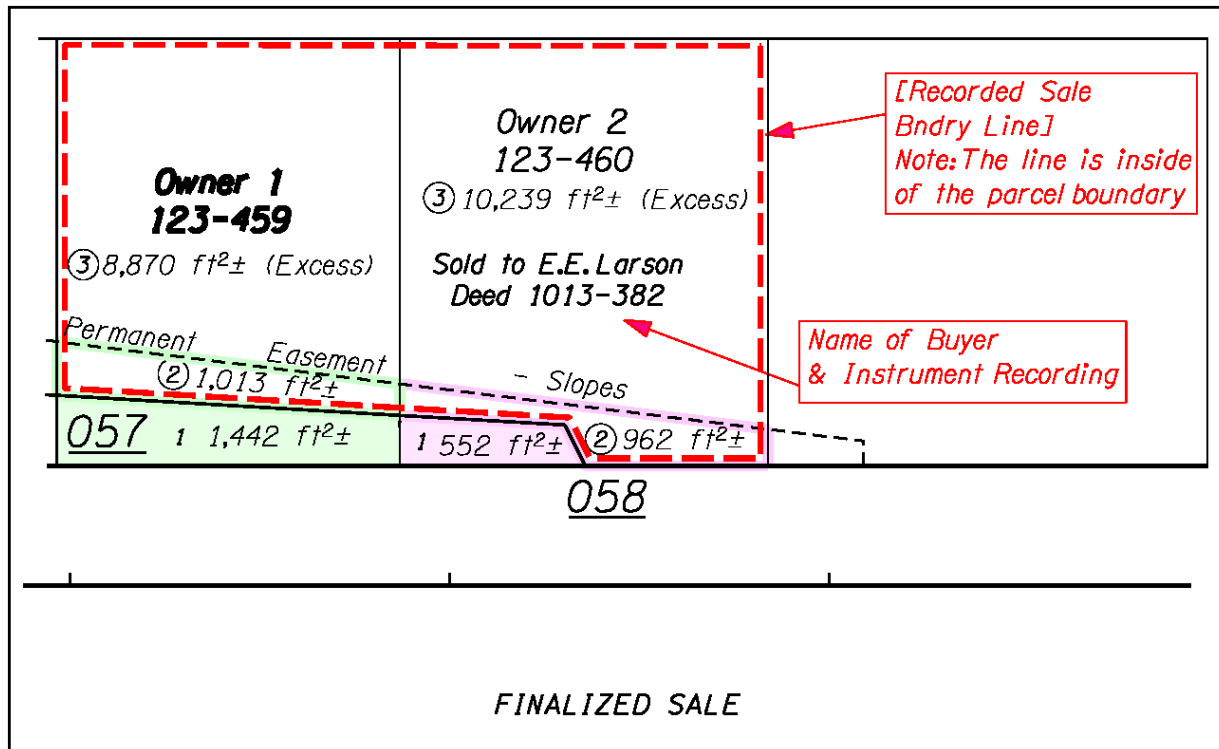


Figure 6-3

Jurisdictional Transfers

Whenever ODOT transfers land between another governmental agency and itself, it enters into a process now called a Jurisdictional Transfer. Formerly, ODOT called this process Abandonment and Retention. ODOT has an Official Procedure for preparation of these documents (ROW 10-01-01). Right of Way Engineering’s involvement entails producing a final sketch map and checking or creating a description of the transfer area. A sketch map is produced to accompany the other documents. Figure 6-5, Figure 6-6 and Figure 6-7 below show examples of various sketch map formats used for Jurisdictional Transfers.

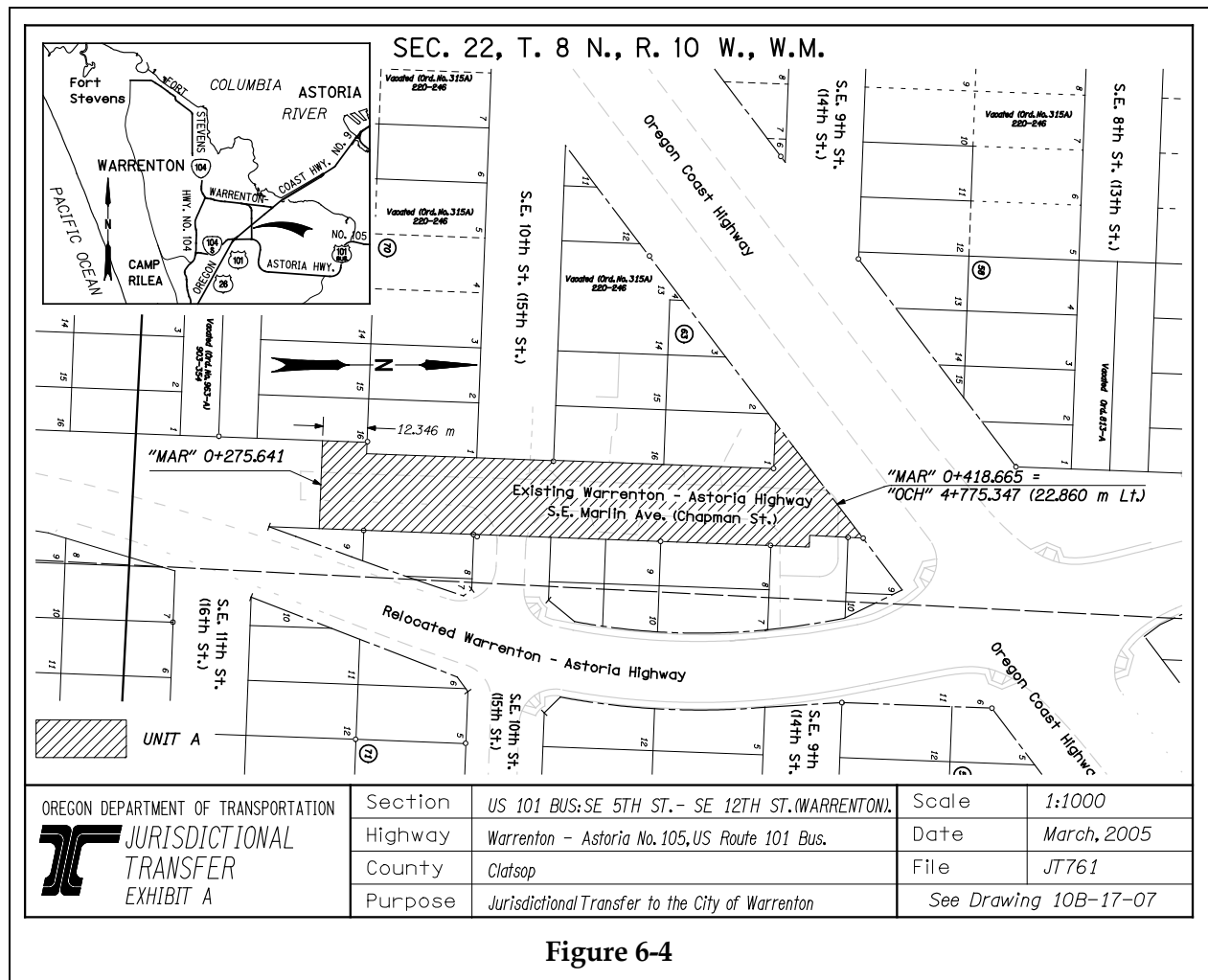


Figure 6-4

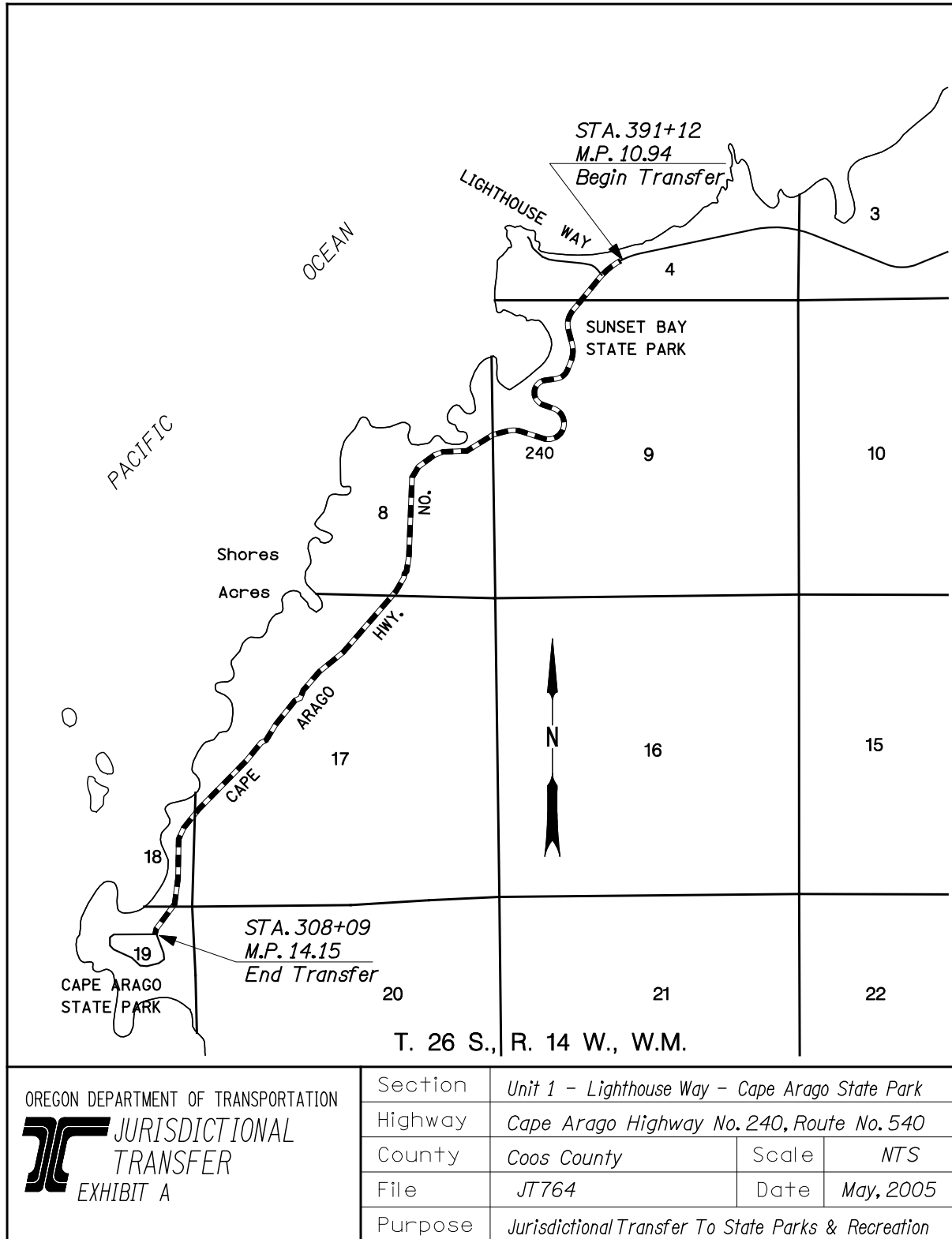


Figure 6-5

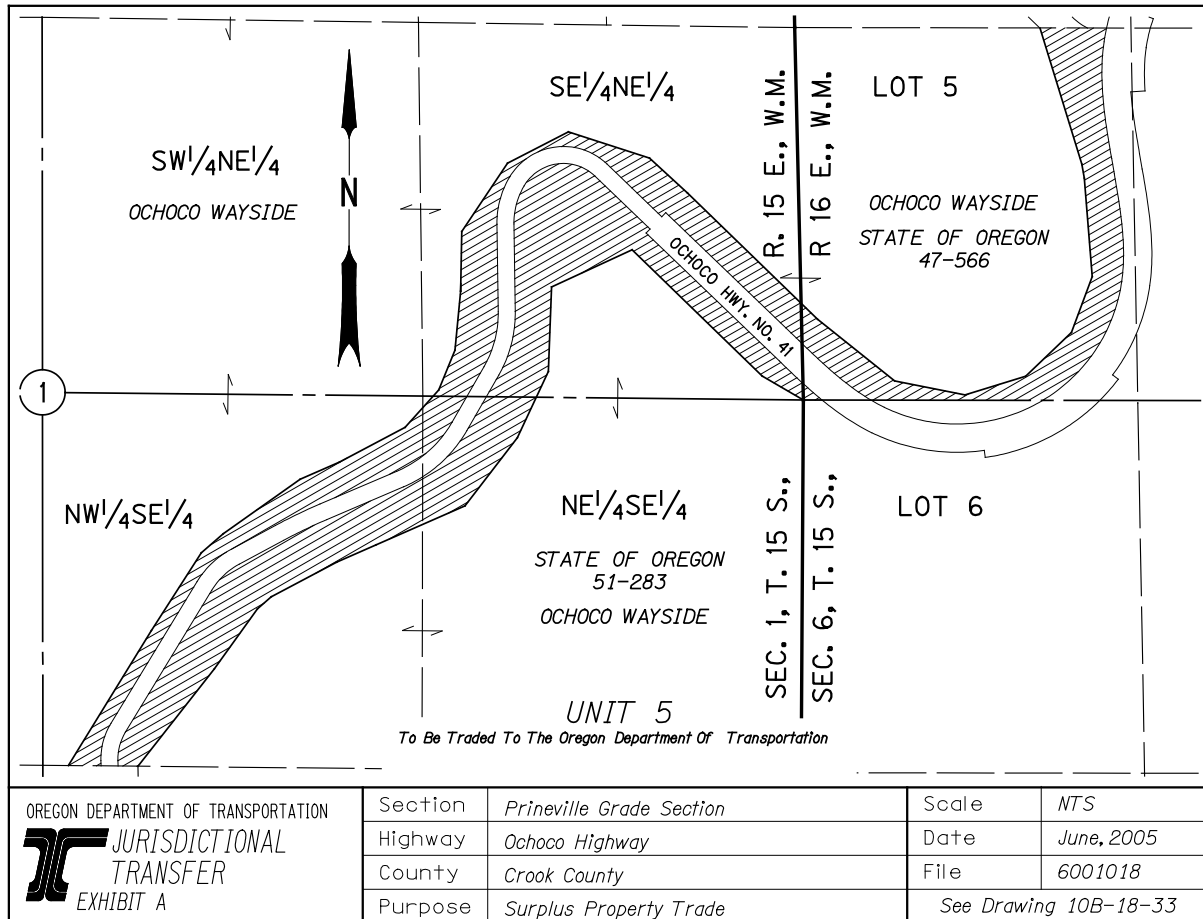


Figure 6-6

Guidelines for Exhibit Maps for Jurisdictional Transfers
 (Taken from ROW 10-01-01)

It is the Region’s responsibility to provide a preliminary map, electronic if possible, of the highway segment being transferred to a local jurisdiction. Right of Way Engineering will use that preliminary map to create a final exhibit map that will be used for the agreement and other needed documents in the jurisdictional transfer process. The completion of the final exhibit map will be expedited considerably if the preliminary map is an electronic one. However, if the Region personnel involved do not have the equipment and/or the expertise to produce an electronic map, a paper map will suffice. Regions must create the best map possible with whatever information and materials are available.

The following guidelines were developed to assist the Regions with preparing maps.

Exhibit drawings (maps) are attached to the Jurisdictional Transfer Agreement document and clearly show the limits of the section of highway being transferred.

1. Exhibit drawings are 8½ x 11 (letter). In certain cases 11 x 14 (legal) may be used. Never use 11 x 17 (ledger).

2. Include the following in the exhibit drawing:

- Title box or area with the section name, highway name, state highway number and state route number, county name, scale and Jurisdictional Transfer number (see examples)
- Scale bar
- North arrow
- Township, Section, Range
- Large scale vicinity map

3. Indicate the starting and ending points of the transfer on the drawing. If done properly, the points will reflect the description in the Exhibit 'A' document. Define the end points of the section using the following hierarchy:

- Mile points
- Engineering stationing when available
- Physical features (street intersections, curb lines, etc.)
- Political boundaries (city limits, county lines, etc.)



Guidelines for Descriptions for Jurisdictional Transfer Agreements

(Taken from ROW 10-01-01)

The following guidelines are provided as a reference for Regions when writing the description for the Jurisdictional Transfer Agreements. Regions initiate the descriptions, as they are knowledgeable about the segment of the highway that is proposed for a jurisdictional transfer. As part of the overall process, Right of Way shall be reviewing the descriptions, together with the exhibit map.

The description of the portion of the highway being transferred shall follow the exhibit map.

The highway shall be identified by state highway name, highway number, highway route number (if applicable) and city street name (if applicable).

The portion of the highway being transferred is to be bounded by the beginning and ending points. The direction of the run is to be general, i.e. northerly, southerly, southeasterly, northwesterly. A center line description such as is used in Right of Way acquisition documents is generally not necessary for the description of the transfer. Use the same hierarchy as the map exhibit guidelines for the beginning and ending points of the portion being transferred:

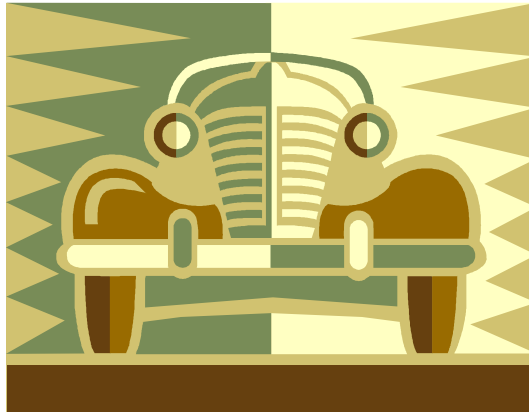
- Mile points (MP)
- Engineering stationing when available
- Physical features (street intersections, curb lines, etc.)
- Political boundaries (city limits, county lines, etc.)

Cite the sections, township and range, city (if applicable) and county that the highway being transferred lies in.

Sample Description: Fourth Street - Walker Avenue (Ashland)

All land within the right-of-way boundaries of the Rogue Valley Highway, State Highway No. 63, Route No. 99 (Siskiyou Boulevard) beginning at MP 19.5, said mile point being the intersection of the highway with the Southeasterly line of East Main Street. Thence running Southeasterly to MP 20.8 said mile point being the intersection of the highway with the Northwesterly line of Walker Avenue and lying in Sections 9, 10 and 15. Township 30 South, Range 1 East, W.M., City of Ashland, Jackson County, Oregon.

APPENDIX



Appendix A - Determining Widths of Existing Rights-Of-Way for County Roads

The linked document is a synopsis of laws relating to county road right of way widths, written by William F. Frye, a Lane County District Attorney. Written in 1959, but still pertinent today, many state highways started as county roads.

Here is the foreword from that document.

FOREWORD

"How wide is our right-of-way?" This is a question which is frequently raised in Lane County, and, I would assume, in every county. It is vital to anyone who is concerned with the construction or improvement of county roads.

Any one of several factors may raise the question. It may be that no width was specified in the original establishment proceeding, or, it may be that the road was informally taken over by the county after it had been created by prescriptive use. Again, it may be that the road deviates from the boundaries originally established, or that the county built the road on the basis of defective establishment proceedings.

Even where the original right-of-way width is clear, a problem arises as to whether the county may have lost part of it through adverse possession, automatic vacation, or a rule of law called the "doctrine of equitable estoppel."

These are the problems that are dealt with in this paper. Many statutes and cases are discussed, and you will notice that instances where the law is not definite and clear. In these the citations and references are included mainly for the use of your own district attorney, for it is they who will have to apply such cases.

Primarily, however, I hope that this paper will itself provide a useful guide for you, who, day in and day out, must answer the question: "How wide is our right-of-way?"

WILLIAM F. FRYE
Lane County District Attorney

November 18, 1959

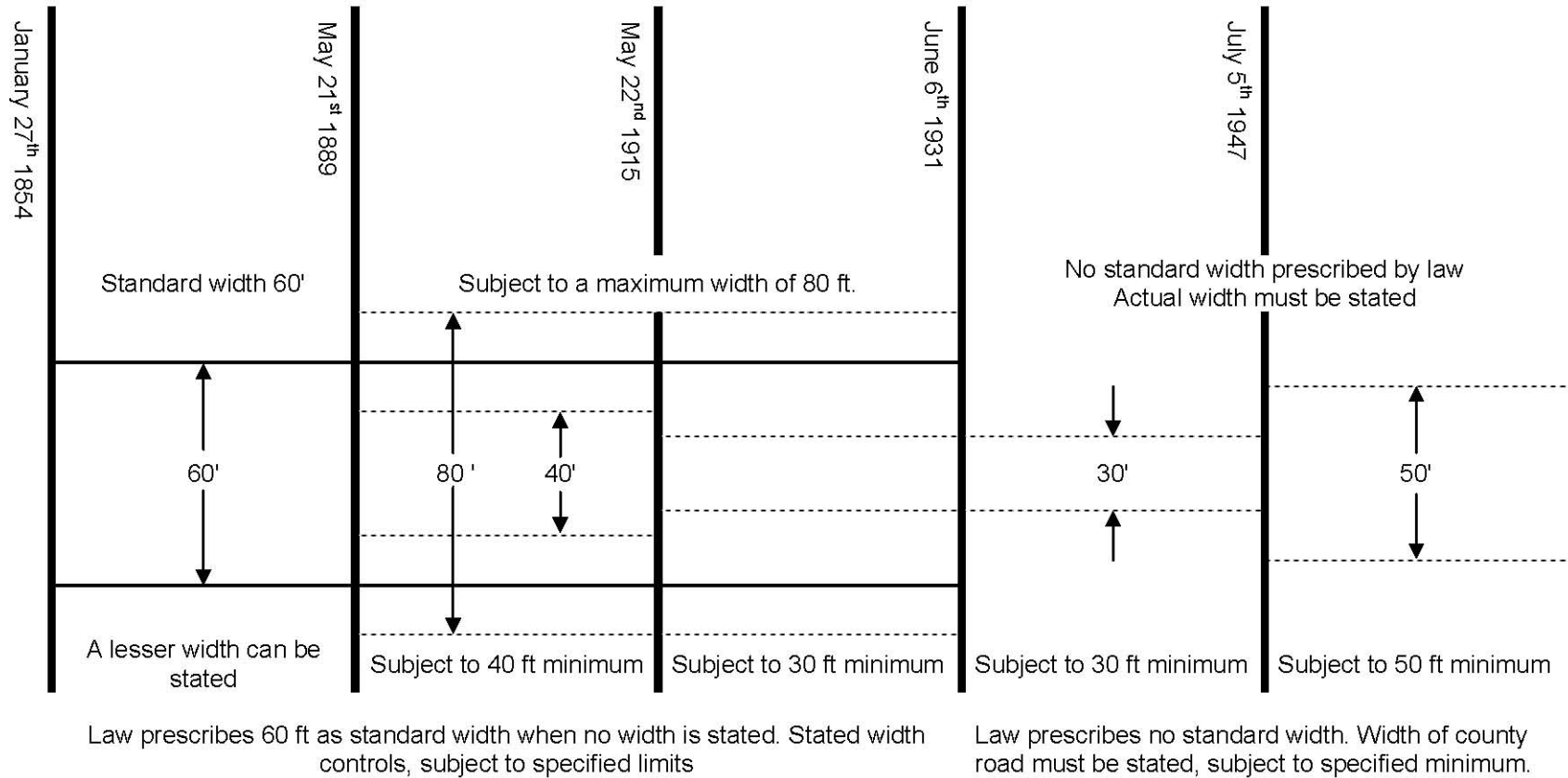
Here is the link to this document:

[Frye Determining Widths of Extg RW 1959.pdf](#)

On the following page is a chart from that document showing the different widths prescribed for county roads at different times.

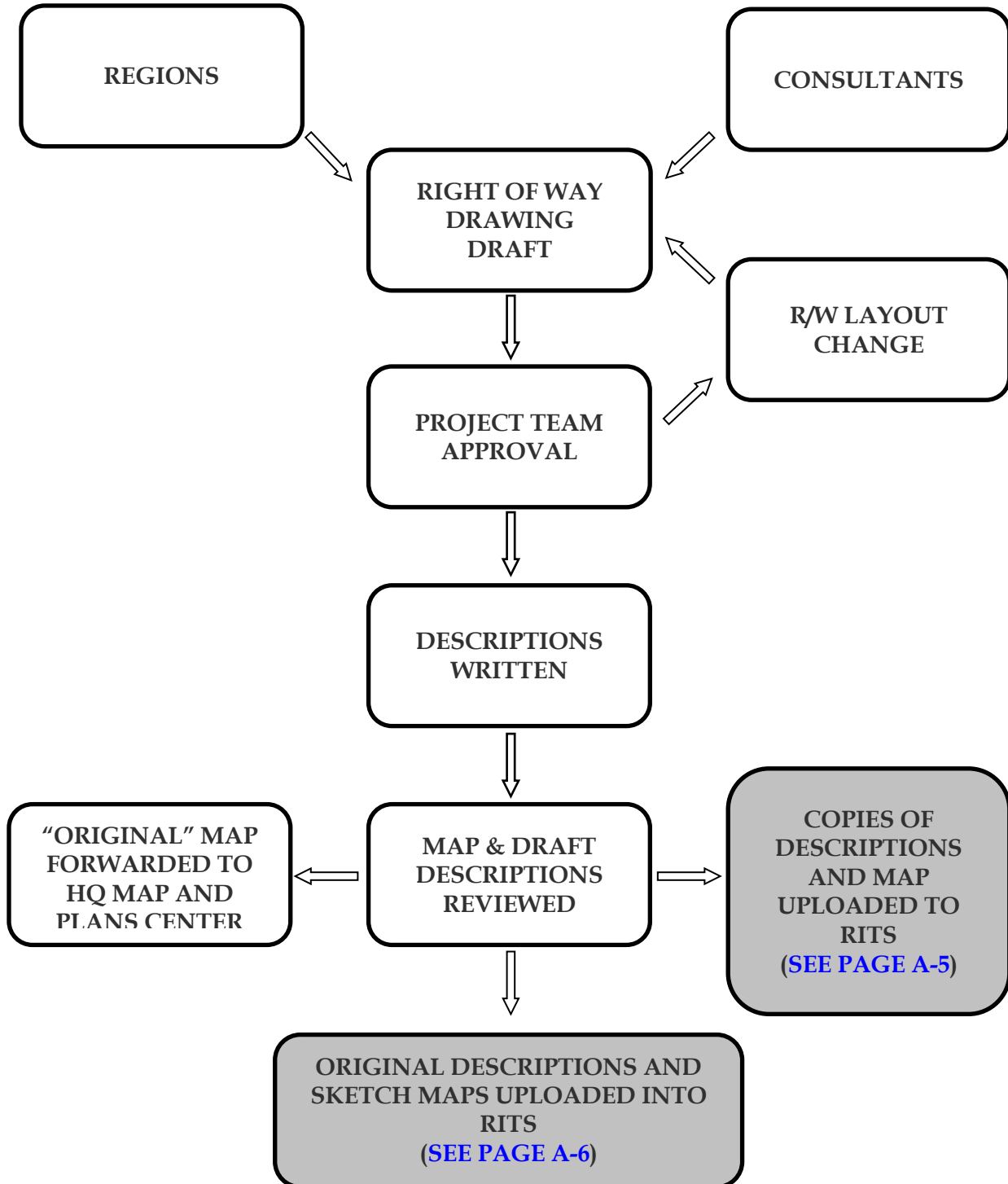
Statutory County Road Widths

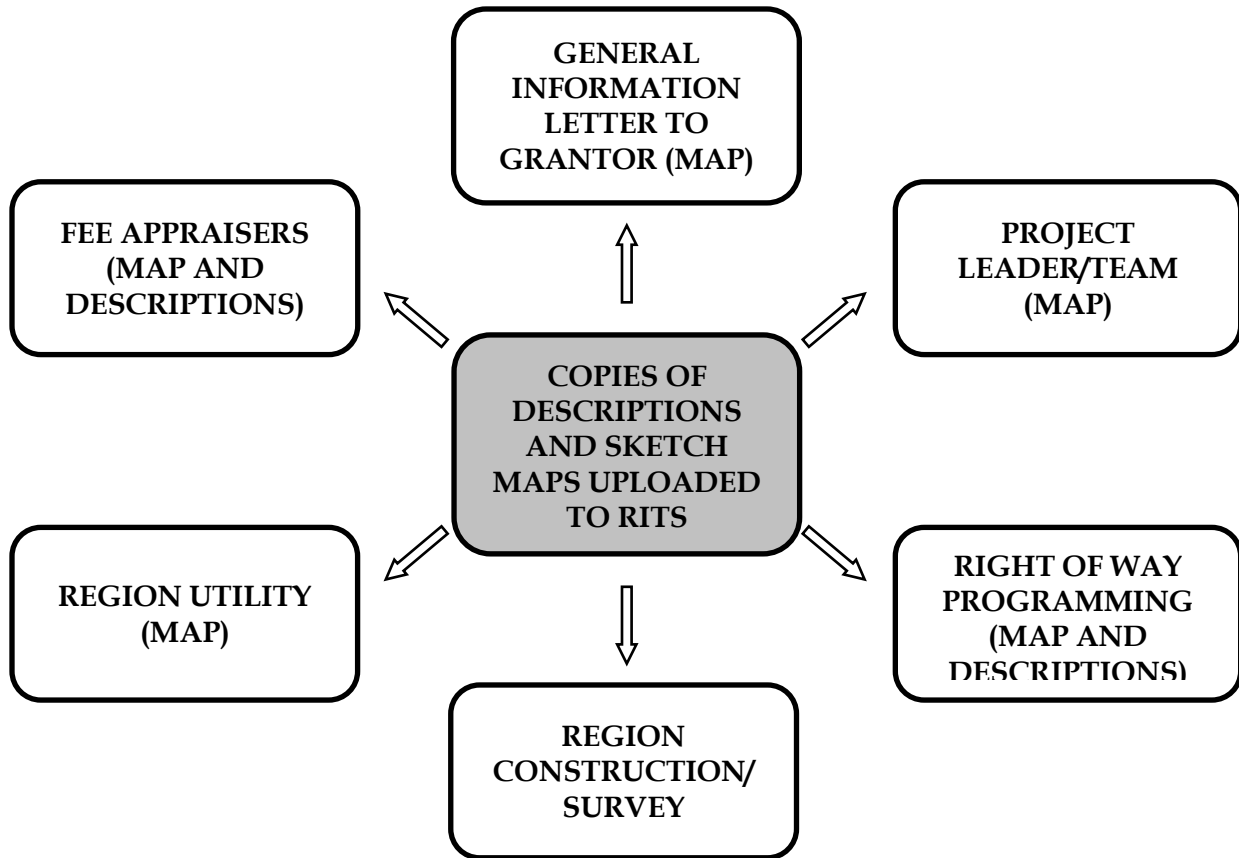
Determining widths of existing rights-of-way for county roads. - William F. Frye

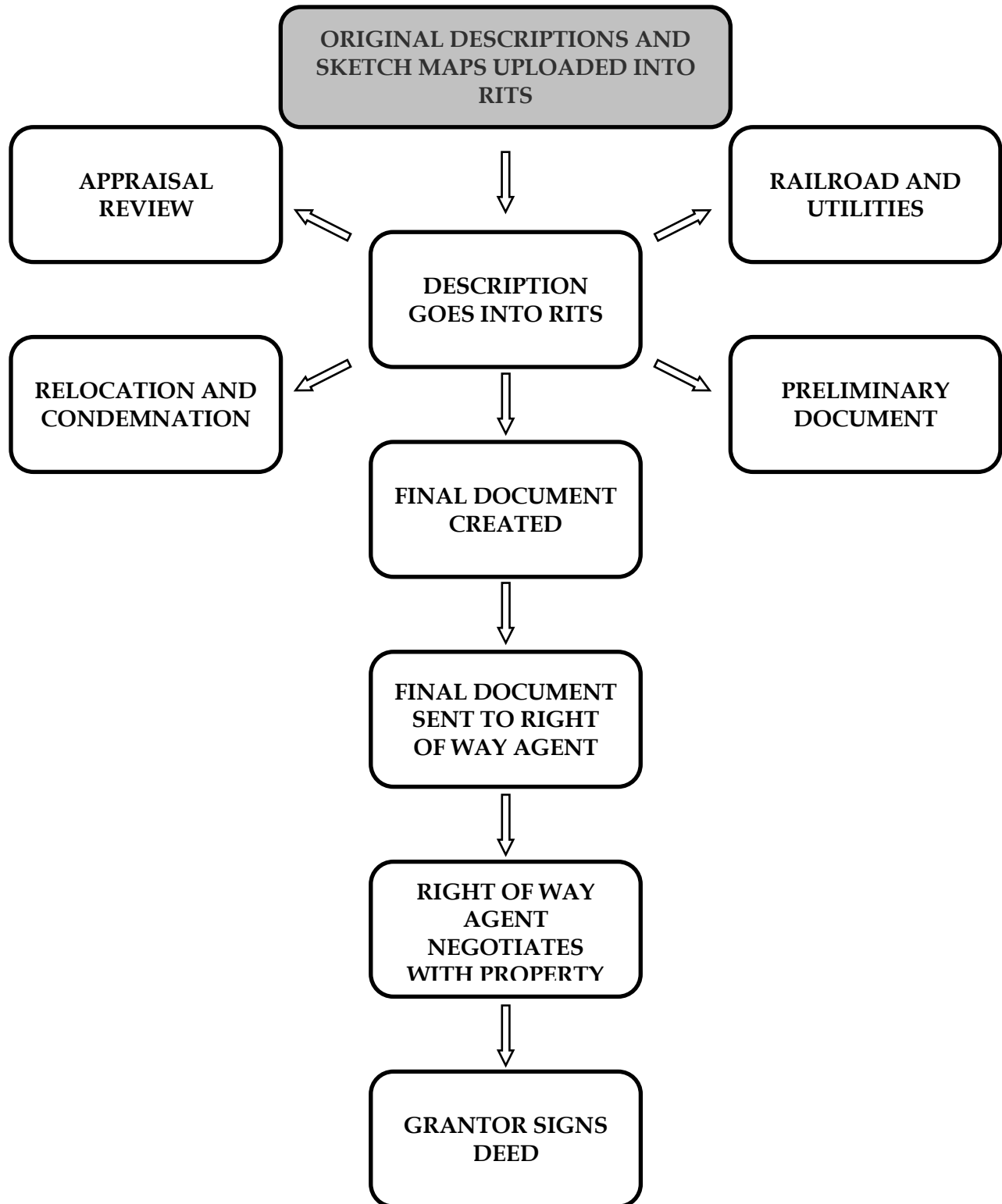


Appendix B- Process Flowcharts

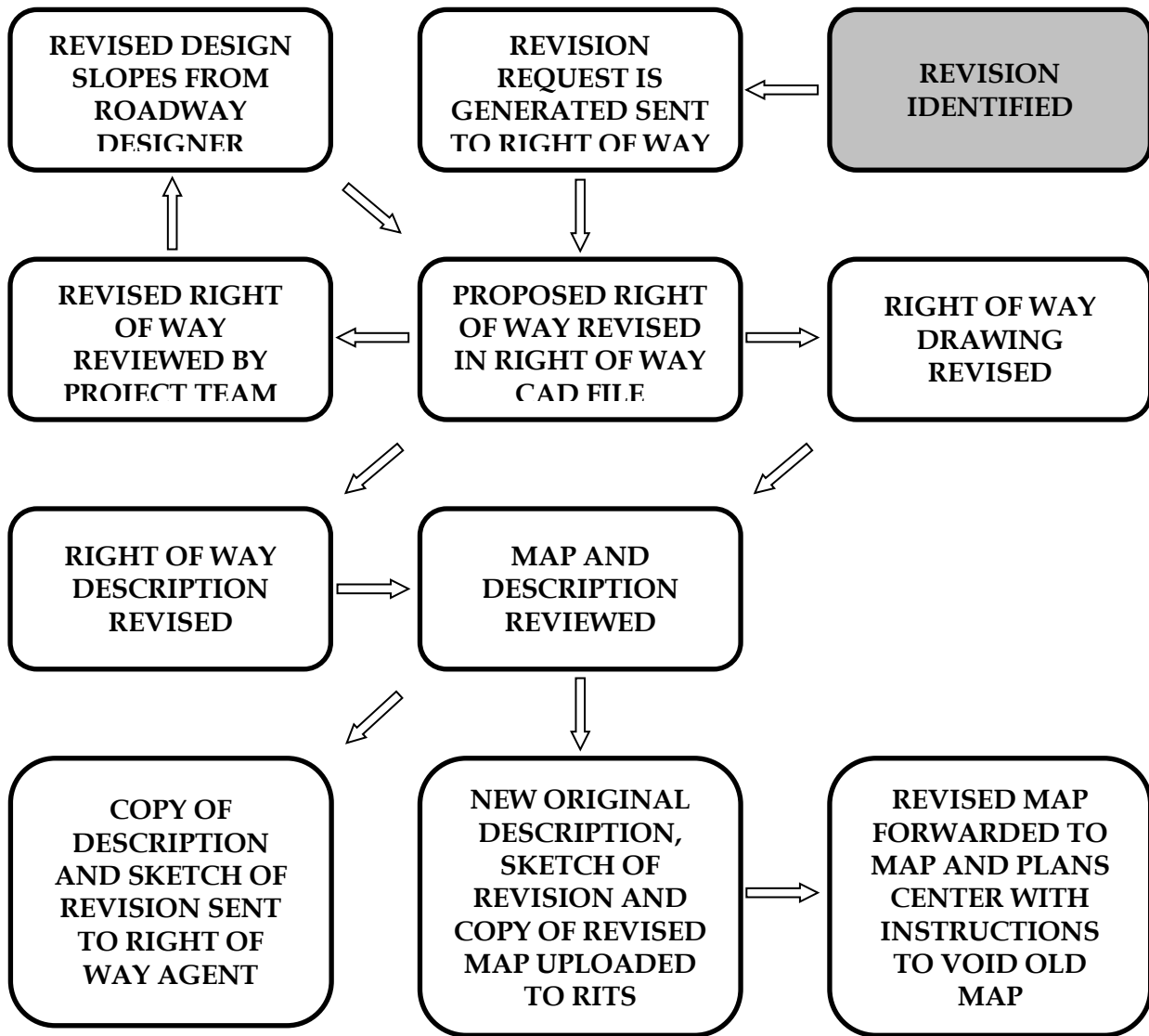
Right of Way Drawings and Descriptions Development







The Revision Process



Appendix C- Review Checklists

Two checklists have been developed as an aid in reviewing right of way drawings and descriptions for completeness. The first is for a light review, and the second is for a more detailed review.

For more background information on the Review Process see Scott Morrison's video on "The Review Process" in Appendix Q.



Light Review

Project Section Name				
Highway Name				
County Name				
Map Number		Field Book Number		
R/W Project Number		Key Number		
CAD File name				
Drafter				
Writer				
Reviewer				
	Drafter	Writer	Reviewer	N/A
Right of Way Acquisition Drawing - Design Model				
o Title Block complete for 1R sheet drawings.				
o Basis of Bearing shown (Insert or on face of drawing).				
o Tie to PLSS corner shown in basis of bearing.				
o Tied highway and property monuments placed with descriptions (monument table or text nodes).				
o North Arrows placed so will be spaced along drawing every 3 feet.				
o Center lines displayed with proper stationing format and curve information.				
o Highway right of way, existing access control and property lines drafted.				
o Street and Road names placed.				
o Subdivisions drafted and labeled.				
o Property owner names and deed recording references placed per county standards.				
o GLO lines drafted.				
o State, County, City lines properly labeled.				
o Township/Range lines properly labeled.				
o Donation Land Claims properly labeled.				
o Existing topography features referenced and displayed. Gray shaded on drawing				
o Proposed Right of Way layout drafted with correct symbology.				
o Access control lines shown.				
o Easements labeled correctly.				
o Parcels number correctly.				
o Parcel and remainder areas placed.				
o Are the parcels in each file showing the correct color shading and/or outline				
Right of Way Descriptions: Addendum Page				
o Right of Way File Number.				
o Right of Way Drawing Number.				
	Drafter	Writer	Reviewer	N/A

Right of Way Descriptions: Addendum Page (Cont)				
o Author's initials and date.				
o Project Section Name, Highway Name & County Name.				
o Throughway or Non-Throughway.				
o Grantor's Name.				
o Number of Parcels.				
o Parcel access language statement for each parcel.				
o Location of parcel by Section.				
o Location of parcel by Tax Lot Map.				
o Remainder area.				
o Prior files, recorded documents, and access control statement.				
o Conversion table (metric descriptions only)				
Descriptions: Exhibit A				
o Right of Way File Number.				
o Right of Way Drawing Number				
o Date				
o Pages numbered correctly.				
o Parcel Title correct and in proper order of acquisition.				
o Caption.				
o Body (includes center line description, variable width tables, basis of bearing statement and area statement).				
o Qualifying clauses.				
o Augmenting clauses.				
o Surveyor's seal on last page of Exhibit A				
o Electronic Files complete with proper naming format.				
Check that legal descriptions and Right of Way Acquisition Drawing match.				
o Owner name and deed reference.				
o Right of Way File Number.				
o Number of Parcels.				
o Types of parcel acquisition; fee and easement.				
o Access control lines.				
o Station/Offset calls.				
o Parcel and Remainder areas.				
Comments:				

Detailed Review

Detailed Review			
Project Section Name			
Highway Name			
County Name			
Map Number		Field Book Number	
R/W Project Number		Key Number	
CAD File name			
Drafter			
Writer			
Reviewer			
	Yes	No	N/A
CAD FILE (design model)			
Is CAD annotation scale set correctly for the map plot scale			
Check tied monuments and descriptions against field notes			
Check the basis of bearing			
Check Alignments			
o InRoads alignment (.alg) files			
o Does alignment track correctly			
o Are cardinal stations stationed correctly			
o Beginning and ending stations and PI's			
o Northing and Eastings shown on beginning station, ending station and PI's and correct			
o Bearings on Tangents correct			
o Curve data shown			
o Alignments and text correct symbology			
Government Lines			
o Check Township/Range, Section, Quarter Section, Sixteenth/Government Lot, and DLC lines against GLO, County Surveys and prior R/W maps			
o Check State, County, City limits lines and text			
o Are Government lines labeled correctly			
o Are Government lines and text on correct symbology			
Monuments			
o Check monument descriptions and coordinates against field notes, recovery survey			
o Monuments cells and text on correct symbology			
Existing Right of Way			
o Check existing right of way against recovery survey			
o Are right of way lines at offsets stated			
o Check existing access rights			
o Are right of way lines shown with correct symbology			
o Check deed references and properties			
o Are Ownership names drafted as they appear on the vesting deed			
o Is ownership text the correct symbology			
o Does property on map match deed calls			
o Is there a corresponding County Survey			
o Does property match tax lot on assessors map			

	Yes	No	N/A
CAD FILE (design model) cont.			
o Are property hooks used correctly			
Subdivisions			
o Check subdivisions against plat			
o Subdivision names correct			
o Subdivision lines and text on correct symbology			
o Road and Street names correct			
Proposed Right of Way layout			
o Do Station and Offset calls track correctly from alignment			
o Are easements labeled			
o Are right of way file numbers by new taking			
o Are parcel and remainder areas correct			
o Are parcel area shapes in place at correct levels and different color for each file			
o Are access control lines shown			
o Are acquisition deed references recorded next to Right of Way file numbers (for "Final" copy of map only)			
o Are deeded reservations of access drafted (for "Final" copy of map only)			
o Has all CAD drafting been done to correct symbology (level, color, weight, text size and font) per R/W V8 menu			
CAD FILE (plot models)			
Check that the following basic elements are on the R/W map:			
o Map Titles correct (front end titles for roll map, title block for 1R map)			
o Project name			
o Highway name			
o County name			
o Map scale			
o Basis of bearing statement			
o Coordinate statement			
o Field notes			
o Right of Way Project number			
o Drawing number (Identifier)			
o Scale bar			
o Was basis of bearing insert used			
o Alignment(s) shown			
o Tie to PLSS corner(s)			
o Bearing basis indicated			
o Tied highway and property monuments			
o Adjoining map references			
o Prior map references			
o Township/Range/Section, Drawing No., Project No. reference every three feet along top edge of map			
o North arrows spaced approximately every three feet along map			
o Are match lines used on map			
o Is existing topography shown			
o Is topography gray shaded (halftoned) on hard copy			
o Are the parcels in each file showing the correct color shading and/or outline			
o Reversed title on beginning and end edges of roll map			
o Do titles indicate multiple maps			

	Yes	No	N/A
CAD FILE (plot models) cont.			
o Does map have “Active Copy” stamp at front and end of map			
o If final map, does it have “Final Copy” stamp			
o Has all CAD drafting been done to correct symbology (level, color, weight, text size and font) per R/W V8 menu			
DESCRIPTIONS			
File Addendum sheet			
o Correct file number			
o Drawing number			
o Project name, highway, county correct			
o List Throughway/Non-Throughway			
o Grantor name correct and per vesting deed			
o Number of Parcels shown			
o Parcel access language statement for each parcel?			
o Location of parcel(s) by Section			
o Location of parcel(s) by tax lot			
o Remainder area stated			
o Prior files, recorded documents and access control list			
o Area conversion table for metric projects			
Exhibit A			
o Correct file number			
o Drawing number			
o Does page numbering work correctly			
o Parcel title			
o Parcel numbers for multiple parcels			
o Location by Township/Range/Section, Donation Land Claim, Subdivision			
o Vesting deed reference			
o Center line description			
o Tied to PLSS			
o Strip description			
o Constant width			
o Variable width table			
o Qualifying or Augmenting clauses			
o Basis of bearing statement			
o Parcel area			
o Are parcels in correct hierarchy			
o Fee			
o Permanent Easements			
o Temporary Easements			
o Surveyor’s seal on last page			
Check descriptions against the Right of Way map			
o Owner name and deed reference			
o File Number			
o Number of Parcels			
o Types of parcel acquisition; fee and easement			
o Access control			
o Station/Offset calls			
o Parcel and Remainder areas			

	Yes	No	N/A
DESCRIPTIONS cont.			
Sketch maps			
o Sketch map complete for each file			
o Acquisition parcel lines and parcel text showing			
o File number showing			
o Parcel numbers and Parcel areas			
o Are the parcels in each file showing the correct color shading and/or outline			
o Owner name and deed reference			
SUBMITTALS			
o Exhibit A wet signed or digital signature			
o PDF Portfolio created			
o Addendum			
o Exhibit A			
o Sketch map			
o Description portfolio saved to Right of Way Server			
o Right of Way map plotted to PDF and saved to RWmaps			
Comments:			



Appendix D- Approved Easement List

A list of easement types, approved for use in ODOT descriptions. This document is occasionally updated and you may want to check the following link for possible updates to the “Approved Easements.doc”

[Approved Easements.doc](#)

Letter of Introduction to Approved Easement List Document

Easements, both temporary and permanent, are specific as to use and cannot be utilized for a purpose other than what is specified. An easement area purchased to construct and maintain roadway slopes cannot be used to place a drainage facility or a sidewalk. Thus all intended uses of the easement must be specified. If multiple uses are intended to occupy the same acquisition area, the easement titles may, with approval, be combined in the parcel description. However, combining easements should not be done without careful consideration of what the result would be. If an easement is needed at a specified location, such as for a sign or traffic control facility, and falls within another larger easement, such as slopes, then it is best to separate these two easements into separate parcels. Combining the easements encumbers the area with all the listed uses and a higher cost of acquisition. Also avoid attempting to combine easements that have similar uses. For example, most easements include access over and across the area so it is not necessary to combine an access easement with another easement that allows access. The writer shall contact Right of Way Headquarters and the Right of Way Engineering Group in Geometronics for advice on combining any easements with the exception of slopes and utilities. These easements may be combined without prior approval. Temporary easements are limited to a specific period of time and automatically extinguish at the end of the period. All temporary easement titles in the description shall include the phrase “3 years or duration of Project, whichever is sooner.” This phrase gives a maximum time period of the easement (3 years) while allowing the easement to extinguish if the project duration is less and the easement is no longer needed. If it is known that the duration of the project will be longer than 3 years, then this maximum time period may be lengthened. However, the longer that the easement will be in effect, the greater the appraised value of the easement will be.

Temporary and permanent easements cannot be combined and must be written as separate parcels.

The easement types approved for use in ODOT descriptions and deeds are grouped in the following categories: Roadway, Access, Structural, Traffic and Utility, Riparian and Hazardous Materials. Each category contains both permanent and temporary easements. Some easements may be acquired as both permanent or temporary and are noted as such. The specific easement title is shown in bold text. Below the title are listed the allowed uses of the easement followed by any qualifying information.

These easements cover most of the uses that would be required for a typical project and every attempt should be made to utilize the easements on this approved list. The approved easement list in the Right of Way Engineering Manual contains the approved uses for each easement.

Under no circumstances should a writer modify an easement title by either adding to or deleting from the title. Easements have Department of Justice approval and if the easement title is modified except as specified above, it will be rejected by Right of Way Headquarters and come back to the writer for a revision and possibly delaying the project. **THIS IS NOT NEGOTIABLE.**

If for any reason an easement is required that does not appear on this list, submit the proposed easement title and intended use to Salem Headquarters for approval. As mentioned previously, slopes and utilities can be combined without prior approval from Headquarters. The contact information for submitting requests for easement changes is:

Eddie Burton
Program Support Unit Manager
Right of Way Section
503.986.3641
edna.BURTON@odot.state.or.us

Mike Fallert, PLS
Lead Right of Way Surveyor
Engineering Automation Section
Geometronics Unit/Right of Way Engineering Group
503.986.7143
Michael.FALLERT@odot.state.or.us

Appendix E - CAD Examples

This appendix contains drafting examples for producing right of way drawings. Many typical situations are included, but are not intended to be all-inclusive.

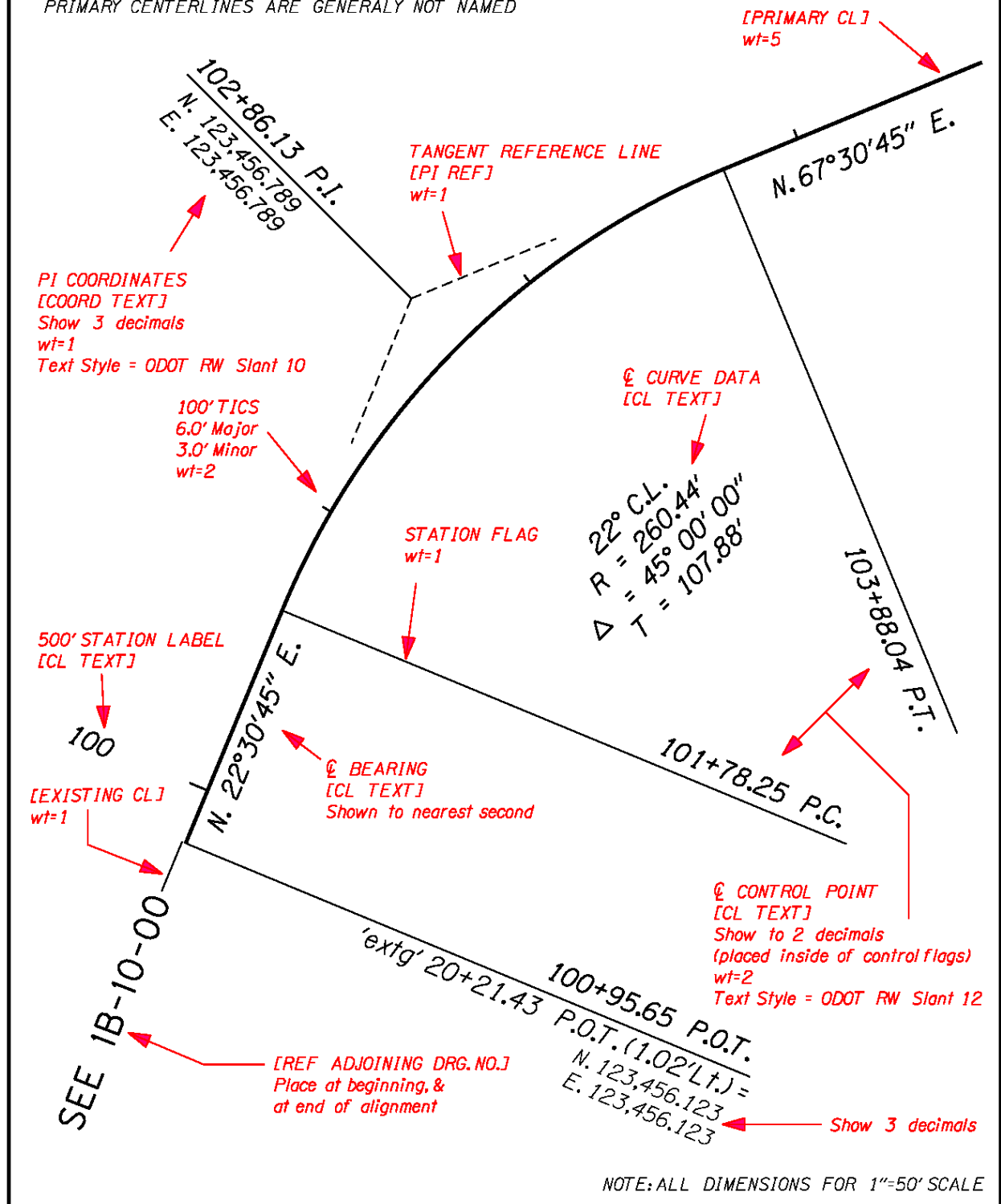
NOTE: Use the ODOT Task Menu for all font types, sizes and levels.
The following examples have not been updated to current standards.

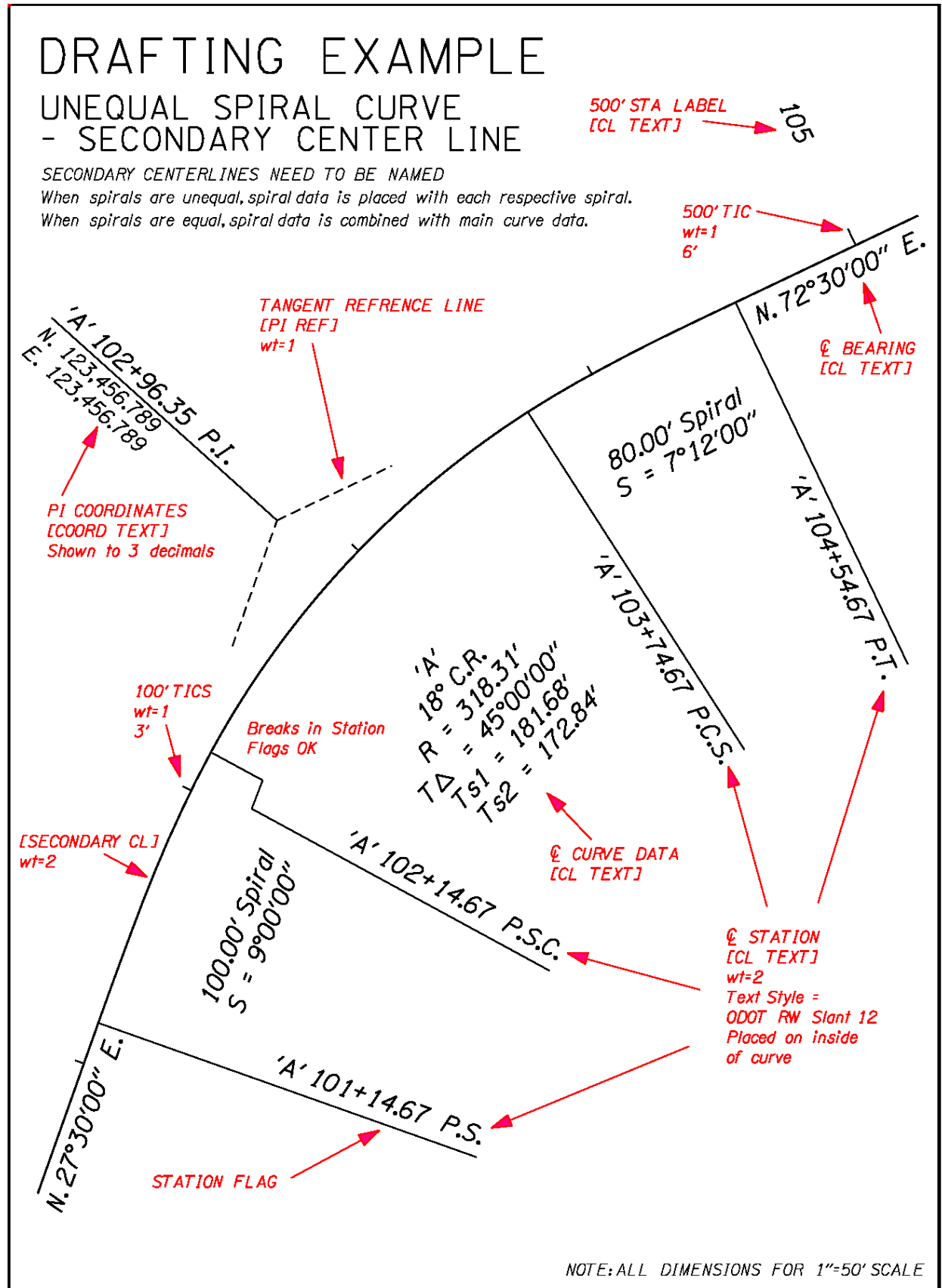


DRAFTING EXAMPLE

SIMPLE CURVE - PRIMARY CENTER LINE

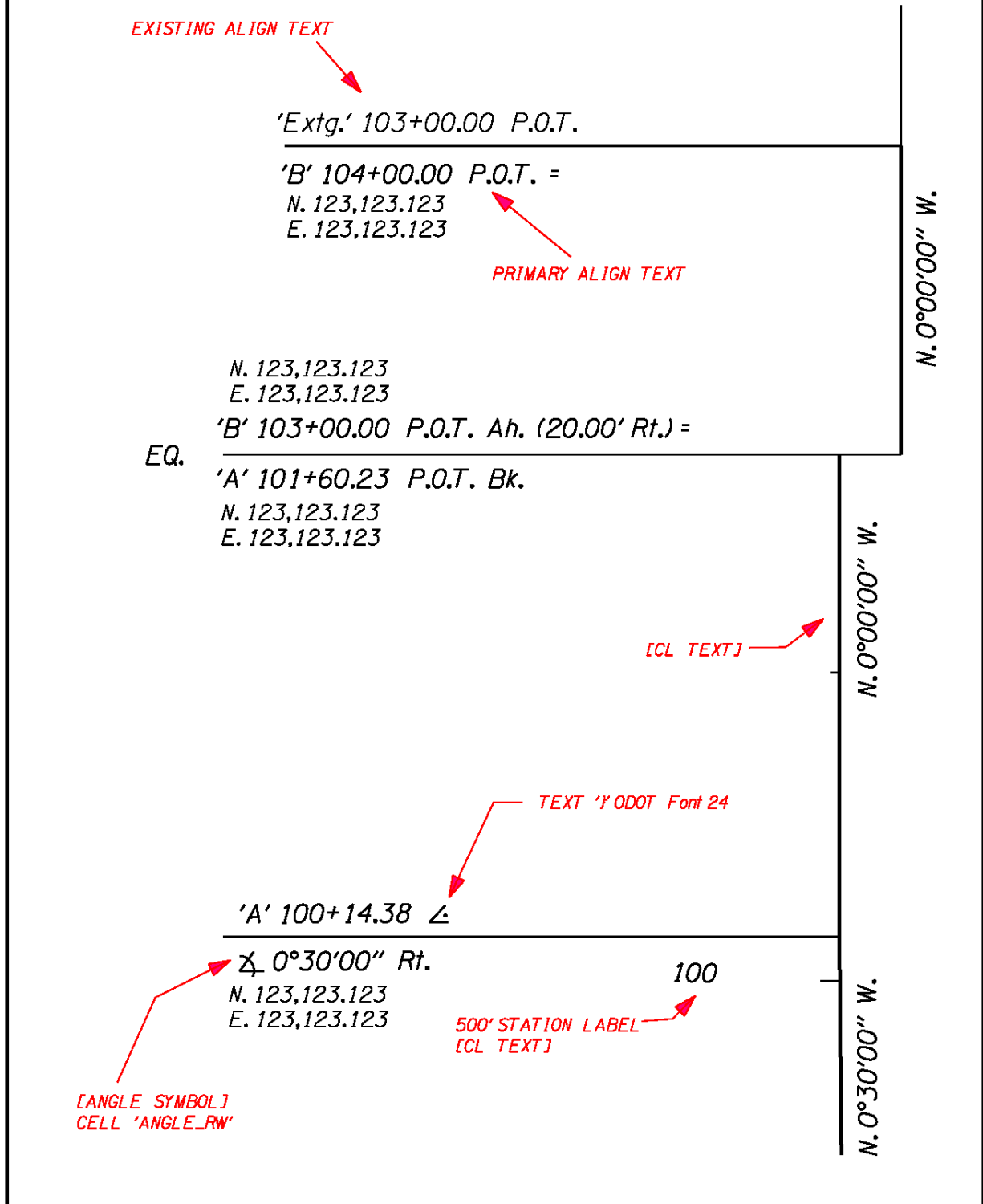
MENU SELECTIONS SHOWN LIKE THIS -[RW MENU ITEM]
PRIMARY CENTERLINES ARE GENERALLY NOT NAMED

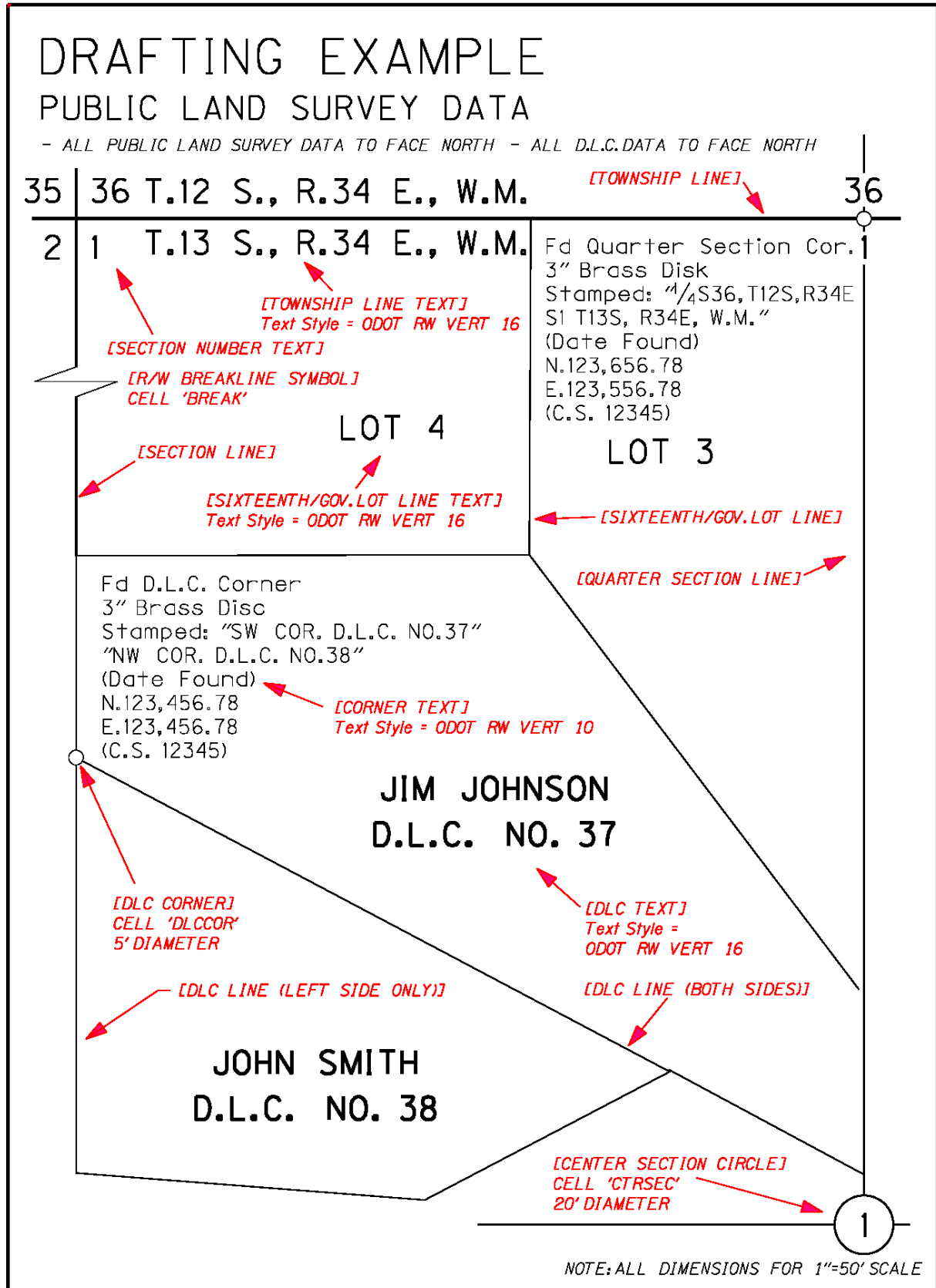




DRAFTING EXAMPLE

ANGLE POINT, EQUATION, & OFFSET





DRAFTING EXAMPLE

BOUNDARY LINE DATA

*[CITY TEXT]
Text Style = ODOT RW VERT 16
Dot pattern and city name on city side of line*

SALEM CITY LIMITS

_____ [CITY LIMITS LINE]

*[COUNTY TEXT]
Text Style = ODOT RW VERT 16*

MARION COUNTY
LINN COUNTY

_____ [COUNTY LINE]

*[STATE TEXT]
Text Style = ODOT RW VERT 16*

OREGON
CALIFORNIA

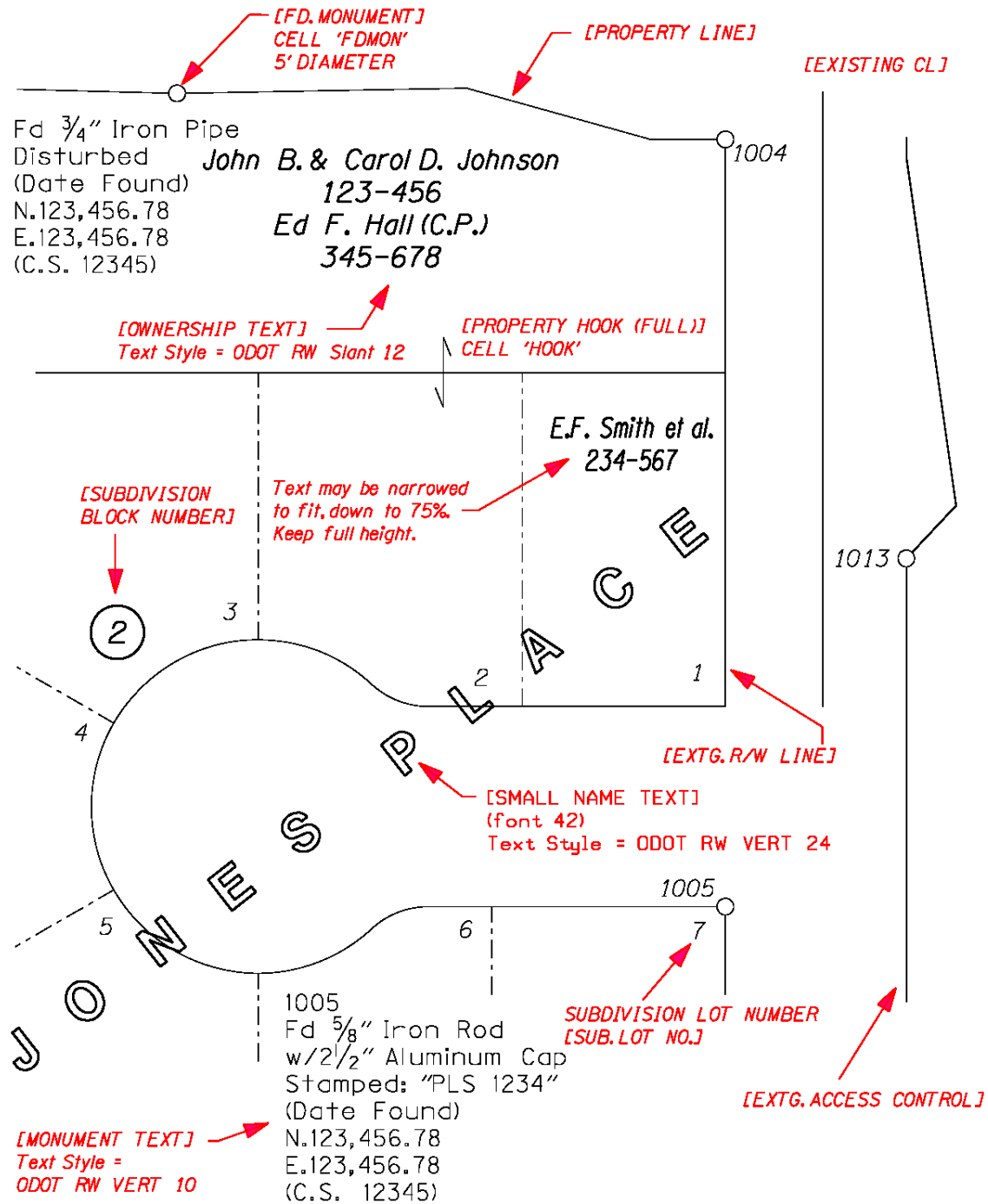
_____ [STATE LINE]

NOTE: ALL DIMENSIONS FOR 1"=50' SCALE

DRAFTING EXAMPLE

EXISTING PROPERTY & RIGHT OF WAY

ALL SUBDIVISION DATA TO FACE NORTH

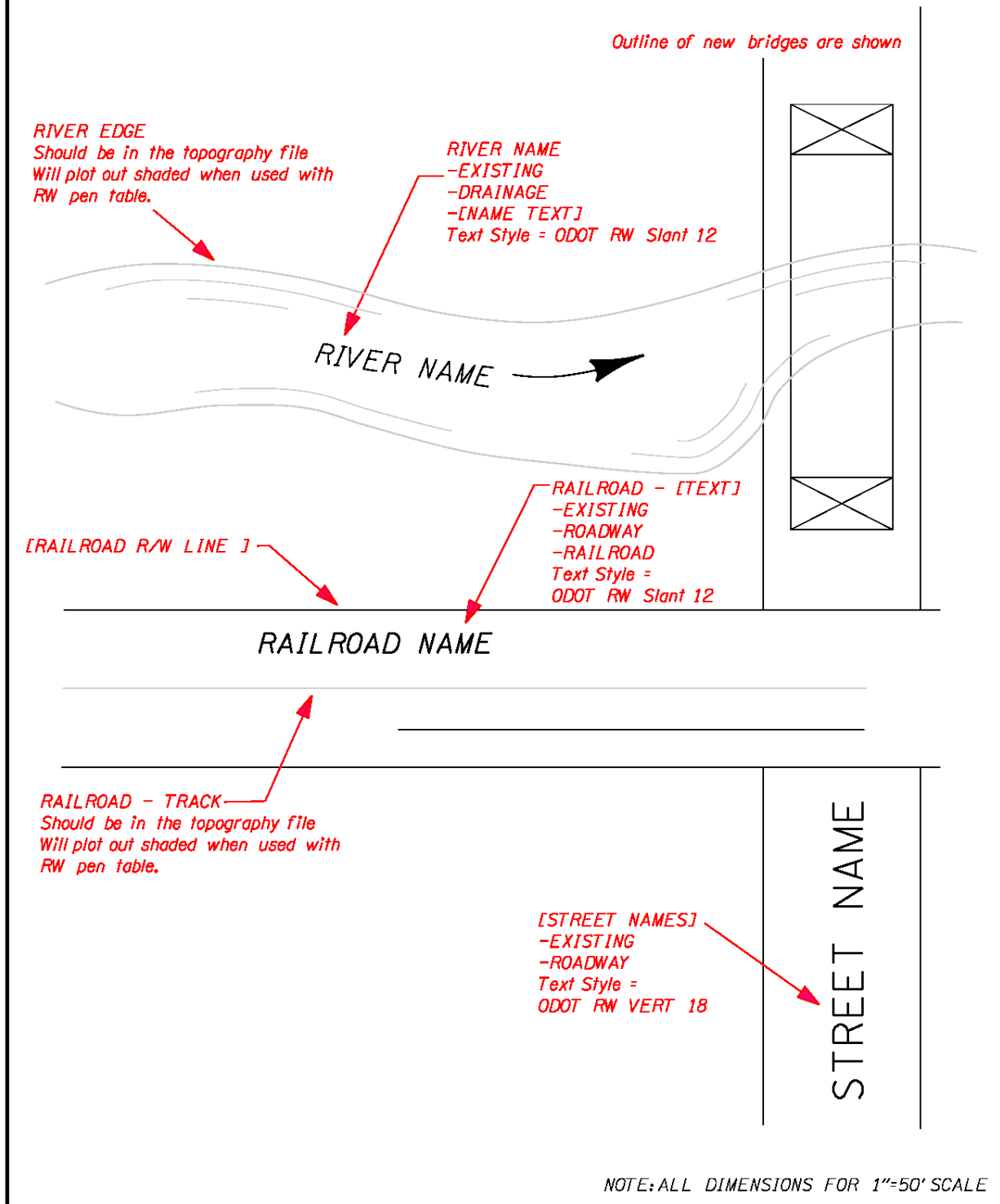


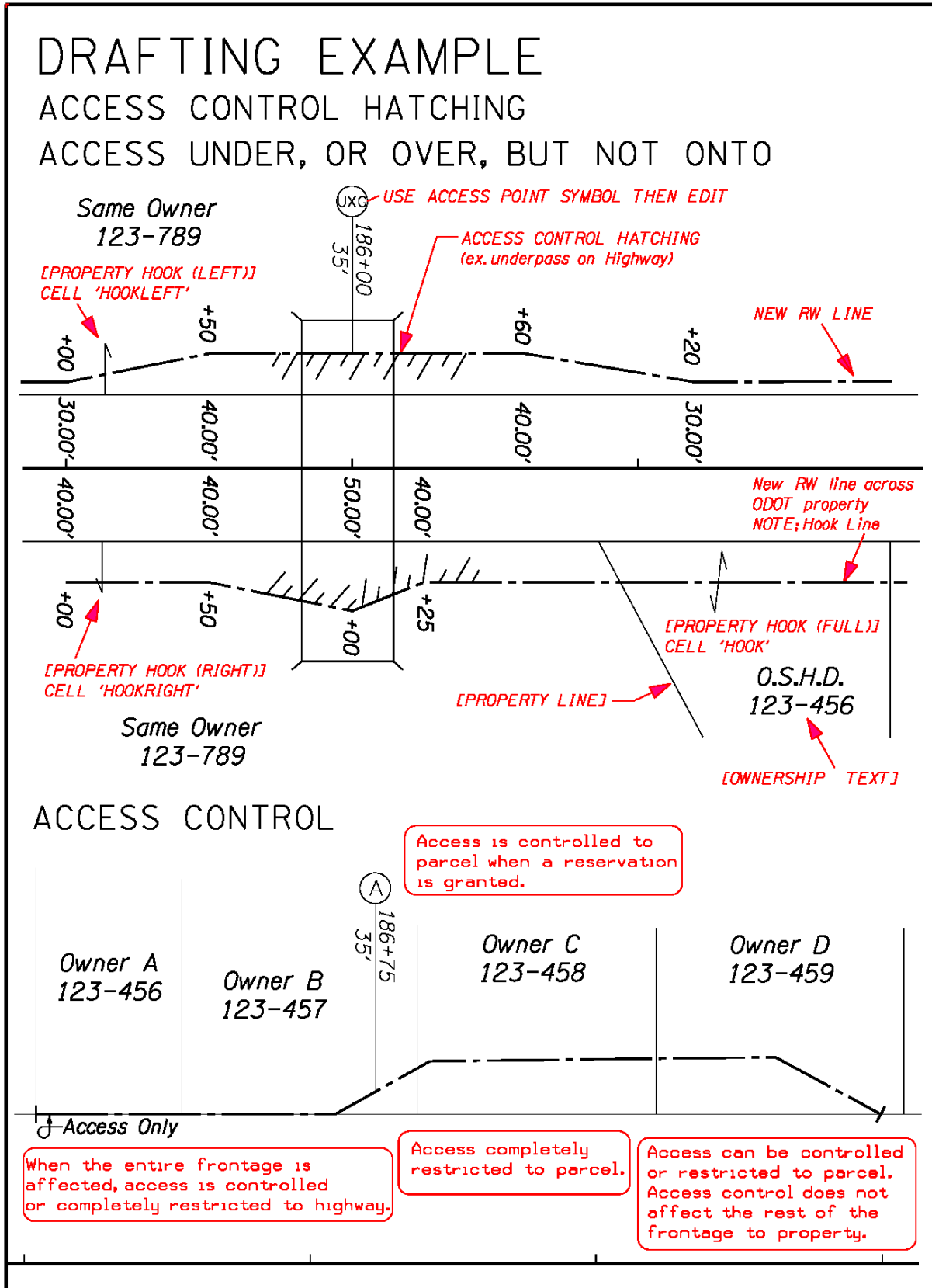
NOTE: ALL DIMENSIONS FOR 1"=50' SCALE

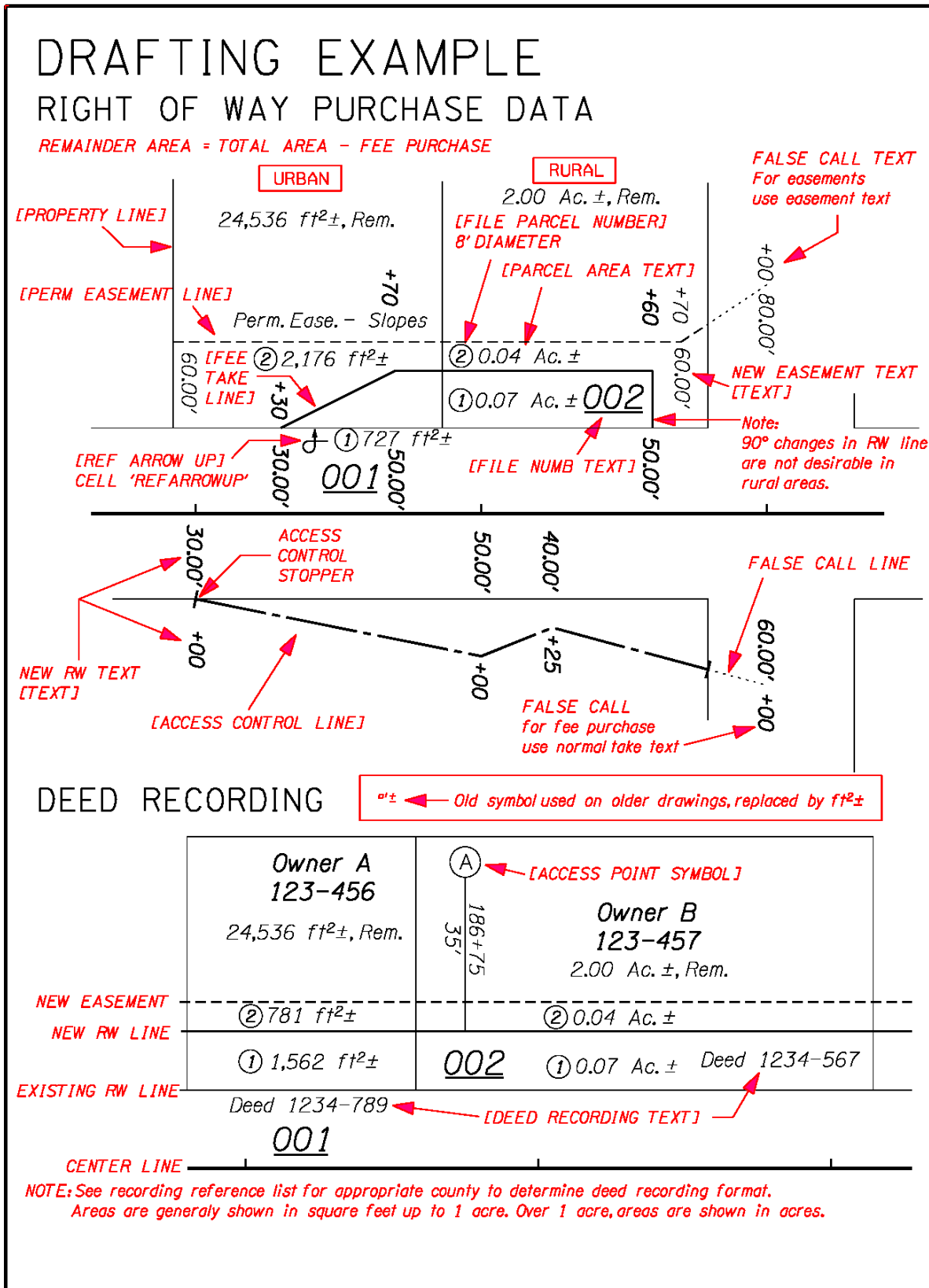
DRAFTING EXAMPLE

TOPOGRAPHY

SOME ELEMENTS SHOWN, ARE PLACED FROM THE EXISTING MENU.

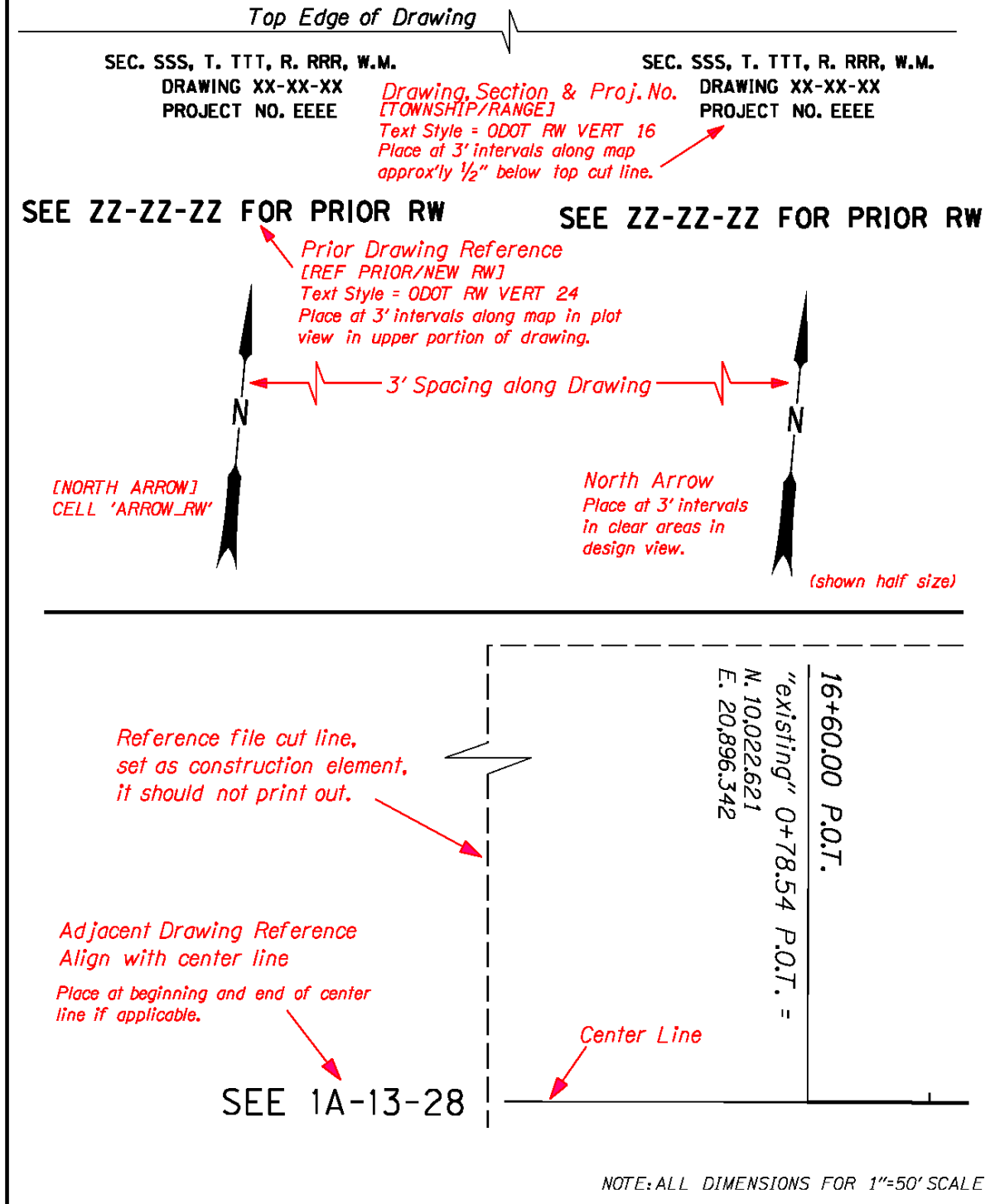






DRAFTING EXAMPLE

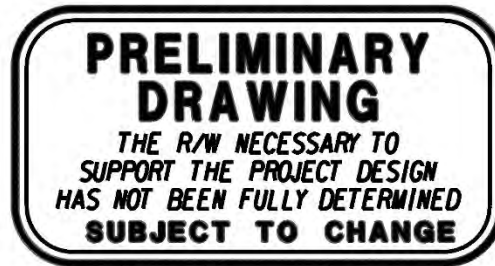
MID SECTION OF DRAWING



DRAFTING EXAMPLE

ROLL MAP END TITLES

Stamps change with map status



PROJECT NAME

HIGHWAY NAME

COUNTY NAME

LOCATED LINE

SCALE 1" = 50'

DRAWING 10B-xx-xx

PROJECT NO. 1234

PROJECT NAME

PROJECT NO. 1534

Text Style = ODOT RW VERT 16

*Head end of map with same text included in end title.
NOTE: Text reads from back side of roll, use mirror text.*

NOTE: These edge titles can be found on prior roll maps. Currently, these edge labels are not drafted on roll maps.

Edge of Roll Map

NOTE: ALL DIMENSIONS FOR 1"=50' SCALE

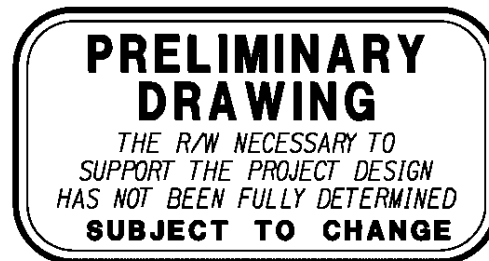
DRAFTING EXAMPLE

MAP STATUS NOTES

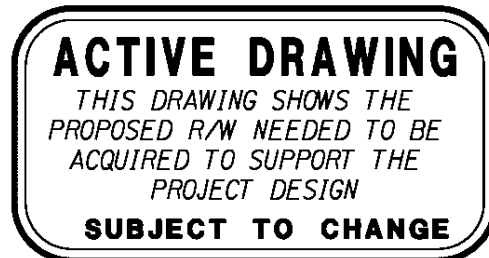
NOTE: ALL DIMENSIONS FOR 1"=50' SCALE

The following stamps are to be placed on the right of way map in the beginning and end title area. Each stamp will denote the working status of the map. As the status changes while the map and project develops, the stamps will be changed to reflect the changed status.

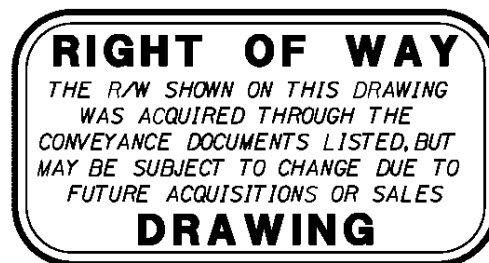
Cell Library : RW.cel
 Cell Name: RW PRELIMINARY
 This stamp is to be used on the map before the descriptions are sent out. It indicates that the right of way base map is still being built.



Cell Library : RW.cel
 Cell Name: RW ACTIVE
 This stamp is to be used on the map after the descriptions are sent out. It indicates that the right of way base map has been built and descriptions have been sent out. Revisions could still be taking place.

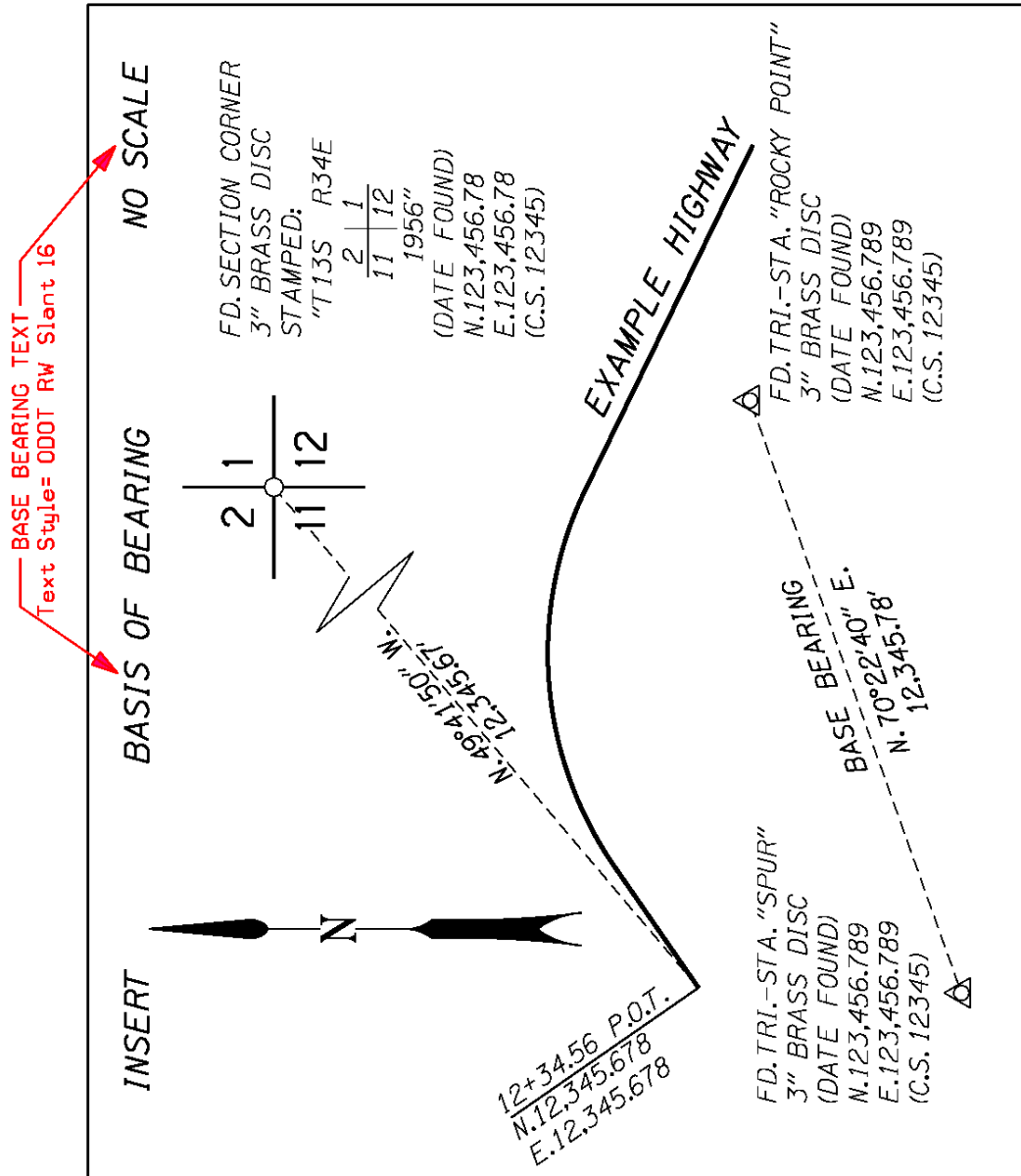


Cell Library : RW.cel
 Cell Name: RW FINAL
 This stamp is to be used on the map after the property has been purchased and deeds have been checked against the map. It indicates that the right of way base map is complete and represents what ODOT purchased.



DRAFTING EXAMPLE

BASE BEARING INSERT



NOTE: ALL DIMENSIONS FOR 1"=50' SCALE

Appendix F- Description Wording

Specific Description Information

1. The term “in a straight line” is used in preference to “taper”. To taper is “to become progressively smaller toward one end” and is not limited to a straight line; a curve can taper.
2. Right angles are measured at right angles to the center line at a station – not at a station on the center line.
3. A point can be opposite a station on the center line – not opposite the center line.
4. Always write “on a line at a point” – never “at a point on a line.”
5. When calling to a point which is referenced to a known corner, the reference is a distance and direction of the known corner, never from the known corner, i.e.: “thence Northwesterly in a straight line to the Northerly line of said lot at a point 10 feet Westerly of the Northeasterly corner of said lot.”
6. When citing the center line of a state highway in the description use the phrase “the center line of the relocated Name Highway...”, never use “the relocated center line of the Name Highway...”. ODOT does not relocate “center lines” but instead relocates the highways. The phrase “relocated Name Highway...” is in effect affirming the right granted to the Transportation Commission in ORS 366.295 Relocation of Highways, to “make such changes in the location of highways designated and adopted by the commission, as in the judgment and discretion of the commission will result in better alignment, more advantageous and economical highway operation and maintenance, or as will contribute to and afford a more serviceable system of state highways than is possible under the present location.” Whenever the width of a highway is changed, it is “relocated”.
7. A point can be approximately opposite a station – not opposite an approximate station.
8. The same center line station can appear on either side on an equation station. Make certain that the station intended has the proper reference.
9. Refer to a corner of a tract as the most Southerly or the most Easterly – not the Southeasterly.
10. Use the term “to the river, creek, etc.” not “to river bank, water line, etc.”
11. If practical, describe property by referral to document recording data and avoid copying a document verbatim.
12. Keep in mind that the City and County designations are political subdivisions and the

boundaries are subject to change.

13. Reservation and exceptions are qualifying clauses that modify the meaning of the body of the description. A qualifying term may appear in the caption, body or as a separate statement. An exception to an exception often results in ambiguity. By rearranging the description, double exceptions can be avoided.
14. The statement “this parcel of land contains 10.00 acres, more or less, outside of the existing right of way” does not except the existing right of way from the description.
15. Areas are given in square footage where values are high and when they can be computed accurately. In all other instances, areas will be given in acreages and computing acreages to the nearest one hundredth of an acre is considered to be the ultimate. For remainder areas of 100 acres or more, use the phrase “In Excess of 100 acres”.
16. When describing parcels that share a common boundary, use the term *adjoining* rather than *adjacent*. Adjacent parcels may not actually touch, where adjoining parcels are in contact with each other. The following definitions are from Black’s Law Dictionary, fifth edition:
Adjacent. Lying near or close to; sometimes, contiguous; neighboring. *Adjacent* implies that the two objects are not widely separated, though they may not actually touch, while *adjoining* imports that they are so joined or united to each other that no third object intervenes.
Adjoining. Touching or contiguous, as distinguished from lying near to or adjacent. To be in contact with; to abut upon. And the same meaning has been given to term when used in statutes.
An example of using the term adjoining would be when describing an easement around an irregularly shaped parcel where a width table would be impractical:
“...included in a strip of land 10.00 feet in width, lying Northerly and Easterly of and adjoining the Southerly and Westerly boundaries of Parcel 1.”
17. When describing a parcel of land, which is bounded by a line or lines at right angles to the center line, you will want to state the station bounds first then the width of the parcel. For example: “...said parcel being that portion of said property lying between lines at right angles to the center line of the relocated Heppner Highway at Engineer’s Stations 1032+00.00 and 1035+50.00 and included in a strip of land 45.00 feet in width, lying on the Easterly side of said center line, which center line is described as follows:”

Correct Right of Way Description Phrasing

1. For subdivisions, such as NW¹/₄, SW¹/₄SW¹/₄, only use abbreviations, in both the heading and body of the description. Never type SW¹/₄ of the SW¹/₄, or the Northwest ¹/₄.
2. For directions such as Northwest corner or North 3° 12' 45" West, type out the words. Never abbreviate or follow with abbreviations. Always capitalize the cardinal directions.
3. If the name is proper, make sure to capitalize it; if the name is a noun, do not capitalize it. Examples of nouns are initial point, interior corner, and quarter corner.
4. For bounding calls: The East and West line of the Section; said section; said Lot 4; said lots; said stations; said Station 200+00.00; said county road; said Oregon Coast Highway.
5. Directional calls for centerline: Northwesterly side of center line.
6. Directional call for aliquot parts: The West half of said lot lying; West half of Lot 5; West quarter corner.
7. Only use subdivision abbreviations for aliquot parts. Never type the N¹/₃ E¹/₂; instead, type the North third of the East half; North two-thirds.
8. For describing lots within a subdivision: Lot 6, Block F, KERN'S ADDITION, Multnomah County; Lot 12, Block 1, BERKSHIRE NO. 5 ADDITION TO CEDAR HILLS, Washington County, Oregon. Section. Township and Range is generally not needed. Subdivision names are unique within each county.
9. When to use abbreviation "No.": D.L.C. No. 37; County Road (first time used) No. 294; Parcel 1 (do not use "No." or #); Instrument No. 2000009449; Circuit Court Case No. 64812.
10. Deed reference phrasing: Multnomah County Record of Deeds. Deschutes County Records. (See [Deed Recording List](#) for specific county).
State of Oregon, by and through its Department of Transportation, Highway Division.
11. For writing street names: First Street; Tenth Street; 11th Avenue; S. E. Baker Ave.
12. In the "widths in feet" columns, it is appropriate to abbreviate Bk=Ah; in the body of the description, the equation is written out in the center line description: 200+09.42 Back equals 200+09.00 Ahead.
13. Bearing Phrases: North 54° 45' 24" West 542.72 feet; South 0° 08' 25" West 1,142.07 feet.
14. Use periods and capitalization for entity acronyms: O.W.R. & N. Co.
15. For writing dollar amounts: Five Hundred Six and 75/100 Dollars (\$506.75).
16. ALSO, EXCEPT and ALSO EXCEPT always in upper case. Start new paragraph to make

exception stand out.

17. Names in the body of the description shall agree with the deed referred to. Names in the File Addendum page shall agree with the vesting deed.
18. When a file is made legal, include the Legal File Number: File 39887 L-4020 in the addendum under prior file notes.
19. Significant figures: 0.36 acre; 2.00 acres; Station 200+00.00; 120.00 feet; 1,289.28 feet; 10,289.28 feet; 1,308 square feet.
20. Square footage statement: "This parcel of land contains 1,230 square feet, more or less, outside of the existing right of way." (This is for a vesting deed that contains the existing road.) "This parcel of land contains 1,230 square feet, more or less." (This is for a vesting deed that described to the right of way.)
21. Lower case: access road and frontage road; Capitalize a directional calls such as: Northbound lane.
22. Capitalize: (AKA) also known as; "RW" 15+28.60; High Water
23. Vacations:
 - ... and that portion of Danebo Avenue vacated by that Notice of Plat Vacation, recorded on Reel 2162R, Instrument No. 9624122 of Lane County Official Records; the said parcel being that portion of said lots and said vacated avenue inuring to said lots...
 - A parcel of land lying in Lot 18, Block 3, ROSS ADDITION TO SELLWOOD and in vacated S.E. Harney Street inuring to said lot, Multnomah County, Oregon; the said parcel being that portion of said lot and vacated S.E. Harney Street lying Southerly of the center line of said vacated S.E. Harney Street and included in a strip of land ...
 - ALSO that portion of Meinecke Road vacated by that Vacation Ordinance No. 2003-1151 by the City Council of Sherwood, Oregon, inuring to said parcel.

Appendix G- Submittals

Right of Way Drawing and Descriptions Submittal

The following procedure is to be used for the initial submittal to Salem of the project right of way drawing, descriptions, exhibits and CAD files. Follow the ODOT Description Stamping Policy and Procedure.

1. Plot the right of way roll or sheet map to Adobe PDF format (See [Appendix N](#)).
2. If the project is in ProjectWise, send a link to the pdf to Maps and Plans whose email is MapsAndPlans@odot.state.or.us. They will upload it into FileNet. Then they will send you an email to delete the copy in ProjectWise.
3. If the project is NOT in ProjectWise, create a project specific folder identified by the Project Key Number and description based on the project name within the appropriate Region folder on the RWmaps Archive. For non STIP projects without a Key Number, the Right of Way Project Number or Right of Way Drawing number with a description may be used instead. Place the right of way map CAD file, any associated reference files and alignment .ALG files and the Adobe PDF plot of the right of way map in this folder. The RWmaps Archive is located at: [\\Scdata\rwmaps](#)

(This link will only work on a copy of this document saved to an ODOT PC.)

4. Create an exhibit drawing (sketch map) for each right of way description, either 8 ½ X 11 inch (Letter) size or 11 X 17 (Ledger) size. More than one right of way file may be shown on an exhibit drawing; however a copy of the drawing must accompany each description. The scale of the drawing may be adjusted as necessary to show the entire acquisition, but it must remain legible. Multiple exhibit drawings may be necessary to show an acquisition in some cases. The exhibit drawings shall be plotted to Adobe PDF format. See [Appendix N](#) for plotting procedures and examples of exhibit drawings. All description documents will be loaded into RITS per RITS procedures.

Revisions Submittals

The following procedure is to be used when a right of way file is revised. All revisions require a revision request form filled out with appropriate information specifying the revision and appropriate signatures from the responsible parties. (See [Revision Request Form](#) on following pages.) Follow the ODOT Description Stamping Policy and Procedure.

1. Completed revision requests are loaded into RITS.
2. Updated map and descriptions are created per standard procedure for submittals (see Right of Way Drawing and Descriptions Submittal).



Final Right of Way Drawing Submittal

The following procedure is used when a right of way drawing is finalized. (Deed Recording has been completed and active copy stamps replaced by final copy stamps.)

1. Plot the “Final” right of way map to Adobe PDF (See Appendix N).
2. Notify the Map and Plans Center of the Finalized Right of Way map by email sent to MapsAndPlans@odot.state.or.us. In the subject line of the email state that it is a R/W Map update. In the body of the email state that this is an updated (finalized) map, and provide the Project Key Number, Right of Way Map Number and location of the PDF copy of the map. This is the same procedure as previously discussed (see Right of Way Drawing and Descriptions Submittal).





TECHNICAL SERVICES BRANCH
Right of Way Section - HQ
Office Phone: 503.986.0000
Fax Phone: 503.986.0000

TRANSMITTAL MEMO

Date: _____
To: Files, Right of Way Section
From: _____
SUBJECT: _____
RW Proj. No. _____ RW Drawing No. _____
Section: _____
Highway: _____
County: _____ Key #: _____

NEW FILES

Attached are the original descriptions and 1 copy of the exhibit drawing, covering right of way required for the subject property.

File No.	Grantor Name	File No.	Grantor Name
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

REVISED FILES

Attached is the new original description, 1 copy of the exhibit drawings, and revision request covering the revision to the following file(s). Please supersede the prior original description in the file(s).

File No.	File No.	File No.	File No.	File No.	File No.
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Reset Form
Print Form

RW DRAWING

A PDF File has been created (11B-xx-xxxx) and has been placed on the RW Map server at this location:

\\scdata\rwmaps\regionx\key# _____ Form_Transmittals.pdf



R/W FILE CHANGE REQUEST

- New File
- Revision to File

To: RW Engineering File No. _____
 From: _____ Section _____
 _____ Highway _____
 (Initiator of Request) County _____
 RW Drawing _____

Description and Purpose for Proposed Change:

Change needed by: _____ (Date)

Reviewed/Approved By:

- RW Engineering (Region/Consultant): _____ Date: _____
This section is to be signed for all change requests.
- Region R/W Supervisor: _____ Date: _____
This section is to be signed by Region Right of Way (for new files, programming estimate and vesting deed should be attached), unless request is generated by Design shown below.
- Design (Region/Consultant) By: _____ Date: _____
This section is to be signed for design changes or new files. (Attach map portion showing revision).
- R/W Project Administration By: _____ Date: _____

Send Completed Copies to:

- Right of Way Files
- R/W Engineering (Region/Consultant)
- Region R/W Office

Reason for Change (Revision Only):

- Design Change _____
- Accommodate Landowner/Negotiation
- Fee Excess
- R/W Engineering Error

RIGHT OF WAY ENGINEERING USE ONLY

Revised File Returned to R/W files on _____ (Date)

RESET FORM

Appendix H - Building Encroachments with Permanent Easements

Occasionally when laying out right of way, you will have an easement line that goes through an existing building or structure. The first course of action is to attempt to adjust the easement line enough to miss the structure. Sometimes you will not be able to move the line enough and an encroachment cannot be avoided. Past policy was to except the building or structure from the easement in the description. However, if the structure was later removed, the easement would still follow the old footprint and would be difficult or impossible to retrace.

Currently, ODOT's strategy in this situation is for the permanent easement to include the full area as if the building was not currently there. **Do not** "except therefrom that portion lying within the existing building." Language will be added in the conveyance document to explain that ODOT acknowledges the existing building and will not be severing it, piling dirt up against the side of it, or running utility lines underneath it. The deed will also declare that at the time when the existing building is ever removed or destroyed, ODOT's easement will prohibit reconstruction after one year of the building's absence. (The current file may require an additional parcel to allow immediate placement of overhead utilities.)

When this situation occurs, declare it in the Addendum Page of the property description file with the parcel information. The note will be just after the access language statement. It will state there is an existing encroachment; will identify the type of improvement encroaching, usually a building, but there are other items such as a canopy and an air conditioning unit; and will state the area of the easement lying within the existing structure. For example:

Parcel 2 access language: none.

203 square feet, more or less of an existing barn encroaches upon the parcel.

This statement in the Addendum page will alert the Right of Way Document Specialist to add the appropriate language to the conveyance document. Below is an example of the language that the Document Specialist will place in the deed.

ALL PURPOSE STRUCTURE LANGUAGE:

Existing structures belonging to the Grantor encroach upon a portion of this easement. **GRANTOR RESERVES** both the right to leave any such structures as and where they are and to maintain same, provided that Grantor shall exercise these rights in such a manner so as to not unreasonably interfere with the easement rights granted herein. However, if at any time, any such structure is either removed at the Grantor's direction or destroyed by a catastrophe such as (but not limited to) fire, flood, or earthquake, and the construction of a replacement (which replacement shall be limited to the same "footprint"/area as the structure removed or destroyed) has not commenced within the following year, this reservation shall then expire.

IT IS UNDERSTOOD that this easement (as qualified by the foregoing reservation), does not convey any right or interest in the above-described parcel except for the purposes stated herein, nor prevent Grantor from the use of said property; provided however, that such use shall not be permitted to interfere with the rights herein granted or endanger the lateral support of the

public way, or to interfere in any way with the relocation, construction, and maintenance of said utilities and their appurtenances, as granted hereinabove. **And further provided**, that except for overhead electric and communication service lines, the right to relocate, construct, and maintain water, gas, electric and communication service lines shall not extend to the areas occupied by the existing structures.



Photo by Oregon State Archives, Oregon Board of Architect Examiners, OAE0028

Appendix I- Road Establishment Files

During certain periods in Right of Way history, there have been researchers on staff. The Road Establishment Files are the results of their work. These files contain documents such as letters, county resolutions, and maps. The files are stored in the Transportation Building in the Right of Way Section. Some files contain a lot of information, others very little. Only those sections of highway for which research was requested will have a file. Contact the Right of Way Headquarters File Coordinator for copies of these files.

Here is the link to the latest version:

[Road Establishment Files.pdf](#)



Photo by Oregon State Archives, Oregon State Highway Division, OHD2428

Appendix J- Highway Numbers

The Oregon Mileage Reports contain pages listing numerically and also alphabetically the official State Highways. These Oregon Mileage Reports can be found on the ODOT Data & Maps website under the Road Assets and Mileage page.

The lists can be obtained in each of the reports published annually from the following ODOT website:

<http://www.oregon.gov/ODOT/Data/Pages/Road-Assets-Mileage.aspx>

Route Numbers to State Highway Numbers Cross Reference

The Oregon Mileage Reports contain pages listing a cross reference table of Highway Route Number to State Highway Numbers and vice versa. These Oregon Mileage Reports can be found on the ODOT Data & Maps website under the Road Assets and Mileage page.

The lists can be obtained in each of the reports published annually from the following ODOT website:

<http://www.oregon.gov/ODOT/Data/Pages/Road-Assets-Mileage.aspx>

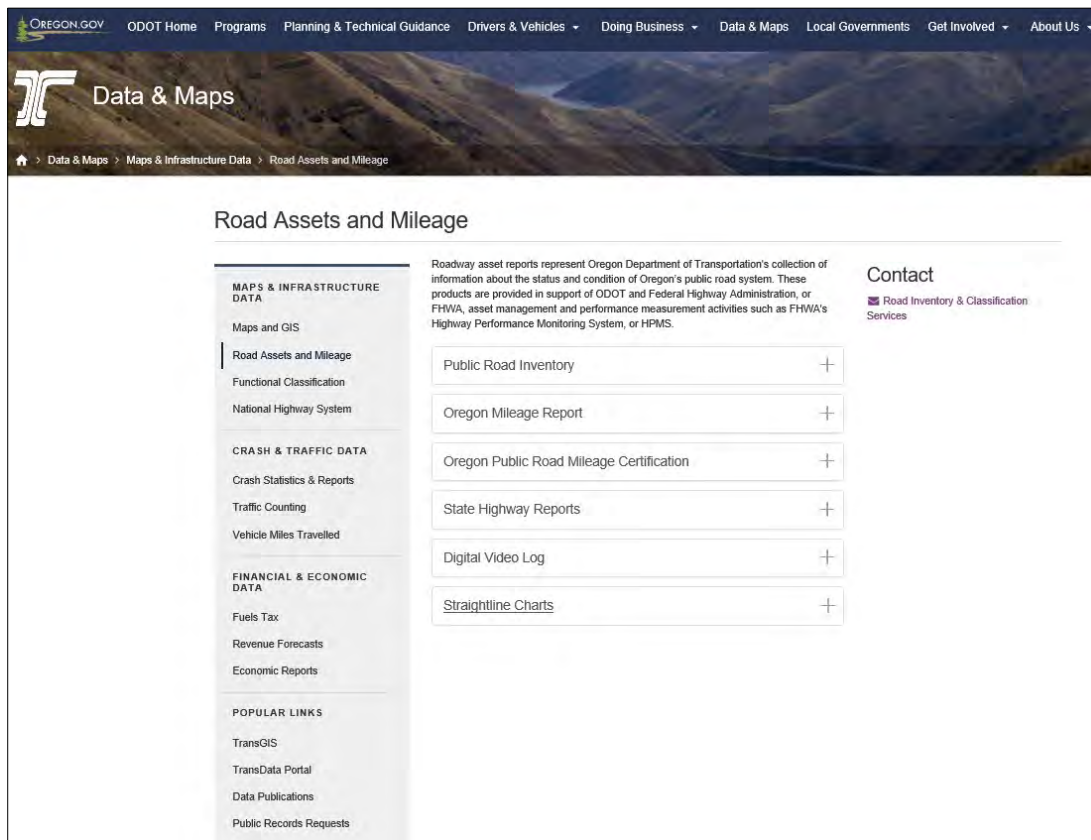


Figure A-1

Appendix K - Research

SCANNED MAP IMAGE SEARCH (ECM Systems - FileNet)

The Right of Way Section has scanned all the historic Right of Way Drawings. These images are stored in the ODOT Map Center and are accessible to all ODOT employees through the [Internal and External Enterprise Content Management \(ECM\) systems](#). Right of Way files and some “General Files” files have also been scanned and can be accessed through an Internal ECM system link.

Public-access to the ODOT Maps and Plans Center can be accomplished using the [Online Map Center](#) link found on the [Engineering Automation Tools and Resources](#) webpage.

The screenshot shows the ODOT Enterprise Content Management (ECM) Systems page. The page title is "Enterprise Content Management - ECM_Systems". The navigation menu includes ODOT Home, Director's Office, Central Services, DMV, Highway, Motor Carrier, Transit/Rail, Trans Development, and Safety. The left sidebar contains links for ECM HOME, ECM Systems, ECM Solutions, ECM Projects, Program Information, Digital Signatures, ECM Team, QuickLinks, and All Site Content.

The main content area is titled "ECM Systems" and lists "Internal & External Accessible ECM Systems". The list includes the following systems:

System Name	Definition	System Access
ADA Design Exception Search	Soon to be released: Allows public view-only access to search approved ADA Design Exception documents in FileNet.	(Initial release pending)
Authority Delegations	Allows users to search and view Delegation Orders and Letters of Authority documents. Uses Content Navigator as the primary interface. Authorized administrators can upload new documents via Entry Template. Also leverages SSRS for metadata reporting.	Authority Delegations (Content Navigator) Authority Delegation User Guide
eBIDS	Provides external user view-only access to current Bid and Bid Reference documents associated with projects open for bid in the TrnsPort system. Contains a self-registration component for external account creation. Allows OPO Administrators to maintain documents in FileNet and manage external user accounts.	eBIDS (External Users) eBIDS IntraNet
Expense Reimbursement Application (ERA)	Allows employees to submit expense claims to Financial Services. Supporting claim documents are stored in FileNet, but they are viewed and updated from ERA. Primary support is TAD's Central Services program area.	FSB's ERA page
General Files	Allows users to search and view General Files documents including but not limited to Abandonments, Jurisdictional Transfers, Railroad Agreement, etc. Uses Content Navigator as the primary interface. Authorized administrators can upload new documents via Entry Templates.	General Files (Content Navigator) General File User Guide
Lab Reports	Allows external access of Material Lab Reports stored in FileNet. Authorized business administrators are able to maintain documents internally only. Lab Reports are uploaded daily via scheduled batch process.	Lab Reports Lab Reports (External access) Lab Reports User Guide
Map Center	Allows users to search and view Right of Way Maps and Contract Plans stored in FileNet. Authorized Maps and Plans administrators can upload and update documents.	MapCenter MapCenter (External access)

Figure A-2

OLDER RIGHT OF WAY DRAWINGS

Through time, standards have changed for right of way drawings. Figure A-3 is an example of an older linen right of way drawing. You may notice a number of items that have changed from then to the current standards. Then, access control was shown with a RA inside a circle (Other letters were also used to denote the type of access control). We no longer have separate RW file numbers. Then these file numbers were assigned on a file by file basis, no project number as we have today. The outlines of parcels were colored, a practice since discontinued.

Other items have not changed. Notice the Access Control Point, other than rotating the text to face online, it remains the same. The Owners Name and references are the same. Deed recording also remains unchanged.

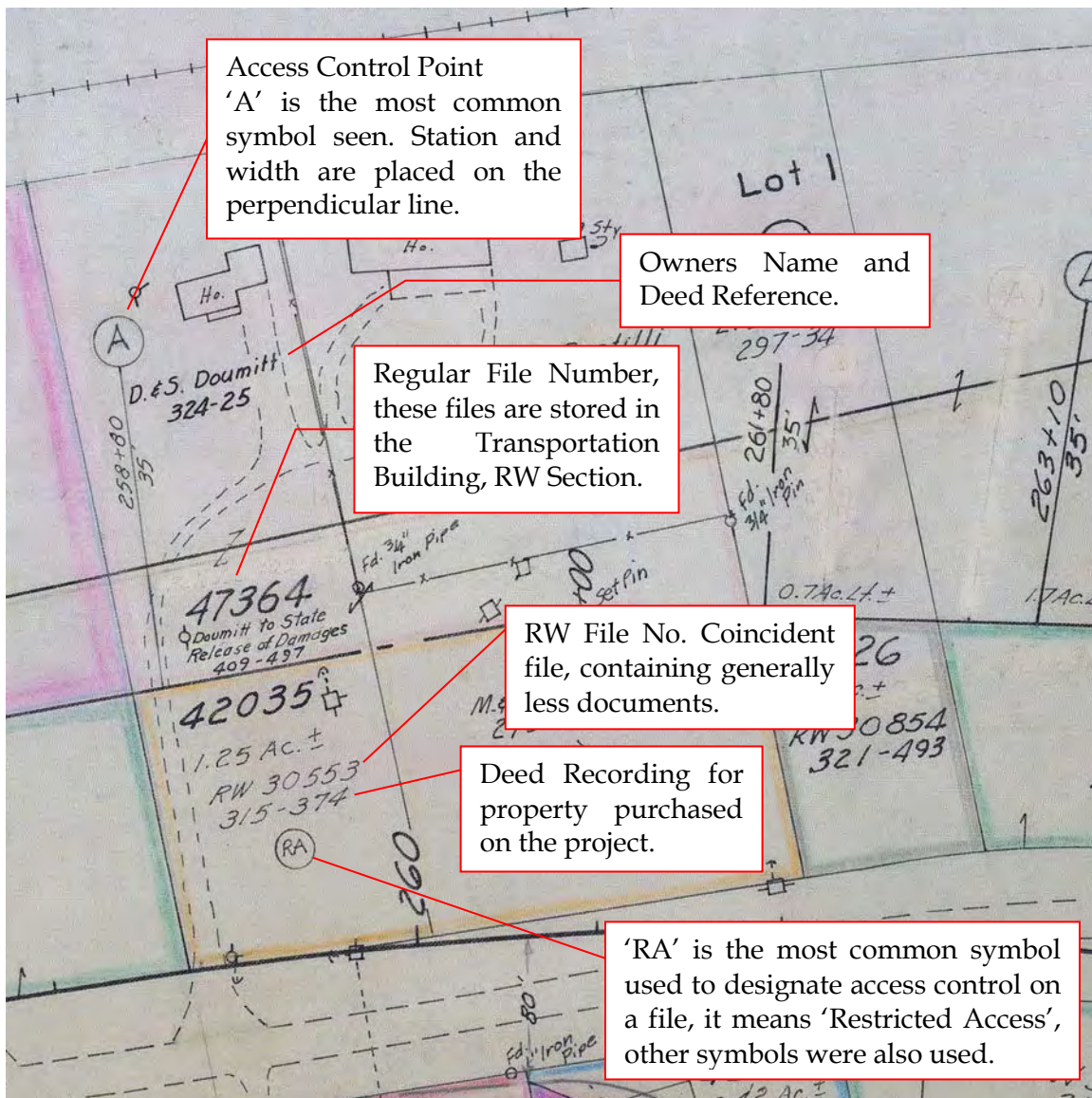


Figure A-3

Historical Files

GENERAL STATEMENT: RIGHT OF WAY ENGINEERING FILENAMES

(These links will only work on a copy of this document saved to an ODOT PC.)

The current standard naming convention for right of way CAD files is as follows:

<key number>rw.dgn

For example, the key number for a project is 01234. The right of way CAD filename for this project will be 01234rw.dgn.

Older CAD files, prior to the adoption of the project key number, were named based on the highway and year. For example: scholls87.dgn.

RIGHT OF WAY CAD FILES ON SCDATA:

Right of way files are stored on the server SCDATA.

Figure A-4 shows the file structure of SCDATA for RW Drawing storage (The main folder RWmaps is located on the server SCDATA).

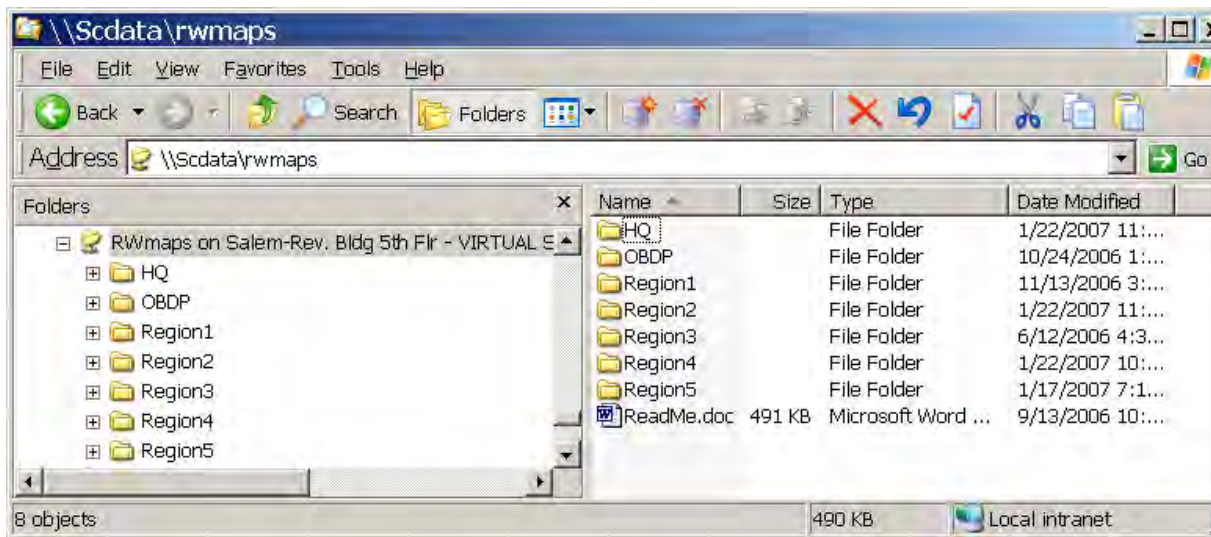


Figure A-4

The various folders are as follows:

[\\Scdata\RWmaps\](#)

Contains Region and HQ directories.

[\\Scdata\RWmaps\HQ\<key number>](#)

The directories under the subfolder HQ, (also Region1,etc.) contain the project files.

[\\Scdata\eng_arc](#)

Contains projects archived.

In the past, when hard drive space was scarce, finished projects were sent to a location on the network. Early on, they were recorded on to tapes, but later they were transferred to compact disks. The original files were then deleted from the network. Later, as hard drive space became more affordable, all the old archives were placed back on SCDATA and are now available for use. Be careful when searching as some files were revised and put back in the archive more than once. Always use the newest file. Then compare the revision dates between the CAD file and the physical copy stored in the Maps and Plans Center in order to ensure that they are the same.

When searching for RW CAD file, look first in [\\Scdata\RWmaps](#) then, if the file is not found there, search in [\\Scdata\eng_arc](#)

HISTORICAL FILENAME EXTENSIONS

In earlier days of CAD work, when filenames were limited to few characters and attempts were made to keep each file size small, many extensions were used to differentiate between different types of right of way files. In the event you ever need to access some of these older files, here is a listing of most of the ones used.

.DGN Contains base map and plot maps for Right of Way projects.

.P1A,.P1B, .P2A, .P2B, .N1A, .N1B, .N2A, .N2B Contains plan sheet borders for Federal Aid Plan Sheets. The Right of Way CAD file was referenced into these CAD files to produce the plan sheets. Federal Aid Plan Sheets are no longer produced.

.SRF CAD file used for survey filing maps.

.S1A, .S1B, .S2A, .S2B Plan sheet borders for survey filing maps.

.F1A, .F1B, .F2A,.F2B Forest Service RW Plat sheet borders

.BLM Contains base map and plot map for right of way projects over Bureau of Land Management property. (Used only if a .DGN file did not exist, or could not be utilized.)

.APP Contains the base map and plot map for Highway Design Corridor (SURVEY Approval) projects.

.TXT Contains text data.

.NAR Contains the survey filing map narrative or project narrative text.

Appendix L- Suggested Reading

Boundary Control and Legal Principles
by Curtis Brown

OREGON REVISED STATUTES

- 92 - Subdivisions and Partitions
- 93 - Conveying and Recording
- 97 - Rights and Duties Relating to Cemeteries
- 105 - Property Rights
- 209 - County Surveyors
- 274 - Submersible and Submerged Lands
- 366 - State Highways
- 368 - County Roads
- 369 - Ways of Public Easement
- 374 - Control of Access to Public Highways

HIGHWAY DESIGN MANUAL

- 3.0 - Survey & Location Design
- 4.0 - Right of Way

OTHER SUGGESTED READING

Manual of Instructions for Surveying of the Public Lands of the United States
B.L.M. Manual

Evidence and Procedure
by Brown-Robillard-Wilson-Elderidge

Easements and Reversions
by D.A. Wilson

Advanced Land Descriptions
by Cuomo and Minnick

A History of the Rectangular Survey System
by C.A. White

Black's Law Dictionary
by Henry Campbell Black

Appendix M- Assessor Plats

All of the counties in Oregon use the Public Land Survey System to index property for tax assessment. In Oregon, the point of origin for the Public Land Survey System is the Willamette Stone, which is an actual rock survey monument in the west hills of Portland.

A grid of townships, which are 6 miles square and contain 36 square miles, defines the entire state. Each township is identified by its location relative to the Willamette Stone. For example, Township 17 South, Range 12 East, is 17 townships south and 12 townships east of the Willamette Stone.

The Willamette Baseline runs east and west from the Willamette Stone. Counties that are entirely north or south of the Willamette Baseline do not use the letters “N” or “S” following the Township designation on their assessor plats; it is presumed to be understood that the whole county is either north or south of the baseline. Counties that straddle the baseline and use the letter “N” or “S” following the Township designation on their assessor plats are Gilliam, Hood River, Morrow, Multnomah, Sherman, Tillamook, Umatilla, Union, Wallowa, Wasco, and Washington.

The Willamette Principal Meridian runs north and south from the Willamette Stone. Counties that are entirely east or west of the Willamette Principal Meridian do not use the letters “E” or “W” following the Range designation on their assessor plats; it is presumed to be understood that the whole county is either east or west of the meridian. Counties that straddle the meridian and use the letter “E” or “W” following the Range designation on their assessor plats are Clackamas, Jackson, Linn, Marion, and Multnomah. Douglas County straddles the meridian and uses no letter for Ranges west of the meridian, but the letter “E” follows the Range numbers east of the meridian. Lane County straddles the meridian and uses no letter for Ranges west of the meridian, but the number “5” follows the Range numbers east of the meridian.

Each township is divided into 36 square miles. Each square mile is called a “Section”. The sections are numbered beginning with Section 1 in the northeast corner of the township, increasing westerly to Section 6 in the northwest corner of the township, thence southerly to Section 7, increasing easterly to Section 12, thence southerly to Section 13, and continuing this serpentine pattern to Section 36 in the southeast corner of the township.

A full Section is one square mile and contains 640 acres. For tax assessment purposes, a Section can be divided into quarter-Sections, with each quarter being one-half mile square and containing 160 acres. The northeast quarter is designated as “A”; the northwest quarter is designated as “B”; the southwest quarter is designated as “C”; and the southeast quarter is designated as “D”. Columbia and Lane Counties use the numbers 1, 2, 3, and 4 instead of the letters A, B, C, and D.

Each quarter-Section can be further subdivided into four equal parts, with each part being one-fourth mile square and containing 40 acres. If quarter-Section “A” is subdivided, the northeast quarter is designated as “AA”; the northwest quarter is designated as “AB”; the southwest quarter is designated as “AC”; and the southeast quarter is designated as “AD”. Columbia and

Lane County uses the numbers 1, 2, 3, and 4 instead of the letters A, B, C, and D (see Figure A-6).

A tax lot number is unique only to the map on which it appears. When identifying a certain tax lot number, you must also identify exactly which assessor plat it is shown on.

Assessor plats come in four standard scales:

TOWNSHIP

This map shows an area 6 miles square, covering 36 square miles. A full-size assessor plat (an 18" x 24" sheet) has a scale of 1 inch = 2,000 feet. These maps are common for areas where property ownership is all in large parcels, such as forest or ranch lands. Specific tax lots are identified using only the township, range, and tax lot number. Examples of identifying a tax lot on one of these maps are:

	<u>T</u>	<u>R</u>	<u>Lot #</u>
Baker County	7	39	1800
Wasco County	1N	12	500

SECTION

This map shows an area one mile square, covering 640 acres. A full-size assessor plat (an 18" x 24" sheet) has a scale of 1 inch = 400 feet. These maps are common for rural areas and farm lands. A specific property is identified using the township, range, section number, and tax lot number. Examples of identifying a tax lot on one of these maps are:

	<u>T</u>	<u>R</u>	<u>Sec</u>	<u>Lot #</u>
Jackson County	32	3E	27	302
Klamath County	37	14	1	1100

QUARTER-SECTION

This map shows an area one-half mile square, covering 160 acres. A full-size assessor plat (an 18" x 24" sheet) has a scale of 1 inch = 200 feet. These maps are common near urban and developed areas. A specific property is identified using the township, range, section number, quarter-Section, and tax lot number. Examples of identifying a tax lot on one of these maps are:

	<u>T</u>	<u>R</u>	<u>Sec</u>	<u>1/4</u>	<u>Lot #</u>
Columbia County	3	2	2	4	1000
Tillamook County	1N	9	32	D	1700

QUARTER-QUARTER-SECTION

This map shows an area one-fourth mile square, covering 40 acres. A full-size assessor plat (an 18" x 24" sheet) has a scale of 1 inch = 100 feet. These maps are common for areas where property ownership is divided into small parcels, such as cities, towns, and suburbs. A specific property is identified using the township, range, section number, quarter-Section, quarter-quarter-Section, and tax lot number. Examples of identifying a tax lot on one of these maps are:

	<u>T</u>	<u>R</u>	<u>Sec</u>	<u>¼ ¼</u>	<u>Lot #</u>
Multnomah County	1N	3E	25	BD	200
Clatsop County	4	7	3	CB	5100

County Townships Ranges ¼-Sections Example

<u>County</u>	<u>T</u>	<u>R</u>	<u>Sec^{¼¼}</u>	<u>Lot #</u>
Baker	S (all)	E (all)	A B C D	9 - 40 - 34AB - 5600
Benton	S (all)	W (all)	A B C D	11 - 5 - 34AB - 5600
Clackamas	S (all)	E & W	A B C D	2 - 2E(E or W) - 34AB - 5600
Clatsop	N (all)	W (all)	A B C D	8 - 9 - 34AB - 5600
Columbia	N (all)	W (all)	1 2 3 4	4 - 1 - 3412 - 5600
Coos	S (all)	W (all)	A B C D	25 - 13 - 34AB - 5600
Crook	S (all)	E (all)	A B C D	14 - 16 - 34AB - 5600
Curry	S (all)	W (all)	A B C D	41 - 13 - 34AB - 5600
Deschutes	S (all)	E (all)	A B C D	17 - 12 - 34AB - 5600
Douglas	S (all)	E & W	A B C D	27 - 6(E if E) - 34AB - 5600
Gilliam	N & S	E (all)	A B C D	4S(N or S) - 21 - 34AB - 5600
Grant	S (all)	E (all)	A B C D	13 - 31 - 34AB - 5600
Harney	S (all)	E (all)	A B C D	23 - 31 - 34AB - 5600
Hood River	N & S	E (all)	A B C D	2N(N or S) - 10 - 34AB - 5600
Jackson	S (all)	E & W	A B C D	37 - 2W(E or W) - 34AB - 5600
Jefferson	S (all)	E (all)	A B C D	11 - 13 - 34AB - 5600
Josephine	S (all)	W (all)	A B C D	36 - 5 - 3412 - 5600
Klamath	S (all)	E (all)	A B C D	38 - 9 - 34AB - 5600
Lake	S (all)	E (all)	A B C D	39 - 20 - 34AB - 5600
Lane	S (all)	E & W	1 2 3 4	17 - 3(5 if E) - 3412 - 5600
Lincoln	S (all)	W (all)	A B C D	11 - 11 - 34AB - 5600
Linn	S (all)	E & W	A B C D	11 - 3W(E or W) - 34AB - 5600
Malheur	S (all)	E (all)	A B C D	18 - 45 - 34AB - 5600
Marion	S (all)	E & W	A B C D	7 - 3W(E or W) - 34AB - 5600
Morrow	N & S	E (all)	A B C D	2S(N or S) - 26 - 34AB - 5600
Multnomah	N & S	E & W	A B C D	1N(N or S) - 1E(E or W) - 34AB - 600
Polk	S (all)	W (all)	A B C D	7 - 5 - 34AB - 5600
Sherman	N & S	E (all)	A B C D	1S(N or S) - 17 - 34AB - 5600
Tillamook	N & S	W (all)	A B C D	1S(N or S) - 10 - 34AB - 5600
Umatilla	N & S	E (all)	A B C D	2N(N or S) - 32 - 34AB - 5600
Union	N & S	E (all)	A B C D	3S(N or S) - 38 - 34AB - 5600
Wallowa	N & S	E (all)	A B C D	2S(N or S) - 44 - 34AB - 5600
Wasco	N & S	E (all)	A B C D	1N(N or S) - 13 - 34AB - 5600
Washington	N & S	W (all)	A B C D	1N(N or S) - 2 - 34AB - 5600
Wheeler	S (all)	E (all)	A B C D	7 - 21 - 34AB - 5600
Yamhill	S (all)	W (all)	A B C D	4 - 4 - 34AB - 5600

Figure A-5 shows an example of the most common method of assessor plat indexing.

Assessor Plat Index - Letters

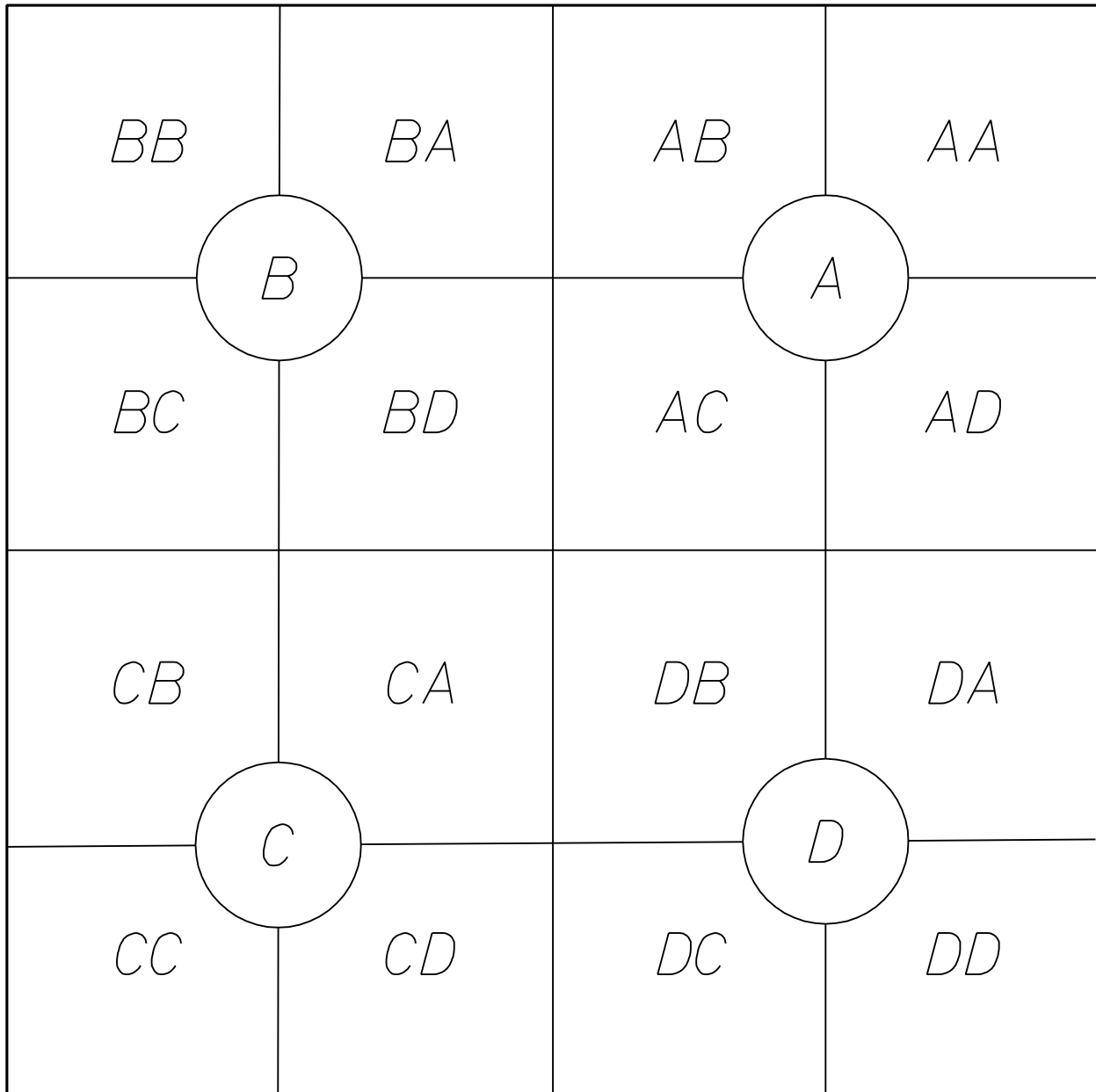


Figure A-5

Figure A-6 shows the indexing system used by Lane and Columbia counties.

Assessor Plat Index - Numbers

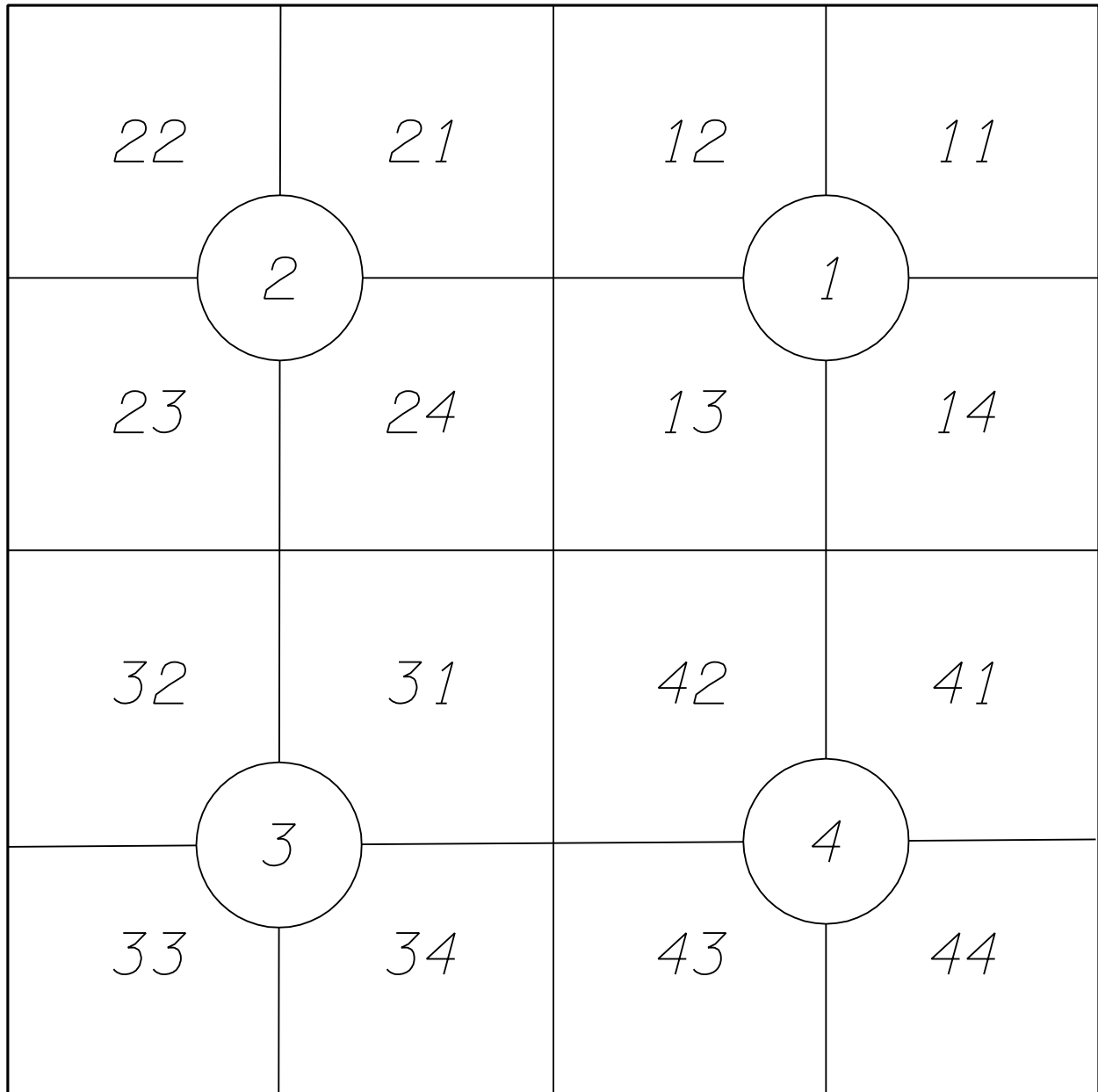


Figure A-6

Appendix N - Creating PDF Files

With ODOT moving into digital storage of documents, the scanning of the right of way files and right of way maps is completed and accessible through FileNet. It is now necessary to create a digital image of new maps and submit them along with the hard copy maps and descriptions. The digital plots will be to the Adobe PDF format utilizing PDF printer drivers available from the ODOT workspace. Use the following procedure to create the digital map image.

1. From the print dialog box choose the print driver `OdotSizes_pdf.pltcfg`. This driver will allow you to turn levels and references on and off in the PDF image.

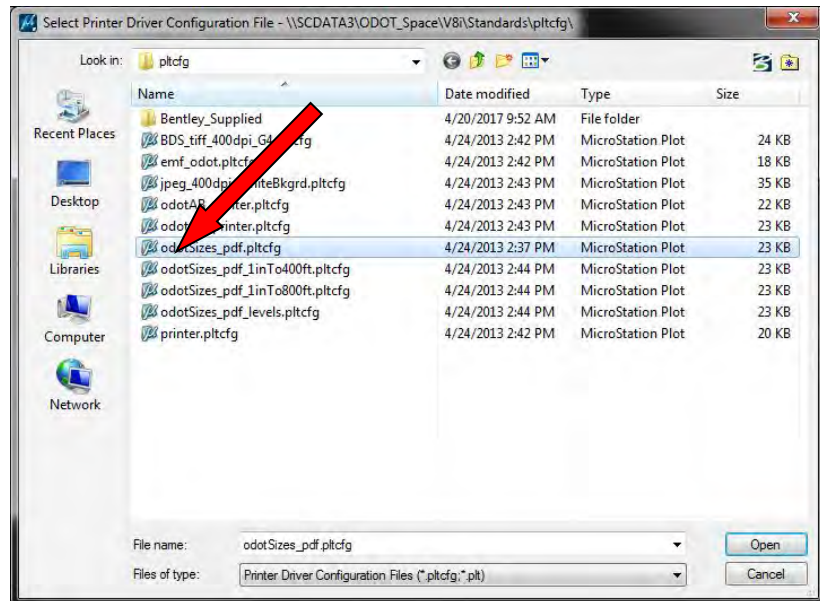


Figure A-7

2. Select the pen table `rw.tbl` for the correct shading.

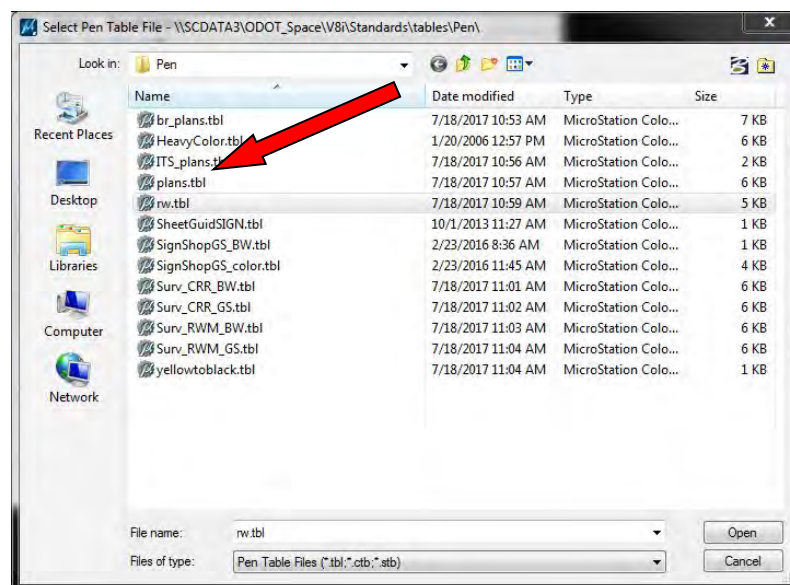


Figure A-8

- From the Paper drop down, choose "Enter Sizes (200x200 Max)". Set the print scale of the drawing (50 or 100 for English maps, 500 or 1000 for metric maps) and set the print position to 0 in both the X and Y origins. The PDF image will be cut to the fence placed around the drawing border. Name the PDF image to the rw roll map number (i.e.: 10B-8-31) with the PDF extension and save the image.

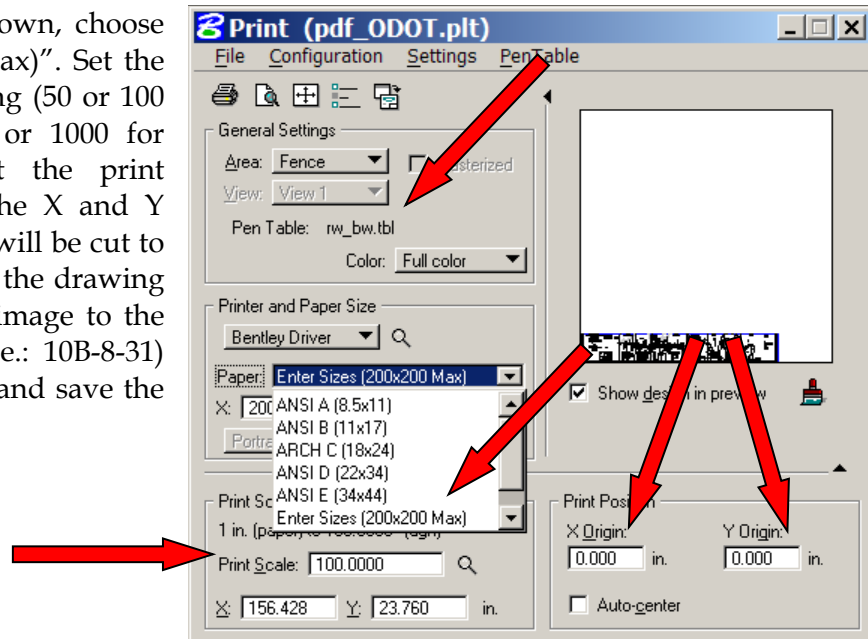


Figure A-9

SIZE LIMITATION WITH MICROSTATION

Microstation has a size limitation of 200 inches for PDF plots. For maps that are longer than 200 inches (16 feet, 8 inches), you will have to split the drawing and produce multiple digital images of the map. Split the map in a logical place such as an orientation break, or between right of way files. Try not to split the map within a right of way taking if at all possible. Plot the map the same as specified above. If the map split is in a regular break in the roll map then no overlap of images will be necessary. If the split will be within the body of the drawing, then some overlap of the images is necessary. The amount of overlap will depend on the map, but six inches is the minimum amount. The PDF name will be the drawing number (10B-8-31.pdf), with each split area being a page within the one PDF. See Figure A-12 for an example.

Another method is to use the entire plotting area of the PDF. Since the size limit is 200 inches by 200 inches, we can create multiple strips within that square area and use one map number with parts (10B-8-31.pdf); so the title area would read: 10B-8-31 Part 1 of 6, etc. See Figure A-10 for an example.

Post the PDF image as outlined in [Appendix G](#).

To keep from having to split the digital map image for future projects, look at keeping the size of the drawing under 200 inches (16 feet, 8 inches) in length if possible. If your project will require 20 or 25 feet of map, then split the project into multiple maps each under 200 inches in length. Each PDF file would then be combined into one PDF with multiple pages. If the project will be just a few feet over the 200 inch limit, then split the digital map image rather than create multiple maps, still combining the pieces into one PDF file.

SUBMITTALS

Follow procedures as outlined in [Appendix G](#). Please create and post the PDF image for all new right of way maps on initial submittal or when a revision occurs. For current maps, plot and post the PDF whenever a revision occurs or when a final map produced.

EXAMPLES OF PDF MAP PLOTS

Click on the image to go to PDF

11B-3-4.pdf (200 inch by 200 inch PDF) Multiple Strip

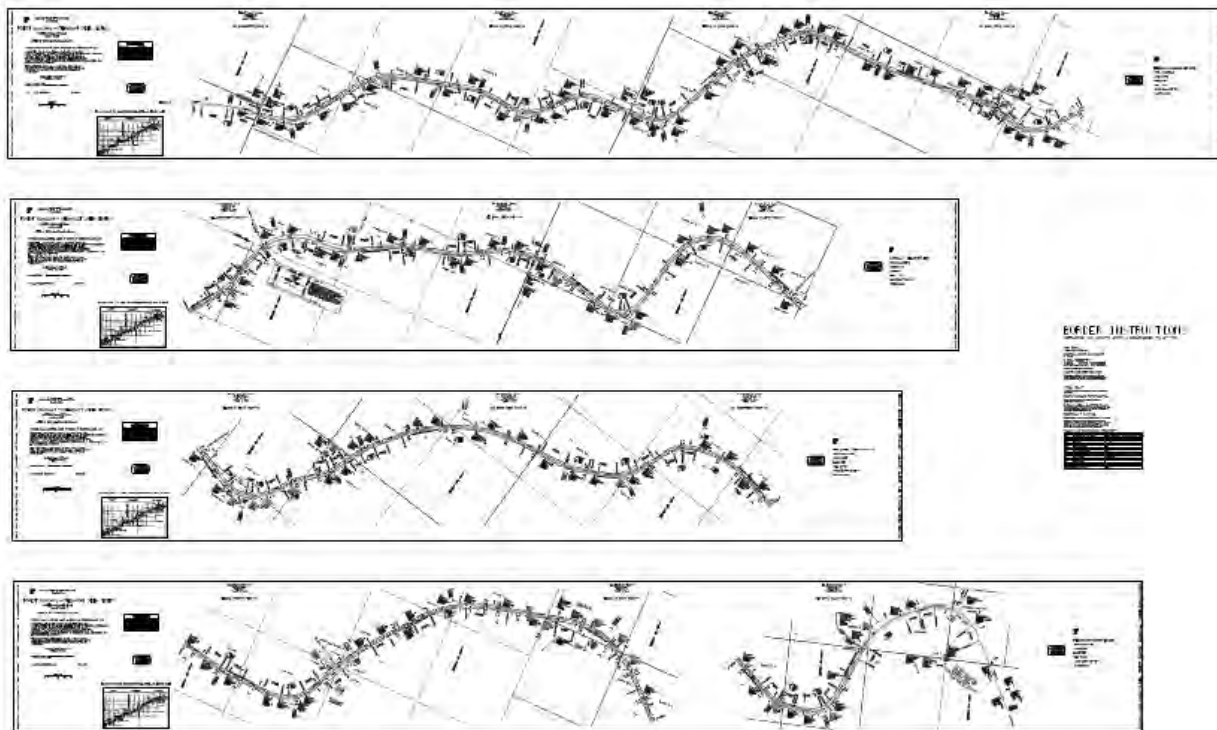


Figure A-10

10B-17-12.pdf (24 inch by 200 inch PDF) Single Strip



Figure A-11

10B-19-20.pdf (existing longer map converted to 2 strips and to a 2 page PDF)

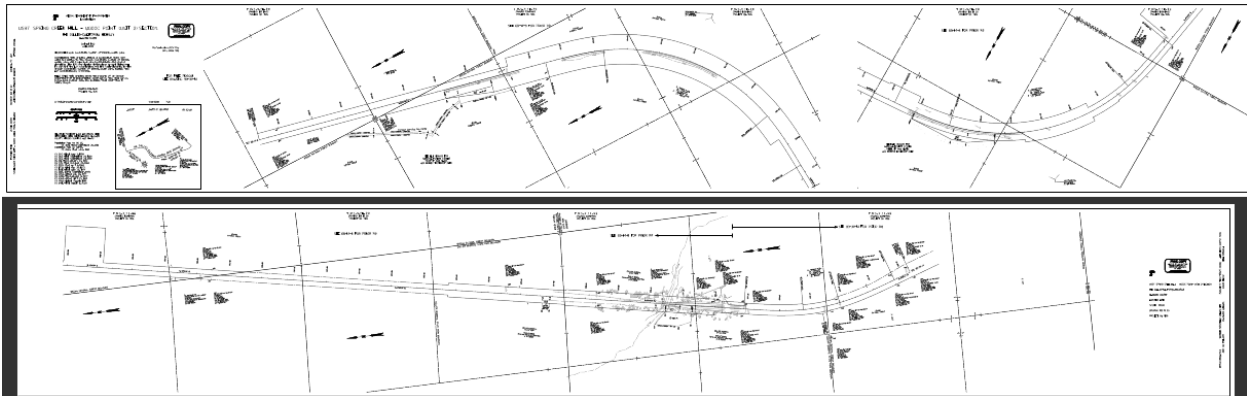
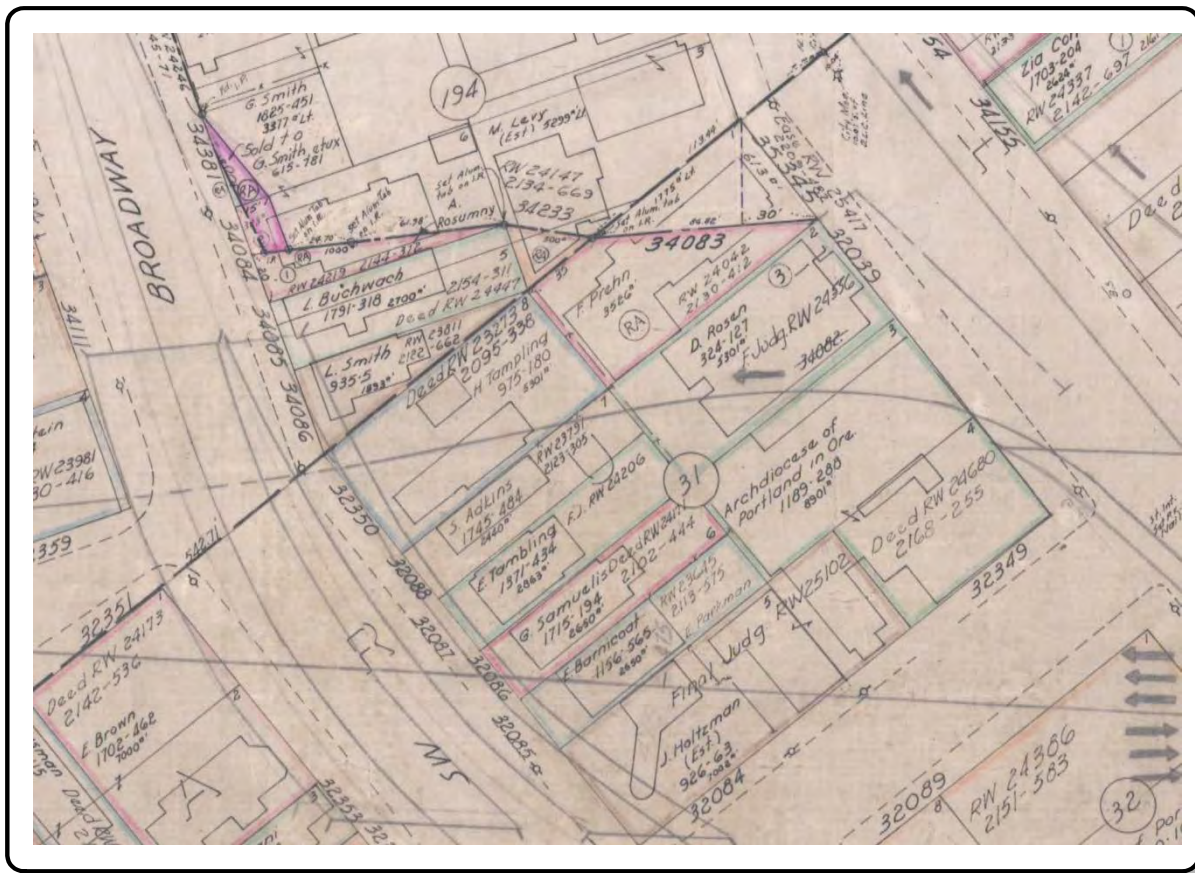


Figure A-12



Appendix O - Using Color Shading On Right Of Way Maps

Since the earliest days of hand drafting right of way maps and other drawings on linen, incorporating color has been a large part of the process. On a given drawing, color was used to mark entire highway routes, show different alignments, mark existing buildings, show bodies of water such as rivers, lakes or the ocean or even outline city boundaries. Most importantly, color was used to identify the land parcels being acquired for a project. Each of the separate acquisition parcels on the map were shaded with a different colored pencil which allowed the right of way agent, appraisers and others to easily identify the different parcels being acquired from the property owners.

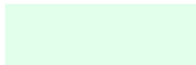
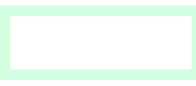



This practice lasted until the mid 1980's, when right of way maps began to be drafted with the use of CAD and plotted on mylar. Plotters at the time could only plot in black and white, and color shading of the parcels was discontinued.

With the current CAD environment, color shading of portions of a drawing can now easily be accomplished upon plotting through the use color tables configured to identify shapes with specified attributes. The drawing can be plotted with the color shading directly to Adobe PDF. If a hard copy is needed, send it to a color plotter.

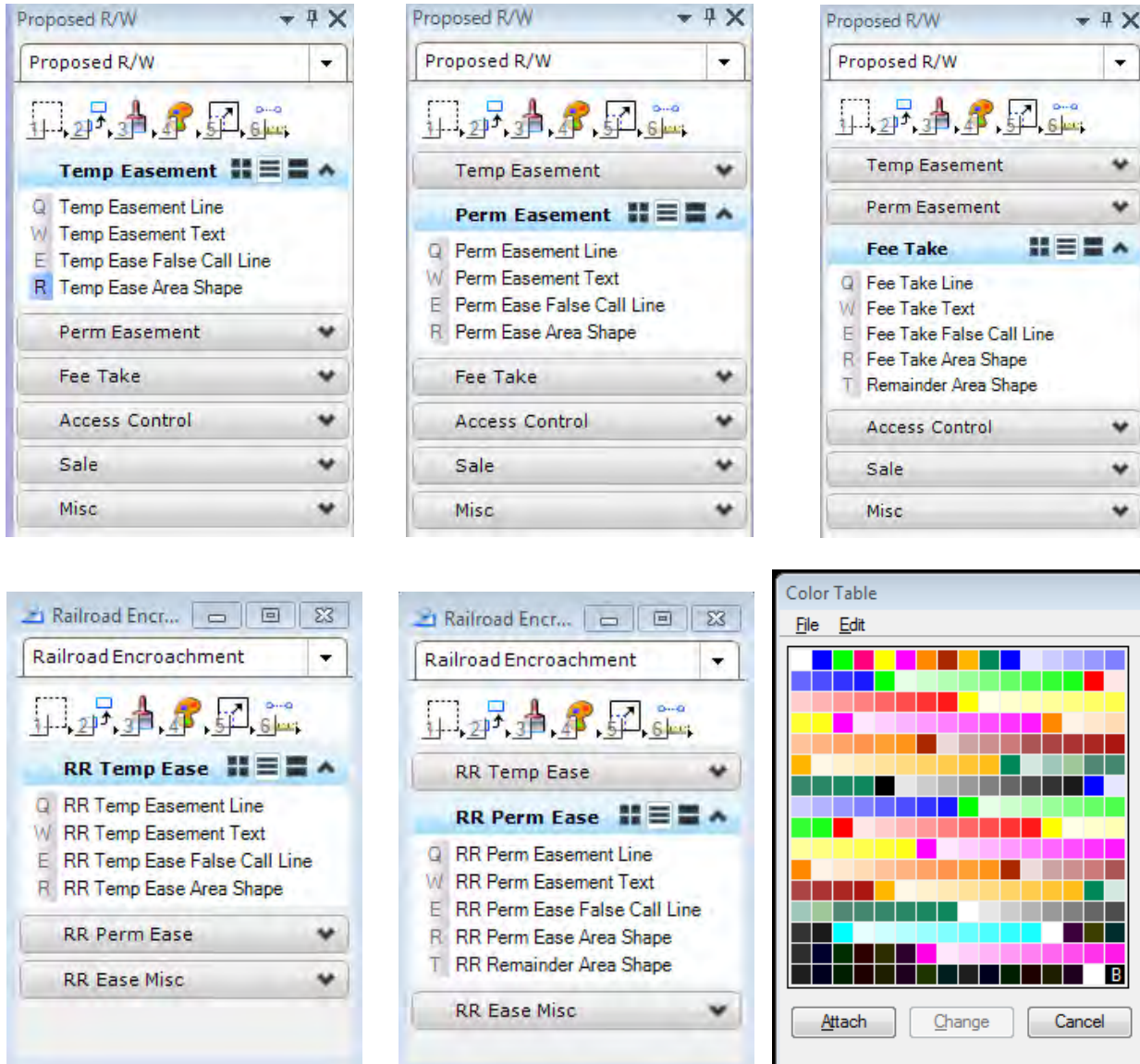
To accomplish the color shading on the right of way maps, a new pen table was developed by Marshall Wagstaff, Region 3 Surveyor, District 7. The pen table is named rw.tbl. With this pen table, a right of way map can be plotted with the taking areas shaded or outlined in color, depending if the acquisition is fee or an easement. This is accomplished by placing a closed shape in the CAD file over the acquisition parcel. The shape will need to be set to one of the defined area shape levels depending on whether the parcel is a fee or easement. The pen table will identify the color and level of the shape and will either color fill or outline the shape based on the following criteria:

Area Shapes Modified By The Pen Table

Area Shape Level	Plot Attributes	Screening Factor
P_RW_FILE_AreaShapeFee	Filled parcel 	10% color (90% white)
P_RW_FILE_AreaShapeEasePerm P_RW_FILE_RRAreaShapeEasePerm P_RW_FILE_AreaShapeFS1 P_RW_FILE_AreaShapeFS2	Heavy solid outline around parcel 	20% color (80% white)
P_RW_FILE_RRAreaShapeEaseTemp	Heavy dashed outline around parcel 	40% color (60% white)

The filled parcels for fee takings are plotted at a color value of 10%. The solid outline for the permanent easement has twice the color value (20% color) than the light shading for the fee and combined with the heavy weight line allows the outline to stand out. The temporary easement outline has twice the color value (40% color) of the permanent easement and is a dashed line which differentiates it from the permanent easement. Underlying elements in the plot, including the screened topography will show through the color shading. The combination of shading, different line styles for the easements and the ability to set specific colors for plotting once again enables the right of way drawings to effectively display file information with the use of color.

In Microstation, the Cadastral drafting menu allows the drafter to set all the symbology for placing the closed shape except for color. The menu provides options for standard right of way takings (fee, permanent easement and temporary easement) as well as permanent and temporary railroad easements.

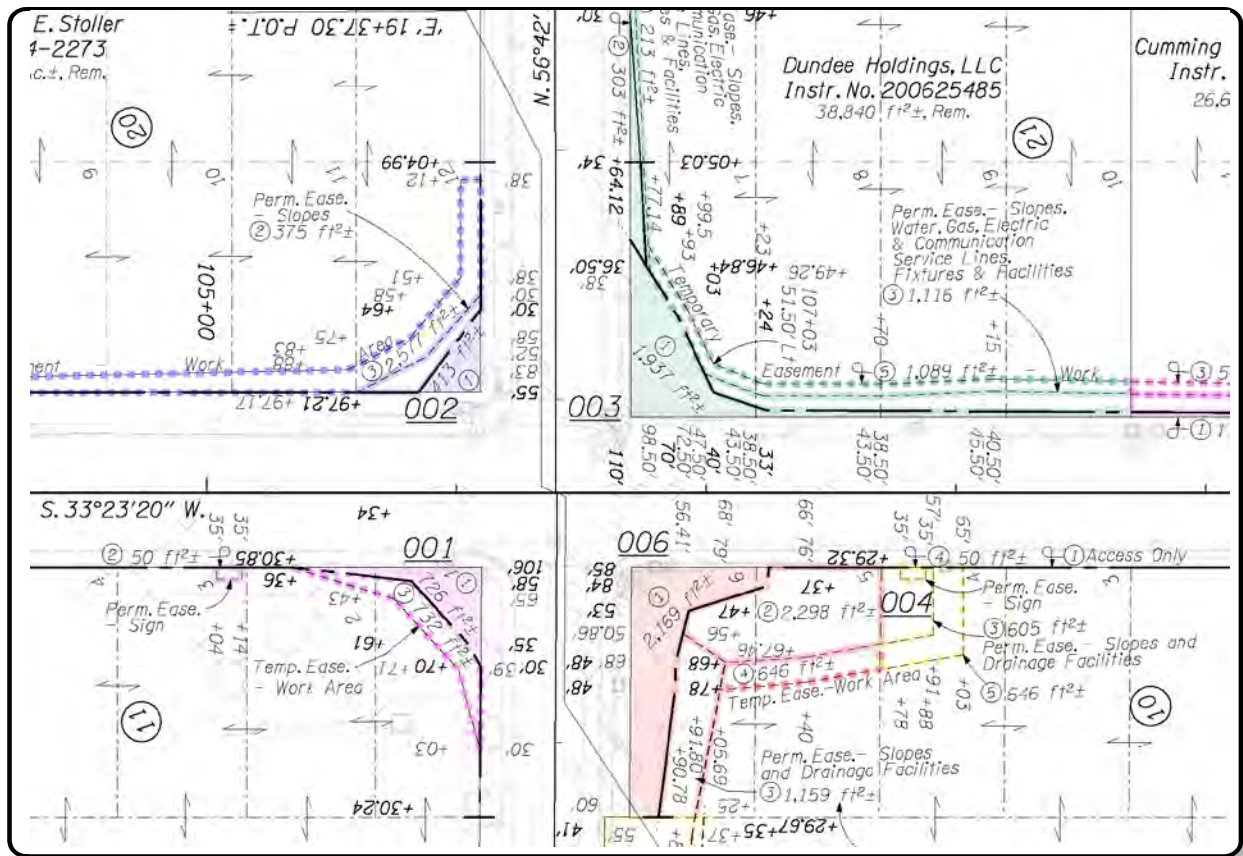


Use common sense when selecting a color for the closed shape. Any color can be used for the color fill, however the more vibrant the color the more visible it will be in the plot. The color yellow tends to be a bit more washed out than other colors. The colors red and violet can be difficult to distinguish from each other. The seed file SeedRW2d.dgn has attached the color table colorfil.tbl which provides a large mix of different colors and shades.

Use the same color for all the taking shapes for a particular right of way file. Use radically different colors for adjacent files as this will help differentiate ownership of the properties from which right of way is being acquired.

With the exception of the elements set to the area shape levels, the pen table will plot elements black and will gray-shade the existing topography reference if the reference is logically named "exist". To plot a map with the color shaded takings, simply turn the area shape levels on in the reference file from which the map is being plotted. If a map without color shading is wanted, simply turn the area shape levels off.

Color shading and outlining of the acquisition parcels is optional, but consider it for all right of way maps. It is simple to do and involves very little work to set up. All that is needed is to set the color of the parcel area shapes of the takings which have been drafted in the CAD file. The small amount of effort required is more than offset by the added benefit to the right of way agents, appraisers and others who use the drawings to acquire the needed property.



The new pen table, rw.tbl is located on the ODOT workspace, along with the seed file, SeedRW2d.dgn and the color table, colorfil.tbl. They can be accessed in the following workspace directories:

- Rw.tbl: in the standard pen table directory.
- SeedRW2d.dgn: in the standard seed file directory.
- Colorfil.tbl: in the standard tables directory.

Appendix P - Court Exhibits

Formerly, the Right of Way Engineering Headquarters group helped the Department of Justice with drafting court exhibits for condemnation trials. Today, it is not a function of the headquarters group and the Region Right of Way Engineering personnel may be asked for assistance.

Court Exhibit drawings are specialized exhibits prepared for the Department of Justice (DOJ) attorneys for use during trial after a property is condemned. The court exhibits are large format color plots, usually 24 inches by 36 inches and mounted on ¼ inch foam board. The attorneys will generally ask for multiple exhibits, a “Before” exhibit showing what the subject property was like before the project, and an “After” exhibit showing what the subject property was like once the project was completed. The attorneys will also request clear acetate overlays, showing the different takings, which are used as with the “Before” exhibit. The DOJ attorney will use the exhibits to tell a story of the project and emphasize the benefits of the project to the traveling public and the property.

The court exhibits can either be prepared in the Right of Way CAD file or in a separate, stand alone CAD file. If the Right of Way CAD file is to be used, create a new model for the exhibits. Never prepare a court exhibit drawing in a right of way design model since the graphics will have to be edited and changed to different standards. Copy the graphical elements from the right of way design file, the topography CAD file or model, and the construction design CAD file into the court exhibit model or file.

Before beginning on the court exhibit, meet with the DOJ attorney to review the case. Ask the attorney how many exhibits are needed and what types. Go over any special aspects of the case. Quite often, the court case will hinge on access to the Defendant’s property, or a perceived reduction in parking for a business. You may have to draft a proposed parking lot design provided by a consultant to DOJ. Check with the Region to make sure that the project was built according to the construction plans. The Region survey crews may have to visit the site and tie in the new improvements. Since there is a short time frame from when the DOJ attorney contacts you and the trial date, any additional surveying will have to be done early in the process. When the draft exhibits are completed, meet with the DOJ attorney for review. If the attorney is satisfied with the exhibits, make the final color plots and have them mounted on ¼ inch foam board.

There are some considerations in making a court exhibit drawing. The exhibit is serving a different purpose than the right of way map or construction plans. The exhibit is a drawing that will be displayed to a jury in a court trial. Thus, avoid overcrowding the drawing with information; the goal is for it to tell the story that the DOJ attorney is presenting. Label text large enough to be read from across a room. Use ODOT font 33, or true type fonts, such as Helvetica, or Arial as these tend to be easier reading and more professional looking. Color shade buildings, structures, sidewalks and streets. Make the colors pleasing and shade values light. Avoid full value colors; these tend to be glaring and hard to see. Avoid using shades of red; it is psychologically a “negative” color. Use blues, greens, greys and browns on your exhibit instead.

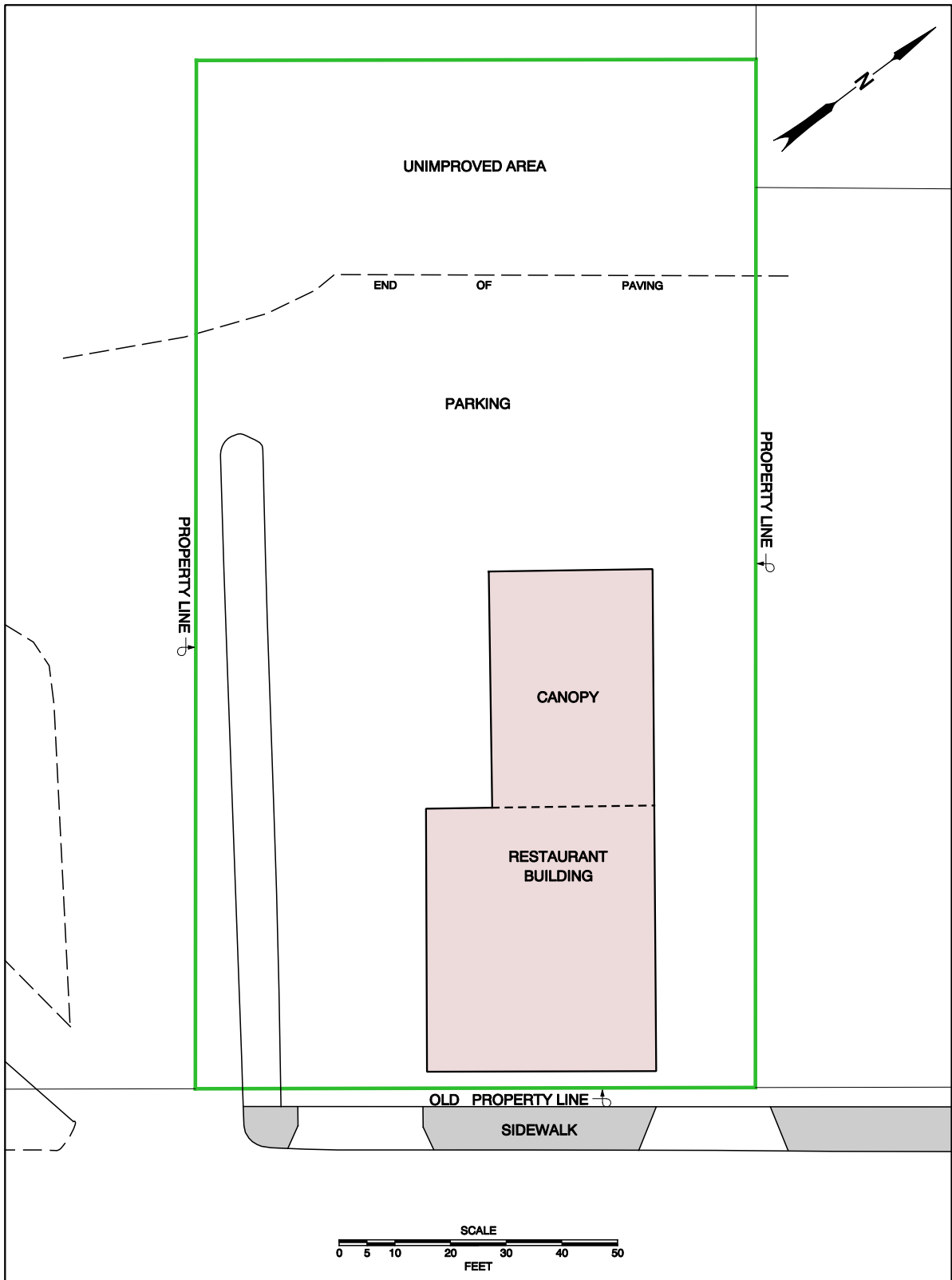


Figure A-13

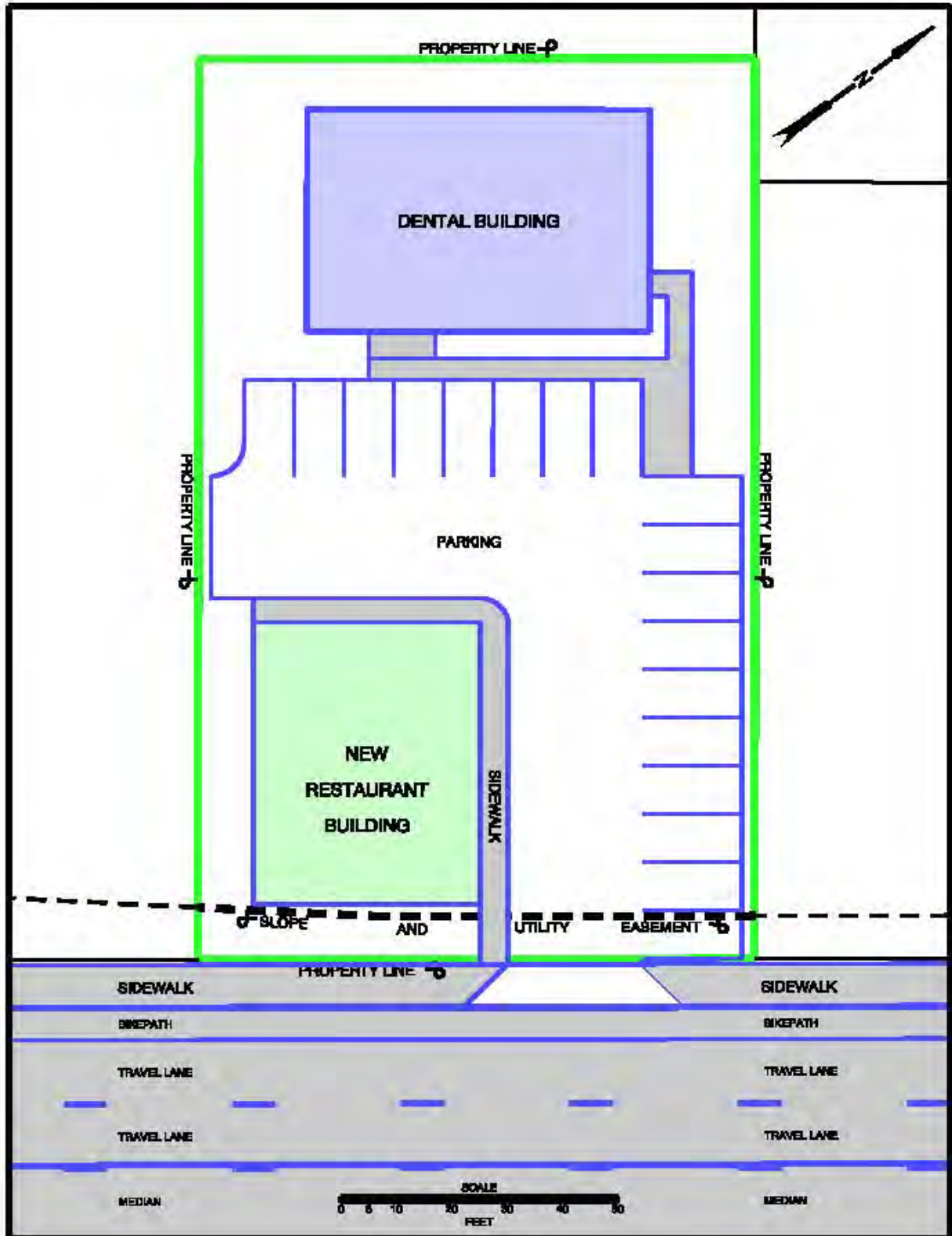


Figure A-14

Appendix Q – Right of Way Engineering Training Videos

There are several Right of Way Engineering Training Videos on the Engineering Automation Section YouTube Channel (See Figure A-15 below). These videos were developed by Scott Morrison and include the following topics:

- [Writing Right of Way Descriptions](#)
- [The Review Process](#)
- [Right of Way Products](#)
- [Access Rights](#)
- [Reading and Interpreting Right of Way Maps](#)

Below is a link to the main page:

[Engineering Automation Section YouTube Channel](#)

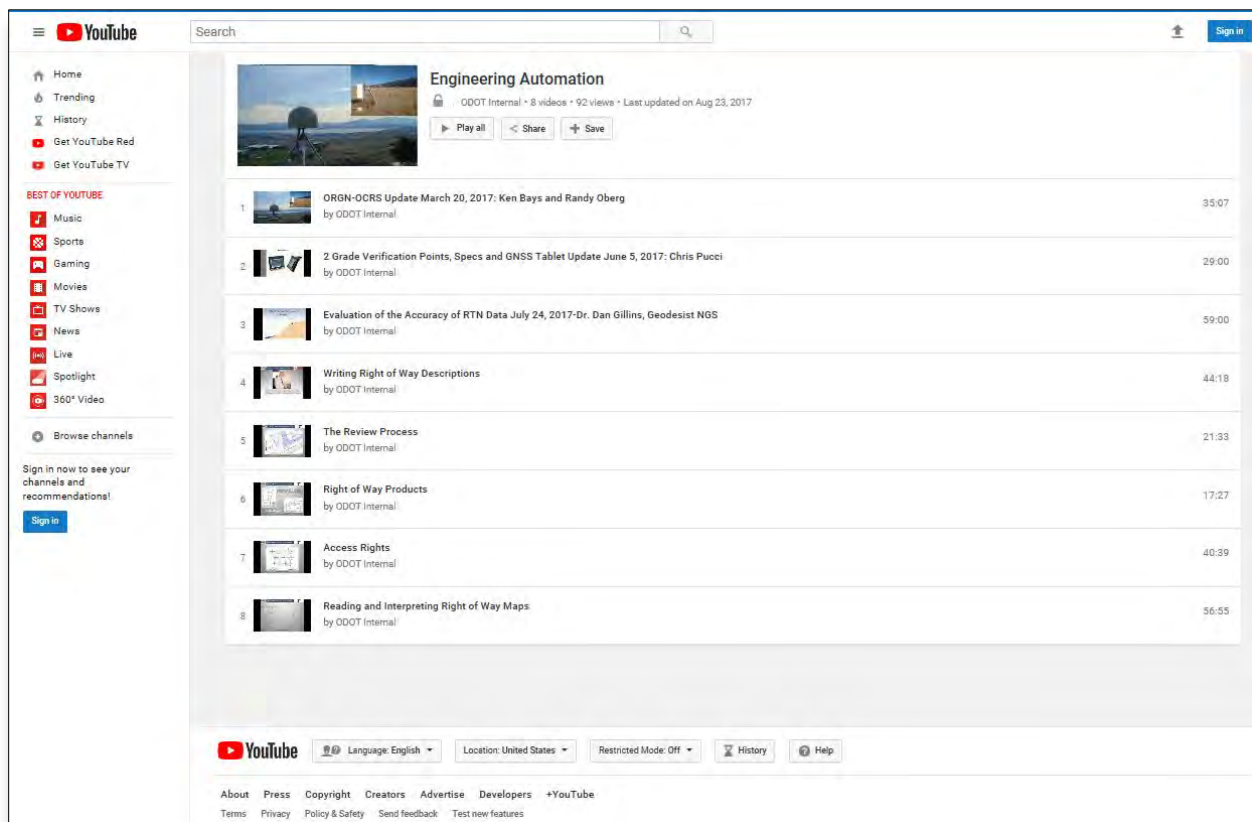


Figure A-15