

Appendix J – R/W Description Checklist

Project: _____

R/W Reviewer: _____

PID NO.: _____

Date: _____

- Compliance Review Submission
- Final Right of Way Plan Submission

DESCRIPTION CHECKLIST:

- Descriptions prepared on ODOT approved RX Form, with headers, captions and margins on each page.
- Caption with general location of the parcel (State, county, municipality or civil township, section, Survey township and range, etc.).
- Statement identifying the public record (e.g., deed or certificate of transfer) by which the owner, at the time the survey was prepared, claims title to the property.
- Lying on the left/right side of C/L of R/W survey, county-route-section, recording data for the centerline plat, if applicable.
- Lead in course, a clearly defined boundary monument used as the initial reference point of the description. The point shall start at a physically monumented, recoverable, clearly defined recognized geographic point and /or control station that is also acceptable by the county and tied by station and offset to the centerline of right of way of the project. If NOT it shall be witnessed by a physically acceptable survey monument per OAC 4733-37-03 provide documentation etc.
- True Point of, Principal place of, Place of / Beginning (description of boundary monument used and referenced to C/L of R/W Station and offset).
- Successive courses each on a separate line/paragraph that include: Intent with regard to adjoiners, bearing, distance, curve data (when applicable), description of the boundary monument to identify the end of the particular line and whether set or found, station and offset calls. All curves shall recite the minimum curve components.
- Acres/sq. ft. in the take area and a breakout of the PRO in the take.
- Auditor's permanent parcel number. When an Auditor's Permanent Parcel number cannot be found provide a statement indicating as such.
- Provide a statement identifying the basis of bearing used in the description.
- Name of Surveyor that prepared the description and the surveyor's Ohio registration number, including all appropriate surveyor's names and registration numbers.
- Description based either on a survey and the date of the survey OR on the right of way plan and the final right of way plan date.
- Surveyors signature, date the description was signed and the surveyor's seal.
- Legal descriptions that are acceptable for recording and (when required) have been approved and/or pre-approved by the applicable county office (County Engineer's Tax Map Office, Auditor's Office, GIS, etc.)
- Mathematical closure report and all documentation of pre-approval.