

CHAPTER 1

ORGANIZATION AND COORDINATION

1.1 REFERENCE

Right of Way Mapping Procedure, Topic No. 550-030-015

1.2 ORGANIZATION

1.2.1 General

These organizational and functional descriptions are not intended to be restrictive but rather to be informative of the general organization. Diverse skills are required to accomplish the wide variety of tasks that are vital to meeting the Department's objectives.

Land surveying and real property title knowledge are required for the preparation of Control Surveys, Right of Way Maps, Maintenance Maps, other Miscellaneous Maps, legal descriptions and documents of conveyance to assure a quality product. Knowledge of Civil Engineering is used in order to coordinate with the Design Department.

Use of the masculine pronoun in this handbook is not intended to exclude females, but is used for brevity.

1.2.2 Central Office Right of Way Mapping

The Right of Way Mapping function in the Central Office is in the Surveying and Mapping Office under the responsibility of the State Surveyor.

Major responsibilities of this office are: Coordination of the development and issuance of written guidelines/standards and providing technical and administrative assistance as needed.

1.2.3 District Right of Way Mapping

The District Right of Way Mapping Office has complete authority to utilize their resources in carrying out the work program according to current laws, rules, policies, procedures and standards. This includes the preparation or review of right of way related maps, surveys, drawings, title search, legal descriptions or instruments of conveyance.

The organization of the District Right of Way Mapping Office under the District R/W Surveyor (DRS) into major functional areas is flexible and can be adjusted to changing work requirements for each District. Continuous coordination and communication between the major functional areas is critical for the successful completion of all activities.

1.3 COORDINATION

1.3.1 General

The Mapping Office interfaces with many other Offices of the Department. Some of these are Project Management, Roadway Design, Structures, Utilities, Drainage, Acquisition, Appraisal, Eminent Domain and Property Management. In addition to Departmental Offices, it is often necessary to coordinate with County, City, other State and Federal Agencies.

1.3.2 Federal Highway Administration (FHWA)

After the right of way maps have been approved by the district as meeting the criteria required by FHWA, the following applies:

1.3.2.1 Original Submittal for Authorization to Proceed: The District Office transmits to the Department's Federal Aid Programs Office one (1) copy of the following:

- a. Transmittal Letter
- b. Field Review Memorandum
- c. Updated R/W Cost Estimate
- d. Right of Way Maps (including Map Cover Sheet)
- e. Type of environmental document, approval date, and any reevaluation

Authorization to Proceed consists of a Letter of Approval or e-mail approval being transmitted to the District Office.

1.3.2.2 One (1) copy of each of the following is transmitted to the Department's Federal Aid Programs Office when there are revisions that significantly affect the R/W Cost Estimate:

- a. Transmittal Letter
- b. Updated R/W Cost Estimate
- c. Revised map sheet(s) only

CHAPTER 2

MAPPING

2.1 REFERENCE

Right of Way Mapping Procedure, Topic No. 550-030-015

2.2 GENERAL

There are four (4) major types of right of way related maps prepared by or for the Department. These are: Control Survey Map, Maintenance Map, Right of Way Map, and Right of Way Monumentation Map which are defined below. The Right of Way Mapping Procedure (RWMP) lists the minimum requirements for these maps. There may be additional project specific or District specific requirements as directed by the District Right of Way Surveyor (DRS). The District Right of Way Mapping Office is also responsible for the preparation or review of many types of maps and sketches in order to meet the Department's needs in carrying out the work program.

The requirements for review of phased submittals on Consultant prepared projects are defined in the Scope of Services negotiated on a project specific basis.

2.3 DEFINITIONS

Control Survey Map: This map provides the certified survey support for the preparation of right of way related maps and is a depiction of the right of way survey field work performed for a specific transportation project.

Maintenance Map: This map is prepared when the DRS has determined that there has been no formal conveyance of right of way, accepted dedication, or there is notification/evidence that a formal conveyance was ineffectual to pass title to the Department. This map serves as prima facia evidence of ownership of lands on which a road has been constructed by a governmental entity and maintained or repaired continuously and uninterruptedly for a minimum of four (4) years pursuant to **Section 95.361, Florida Statutes**. It is filed in the office of the Clerk of the Circuit Court of the county in which the road is located.

The responsible surveyor coordinates with the responsible Maintenance Engineer to identify and locate the limits of the maintained right of way.

An affidavit, signed under oath by the responsible Maintenance Engineer setting forth that the widths shown on the map from station to station numbers have been continuously maintained by the Department or the County/Municipality for four years

uninterruptedly, is included with the map. In lieu of an affidavit being signed, the Maintenance Engineer may certify the Maintenance Map in accordance with the RWMP.

Right of Way Map: This map is prepared when real property rights are to be acquired for a transportation facility. It is a scaled drawing and must be prepared to clearly show the right of way to be acquired. It must show sufficient technical data, including land ties, to permit the preparation of legal descriptions for use in acquisition documents, and serve as an aid in appraisal, acquisition, property management and monumentation. It is supported by a Control Survey Map and does not purport to be a survey.

Right of Way Monumentation Map: This map shows the location of survey monumentation markers that are set after the construction of a project, and is filed in the office of the Clerk of the Circuit Court of the county in which the project is located.

2.4 MAP PREPARATION – RIGHT OF WAY RELATED MAPS

Good drafting techniques are used in the preparation of all right of way related maps. The ultimate objective is to provide maps with a high degree of uniformity and maximum readability.

Refer to the RWMP for final size, format and material required for the four (4) major map types as defined above.

All final right of way related maps prepared for the Department are to be delivered in hard copy and/or electronic format that adheres to the **CADD Manual, Topic No. 625-050-001**. All right of way related maps incorporates a combination of the following described elements or activities.

(A) A Master CADD file is created containing any number of the following elements as directed by the DRS:

(1) Alignment (survey line) – The line work, along with all required data, is plotted in this file. Required data includes bearings on tangent lines, stationing, all curve elements and points of intersection station value with deflection angle left or right

(2) Section and 1/4 Section Lines – The line work, along with all required data, is plotted in this file. Required data includes labeling, bearings and distances and ties by station and distance to the survey line. Closure reports, if required, are calculated from this file.

(3) Subdivisions - The line work, along with all required data, is plotted in this file. Required data includes name, recording data, boundaries by use

of arrow indicators, lot and block lines, lot and block numbers, street names, alleys and platted easements. Subdivisions are tied to the survey line with station value where the survey line and block and/or outside boundary lines intersect. Closure reports for each block, if required, are calculated from this file.

(4) Existing Right of Way – The line work for existing right of way by deed, maintenance or dedication for mainline corridor and/or side streets are determined, verified and plotted in this file.

(5) Topography – The topographic elements are imported into this file at the desired scale. Elements are adjusted and modified as necessary. Required elements include, but are not limited to, buildings, canopies, signs, fences, groves, parking/pavement, aboveground utilities and bodies of water. (Dimensional data required by the ***Right of Way Mapping Procedure Topic 550-030-015*** are shown on the Right of Way Map Detail Sheets)

(6) Parent Tract Properties/Existing Easements – Title search analysis is performed to determine the location of parent tract boundaries and existing easements. The line work is shown and identified by the appropriate symbol (cell) and plotted in this file. A parcel identification number depicted in a parcel bubble is labeled and assigned in accordance with the ***Right of Way Manual Topic 575-000-000***.

(7) Proposed Right of Way Requirements – The Designer or Engineer of Record (EOR) provides right of way requirements to the Surveyor and Mapper. The EOR, in coordination with the DRS and the Right of Way Manager determines the type of interest required (i.e. fee, permanent or temporary easement, or license agreement). The line work is plotted in this file. All takes and remainders are calculated, labeled and dimensioned with station and offsets designated at each change in direction of the right of way. Closure reports are prepared for each take and remainder area.

(8) Limits of Construction – The line work is provided by the Designer or EOR and plotted in this file. Coordination with the Designer or EOR is required to resolve problem areas. The line work is labeled "L.O.C.". Care is taken to insure the limits of construction do not extend beyond the existing or proposed right of way as well as insuring the proposed right of way is supported by necessity in the construction plans. Limits of Construction are shown, at minimum, on all Federal Aid Right of Way projects.

(9) Jurisdictional/Agency Lines – The line work for jurisdictional wetlands, water boundaries and city/county limit lines are plotted in this file. This may also include areas of local public agency rights of way being intersected by the proposed right of way. The DRS determines how and when these lines or areas are depicted on the actual right of way maps.

(B) Sheet Files are created to form the actual Control Survey, Right of Way Map, or Maintenance Map, in the following designations:

(10) Control Survey Map Cover Sheet – The Department's approved sheet cell is used in preparation of this Cover Sheet. The legend, general notes, location map and certifications are placed on this sheet.

(11) Control Survey Map Key Sheet – This sheet(s) is derived from the Master CADD file at an appropriate scale to show alignment(s), section ties, subdivisions, condominiums and cooperatives with recording data, and other elements, including monumentation identified as to size, type, set or found, as may be required. The relationship of the Detail Sheets may also be depicted on this sheet if required by the DRS. The line work, text, etc are added/modified to fit the key sheet scale.

(12) Control Survey Map Detail Sheet – This sheet(s) is derived from the Master CADD file at an appropriate scale to depict the field right of way survey data. The line work, text, etc are added/modified to fit the detail sheet scale. The DRS determines if detail sheets are to be prepared for the entire project or if only recorded subdivisions are to be shown on the detail sheets. All subdivision block lines are tied by station and offset to the survey line. The DRS determines the method of ties, whether by 90° offsets or by straight-line extension.

(13) Right of Way Map Cover Sheet – The Department's approved sheet cell is used in preparation of this Cover Sheet. The legend, references, general notes, and location map are placed on this sheet. On projects that do not require a cover sheet, the foregoing information may be shown on the key or detail sheet(s) as directed by the DRS.

(14) Right of Way Map Key Sheet - This sheet(s) is derived from the Master CADD file at an appropriate scale to show alignment(s), section ties, subdivisions, condominiums and cooperatives with recording data, large parent tracts and other elements as may be required. The DRS determines if monumentation is depicted with references to "set" or "found". The relationship of the Detail Sheets may also be depicted on this sheet if required by the DRS. The line work, text, etc are added/modified

to fit the key sheet scale. The note "THIS MAP IS NOT A SURVEY" is shown above the title block.

(15) Right of Way Map Detail Sheet - This sheet(s) is derived from the Master CADD file at an appropriate scale. The line work, text, etc are added/modified to fit the detail sheet scale. These Detail Sheets may also be copied from the existing Detail Sheets from the Control Survey Maps. Detail Sheets include parcel numbering by use of bubbles, complete geometry for all takes and geometry for remainders as directed by the DRS, topography, limits of construction, if required and jurisdictional or agency lines, if required. The note "THIS MAP IS NOT A SURVEY" is shown above the title block.

(16) Maintenance Map Cover Sheet - The Department's approved sheet cell is used in preparation of this Cover Sheet. The legend, general notes, location map and certifications are placed on this sheet. On projects that do not require a cover sheet, the foregoing information may be shown on the key or detail sheet(s) as directed by the DRS

(17) Maintenance Map Key Sheet - This sheet(s) is derived from the Master CADD file at an appropriate scale to show alignment(s), section ties, subdivisions, condominiums and cooperatives with recording data, and other elements as may be required. The relationship of the Detail Sheets may also be depicted on this sheet if required by the DRS. The line work, text, etc are added/modified to fit the key sheet scale.

(18) Maintenance Map Detail Sheet - This sheet(s) is derived from the Master CADD file at an appropriate scale. The line work, text, etc are added/modified to fit the detail sheet scale. These Detail Sheets may also be copied from the existing Detail Sheets from the Control Survey Maps. Certified field notes support all maintained right of way along the mainline corridor. At the direction of the DRS, reference to the appropriate field books is made either in the general notes on the Cover Sheet or by reference on the Detail Sheet. Station and offsets are shown at each change in direction of the right of way.

(19) Reference Point Sheet – This information as derived from field book data or electronic files are plotted into a CADD file. The line work, text, etc. are added/modified to fit the sheet scale, if applicable. Reference Point Sheets are prepared at the direction of the District Location Surveyor (DLS) or DRS as appropriate to the project.

(20) Project Network Control Sheet - This information, as derived from field book data or electronic files, is plotted into a CADD file. The line work, text, etc. are added/modified to fit the sheet scale, if applicable. The Project Network Control Sheet(s) is prepared at the direction of the DLS or DRS as appropriate to the project.

(21) Table of Ownerships Sheet – The Department's approved sheet cell is used in preparation of the ownership sheet. Required data includes parcel number, sheet numbers on which the parcel appears (all), name of property owner(s), the area in square feet or acres of the part to be acquired and the remainder (when there is no remainder show 0), any necessary comments, and the recording data of the executed or condemned parcel when completed.

(C) Miscellaneous Surveys, Sketches or tasks as listed below may be performed at the direction of the responsible Department surveyor:

(22) Parcel Sketches – Parcel Sketches may be prepared for various purposes at the direction of the DRS. Purpose, format, scale, etc. are designated in the project scope of services as required.

(23) TIITF Sketches – Sketches are prepared for the Department to obtain rights over sovereign/submerged lands or state-owned uplands. Purpose, format, scale, etc. are designated in the project scope of services or by the requirements of the Department of Environmental Protection.

(24) Other Specific Purpose Survey Map – This may include preparation of maps for mitigation surveys or jurisdiction line surveys. Specific requirements (i.e. purpose, format, scale, etc.) are designated in the project scope of services.

(25) Boundary Survey(s) Map – This map may be prepared for any specific need at the direction of the DLS or DRS. Specific requirements (i.e. purpose, format, scale, etc.) are designated in the project scope of services.

(26) Right of Way Monumentation Map – This map is prepared for the depiction of the field-monumented right of way. The Right of Way Map set is the basis for this map with minimal adjustments to the Cover Sheet, including adding the proper certification. The recording data is shown on the Table of Ownerships Sheet.

(27) Title Search Map – This map is prepared utilizing property appraiser maps or preliminary right of way maps. The purpose of this map is to depict the properties affected by the proposed project requirements. This map is used to obtain Title Search Reports necessary to develop the Right of Way Maps. The DRS directs the schedule of preparation.

(28) Title Search Report – The procurement of lands for transportation facilities requires a current report of the present ownership and outstanding encumbrances of each parcel to be acquired. If directed by the DRS, the Consultant obtains the services of a qualified title company or abstractor for this purpose for each parcel where right of way is required. Title Search Reports are prepared in accordance with the ***Right of Way Manual, Topic No. 575-000-000***. If the Department obtains title search, reports and documents are provided to the Consultant. See ***Chapter 3 – Title Search*** for further details regarding title search.

(29) Legal Descriptions – A legal description is prepared and certified for each parcel to be acquired in accordance with the ***Right of Way Mapping Procedure, Topic No. 550-030-015***. The DRS designates format.

(30) Final Maps/Plans Comparison – A comparison between the Final Right of Way Maps and the most current Construction Plans is performed to insure the correctness of the type of parcel to be acquired and correctness of stations/offsets to the required right of way. Resolution of conflicts is coordinated with the Designer or EOR to insure there are no discrepancies between the maps and plans. This comparison is conducted, at a minimum, immediately prior to transmittal of the project to the Office of Right of Way and again with the Final Construction Plans.

(31) Field Reviews – An on-site field review(s) is conducted to verify the improvements as mapped, to identify and request field survey of any additional improvements, and to identify and request possible design changes to alleviate or minimize property damages. Findings for each field review are documented and if necessary, incorporated into the mapping.

(32) Technical Meetings – Technical meetings are conducted at various phases of the project to discuss mapping issues. The number of meetings is based upon the complexity of the project or as needed.

(33) Quality Assurance/Quality Control – A QA/QC plan is developed, approved by the DRS and implemented.

2.5 ROUNDING RULES

After computations based upon the field data are made to insure they meet the minimum technical standards, the traverse or triangulation is adjusted throughout the project. The data is rounded as follows:

- a. Bearings and angles are rounded to the second
- b. Distances are rounded to one-hundredth of a foot
- c. Coordinates (State Plane) are rounded to one-thousandth of a foot
- d. Areas of takes and remainders are shown as designated by the DRS

CHAPTER 3

TITLE SEARCH

3.1 REFERENCES

Right of Way Mapping Procedure, Topic No. 550-030-015 and the Right of Way Manual, Topic No. 575-000-000

3.2 GENERAL

The procurement of lands for transportation facilities requires a current report of the present ownership and all encumbrances on each parcel to be acquired. This includes, within the report, a list of all conveyances of the subject land made during the most recent five year period together with the consideration paid based on documentary stamps. The title report is based upon a thorough search of the public records, which may require searching back to the earliest public records. The services of a qualified title company or abstractor are usually obtained for this purpose. In Districts where the Department has qualified personnel experienced in abstracting, the District may elect to obtain its own updates and to do some or all original title search.

3.3 RIGHT OF WAY MAPPING RESPONSIBILITY FOR TITLE SEARCH

Obtaining, analyzing and processing current title search and updates is the responsibility of the DRS under direction of the District General Counsel until delivery of the right of way project to the Office of Right of Way. Title search reports/updates are certified to within six (6) months of delivery of the project to the Office of Right of Way. After the project is delivered the responsibility for updating title is determined by the District.

Title search reports reflect all documents that create, or purport to create, an interest, lien or encumbrance in the parcel. Title searches should cover a sufficient period of time to include any existing easements or reservations. A description of all conveyances that occurred in the five years immediately preceding the completion date of the title search is also included.

On all contracts for the Department for Title Search, the DRS or his representative serves as contract manager and have the following responsibilities:

- a. Enforcement of performance of all contract terms and conditions
- b. Liaison between the Department and the Abstractor

- c. Approval of all invoices prior to payment

3.4 PROCUREMENT OF TITLE SEARCH

Procurement of Title Search services follow the procedures set forth by the ***Commodities and Contractual Services Topic No. 375-040-020*** and contain as a minimum the requirements of the ***Right of Way Manual, Topic No. 575-000-000***.

3.5 CONTRACT ADMINISTRATION

Upon receipt of an invoice for services rendered under a contract for Title Search, the Contract Manager determines the validity of such invoice. The approved invoice, together with Contract Invoice Transmittal, is submitted to the appropriate District Office for processing and payment.

A performance evaluation is prepared at the time the original assignment is completed, excluding any Recertification or Update. Evaluations are prepared on a standard form and consider time, management and quality. Such evaluations should be performed by committee to insure objectivity in the rating process. Completed evaluations are forwarded to the Surveying and Mapping Office in Tallahassee for tabulation. Results of these evaluations are used in establishing a performance history of title search providers.

3.6 ORDERING TITLE SEARCH

The Contract Manager furnishes the title company or abstractor with a copy of the Title Search Map prepared in accordance with ***Chapter 2 (28)***, Title Search Map. Occasionally, the Abstractor may find a reference to plats and subdivisions that have not been depicted on the preliminary maps or property appraiser maps. In such cases, he includes a copy of the plats with the Title Search so that the maps can be corrected. When the maps are submitted to the title company or abstractor, the Contract Manager may include an estimate on time of completion and an authorized expenditure with the letter of authorization for the Abstractor or title company to commence work on the project.

The letter of authorization to the title company or abstractor may also provide the following:

- a. Reference to the Title Search Agreement under which the search is being ordered, and the amounts quoted for the various types of search under the agreement

- b. The number of copies of the search to be furnished as required by the Contract Manager
- c. A tentative due date for the search

3.7 BILLING AND INVOICES

3.7.1 Each Title Search is identified by Date, Authorization Number and Date, a unique invoice number by authorization, the number of original or updated searches by authorization, the contract price for original or updated searches, the total amount due by authorization, Abstractor's Tax I.D. number, Section Job number, Work Program Item Segment number or Financial Management number, F.A.P. number, if applicable, date work began, date work ended, State Road number and County. Billing is based upon the number of parcels in the search at a rate predetermined by the applicable Title Search Contract Agreement. A system of log sheets or a ledger facilitates processing invoices.

3.7.2 A parcel for title search and billing purposes is defined as a tract of land under single ownership that may have been acquired in one or more conveyances that are abutting or contiguous. This rule applies in the case of conveyance of land on both sides of a road or in separate blocks of a subdivision, in which case it would ordinarily be considered one parcel of title search. Separate lots in a subdivision in one ownership are not ordinarily considered separate parcels. An exception is made where the title search indicates the separate properties or lots were obtained by the present owner from separate chains of title, in which case each one which meets this test may be considered a parcel for purposes of payment for title search.

3.7.3 The Contract Invoice Transmittal has the applicable Title Search Agreement Contract Number shown, and the unit costs under the Agreement for original search, recertification on update and ownership search. A thorough check of invoices for title search is made to insure the billing is correct in all respects and initialed by the Contract Manager who clears the invoice for payment. Instructions for assembly and submission of invoices for payment are found in the ***Disbursement Operations Manual, Topic No. 350-030-400.***

3.7.4 After the invoice is checked and approved by the Contract Manager, it is forwarded to the appropriate District Office. The billing is charged to a valid preliminary engineering job number.

3.8 CERTIFICATION OF UPDATE

3.8.1 The frequency of update depends upon the stability of land ownership in the area of the project. The District may wish to update title search on certain jobs in-house. If

in-house abstractors are not utilized, it is preferable to order the update and other services from the title company or abstractor who made the original search, if acceptable service was provided.

3.8.2 The Abstractor, under the provisions of the Title Search Contract Agreement is required to certify any update of the original search. The update shows the owner's name and mailing address. He also provides specific data as to outstanding encumbrances not already listed in previous title search, such as mortgages (with book and page reference) and satisfaction of mortgages (with book and page reference)

3.9 SUMMARY

3.9.1 Information received from title searches are analyzed by Surveying and Mapping personnel in order to make property boundary determinations necessary for adequate map and document preparation. Specifically, the descriptions of the various ownerships are plotted to scale for inclusion on the maps. In addition, a determination of the various interests (encumbrances) such as mortgages, liens, easements, etc., of record against each parcel are identified based upon the report of title search. In some instances the assistance of the District General Counsel and/or the Department's General Counsel may be required for specific interpretations.

3.9.2 An accurate, dependable and up-to-date title search report of present ownership and all encumbrances on each parcel is required for use in preparing right of way maps and documents and the procurement of right of way. The Department usually utilizes the services of qualified abstractors and title companies for original ownership searches and for recertification on updates. The Districts may, if they have qualified abstractors in-house, choose to update and/or perform original title searches with their own personnel.

CHAPTER 4

LEGAL DESCRIPTIONS

4.1 REFERENCE

Right of Way Mapping Procedure, Topic No. 550-030-015

4.2 GENERAL

The purpose of this chapter is to prescribe the basic methods of preparing legal descriptions.

4.3 INFORMATION REQUIRED FOR WRITING LEGAL DESCRIPTIONS

- a. A set of right of way maps sufficiently complete to show the required right of way with all necessary geometry.
- b. Title information furnished by recent title search including update (see **Chapter 3 - Title Search**). This information should include the current record owner, the legal description of the property and a list of all encumbrances on the property. Easement locations are plotted to determine whether they affect the right of way taking. Determination may then be made to ascertain if the taking is subject to an existing easement, subordinated or fully cleared. Private easements may be brought to the attention of the Department by abstractors, surveyors, appraisers and others. This information is also included on the right of way maps.
- c. Other information may be obtained from additional field survey, local surveyors, or other sources, to clarify the property boundary location and title data. On consultant prepared projects, the Consultant coordinates this effort with the DRS.

4.4 EARLY INVOLVEMENT IN MAP PREPARATION

- a. Includes analyzing the title search to define parent tracts and ownerships lying within or near the proposed right of way.
- b. Includes reviewing the title search for errors in the legal description or omissions in the title evidence. Items requiring clarification are referred promptly to the abstractor or title company to complete the title work before the preparation of legal descriptions. Title updates may indicate revisions for which the maps should be adjusted accordingly.

- c. The record parent tract legal description for each right of way parcel and the proposed right of way requirements is depicted as required on the right of way map and assigned a numbered parcel bubble in accordance with **4.5** below.
- d. Existing right of way along the proposed project alignment is determined and verified in detail prior to the writing of legal descriptions.

Maintained right of way along a State Road may require the filing of a Maintenance Map prior to the writing of legal descriptions. Maintained right of way along local/side roads may not have filed maps, but should have certified field notes and/or an affidavit from the maintaining entity. This information is referenced accordingly on the Department right of way map.

4.5 ASSIGNMENT OF PARCEL NUMBERS

Parcel numbers are assigned conforming to the numbering convention as follows:

- a. Series 1 – 99 is reserved for the right of way contract, suit information, utility contracts and other agreements and contracts on the project.
- b. Series 100 – 699 is used for all parcels to be acquired in fee.
- c. Series 700 – 799 is used for temporary easements.
- d. Series 800-899 is used for perpetual easements, including TIITF parcels.
- e. Series 900 – 999 is used for all License Agreements.
- f. In the event any series exceeds the above range on a project, the series is extended by beginning with the first number of that series and adding 1,000. For example, 100-699 would become 1100-1699, etc.
- g. Once a parcel number is assigned and transmitted to the Office of Right of Way it may not be reused or reactivated if voided.

4.6 VESTING OF TITLE TO ROADS

When a state road intersects with streets or dedicated rights of way owned by local governmental agencies, that portion of the rights of way that are required for maintenance of the state road after construction is clearly depicted on the right of way map as directed by the DRS. If legal descriptions are required, they are prepared at the

direction of the DRS in accordance with local agency requirements. If necessary, a parcel number or numbers may be assigned.

4.7 PREPARATION OF LEGAL DESCRIPTIONS

Having completed the analysis of the title evidence, plotting of ownerships, reconciling conflicting information and showing the information on the right of way map, including right of way requirements, the legal descriptions can be prepared. The DRS directs the description format.

Computations and closure reports are prepared to support the description and provide additional data that may be required on the right of way map.

4.7.1 The basic methods to be used for the description of real property are:

- a. Direct Metes and Bounds
- b. Overall Metes and Bounds
- c. Survey Line Description
- d. Sections, Lots, Blocks or Specific Parts thereof

4.7.2 Areas are shown in all legal descriptions in square feet or acres, usually not both. The area(s) agree with the Table of Ownerships Sheet and depicted as follows:

- a. Areas of large takings/reminders (more than 1/2 acre) are shown in acres, to 3 decimal places, i.e. 0.673 acres, more or less. Areas of small takings/reminders (1/2 acre or less) are shown to the nearest square foot, i.e. 15,456 square feet, more or less, or as directed by the DRS.
- b. Note that the "more or less" allows latitude in the last digit – 0.673, for example. Therefore, the precision of the legal description and the survey upon which it is based should be considered. If the precision is less, the number of decimal places should be decreased.
- c. For legal descriptions with multiple parts where some of the parts are less than or equal to 1/2 acre but the total amounts to more than 1/2 acre, the parts may be shown to the nearest square foot following each part of the legal description and the total in acres at the end of the legal descriptions. Parts are clearly tied together by "AND" or "ALSO" to clearly show the intent. Care is taken to ensure that the part areas add up to the total area, no rounding differences, and there are no discrepancies with the Table of

Ownerships sheet. The DRS directs the method of depiction on the Table of Ownerships (i.e. total area only or parts shown).

4.7.3 General Guidance

The following guidelines are recommended for the preparation of legal descriptions:

- a. Identify a section or fractional part of a section by citing the section number, township and range along with the County and State in the preamble. This includes parcels being described within platted subdivisions, condominiums or cooperatives.
- b. Be concise and specific. Use qualifiers where appropriate to clearly show the intent of the legal description.
- c. Use proper punctuation to make sure the intent of the legal description is clear. Avoid confusing combinations of numbers, i.e. Section number followed by distance (Section 2, 250 feet). Use "a distance of" or qualifying language, as needed, to separate the numbers.
- d. Riparian rights usually run with the upland ownership unless specifically excepted. Care should be taken to insure the private upland ownership retains the riparian rights if that is the intention of the Department.
- e. Generally, upland property rights run to the mean high water line in tidal areas and the ordinary high water line for lakes and rivers in sovereign ownership. In non-navigable waters, upland ownership runs to the thread of a stream or river. It is necessary to check with the Department of Environmental Protection to determine whether submerged lands are sovereign or privately owned since sovereign ownership may not be reflected in the title search.
- f. Points of Commencement are sectional or other key corners as shown on the Control Survey Map that are outside of the proposed right of way and have a high degree of reliability. Effort should be made to select a Point of Commencement that is shown on the same Detail Sheet with the parcel being described.
- g. Avoid taking sides in a boundary dispute. Legal descriptions should be prepared in such a manner as to give the Department a continuous corridor despite evidence of boundary disputes.

- h. All data, distances and bearings used in a legal description are readily discernible from the right of way map for the project with all data between the map and the legal description in complete agreement. (Rounding problems should be identified and corrected.)

4.7.4 Direct Metes and Bounds Description

4.7.4.1 This type description is one which requires adequate field survey information to tie the Point of Beginning, distances and bearings around the taking. This is the preferred method if a simpler description is not suitable.

4.7.4.2 Each metes and bounds description should adequately identify the land described and make the title certain with regard to adjoining ownerships by the use of proper qualifying language.

4.7.4.3 Example of metes and bounds:

A parcel of land lying in the Southeast 1/4 of Section 33, Township 19 South, Range 20 East, Citrus County, Florida, more particularly described as follows:

Commence at the Southeast corner of the Southeast 1/4 of Section 33, Township 19 South, Range 20 East, Citrus County, Florida; thence along the East line of the Southeast 1/4 of said Section 33, N 00°23'56" W, 2,331.31 feet; thence S 61°27'34" W, 260.46 feet; thence S 13°19'07" W, 34.04 feet to the Southerly right of way line of State Road X and the POINT OF BEGINNING; thence N 87°44'26" E, along said Southerly right of way line, 70.08 feet; thence S 02°15'33" E, 584.49 feet to a 4"x4" concrete monument; thence S 87°44'26" W, 432.67 feet; thence N 02°15'32" W, 584.49 feet; thence N 87°44'26" E, 362.59 feet to the POINT OF BEGINNING.

Containing 5.806 acres, more or less.

4.7.5 Overall Metes and Bounds Description

4.7.5.1 This type of description is one that takes the form of:

"That part of....." (followed by a legal description of the parent tract) "lying within the following described boundary" (followed by a legal description of the take area).

This type description has some flexibility and can be used with perhaps less field survey than a direct metes and bounds. When the same parent tract is to be used more than once in the same instrument, the parent tract should be recited again or identified and referred to in a manner which clearly identifies it, i.e. "That part of the above recited Parent Tract A...".

4.7.5.2 The Parent Tract: The title information describes a tract or multiple tracts of land owned by the grantor. This is known as the parent tract and if essentially correct, can be copied into the legal description as such.

In some instances minor flaws may be detected in the parent tract description that would not materially affect the right of way. In such instances, the parent tract should be placed in direct quotes to indicate the description of the parent tract is being used exactly as the conveyance was made to the current owner.

However, when major discrepancies are detected such as improper Sections, Townships and Ranges that would place the property a considerable distance from the actual location on the ground, the property owner should be advised of the discrepancy and should file a corrective deed before the Department takes title. In the event this cannot be accomplished, an alternate method for describing the right of way should be pursued such as by direct metes and bounds or survey line description.

4.7.5.3 Exceptions to the Parent Tract: Occasionally, a parent tract description contains one or more areas that are excepted from it. These may be described by copying the parent tract description and following it by the description of the exception, clearly denoting it as an exception. This method may become awkward if the descriptions are long, and should be avoided if it is possible to plot out the parent tract and exceptions and describe only the remaining tract. The Master CADD file or the Right of Way Map should clearly depict the original parent tract with all exceptions to clearly delineate the current property lines of the grantor.

4.7.5.4 Example of Overall Metes and Bounds:

That part of Lots 94, 95, 96 and 97, Block 201 of INVERNESS HIGHLANDS SOUTH as recorded in Plat Book 3, Page 51 of the Public Records of Citrus County, Florida, and lying in the Southwest 1/4 of Section 21, Township 19 South, Range 20 East, Citrus County, Florida,

Lying within the following described boundaries:

COMMENCE at the intersection of the Southerly extension of the West line of said Block 201 with the Westerly extension of the South line of said Block 201; thence along the South line of said Block 201 and its extension, S 89°56'02" E, 291.19 feet to the intersection of the Easterly extension of the South line of said Block 201 with the Southerly extension of the East line of said Block 201; thence along the East line of said Block 201 and its extension, N 21°48'22" W, 635.24 feet to the Southeast corner of said Lot 94, said point being the POINT OF BEGINNING; thence along the South line of said Lot 94, S 68°12'40" W, 13.88 feet; thence N 21°48'34" W, 50.00 feet to a point on the

North line of said Lot 95; thence along the North line of said Lot 95, N 68°11'26" E, 4.00 feet; thence N 21°48'34" W, 50.00 feet to a point on the North line of said Lot 97; thence along the North line of said Lot 97, N 68°12'46" E, 9.89 feet to the Northeast corner of said Lot 97; thence along the East line of said Lots 97, 96, 95 and 94, S 21°48'22" E, 100.00 feet to the POINT OF BEGINNING.

Containing 1,189 square feet, more or less.

4.7.6 Survey Line Description

4.7.6.1 Where partial takings of a generally constant width are involved throughout a considerable length of the project, the survey line description is often the most practical type. The description is based upon right of way taking of a portion of land out of a given parent tract that lies within a specific distance of a survey line.

4.7.6.2 The survey line is described and tied. This survey line may be a survey line or a construction centerline tied at both ends to known land corners such as a section corner, quarter section corner or in subdivided areas a permanent reference monument or block corner. The distance between ties should not normally exceed one mile except through large acreage tracts where it is permissible to cover the entire tract without intermediate ties. When crossing large acreage tracts, a beginning tie to a substantial corner prior to reaching the large tract is required, then recite the sections that are being crossed and tie to a substantial corner or just past the ending boundary line for the tract.

Describe by curve data, tangent lengths, and bearings, the survey line used in the description. The description of the curve should contain the following information: concave direction, direction of curve, central angle, length and radius. If the curve is non-tangent additional information to define the curve is included.

4.7.6.3 Survey Line Beginning on a Curve: A survey line beginning on a curve should have the tangent or chord bearing at the beginning indicated and the curve data should define only that part of the curve included in the description.

4.7.6.4 Survey Line Clearly Defined and Tied: The survey line, the centerline and construction centerline may or may not be common lines, therefore, it is important that the line on which the right of way is based be clearly identified in the description and on the right of way map. Survey lines should be described as beginning and ending on a land line with a bearing and distance to the nearest land corner. It is most important the bearing of the land line be shown in order to have complete ties.

Many variations of the survey line description are used, but the principle remains the same. Each line is identified by name such as baseline, centerline, survey line, etc. as shown on the maps.

4.7.6.5 The Width of the Right of Way: After defining the survey line, then define the width of the taking. The right of way map indicates the required width. The width is shown in the description as follows:

"Which lies within _____ feet on each side of the survey line for State Road _____, as shown on Department of Transportation Right of way Map....., said survey line being described as follows:"

The phrase "on each side of" may be varied to "Easterly of" or "Northerly of" as the case may apply. Avoid "Right or Left" which is confusing.

Where there is existing right of way, the description should clearly state, for example, "excepting 25 feet of existing right of way on each side of the survey line....", and the area for the taking should also exclude the area of the existing right of way.

4.7.6.6 Variable Widths: Occasionally, a description requires a change of right of way width within the parcel. This change may be defined by station and offset located in the description of the survey line that follows. For example:

"lying within 50 feet of the survey line of State Road 54 as shown on Department of Transportation Right of Way Map, West of Station 31+08.96, lying within 55 feet of said survey line between Station 31+08.96 and Station 32+00.41, and lying within 50 feet of said survey line East of Station 32+00.41, said survey line being described as follows:"

Breaks can be located on property lines, instead of station numbers. Occasionally, a transition in the right of way may be needed. This may be described as follows. For example:

"lying within 50 feet of the survey line of State Road 54 as shown on Department of Transportation Right of Way Map, West of Station 31+08.96, transitioning from 50 feet at said Station 31+08.96 to 55 feet at Station 32+00.41, and lying within 55 feet of said survey line East of Station 32+00.41, said survey line being described as follows:"

Or, where the right of way width varies from side to side:

"lying Westerly of and within 50 feet and Easterly of and within 75 feet of the survey line....."

4.7.6.7 Descriptions for Federal Land Transfers: Where survey line descriptions are utilized to describe parcels for Federal Land Transfers where the taking is uniform

throughout, recite the beginning and ending stations where the survey line enters and leaves the Federal lands, for example:

"That part of Government Lots 2, 3, 4, and 5, in Section 20 and all of Section 22; all being in Township 28 South, Range 27 East, _____ County, Florida, lying within 40 feet on each side of the Survey line as shown on Department of Transportation Right of Way Map; Stations 6+69.83 to 9+81.82, Stations 12+88.36 to 13+80.02, said survey line being described as follows:....."

In most cases, especially where the width of the right of way varies, direct metes and bounds is the best method to describe Federal Lands.

4.7.7 Whole takings or Specific Parts of Sections, Lots or Blocks, etc.

4.7.7.1 A whole taking is most often a lot, for example:

"Lot 7, Block C, of Blackacre Farms, according to the plat thereof, recorded in Plat Book 3, Page 114, Public Records of, Florida; lying and being in Section 22, Township 28 South, Range 24 East."

An entire ownership as described in the title evidence may be used if all the land is acquired and the description is correct in all respects.

4.7.7.2 Partial takings may be defined in various ways; however, the intent should be clear. These various ways are:

- a. By recited dimension in a designated direction, sometimes called a strip description, for example:

"... the East 30 feet of..."

"The South 10 feet of Lot 10, Block 15 of Bayshore Subdivision..."

- b. By area, specified or proportionate, for example:

".... the East one-half of the Southwest 1/4 of the Southeast 1/4 of Section 17....." (proportionate)

"....the East one-half acre of Lot 18, Block D of Sunnyacres...." (specific)

It is important the correct Section, Township, Range or Lot, Block, Name and Recording Data of a Subdivision be cited in a strip description.

- c. By exception of portion not conveyed, for example:
"... Lot _____ except the West 75 feet...."
- d. By division line between parcels, for example:
"... portion of Lot _____ lying East of a line connecting the midpoints of the North and South lines of said Lot...."

Care should be exercised in describing partial takings, especially with parcels that do not lie in cardinal directions, and those with irregular shapes. For the applicable rules see ***"Wattles on Land Survey Descriptions"*** or ***"Wattles, Writing Legal Descriptions"***.

4.7.7.3 Sectional Breakdown

- a. General: For an introduction to the U.S. Public Land Survey's Rectangular Land System, see ***The Manual of Instructions for the Survey of the Public Lands of the United States, 1973.***
- b. Subdivisions of Sections: For details on subdivisions of sections see the manual cited in a. above and also ***"Clark on Surveys and Boundaries"***.
- c. Any apparent discrepancy in subdivision of sections as depicted on the map should be discussed promptly by the Consultant or Description writer and the DRS.

4.8 MULTIPLE DESCRIPTIONS/LIMITED ACCESS – FREE ACCESS

A description may consist of more than one area of land to be included in the parcel. It is most important the descriptions of these parts be tied together by "AND" or "ALSO" in order to clearly show the intent. Care should be exercised to insure the separate parts do not overlap as this can cause confusion as to the intent and possible duplication of acreage.

Limited access takings are clearly separated from free access and other interest included in the same document. Limited Access and free access on the same document are shown as follows:

- a. If you have multiple parts that are Limited Access, depict as follows:
 - Description of Part A, Limited Access R/W
 - Description of Part B, Limited Access R/W
 - etc.

- Together with all rights of ingress, egress, light, air and view between the grantor's remaining property and any facility constructed on the above described property.

AND

- b. Followed by any parts that are free access, as follows:
- Description of Part C, R/W
 - Description of Part D, R/W
 - etc.

4.9 MARGINAL LANDS/UNECONOMIC REMAINDERS

Sometimes the remainder of the land is so small or situated that it may be deemed upon appraisal that it should be acquired by the Department. This is a common occurrence on Limited Access Projects.

On all Limited Access projects with Federal Aid in R/W, the property owner is given an opportunity to either accept or reject an offer by the Department to purchase the uneconomic remnant(s).

4.10 TIME LIMITS ON TEMPORARY EASEMENTS

A time limit is used on temporary easements for stockpiles, detours, construction easements, and other easements required during the period of construction. By use of a definite period of time or calendar expiration date, the termination of the easement becomes automatic and no further release is required. These time limits run from the date of execution of the instrument. Termination should be worded, "THIS EASEMENT shall expire upon the completion of this transportation project but no later than (specific date, usually the last day of the last month of the project)."

4.11 PERPETUAL EASEMENTS

A survey line type of description with points of beginning is often used to describe perpetual easements for drainage and/or ingress and egress. The perpetual easement is identified by stationing with right or left of project clearly indicated. The Point of Beginning is usually the intersection of the highway survey line with the perpetual easement survey line. The area is based upon only that portion outside of the highway right of way line. A direct metes and bounds description may also be used to describe a perpetual easement.

4.12 ACCESS RIGHTS ONLY

In instances where access rights only are acquired, the following language should be used:

"All rights of ingress, egress, light, air and view between Lot 1, Block 12 of Riverside Subdivision as per plat recorded in Plat Book 1, Page 12, Public records of Dade County, Florida and S.E. 3rd Avenue along the following described line": then describe the line...

4.13 CHECKING DESCRIPTIONS

On all projects, each description, original or revision, should be checked by a person other than the writer. This person should be skilled in computations, map preparation and familiar with description writing. He checks the map, Table of Ownerships Sheet and the description. The checker verifies the description fits the parcel as shown on the map and as described in the title information. The checker insures the description closes when metes and bounds are used. He checks for correct area, bearings, distances, section, township, range and for other essentials. Where applicable, the checker verifies the description of the parent tract and check survey line descriptions for closure and for correct and adequate ties. The checker marks any revisions required on the work copy.

4.14 PROCESSING DESCRIPTIONS

The descriptions are carefully proof read by the writer to insure accuracy prior to production of documents of conveyance. Corrections are be made as required.

4.15 CERTIFICATION

- a. All descriptions are certified in accordance with ***Right of Way Mapping Procedure Topic No. 550-030-015***.
- b. Revised Descriptions: Descriptions revised from the original certified description are prepared in accordance with the requirements stated above and recertified.

CHAPTER 5

DOCUMENTS OF CONVEYANCE

5.1 GENERAL

Documents of Conveyance are prepared in accordance with to the *Right of Way Manual, Topic No. 575-000-000*.

CHAPTER 6

SPECIAL PROJECTS

6.1 REFERENCE

Right of Way Mapping Procedure, Topic No. 550-030-015

6.2 General: There are many special projects or tasks that Right of Way Surveyors may perform. Some of these are:

- Access Facility Coordination
- Department Resolution Information
- Obtaining Rights of Way within Condominiums
- Right of Way Transfers (Functional Classification of Roads)

6.3 ACCESS FACILITY COORDINATION

6.3.1 General: This procedure outlines the steps necessary in considering access for landlocked properties on limited access facilities, including interstate.

When access to a person's remainder property is denied by the construction of a controlled or limited access highway, the Department pays compensation for damages, if any, to such a remainder or provides reasonable access where the cost of such access is less than would accrue in damages to the remainder, or provide access where a compelling need is established by the Department.

While environmental and social considerations become increasingly important, the provision of an access facility is usually governed by the amount of monetary damages that accrue to a property as a result of its loss of access. If such damages exceed the estimated cost of constructing an access facility, the facility is usually constructed. However, if the opposite situation occurs and the access facility is not provided, the owner is compensated for the damages to his property. In the case of a homestead, the Department usually determines that access be restored.

6.3.2 Early Involvement: The Right of Way Maps are reviewed for possible landlocking of properties as soon as property boundaries have been determined and the approximate limits of the limited access right of way are known. Right of Way Mapping or Consultant Personnel makes this review.

It is important that the maps show all legal and/or physical means of access (including County, City and State roads, private easements, etc.) that can be identified by title

search or as reported by location surveyors, appraisers, etc. This assists in determining which parcels are denied access by the facility to be constructed.

Consideration should be given to possible minor changes in design and limited access right of way line configuration that could help reduce the damages due to landlocking. Early continued coordination with Design is necessary in order to ensure that access is fully considered.

Parcels for which access facility cost estimates should be considered can be identified and the Appraisal Section should provide any additional input. Appraisers and others should identify for study any additional situations of landlocking that become apparent at any time (including those created by sell-offs).

6.3.3 Access Studies: When a landlocked parcel has been identified, Appraisal prepares an access facility cost estimate. This cost estimate identifies the exact location of the proposed access facility, with appropriate alternates, the area of the right of way required and the cost of construction. Estimated construction costs for each facility and appropriate alternates are obtained from the design section and provided to the appraisal section. The location and configuration of access facilities is a joint effort between Right of Way Mapping, Appraisal and Roadway Design in order to satisfy all applicable criteria. Title search is updated as necessary.

It is imperative that a field review be made of each proposed location in order to identify utilities and any possible problem areas. Additional field surveys may be requested when necessary. Field reviews should include access roads for an entire project whenever possible. Access roads are connected to a public roadway.

After access facility cost estimates have been received, those access facilities that appear to be justified are placed on the Right of Way Maps. See **Figure 1** for one such facility.

6.3.4 Showing Access Under the Facility: Often access is provided under a Limited Access Facility. For example, see **Figure 2** for a railroad underpass and **Figure 3** for an underpass at a dedicated street. By symbols and notes, if required, such access under the facility is depicted on the R/W maps.

6.3.5 Summary of Access Facilities: Access problems often create situations causing numerous revisions to maps, documents and appraisals. Early attention to this matter and close liaison between Design, Right of Way Mapping, the Project Manager and the Appraisal Section helps in reducing such situations.

Many situations involving landlocking and requiring access studies arise during the appraisal process. The Appraisers should call the matter to the attention of appropriate personnel.

It is also important that all Right of Way Mapping personnel continue to watch for apparent landlocked properties at all stages of map preparation and revision.

6.4 DEPARTMENT RESOLUTION INFORMATION

The DRS is responsible for providing to the Office of Right of Way information required to prepare and execute the needed resolutions for acquisition of rights of way. This information includes the following:

- a. State Right of Way Project Number
- b. State Road Number
- c. County
- d. Work Program Item Number or Financial Project Identification Number
- e. Federal Aid Project Number
- f. Identify if Limited Access Facility
- g. Limited Access Municipal Consent Resolution, if required. Limited Access Municipal Consent Resolution is required when the entire Limited Access Facility is located within one municipality, except that such consent is not necessary when such Limited Access Facility is a part of the interstate system
- h. Date of Right of Way map approval
- i. Description of Right of Way Project Limits. Note: Bridge and approach project descriptions includes the bridge number along with the description locating the project

6.5 OBTAINING RIGHTS OF WAY WITHIN CONDOMINIUMS

6.5.1 General: Condominiums are established according to applicable Florida Statutes.

Generally, the condominium is composed of three types of property interests; interests are more specifically determined by the terms of the Declaration of Condominium by

which the Association (a Corporation) is created. A copy of the Declaration should be obtained after a determination is made that condominium interests are involved in the right of way.

6.5.2 The property interests in condominiums vary as the Statutes change and by terms of the Declaration of Condominium. Legal interpretation may be required in specific instances. Property interests may, however, be generally described as follows:

- a. **The Individual Housing Units:** These units are owned in fee (with certain restrictions) by the purchaser. They often consist only of that portion of the building, the space contained within the walls, floor and ceiling of the particular apartment, and in other instances may include the land upon which the unit lies.
- b. **Common Elements:** The common elements are those portions of the total condominium property that are not encompassed within the space of the individual housing units and are set aside for the use of all the condominium residents as tenants in common. Each unit owner owns an undivided interest in these common elements as a tenant in common with all other unit owners. Usually no unit may be conveyed separate from this interest nor may an owner's interest in the common elements be separately conveyed or encumbered.
- c. **Limited Common Elements:** These consist of portions of the common elements set aside for the exclusive use of certain units or groups of units such as patio areas, designated parking spaces, pipes and wiring which are located in a particular unit but serve more than one unit, etc.

6.5.3 **Obtaining Title for Right of Way Purposes:** Unless other handling regarding a particular condominium is specifically required and is approved in writing by the District General Counsel, the following procedure is followed regarding all condominiums. Title to any individual housing unit required as right of way is acquired from the unit owner as a separate parcel. The unit owner's share of the limited common elements and the common elements are inseparable from the unit, and therefore, would be conveyed to the Department along with the unit.

Title to any affected portion of the common elements or limited common elements would have to be taken from the Condominium Association. Any portion of the limited common elements in a unit to be acquired as right of way such as water pipes, sewer lines, wiring, etc. which, if severed, would have an effect upon any other units should be adjusted or relocated so as to resolve this problem.

6.5.4 Summary on Condominiums: Real property rights within condominiums may on occasion have to be acquired by the Department for right of way. These rights are generally defined as individual housing units, common elements and limited common elements. The exact composition of each of these and how they relate to an individual's ownership within the condominium is determined based upon the Florida Statutes and the Declaration of Condominium that created the condominiums.

In general, the rights of owners of individual units can be obtained much as any fee ownership, thereby taking that owner's interest in the common elements and limited common elements. However, where there are numerous owners in addition to the Condominium Association, the Department may have to file suit to obtain all additional interests in common elements required for right of way purposes.

6.6 ROAD TRANSFERS (FUNCTIONAL CLASSIFICATION OF ROADS)

Road transfers are prepared in accordance with *R/W Mapping Procedure Topic No. 550-030-015* and *Public Road Jurisdiction and Transfer Process, Topic No. 525-020-010*.

Figure 1

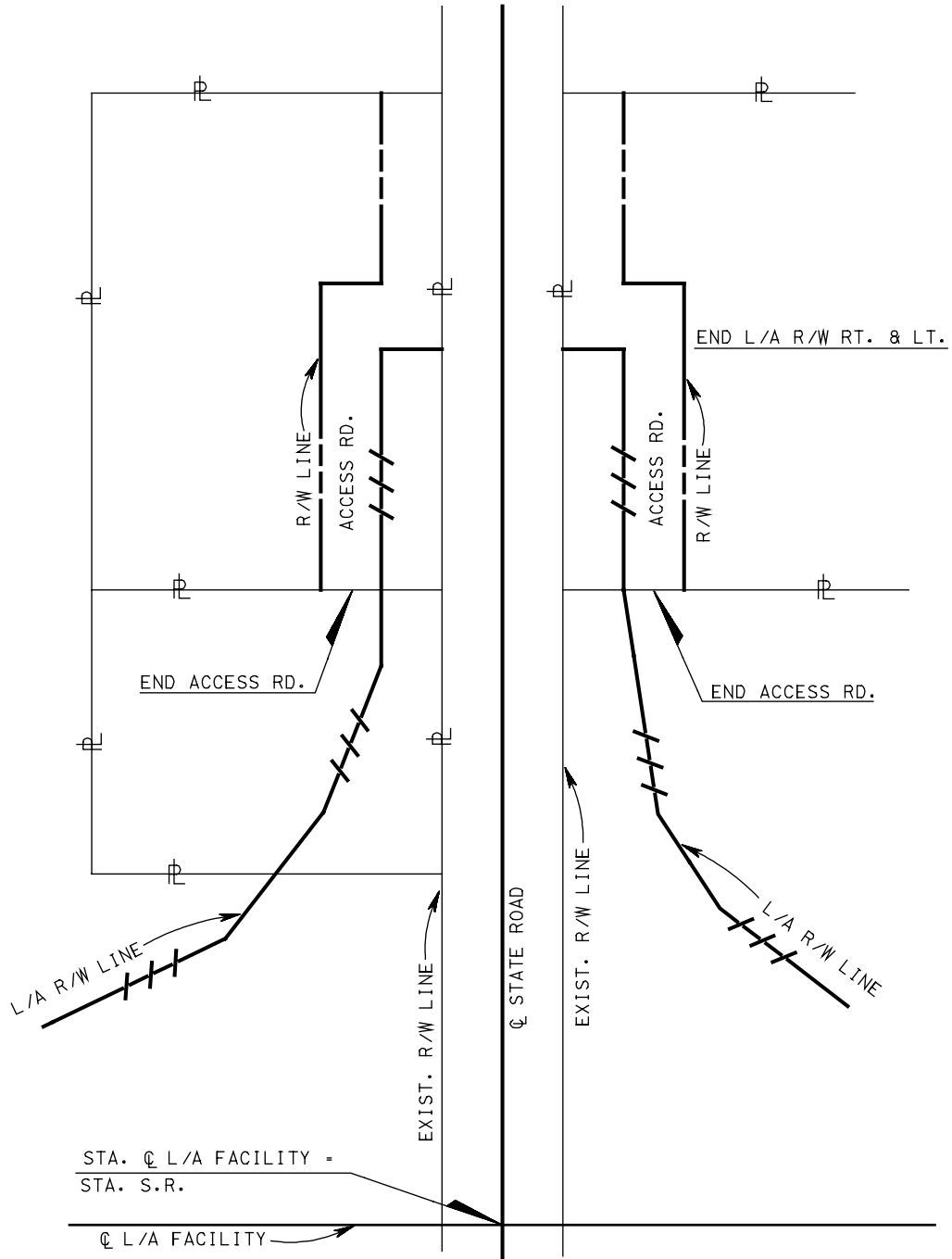


Figure 2

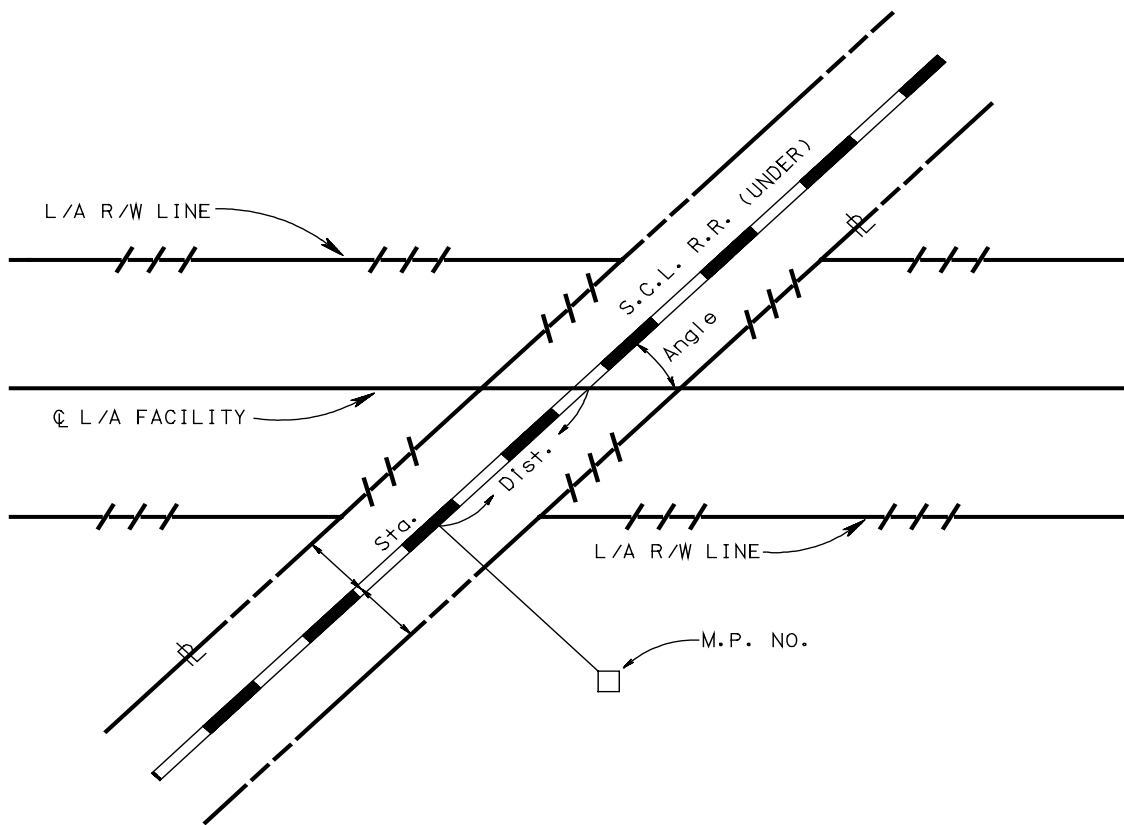


Figure 3

