

# City of Columbus

## WELCOME



THE CITY OF  
**COLUMBUS**  
MICHAEL B. COLEMAN, MAYOR

DEPARTMENT OF  
PUBLIC SERVICE

# **Presentation Information**

**This presentation will be made  
available online at:**

**City of Columbus**

**Department of Public Service**

**Website**

**after July 14, 2005**

# Maintenance of Traffic

- New Maintenance of Traffic Standard Drawings.
  - 1500 – General Notes
  - 1510 – Lane Closures
  - 1511 – Bike Lane Closure/Detours
  - 1520 – Lane Closures Intersections
  - 1530 – Lane Closures, Central Business District
  - 1540 – Street Closures
  - 1550 – Flagging Operations

**NOTES**

**1. ADVANCE WARNING SIGNAGE**

**SIZE:** MINIMUM SIGN SIZE IS 36". INCREASE SIZE TO 48" ON ROADWAYS WITH POSTED SPEED EQUAL TO OR GREATER THAN 45 MPH OR ON ARTERIAL ROADWAYS WITH 4 LANES OR MORE. ONE-WAY STREETS REQUIRE SIGNS POSTED ON BOTH SIDES OF ROADWAY.

**SPACING:** SPACING BETWEEN SIGNS IS 100' FOR SPEEDS LESS THAN OR EQUAL TO 40 MPH AND 350' FOR SPEEDS GREATER THAN 40 MPH PER TABLE 2; ADVANCE WARNING SIGNS. FIRST SIGN IN SERIES IS PLACED 100' OR 350' PRIOR TO THE FIRST DRUM OR DEVICE, MAINTAIN 200' CLEARANCE FROM EXISTING SIGNAGE WHENEVER POSSIBLE. INSTALL TYPE A LOW INTENSITY FLASHING LIGHTS ON SIGNS AS DIRECTED BY THE OMTUCD PART 6 SECTION 6F-83, CURRENT EDITION, WHEN TEMPORARY TRAFFIC CONTROL DEVICES ARE USED FOR NIGHTTIME ROADWAY AND PEDESTRIAN MAINTENANCE OF TRAFFIC CONTROL SETUPS.

**CONFLICTING SIGNS:** REMOVE OR COVER EXISTING SIGNS LOCATED WITHIN 250' OF FIRST WARNING SIGN AND ALL CONFLICTING SIGNS WITHIN WORK ZONE. END ROAD WORK SIGNS, G-20-2, SHALL ONLY BE USED WHEN CONSTRUCTION EXCEEDS 180 DAYS, AS WHEN SHOWN IN A ROADWAY MAINTENANCE OF TRAFFIC PLAN, OR AS DIRECTED BY THE PROJECT ENGINEER OR TEMPORARY TRAFFIC CONTROL COORDINATOR.

**2. CHANNELIZING DEVICES**

**DRUMS:** DRUMS SHALL HAVE TYPE C OR TYPE D 360 DEGREE STEADY BURN WARNING LIGHTS FOR USE AT NIGHT. DURING DAYTIME OPERATIONS 42" CHANNELIZING DEVICES MAY BE SUBSTITUTED FOR DRUMS WITH THE PERMISSION OF THE PROJECT ENGINEER OR TEMPORARY TRAFFIC CONTROL COORDINATOR.

**DEVICE SPACING:** 40' ON TANGENTS, 20' TAPERS, 6' TO 8' ON RADII 10' MINIMUM LANE WIDTHS SHALL BE MAINTAINED.

**3. TAPER LENGTHS**

TAPER LENGTH CRITERIA FOR TEMPORARY TRAFFIC CONTROL ZONES SHALL BE PER TABLE 1; TAPER LENGTHS FOR TEMPORARY TRAFFIC CONTROL ZONE FOR CALCULATED TAPER LENGTHS.

EXIT TAPERS SHALL BE 100' PER LANE, MAXIMUM.

TAPER LENGTHS MAY BE ADJUSTED BY THE PROJECT ENGINEER, THE PLANS, THE TEMPORARY TRAFFIC CONTROL COORDINATOR, OR WHEN THE TAPER IS USED IN CLOSE PROXIMITY TO A SIGNALIZED INTERSECTION, CROSSROADS, CURVES, OR WHEN OTHER INFLUENCING FACTORS APPLY. SEE OMTUCD SECTION 6C.09.

**4. TEMPORARY MARKINGS**

WHEN LANE CLOSURES EXCEED 14 CALENDAR DAYS, TEMPORARY MARKINGS (740.06) TAPE, MINIMUM 4'-0" LONG SEGMENTS SHALL BE INSTALLED FOR ALL CENTERLINES, CHANNELS, AND LANE LINES. CONFLICTING MARKINGS SHALL BE COVERED WITH NON-REFLECTIVE TAPE OR REMOVED, ITEM 642 PAINT SHALL BE USED IF AN AREA IS TO BE MILLED AND/OR RESURFACED OR PLACED ON THE INTERMEDIATE ASPHALT COURSE.

USE OF TEMPORARY TAPE AND ITEM 642 PAINT SHALL BE AT THE DIRECTION OF THE PROJECT ENGINEER OR TEMPORARY TRAFFIC CONTROL COORDINATOR.

**5. GENERAL NOTES AND MODIFICATIONS OF STANDARD CONSTRUCTION DRAWINGS**

THE USE OF ANY MAINTENANCE OF TRAFFIC STANDARD DRAWING SHALL REQUIRE A MAINTENANCE OF TRAFFIC TABLE PROVIDED BY THE DIVISION OF DESIGN AND CONSTRUCTION. MODIFICATIONS TO THE TEMPORARY TRAFFIC CONTROL STANDARD CONSTRUCTION DRAWINGS MAY OCCUR WHEN FIELD CONDITIONS DICTATE THAT THE APPLICATION OF THE STANDARD DRAWING DOES NOT MEET ITS INTENDED PURPOSE, ONLY THE CITY OF COLUMBUS PROJECT ENGINEER AND TEMPORARY TRAFFIC CONTROL COORDINATOR MAY DEVIATE FROM THESE DRAWINGS.

**6. SCD 1500 REFERENCE**

ALL NOTES, TABLES, FIGURES, AND LEGENDS INCLUDED AS PART OF SCD 1500 ARE TO BE APPLIED TO ALL OTHER MAINTENANCE OF TRAFFIC SCD (1501-1599).

TABLE 1: TAPER LENGTHS FOR TEMPORARY TRAFFIC CONTROL ZONES<sup>1</sup>

D: TAPER RATE (SHOULDER) CLOSURE OMTUCD 0.33L = WS <sup>2</sup> / 60		0.33L = WS							
WIDTH OF SHOULDER	25 MPH	30 MPH	35 MPH	40 MPH	45 MPH	50 MPH	55 MPH	60 MPH	60 MPH
6'	*	*	*	53'	89'	99'	109'	119'	
7'	*	*	47'	62'	104'	116'	127'	139'	
8'	*	*	54'	70'	119'	132'	145'	158'	
9'	*	45'	61'	79'	134'	149'	163'	178'	
10'	*	50'	67'	88'	149'	165'	182'	198'	
11'	*	54'	74'	97'	163'	182'	200'	218'	
12'	*	59'	81'	106'	178'	198'	218'	238'	
E: TAPER RATE (MERGE) CLOSURE OMTUCD L = WS <sup>2</sup> / 60		L = WS							
WIDTH OF LANE CLOSED	25 MPH	30 MPH	35 MPH	40 MPH	45 MPH	50 MPH	55 MPH	60 MPH	60 MPH
10'	104'	150'	204'	267'	450'	500'	550'	600'	
11'	115'	165'	225'	293'	495'	550'	605'	660'	
12'	125'	180'	245'	320'	540'	600'	660'	720'	
13'	135'	195'	265'	347'	585'	650'	715'	780'	
F: TAPER RATE (SHIFT) CLOSURE OMTUCD 0.5L = WS <sup>2</sup> / 60		L = WS							
WIDTH OF LANE SHIFT	25 MPH	30 MPH	35 MPH	40 MPH	45 MPH	50 MPH	55 MPH	60 MPH	60 MPH
10'	52'	75'	102'	133'	450'	500'	550'	600'	
11'	57'	83'	112'	147'	495'	550'	605'	660'	
12'	62'	90'	123'	160'	540'	600'	660'	720'	
13'	66'	98'	133'	173'	585'	650'	715'	780'	

NOTES:  
 1. WHEN PAVED SHOULDERS ARE CLOSED IN CONJUNCTION WITH A RIGHT LANE CLOSURE OR SHIFT ADD SHOULDER WIDTH TO LANE WIDTH TO CALCULATE TAPER LENGTH.  
 2. FOR PAVED SHOULDERS UNDER 8' USE 40 TAPER LENGTH.  
 3. L = TAPER LENGTH, W = WIDTH OF OFFSET, S = POSTED SPEED LIMIT OR 85TH PERCENTILE SPEED  
 \* = 40'

<sup>1</sup> TABLE DERIVED FROM OMTUCD, CURRENT EDITION, PART 6, TABLES 6C-3 AND 6C-4

TABLE 2: ADVANCE WARNING SIGNS<sup>†</sup>

ROAD TYPE	DISTANCE BETWEEN SIGNS **		
	A	B	C
URBAN (LOW SPEED)* ≤ 40MPH	100 FT	100 FT	100 FT
URBAN (HIGH SPEED)* ≥ 40MPH	350 FT	350 FT	350 FT
RURAL	500 FT	500 FT	500 FT
EXPRESSWAY/FREEWAY	1,000 FT	1,500 FT	2,640 FT

<sup>†</sup> FROM OMTUCD, CURRENT EDITION, PART 6 TABLE 6C-1

\* SPEED CATEGORY DETERMINED BY THE CITY OF COLUMBUS TO BE LOW SPEED (POSTED SPEED LIMIT LESS THAN OR EQUAL TO 40MPH) OR HIGH SPEED (POSTED SPEED LIMIT EQUAL OR GREATER THAN 45MPH)

\*\* THE COLUMN HEADINGS 'A', 'B', 'C', 'D', 'E', AND 'F' ARE THE DIMENSIONS SHOWN IN STANDARD DRAWINGS AND ARE DEFINED AS:

- 'A' = THE DISTANCE FROM THE TRANSITION OR POINT OF RESTRICTION TO THE FIRST SIGN (CLOSEST TO THE TTC ZONE).
- 'B' = THE 'B' DIMENSION IS THE DISTANCE BETWEEN THE FIRST AND SECOND SIGN.
- 'C' = DIMENSION IS THE DISTANCE BETWEEN THE SECOND AND THIRD SIGN (FURTHEST UPSTREAM FROM THE TTC ZONE).
- 'D' = SHOULDER TAPER LENGTH.
- 'E' = MERGE TAPER LENGTH.
- 'F' = SHIFT TAPER LENGTH.

NOTES AND TABLES

<b>MAINTENANCE OF TRAFFIC GENERAL NOTES</b>	
CITY OF COLUMBUS, OHIO DEPARTMENT OF PUBLIC SERVICE DIVISION OF DESIGN AND CONSTRUCTION	<b>STD DWG 1500</b>
<b>DRAFT</b>	5/28/2015
CITY ENGINEER	SHT 1 OF 3



# City of Columbus City Contracts



THE CITY OF  
**COLUMBUS**  
MICHAEL B. COLEMAN, MAYOR

DEPARTMENT OF  
PUBLIC SERVICE

Presented by Nancy Blake and Max Bauman

# City Contracts



**CONSTRUCTION CONTRACT**

Agreement made this \_\_\_\_\_ (1) \_\_\_\_\_ day of \_\_\_\_\_ (2)  
\_\_\_\_\_ (5) \_\_\_\_\_, by and between \_\_\_\_\_ (4)  
\_\_\_\_\_, of \_\_\_\_\_ (7) \_\_\_\_\_, herein referred to as "owner"  
Contractor in consideration of the \_\_\_\_\_

# City Contracts

## Most Common Issues with Invoices:

- Be sure that all invoices include the C.I.P. No. and Project Name.
- If a project has multiple tasks and these tasks do not have the same PM then we need to have separate invoices for each PM.
- Sub-consultant Reporting Forms (Affidavit) need to be signed – They are being turned in with most invoices, but aren't always signed.
- Invoices for payment dated April 1, 2015, or later that do not include the Sub-consultant Affidavit will not be processed.

Examples can be found at: <http://columbus.gov/Templates/Detail.aspx?id=76474>

- Cost Plus Fee Invoice
- Lump Sum Invoice
- Sub-consultant Affidavit ( Reporting Form)

# Lump Sum Invoice Sample

- Invoices date after April 1, 2015, will not be processed without a Subconsultant Affidavit.
- There should be one invoice per project unless the project has multiple tasks and those tasks do not involve the same Project Manager.
- Task number and task name.
- “Overall Project Summary”, just a few descriptive sentences.
  - “The overall percent complete for all work authorized to date for this project is approximately 55% as measured by the budget spent.”
  - Include this sentence in the Overall Project Summary section. You can choose how this is measured (dollars spent, tasks completed, etc.) unless the Public Service PM requests a specific measurement to be used.

# Lump Sum Invoice Sample continued

- “PROGRESS BY TASK THIS INVOICE PERIOD”
  - List each task and the task number, as detailed in the contract under Section 2 – Services by the Consultant, or as defined by task orders authorized by the Public Service PM.
  - The percent complete for each task is also to be listed. Tasks 100% completed are to remain on the list each month and shown as 100% completed.
- Schedule
  - Use this section to describe the current project schedule and progress against schedule, with completed items identified as completed.

# Cost Plus Fee Invoice Sample

- Follow all of the points for the Lump Sum contract plus-
- “Subcontract and Special Services”
  - Subcontractor invoices need to also follow the invoice format that the prime has to follow.
- “Contract Amounts Summary”
- If there are tasks for this project, repeat this information for each task.
  - TOTAL CONTRACT AMOUNT (INCLUDING MODIFICATIONS)
  - PAYMENTS RECEIVED TO DATE
  - OUTSTANDING INVOICE AMOUNT
  - CONTRACT AMOUNT REMAINING



# City of Columbus R/W Presentation



THE CITY OF  
**COLUMBUS**  
MICHAEL B. COLEMAN, MAYOR

DEPARTMENT OF  
PUBLIC SERVICE

**Presented by Tim Sturm and Charlie Horner**



# R/W INFORMATION FOUND ON PUBLIC SERVICE WEB PAGE

<http://columbus.gov>

↓  
Departments

↓  
Public Service

↓  
Design and Construction

↓  
Design and Resources

## CIP Right-of Way Plan Development

- [Field Review Checklist](#)
- [Types of Easements](#)
- [Example Temporary Construction Legal Description](#)
- [Example Temporary Construction Exhibit](#)
- [Right-of-Way Sample Plans](#)
- [Right-of-Way Plan Checklist](#)

## CIP Design Resources

- [General Design Requirements](#)
- [CIP Plan Checklist](#)

## Sample Plan Sheets

- [RW Legend Sheet](#)
- [RW Centerline Plat](#)
- [RW Property Map](#)
- [RW Summary of Encroachments](#)
- [RW Summary](#)
- [RW Topography](#)
- [RW Boundary](#)
- [RW One Sheet Plan](#)

**New**

**New**

# CIP Right-of Way Plan Development

The following documents provide information regarding Right of Way Plan development requirements which promotes timely communication and cooperation between the Division of Design and Construction and the Consultant during the plan design stage.

**Early coordination is expected with the R/W coordinator to determine Proposed R/W, Easements and to identify Encroachments inside the R/W and disposition.**

[Field Review Checklist](#)

[Types of Easements](#)

[Example Temporary Construction Legal Description](#)

[Example Temporary Construction Exhibit](#)

[Right-of-Way Sample Plans](#)

[Right-of-Way Plan Checklist](#)

**Date and indicate plan type submission on all R/W submittals. All Right-of-Way plans shall follow ODOT Real Estate manual**

**<http://www.dot.state.oh.us/Divisions/Engineering/RealEstate/row/Pages/row.aspx> for plan format including Right-of-Way Detail, Topo and Boundary sheets.**

**Present Road Occupies (PRO) shall be included when acquisition of a parcel is required within the project limits.**

# Field Review Checklist

## Appendix I – Field Review Checklist

The Department recognizes that the R/W Designer/Reviewer alone may not be able to answer some of the questions regarding the review tasks below. However, the R/W Designer/Reviewer shall consult with the project design engineer, project manager and/or District REA to address all questions below.

County-Route-Section: \_\_\_\_\_ PID: \_\_\_\_\_ Date of Field Review: \_\_\_\_\_  
 Review Performed By: \_\_\_\_\_ Phone Number of Reviewer: \_\_\_\_\_  
 Field review performed prior to what design review submission.  
 Preliminary Right of Way     Right of Way Tracings     Other: \_\_\_\_\_

*This form is intended to document the Right of Way Designer/Reviewer's required field review of the project site.*

	Item	Yes/No	Approximate Location of Deficiency/Other Comments
	<i>Were any of the following existing above ground features omitted or misidentified in the plans?</i>		
1	Roads (including pavement and shoulders)		
2	Waterways (e.g., streams, rivers, lakes, ponds, creeks, ditches, wetlands, etc.)		
3	Railroads		
4	Driveways (Commercial, Residential, Field) and drive pipes		
5	Buildings (e.g., residential and commercial structures, Out-buildings, etc.); including steps, overhangs, porches, sunroom, decks, etc. within 100' of take area		
6	Fences (private and limited access) and gates		
7	Catch basins, manholes, inlets, or other drainage features		
8	Retaining walls		
9	Mailboxes		
10	Sidewalks (private and/or public)		
11	Guardrail or Cable barrier		
12	Trees, bushes, shrubs, landscaping, planter boxes, etc.		
13	Curbs and gutters		
14	Non-highway signs (private) and billboards (ADC), including electrical connections		
15	Encroachment (supports and overhangs)		
16	Utility poles (power, telephone, cable, etc.) Applicable easements MUST be noted on plans.		
17	Water wells		

REQUIRED

# Field Review Checklist

## Appendix I – Field Review Checklist

	Item	Yes/No	Approximate Location of Deficiency/Other Comments
18	Oil/natural gas wells.		
19	Private poles (lighting, etc.)		
20	Sprinkler Systems		
21	Monuments (centerline and right of way)		
	<i>Is there evidence that any of the following below ground features have been omitted or misidentified in the plans?</i>		
22	Septic systems (leach fields, septic tanks, etc.)		
23	Underground utilities (gas, water, power, cable, telephone, oil, etc.) Applicable easements MUST be noted on plans.		
24	Underground storage tanks		
25	Cisterns		
26	Farm and field tiles		
27	Storm sewers and culverts		
28	Structural foundation (retaining wall, bridge, building, etc.)		
29	<i>Are all topographic items near construction limits identified as (Take or Save)?</i>		
30	<i>Does the type of take fit the construction work being performed?</i>		
31	<i>Does there appear to be sufficient room for construction access, including maintenance of traffic?</i>		
32	<i>Are land uses (e.g., residential, commercial, etc.) correctly identified?</i>		
33	<i>Does the general site topography (i.e., location of hill/valleys, etc.) appear to be correct?</i>		
34	<i>Does there appear to be sufficient room for utility relocation?</i>		
35	<i>Are there any other features that might impact the right of way plans?</i>		

REQUIRED

# Types of Easements

## Types of Easements:

- (T) Temporary Construction Easement: right to use property belonging to another for a limited period of time for roadway construction purposes. This right is automatically extinguished at the completion of the project and may be extinguished sooner if all parties agree.
- (SL) Slope Easement) right to construct and to maintain a slope on property owned by another until such time as the owner desires to remove or build on the slope provided the removal or use of the slope will not adversely affect the highway.
- (S) Sewer Easement right to construct and to perpetually maintain a sewer outside of the regular highway right-of-way.
- (CH) Channel Easement right to construct and perpetually maintain an open watercourse outside of the regular highway right-of-way.
- (U) Utility Easement right to construct traffic control devices or underground conduit.
- (P) Permanent Easement right to construct a sidewalk easement or ADA ramps.

**City  
Expectations**



# Example Temporary Construction Legal Description & Exhibit

**TEMPORARY CONSTRUCTION EASEMENT**  
**0.015 Acre Tract (672.9 S.F.)**  
**EXHIBIT "A"**

Situated in the State of Ohio, County of Franklin, City of Columbus, being part of Lot No. 17 of \_\_\_\_\_ Subdivision as described in Plat Book \_\_\_\_\_, Page \_\_\_\_\_, conveyed to \_\_\_\_\_ as described in Instrument Number 0000000000000000, all references being those of record in Franklin County, Ohio Recorders Office and being more particularly describes as follows:

Beginning at the northwest corner of said Lot No. 17, the northeast corner of Lot No. 16 of said \_\_\_\_\_ Subdivision conveyed to \_\_\_\_\_ as described in Instrument Number 0000000000000000, and being in the southerly right-of-way line of \_\_\_\_\_ Street (50);

Thence easterly, with the north line of said Lot No. 17 and the southerly right-of-way line of \_\_\_\_\_ Street, South 78°23'59" East, 94.11 feet to the northeast corner of said Lot No. 17, the west line of a tract of land conveyed to \_\_\_\_\_ as described in Instrument Number 0000000000000000, and being in the corporation line of the City of Columbus as City of Grandview Heights;

Thence southwesterly, with the east line of said Lot No. 17, the west line of said \_\_\_\_\_ tract, and said corporation line, South 23°23'03" West, 2.55 feet;

Thence westerly, crossing said Lot No. 17, North 78°23'59" West, 34.52 feet;

Thence southerly, continuing across said Lot No. 17, South 11°36'01" West, 7.50 feet;

Thence westerly, continuing across said Lot No. 17, North 78°23'59" West, 57.76 feet to the west line of said Lot No. 17 and the east line of said Lot No. 16;

Thence northerly, with west line of said Lot No. 17 and the east line of said Lot No. XX, North 04°04'42" East, 10.09 feet to the **POINT OF BEGINNING**, containing 0.015 Acres (672.9 S.F.) more or less.

Subject to all legal rights-of-way and/or easements, if any of previous record.

The bearings shown on this plan are based on the Ohio State Plane Coordinate System, South Zone, NAD83 (CORS96). Said bearings originated from a field traverse which was referenced to said coordinate system by GPS observations and observations of selected stations in the Ohio Department of Transportation Virtual Reference Station Network. The portion of the centerline of \_\_\_\_\_ Street, having a bearing of (N78°23'59"W), is designated the "Basis of Bearing" for this description.

This description was prepared by \_\_\_\_\_, Registered Surveyor No. XXXX, of **(INSERT COMPANY)** on November 11, 2013.



XXXXXX, XXXXX, P.S. \_\_\_\_\_ Date \_\_\_\_\_  
 Registered Surveyor No. XXXX

<b>INSERT COMPANY LOGO</b>	<b>TEMPORARY CONSTRUCTION EASEMENT</b> QUARTER TOWNSHIP X, TOWNSHIP X, RANGE X UNITED STATES MILITARY LANDS CITY OF COLUMBUS, COUNTY OF FRANKLIN, STATE OF OHIO																					
DATE: NOVEMBER 11, 2013	XXXX E-PLAN																					
SCALE: 1" = 30'																						
<b>EXHIBIT "A"</b> SITUATED IN THE STATE OF OHIO, COUNTY OF FRANKLIN, CITY OF COLUMBUS, BEING PART OF LOT _____ OF SUBDIVISION _____ NAME AS DESCRIBED IN PLAT BOOK _____ PAGE _____																						
<p><b>LEGEND</b></p> <p>P/L PROPERTY LINE</p> <p>R/W RIGHT-OF-WAY</p> <p>POB POINT OF BEGINNING</p> <p>○ IRON PIN FOUND (IPF)</p> <p>▨ PROP. TEMPORARY EASEMENT</p>	<table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>LINE</th> <th>LENGTH</th> <th>BEARING</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>94.11'</td> <td>S78°23'59"E</td> </tr> <tr> <td>2</td> <td>2.55'</td> <td>S23°23'03"W</td> </tr> <tr> <td>3</td> <td>34.52'</td> <td>N78°23'59"W</td> </tr> <tr> <td>4</td> <td>7.50'</td> <td>S11°36'01"W</td> </tr> <tr> <td>5</td> <td>57.76'</td> <td>N78°23'59"W</td> </tr> <tr> <td>6</td> <td>10.09'</td> <td>N04°04'42"E</td> </tr> </tbody> </table> <p><b>BASIS OF BEARING</b></p> <p>THE BEARINGS SHOWN ON THIS PLAN ARE BASED ON THE OHIO STATE PLANE COORDINATE SYSTEM, SOUTH ZONE, NAD83 (CORS96). SAID BEARINGS ORIGINATED FROM A FIELD TRAVERSE WHICH WAS REFERENCED TO SAID COORDINATE SYSTEM BY GPS OBSERVATIONS AND OBSERVATIONS OF SELECTED STATIONS IN THE OHIO DEPARTMENT OF TRANSPORTATION VIRTUAL REFERENCE STATION NETWORK. THE PORTION OF THE CENTERLINE OF _____ STREET, HAVING A BEARING OF (N78°23'59"W) AND MONUMENTED AS SHOWN HEREON, IS DESIGNATED THE "BASIS OF BEARING" FOR THIS PLAT.</p>	LINE	LENGTH	BEARING	1	94.11'	S78°23'59"E	2	2.55'	S23°23'03"W	3	34.52'	N78°23'59"W	4	7.50'	S11°36'01"W	5	57.76'	N78°23'59"W	6	10.09'	N04°04'42"E
LINE	LENGTH	BEARING																				
1	94.11'	S78°23'59"E																				
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4	7.50'	S11°36'01"W																				
5	57.76'	N78°23'59"W																				
6	10.09'	N04°04'42"E																				
BY: XXXXXXX XXXXXX, P.S. _____ DATE _____ REGISTERED SURVEYOR NO. XXXX DRAWN BY: _____ CHK BY: _____ DATE: _____																						

## Right-of-Way Sample Plans

- [RW Legend Sheet](#)
- [RW Centerline Plat](#)
- [RW Property Map](#)
- [RW Summary of Encroachments](#) *New*
- [RW Summary](#)
- [RW Topography](#)
- [RW Boundary](#)
- [RW One Sheet Plan](#) *New*


















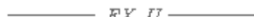







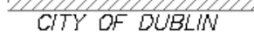
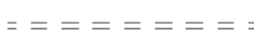






# Standard line-types - Existing

## LEGEND

### EXISTING CONDITIONS

	CENTERLINE ROAD / DRIVE
	EDGE OF PAVEMENT
	CURB
	BERM
	ASPHALT OR CONCRETE DRIVE / WALK
	FENCE
	GUARDRAIL
	RIGHT-OF-WAY
	PROPERTY LINE
	LOT LINE
	STORM
	SANITARY
	WATER
	DITCH
	UNDERGROUND GAS
	UNDERGROUND TELEPHONE
	UNDERGROUND ELECTRIC
	OVERHEAD ELECTRIC
	UTILITY EASEMENT (SPECIFY TYPE)
	TREE LINE
	OVERHEAD TELEPHONE
	OVERHEAD FIBER OPTIC
	SECTION LINE
	RAILROAD
	SIGNS
	CITY OF COLUMBUS
	CITY OF DUBLIN
	COMBINATION CURB & GUTTER
	CONCRETE WALL

**City  
Expectations**

# Standard line-types – Proposed

## PROPOSED LAYOUT

————— - —————	CONSTRUCTION CENTERLINE
————— - —————	CENTERLINE PROPOSED DRIVE
- . - . - . - . - . - . - . - .	WORK LIMITS
————— E/P —————	EDGE OF PAVEMENT
=====	CURB
- - - - -	BERM
—————	WALK/SHARED-USE-PATH
————— R/W —————	RIGHT-OF-WAY
— x — x —	FENCE
⊙ ——— ⊙ ———	GUARDRAIL
————— SAN —————	SANITARY
————— ST —▶—	STORM (18" AND SMALLER)
————— W —————	WATER
- . . —▶— . . -	DITCH
————— S —————	SEWER EASEMENT
————— CH —————	CHANNEL EASEMENT
————— TMP —————	TEMPORARY CONSTRUCTION EASEMENT
————— P —————	PERMANENT SIDEWALK EASEMENT
————— U —————	UTILITY EASEMENT

**City  
Expectations**

MONUMENTS TO BE SET DURING CONSTRUCTION					
STATION	DISTANCE ADJUSTABLE FROM & MONUMENT	COORDINATES		DESCRIPTION	
		NORTHING	EASTING		
75+27.72	XX.X' LT	1	XXXXXXXXXX	XXXXXXXXXX	ROAD NAME PC
76+60.58	XX.X' RT	1	XXXXXXXXXX	XXXXXXXXXX	ROAD NAME PT
78+16.60	XX.X' RT	1	XXXXXXXXXX	XXXXXXXXXX	ROAD NAME PI AND ROAD NAME PI
90+48.12	XX.X' LT	1	XXXXXXXXXX	XXXXXXXXXX	ROAD NAME PI
210+32.85	XX.X' RT	1	XXXXXXXXXX	XXXXXXXXXX	ROAD NAME PI
TOTAL		5	XXXXXXXXXX	XXXXXXXXXX	

FRANKLIN COUNTY  
CITY OF COLUMBUS  
TOWNSHIP X, RANGE X  
QUARTER TOWNSHIP X  
UNITED STATES MILITARY LANDS



0 100 200  
HORIZONTAL SCALE IN FEET

CALCULATED  
GRID

CENTERLINE PLAT  
ROAD NAME AND ROAD NAME INTERSECTION

PROJECT NAME

X / X  
XX  
XX

THE HORIZONTAL COORDINATES EXPRESSED HEREIN ARE BASED ON THE OHIO STATE PLANE COORDINATES SYSTEM NAD83 (NARS 2007), SOUTH ZONE. THE VERTICAL DATUM IS ON NAVD83.

**BASIS OF BEARINGS AND COORDINATES:**

**(DEFINE METHOD USED TO ESTABLISH BASIS OF BEARINGS)**

THE BASIS OF BEARINGS WERE ESTABLISHED BY GPS OBSERVATIONS AND OBSERVATIONS OF SELECTED STATIONS IN THE OHIO DEPARTMENT OF TRANSPORTATION VIRTUAL REFERENCE SYSTEM (VRS). THE PORTION OF THE CENTERLINE OF ROAD NAME HAVING A BEARING OF N 13°32'54" E FROM STATION 78+16.60 TO STATION 90+48.12 AND MONUMENTED AS SHOWN HERON, IS DESIGNATED THE "BASIS OF BEARING" FOR THIS PLAN.

**SOURCE BENCHMARK**

**(DEFINE SOURCE BENCHMARK TO INCLUDE STATE PLAN COORDINATES & ELEVATION)**

FCE MONUMENT C0C45-82 (735943.597 N, 1855621.207 E, ELEV.: 836.636) WAS OBSERVED AS A CHECK AND WAS OBSERVED TO BE 0.030' NORTH, 0.013' EAST AND 0.011' IN ELEVATION DIFFERENT THAN PUBLISHED VALUES.

**BASIS OF EXISTING R/W WIDTH AND LOCATION:**

THE EXISTING CENTERLINE & R/W WIDTH AND LOCATION WERE DETERMINED USING DOCUMENTATION ON FILE FROM THE CITY OF COLUMBUS AND EXISTING MONUMENTATION FOUND IN THE CENTERLINE AND ALONG THE RIGHT OF WAY.

IF REQUIRED BY THE CITY OF COLUMBUS CENTERLINE MONUMENTS ARE TO BE PAID FOR UNDER THE FOLLOWING:

ITEM 604 (40501) CENTERLINE MONUMENT X EACH  
QUANTITY CARRIED TO GENERAL SUMMARY

**MONUMENTS TO BE SET DURING CONSTRUCTION:**

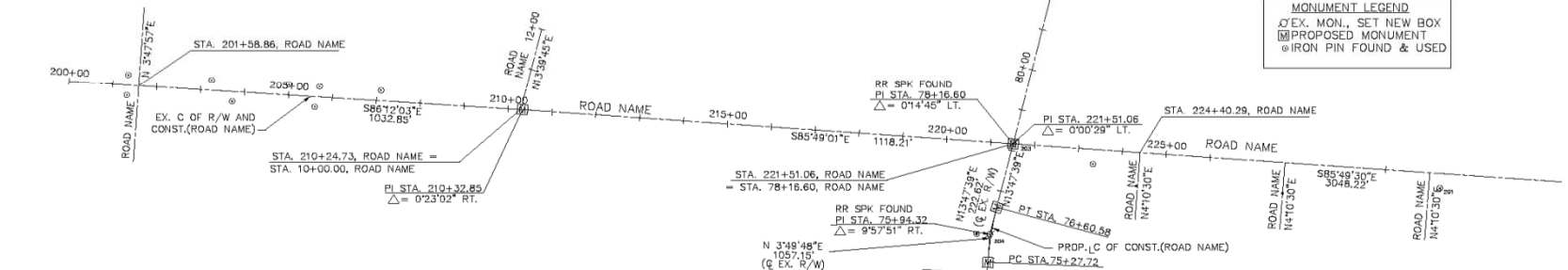
ALL IRON PINS SET ARE 5/8" REBAR (30" LONG) WITH A YELLOW PLASTIC CAP STAMPED "R/W COMPANY NAME" AND ARE TO BE PLACED AT THE COMPLETION OF CONSTRUCTION BY THE CITY OF COLUMBUS SURVEY DEPARTMENT.

THE PLACING OF MONUMENTS SHALL BE UNDER THE DIRECTION OF A PROFESSIONAL SURVEYOR REGISTERED IN THE STATE OF OHIO AND ARE TO BE SET UPON COMPLETION OF CONSTRUCTION.

THE PROPOSED RIGHT OF WAY SHALL BE REFERENCED FROM THE CENTERLINE OF PROPOSED RIGHT OF WAY AND CONSTRUCTION.

CENTERLINE MONUMENTS FOUND & USED					
PT	STATION	DISTANCE FROM	NORTHING	EASTING	DESCRIPTION
200	XX+XX.XX	XX.X' LT	XXXXXXXXXX	XXXXXXXXXX	RR SPK
201	XX+XX.XX	XX.X' LT	XXXXXXXXXX	XXXXXXXXXX	1" IRON PIN
202	XX+XX.XX	XX.X' RT	XXXXXXXXXX	XXXXXXXXXX	1" IRON PIN
203	XX+XX.XX	XX.X' LT	XXXXXXXXXX	XXXXXXXXXX	RR SPK
204	XX+XX.XX	XX.X' RT	XXXXXXXXXX	XXXXXXXXXX	RR SPK
205	XX+XX.XX	XX.X' RT	XXXXXXXXXX	XXXXXXXXXX	RR SPK
206	XX+XX.XX	XX.X' LT	XXXXXXXXXX	XXXXXXXXXX	RR SPK
207	XX+XX.XX	XX.X' LT	XXXXXXXXXX	XXXXXXXXXX	1" IRON PIN
208	XX+XX.XX	XX.X' RT	XXXXXXXXXX	XXXXXXXXXX	1" IRON PIN
209	XX+XX.XX	XX.X' LT	XXXXXXXXXX	XXXXXXXXXX	RR SPK
210	XX+XX.XX	XX.X' LT	XXXXXXXXXX	XXXXXXXXXX	1" IRON PIN

FOR OTHER MONUMENTS FOUND AND USED, SEE SHEET X



**MONUMENT LEGEND**  
 ○ EX. MON., SET NEW BOX  
 □ PROPOSED MONUMENT  
 ● IRON PIN FOUND & USED

RECEIVED \_\_\_\_\_, 20\_\_\_\_  
 RECORDED \_\_\_\_\_, 20\_\_\_\_  
 BOOK \_\_\_\_\_ PAGE \_\_\_\_\_  
 COUNTY RECORDER

I, \_\_\_\_\_, PS HAVE CALCULATED THE GROSS TAKE, PRESENT ROADWAY OCCUPIED (PRO), NET TAKE, AND NET RESIDUE; AS WELL AS PREPARED THE LEGAL DESCRIPTIONS NECESSARY TO ACQUIRE THE PARCELS AS SHOWN HEREIN. PS DETERMINED THE LOCATIONS OF THE EXISTING PROPERTY LINES FOR THE PROPERTY TAKES CONTAINED HEREIN. THIS WORK WAS DONE IN ACCORDANCE WITH THE OHIO ADMINISTRATIVE CODE CHAPTER 4733-37 COMMONLY KNOWN AS THE MINIMUM STANDARDS FOR BOUNDARY SURVEYS IN THE STATE OF OHIO UNLESS SO NOTED. THE WORDS I AND MY AS USED HEREIN, ARE TO MEAN THAT EITHER MYSELF OR SOMEONE WORKING FOR ME UNDER MY DIRECT CONTROL OR SUPERVISION.

XXXXXX XXXXXXXX, PS - OHIO LIC. # XXXXX



ROAD NAME  
 Q CONSTRUCTION CURVE DATA  
 P.I. STA. 75+64.32  
 Δ = 9°57'51" RT  
 D = 730'00"  
 R = 763.94'  
 L = 132.85'  
 T = 66.60'  
 E = 2.80'  
 CH = 132.66'  
 CHB = N 81°11'17"E

REV. BY	DATE	DESCRIPTION

FIELD REVIEW BY: XX/XX DATE: XX/XX/20XX  
 OWNERSHIP VERIFIED BY: XX/XX DATE: XX/XX/20XX  
 DATE COMPLETED XX/XX/20XX

XXXX DR E

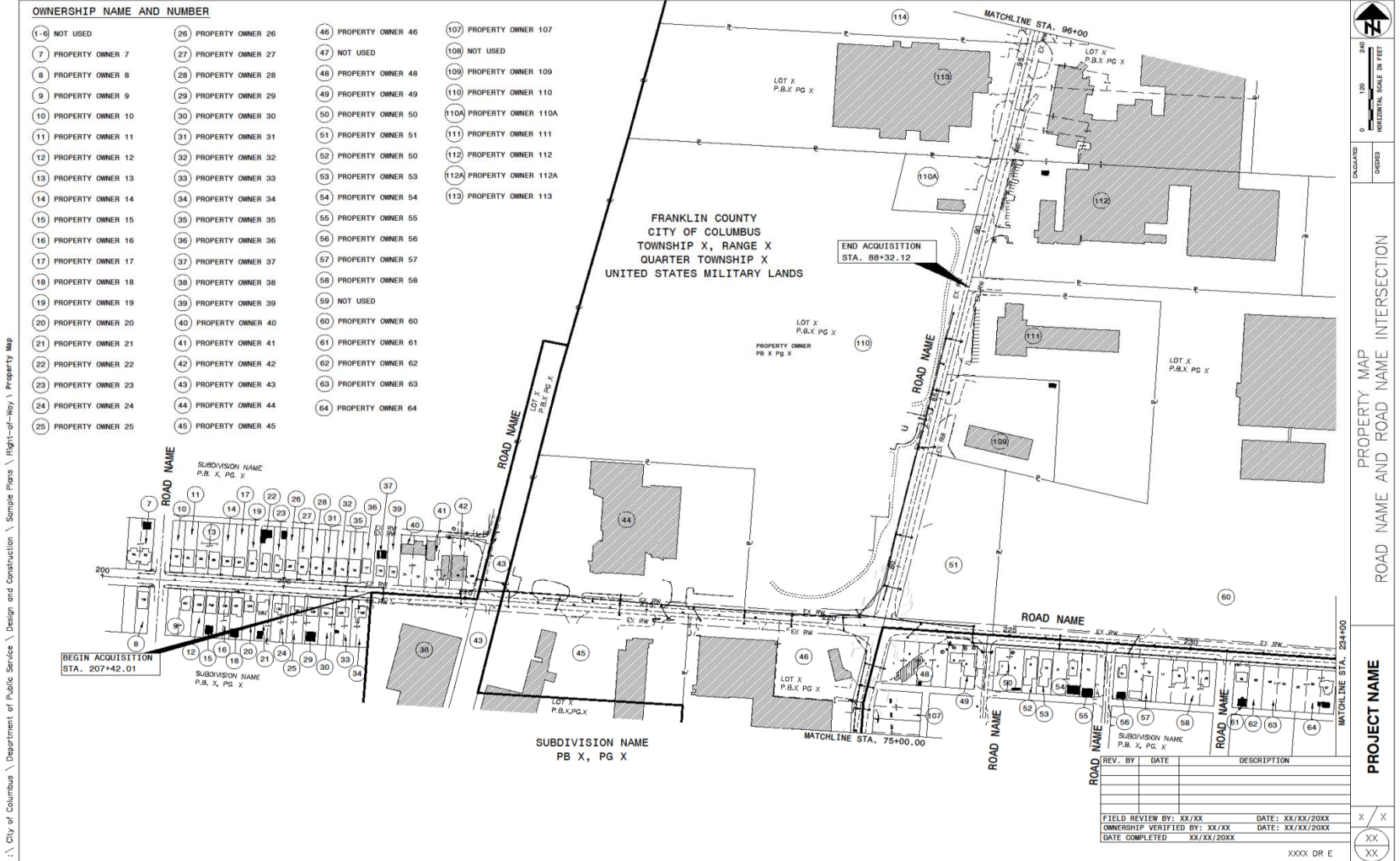
# RW Centerline Plat

THE CITY OF  
**COLUMBUS**  
 MICHAEL B. COLEMAN, MAYOR

DEPARTMENT OF  
 PUBLIC SERVICE

# Right of Way





**RW Property Map**

# Right of Way

TOTAL NUMBER OF: X OWNERSHIPS X TOTAL TAKES X PARCELS X OWNERSHIPS W/STRUCTURES INVOLVED

NET RESIDUE = RECORDED AREA - TOTAL PRO - NET TAKE

GRANTEE: ALL RIGHT OF WAY ACQUIRED IN THE NAME OF THE CITY OF COLUMBUS, OHIO UNLESS OTHERWISE SHOWN.

PARCEL NO.	OWNER	SHEET NO.	OWNERS RECORD BOOK/PAGE	AUDITOR'S		TOTAL P.R.O.	GROSS TAKE	P.R.O. IN TAKE	NET TAKE	STRUC-TURE	NET RESIDUE		TYPE FUND	REMARKS COLUMN	AS ACQUIRED INSTRUMENT
				PARCEL NUMBER	RECORD AREA						LEFT	RIGHT			
33	PROPERTY OWNER 33	X, X-X	DB 3307 PG 578 DB 2184 PG 672	010-016065	0.136*								CITY	NO R/W REQUIRED	
34	PROPERTY OWNER 34	X, X-X	DB 2232 PG 285	010-016066	0.156*								CITY	NO R/W REQUIRED, ** 34' FENCE	
35	PROPERTY OWNER 35	X, X-X	I.N. 200804300066441	010-029918	0.121*								CITY	NO R/W REQUIRED	
36	PROPERTY OWNER 36	X, X-X	I.N. 200802280030307	010-029917	0.121*								CITY	NO R/W REQUIRED	
37-T	PROPERTY OWNER 37	X, X-X	I.N. 200502030021187	010-033735	0.121*		0.001		0.001				CITY	NO R/W REQUIRED, ** 35' FENCE	
38-T	PROPERTY OWNER 38	X, X-X	OR 21452 J12	010-014645	3.870		0.023		0.023				CITY	TO RECONSTRUCT A DRIVEWAY ** 6' FENCE	
39-T	PROPERTY OWNER 39	X, X-X	I.N. 200704200069528	010-033734	0.121*		0.005		0.005				CITY	** 35' FENCE, FOR GRADING	
40-T	PROPERTY OWNER 40	X, X-X	I.N. 201007190090605	010-052881 010-052880	0.121* 0.121*								CITY	TO RECONSTRUCT A DRIVEWAY, ** 66' FENCE	
				TOTAL	0.242*		0.026		0.026						
41-T	PROPERTY OWNER 41	X, X-X	I.N. 201007190090604	010-054233 010-054232	0.121* 0.121*		0.020		0.020				CITY	** 62' FENCE IN E. 17TH ROW TO RECONSTRUCT A DRIVEWAY	
				TOTAL	0.242*										
42-WD	PROPERTY OWNER 42	X, X-X	I.N. 200510130215231	010-033733	0.121*		0.023	0.000	0.023		0.098		CITY		
42-T		X, X-X		010-033732	0.156		0.051		0.051						
				TOTAL	0.276*										
43-WD	PROPERTY OWNER 43	X, X-X	I.N. 201010070132388	010-244168	18.915*	0.092	0.144	0.082	0.052		18.771		CITY		
43-S		X, X-X					0.026		0.026						
43-T		X, X-X					0.007		0.007					TO RECONSTRUCT A DRIVEWAY	
44-WD	PROPERTY OWNER 44	X, X-X	DB 3598 PG 725	010-098450	6.345	0.459	0.511	0.459	0.052		5.834		CITY		
44-S1		X, X-X					0.045		0.045						
44-S2		X, X-X					0.005		0.005						
44-T1		X, X-X					0.045		0.045						
44-T2		X, X-X					0.087		0.087						
44-T3		X, X-X					0.156		0.156						
45-T	PROPERTY OWNER 45	X, X-X	I.N. 200512020253597	010-108185	10.894		0.123		0.123				CITY		
46-WD	PROPERTY OWNER 46	X, X-X	I.N. 200807110108974	010-108429	2.9658		0.023	0.000	0.023		2.943		CITY		
46-T		X, X-X	I.N. 200608210121815	010-108394	0.995		0.238		0.238					TO RECONSTRUCT A DRIVEWAY	
48-WD	PROPERTY OWNER 48	X, X-X	I.N. 200009250194502	010-108440	0.488*		0.019	0.000	0.019		0.489		CITY		
48-S		X, X-X					0.006		0.006						
48-T1		X, X-X					0.008		0.008						
48-T2		X, X-X					0.081		0.081						
49-WD	PROPERTY OWNER 49	X, X-X	OR 15404 E03	010-108444	0.115		0.001	0.000	0.001				CITY	** 4' BUILDING AND ** 235' OF FENCE	
49-S		X, X-X		010-108445	0.115		0.003		0.003						
49-T		X, X-X		TOTAL	0.230*		0.008		0.008					FOR GRADING	

LEGEND:  
 WD = WARRANTY DEED  
 SH = STANDARD HIGHWAY EASEMENT  
 SL = SLOPE EASEMENT  
 CH = CHANNEL EASEMENT  
 PR = PROPERTY RIGHT  
 T = TEMPORARY CONSTRUCTION EASEMENT  
 P = PERMANENT EASEMENT  
 S = SEWER EASEMENT

NOTE: ALL TEMPORARY PARCELS TO BE OF XX MONTH DURATION.

NOTE: UNDER NO CIRCUMSTANCES ARE TEMPORARY EASEMENTS TO BE USED FOR STORAGE OF MATERIAL OR EQUIPMENT BY THE CONTRACTOR UNLESS NOTED OTHERWISE.

\* CALCULATED AREA

\*\* DENOTES RIGHT OF WAY ENDOACHMENT

REV. BY	DATE	DESCRIPTION

FIELD REVIEW BY: XX/XX DATE: XX/XX/20XX  
 OWNERSHIP VERIFIED BY: XX/XX DATE: XX/XX/20XX  
 DATE COMPLETED XX/XX/20XX

XXXX DR E

SUMMARY OF ADDITIONAL RIGHT-OF-WAY (PARCELS X-X)

PROJECT NAME

REVISED 9/19/14  
 J:\Design and Construction\Quality\Plan Review\Sample Sheets (E-Plan)\CAD Download\30\_04\_RW\_SUMMARY.dwg (21\_04\_RW\_SUMMARY)

## RW Summary

# Right of Way



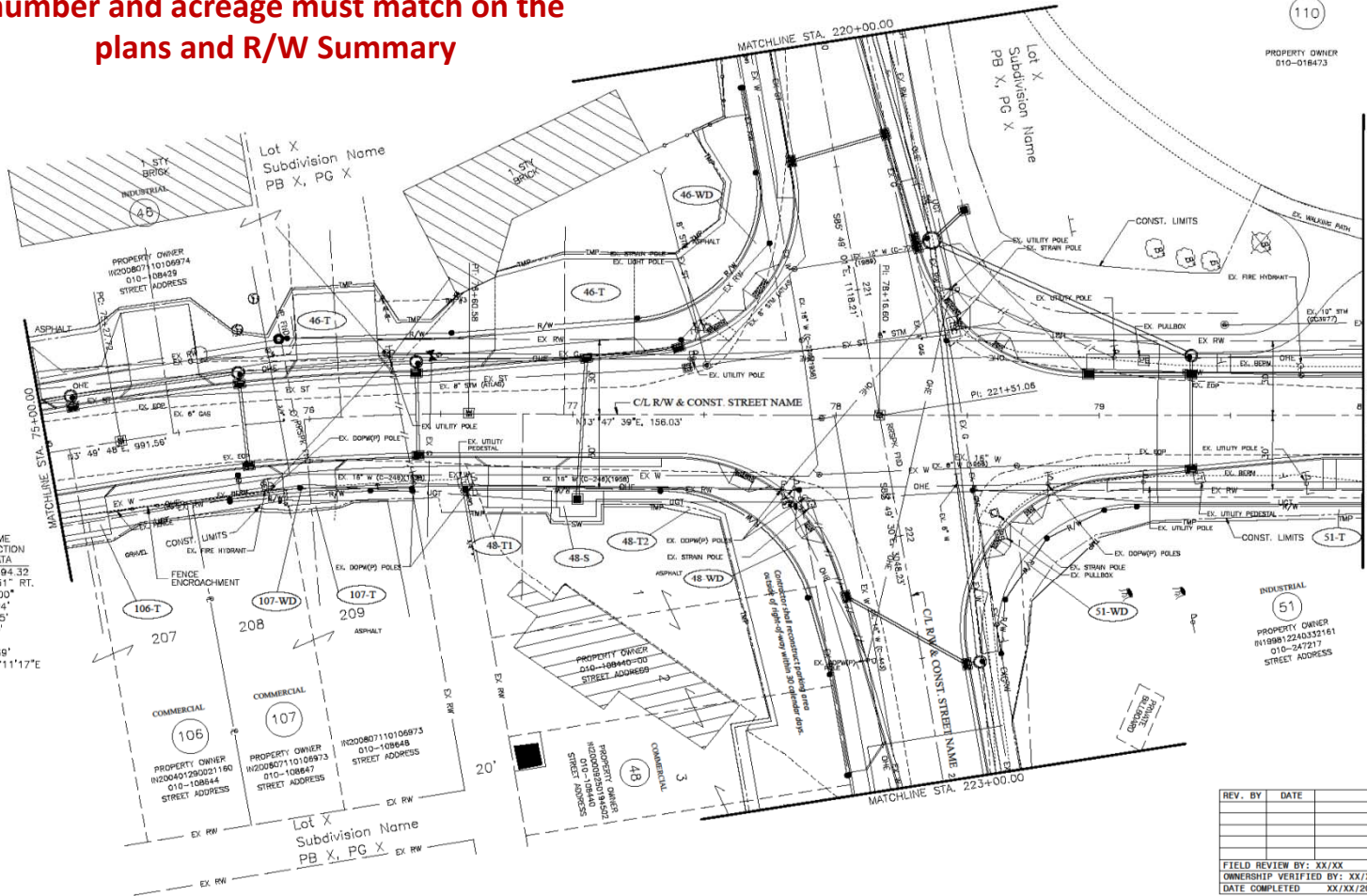


**Matching the owner of record name, auditor number and acreage must match on the plans and R/W Summary**

FRANKLIN COUNTY  
CITY OF COLUMBUS  
TOWNSHIP X, RANGE X  
QUARTER TOWNSHIP X  
UNITED STATES MILITARY LANDS

City of Columbus \ Department of Public Service \ Design and Construction \ Sample Plans \ Right-of-Way \ Topographic Sheet

ROAD NAME  
Q  
CONSTRUCTION  
CURVE DATA  
P.T. STA. 75+94.32  
A = 9°57'51" RT.  
D = 7°30'00"  
R = 763.94'  
L = 132.85'  
T = 68.60'  
E = 2.90'  
CH = N 81°11'17"E



EXEMPT  
110

PROPERTY OWNER  
010-016473

INDUSTRIAL  
51  
PROPERTY OWNER  
R1198012240332161  
010-247217  
STREET ADDRESS

REV.	BY	DATE	DESCRIPTION

FIELD REVIEW BY: XX/XX DATE: XX/XX/20XX  
OWNERSHIP VERIFIED BY: XX/XX DATE: XX/XX/20XX  
DATE COMPLETED XX/XX/20XX

XXXX DR E



40  
20  
0  
HORIZONTAL SCALE IN FEET

CHECKED  
DRAWN

RIGHT OF WAY TOPO SHEET  
STA. XX+XX TO STA. XX+XX

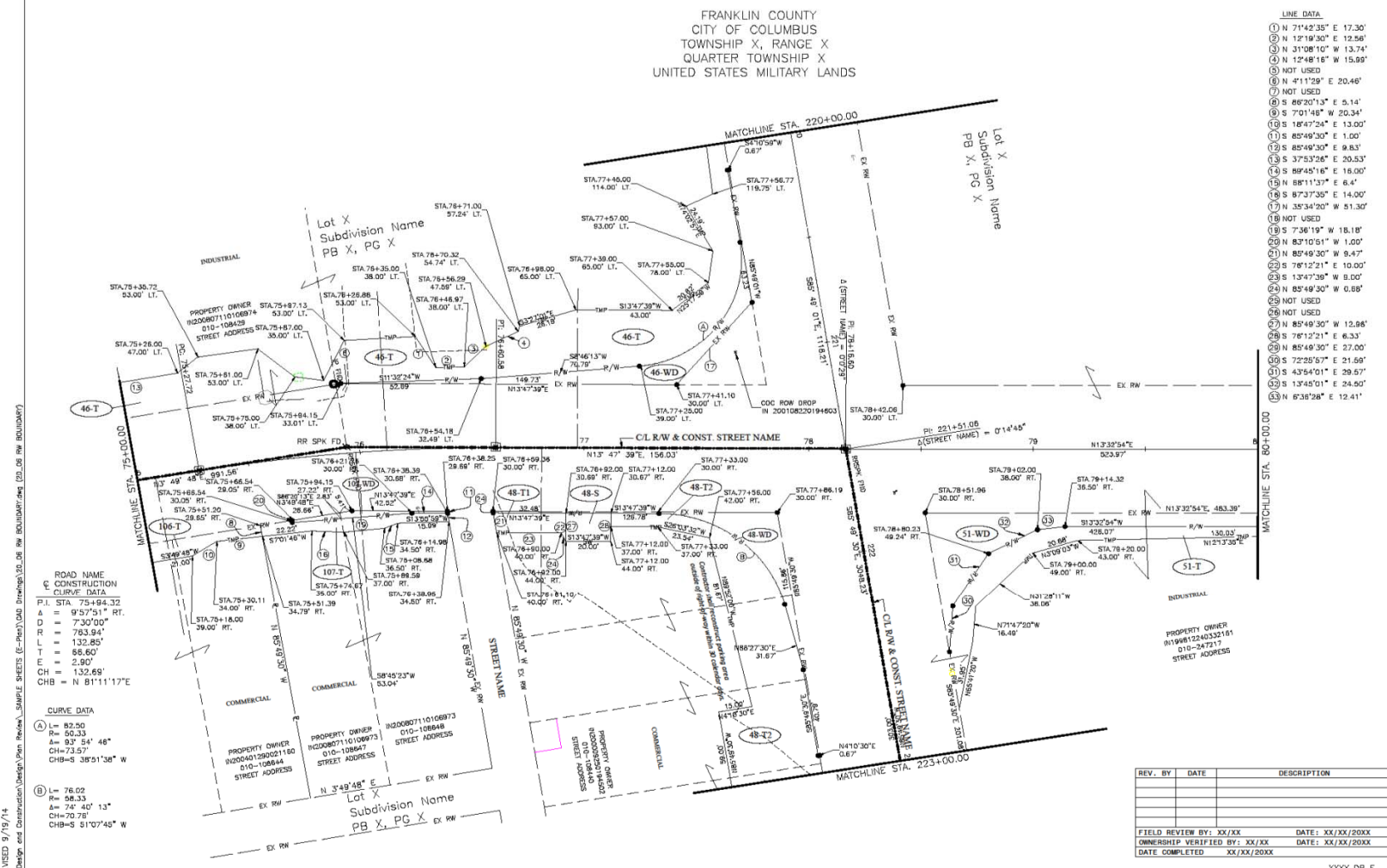
PROJECT NAME

X / X  
XX  
XX

RW Topography

**Right of Way**

FRANKLIN COUNTY  
CITY OF COLUMBUS  
TOWNSHIP X, RANGE X  
QUARTER TOWNSHIP X  
UNITED STATES MILITARY LANDS



LINE DATA

1	N 71°42'35" E 17.30'
2	N 12°18'30" E 12.56'
3	N 31°08'10" W 13.74'
4	N 12°48'16" W 15.99'
5	NOT USED
6	N 4°11'29" E 20.46'
7	NOT USED
8	S 66°20'13" E 5.14'
9	S 7°01'48" W 20.34'
10	S 16°47'24" E 13.00'
11	S 85°49'30" E 1.00'
12	S 85°49'30" E 9.83'
13	S 37°53'26" E 20.53'
14	S 86°45'46" E 18.00'
15	N 86°11'13" E 6.4'
16	S 87°37'35" E 14.00'
17	N 35°34'20" W 51.30'
18	NOT USED
19	S 7°36'19" W 18.18'
20	N 83°10'51" W 1.00'
21	N 89°49'30" W 8.47'
22	S 78°12'21" E 10.00'
23	S 13°47'39" W 8.00'
24	N 85°49'30" W 0.89'
25	NOT USED
26	NOT USED
27	N 85°49'30" W 12.96'
28	S 76°12'21" E 6.33'
29	N 85°49'30" E 27.00'
30	S 72°25'57" E 21.69'
31	S 43°54'01" E 29.57'
32	S 13°45'01" E 24.50'
33	N 6°36'28" E 12.41'

RIGHT OF WAY BOUNDARY SHEET  
STA. XX+XX TO STA. XX+XX

PROJECT NAME

REV. BY	DATE	DESCRIPTION

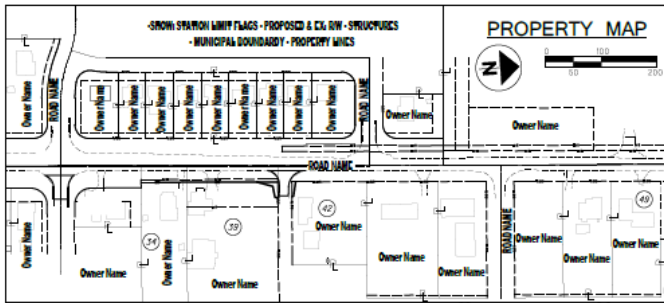
FIELD REVIEW BY: XX/XX DATE: XX/XX/20XX X / X  
 OWNERSHIP VERIFIED BY: XX/XX DATE: XX/XX/20XX XX  
 DATE COMPLETED XX/XX/20XX XX

XXXX DR E

RW Boundary

THE CITY OF  
**COLUMBUS**  
MICHAEL B. COLEMAN, MAYOR  
DEPARTMENT OF  
PUBLIC SERVICE

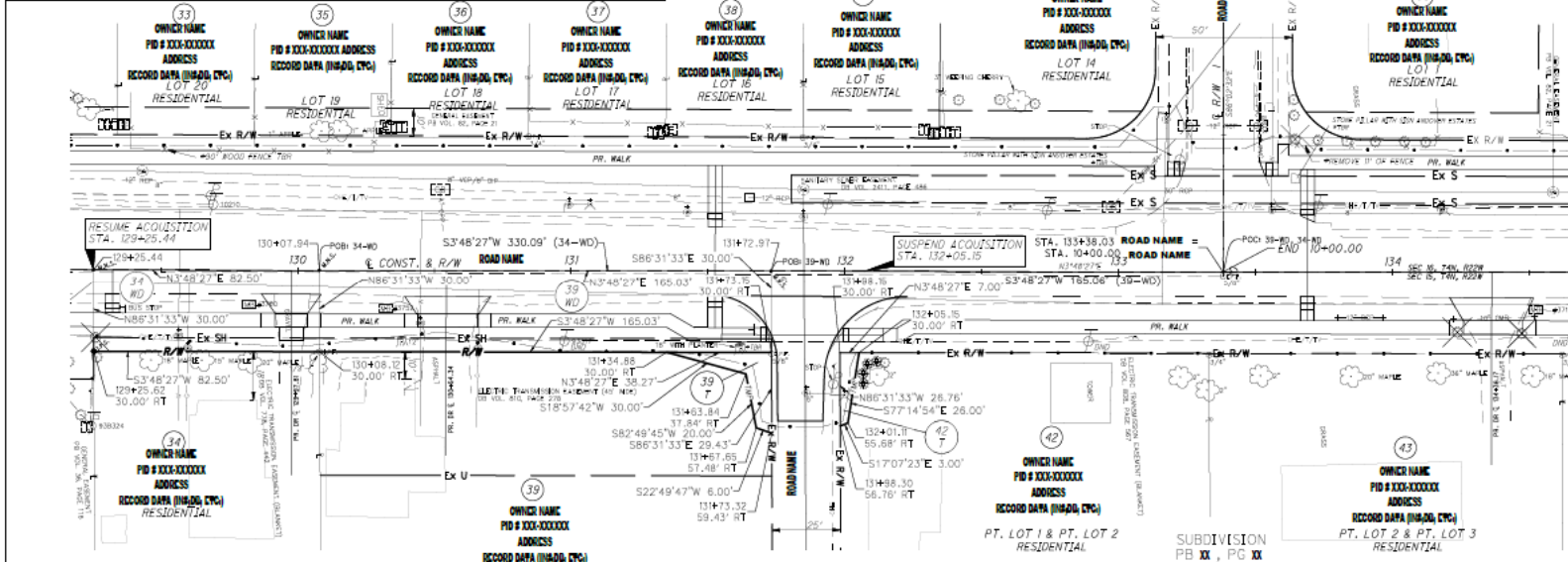
**Right of Way**



FRANKLIN COUNTY  
CITY OF COLUMBUS  
SECTION 15 & 16, T. 4 N, R. 22 W  
CONGRESS LANDS

**New**

**BASIS OF EXISTING RIGHT OF WAY**  
THE EXISTING RIGHT OF WAY WIDTHS AND LOCATIONS WERE DETERMINED USING EXISTING MONUMENTATION AND THE RECORDS OF FRANKLIN COUNTY, SPECIFICALLY THE SUBDIVISION PLATS ALONG THE PROJECT CORRIDOR AND FRANKLIN COUNTY ENGINEER CENTERLINE SURVEY PLAT FOR PARSONS AVENUE, CO. RD. #124.



TOTAL NUMBER OF :  
3 OWNERSHIPS 0 TOTAL TAKES  
4 PARCELS 0 OWNERSHIPS W/ STRUCTURES INVOLVED

ALL AREAS IN ACRES

NET RESIDUE = RECORD AREA - TOTAL PRO - NET TAKE

PARCEL NO.	OWNER	OWNER'S RECORD INSTRUMENT NO.	AUDITOR'S PARCEL	RECORD AREA	TOTAL P.R.O.	GROSS TAKE	P.R.O. IN TAKE	NET TAKE	STRUCTURE	NET RESIDUE LEFT	NET RESIDUE RIGHT	TYPE FUND	REMARKS	AS ACQUIRED INSTRUMENT NO.
34-WD	OWNER NAME (s) MAPOR PD DECD	IN 20030414010777	XXX-XXXXXX	0.500	0.048	0.057	0.048	0.009	NO		0.443	LOCAL	*BUSH	
39-WD	OWNER NAME (s) MAPOR PD DECD	OR 2911 , PG 1 5	XXX-XXXXXX	1.000	0.095	0.114	0.095	0.019	NO		0.886		*STUMP WITH PLANTER	
39-T	OWNER NAME (s) MAPOR PD DECD		XXX-XXXXXX			0.008	0.000	0.008	NO				TO PERFORM GRADING	
40 - 41	OWNER NAME (s) MAPOR PD DECD		XXX-XXXXXX											
42-T	OWNER NAME (s) MAPOR PD DECD	IN 20030521015093	XXX-XXXXXX	0.465	0.000	0.003	0.000	0.003	NO				TO PERFORM GRADING	

IN = INSTRUMENT NUMBER  
OR = OFFICIAL RECORD  
WD = WARRANTY DEED TAKE  
T = TEMPORARY EASEMENT  
+ = DENOTES ENCROACHMENT

REV. BY	DATE	DESCRIPTION

FILED RECORDED BY: XXXXX DATE: XXXX/XX/XXXX  
OWNERSHIP VERIFIED BY: XXXXX DATE: XXXX/XX/XXXX  
DATE COMPLETED: XXXX/XX/XXXX

PROJECT NAME: ROAD NAME STA. XX+XX TO XX+XX

RIGHT OF WAY PLAN

SCALE: 1" = 100'

PLAT NO.: XXXX

DATE: XXXX/XX/XXXX

PROJECT NO.: XXXX

# RW One Sheet Plan

# Right of Way



**RIGHT-OF-WAY PLAN CHECKLIST**

A completed Right of Way Review Checklist shall be submitted with both the Preliminary Right of Way Plan review submission and the Final Right of Way Plan review submission.

The following is a list of the items addressed for each plan sheet within the Right-of-Way Plans. It provides a good, concise guide against which a set of right-of-way plans can be checked for completeness upon submission.

Project: \_\_\_\_\_ Date: \_\_\_\_\_

E Plan: \_\_\_\_\_ Design Firm: \_\_\_\_\_ Reviewed by: \_\_\_\_\_

- Stage 1 Review – Preliminary R/W \* Denotes items required for Preliminary R/W
- Stage 2 Review – Intermediate Activity R/W Plans and R/W Descriptions
- Stage 3 Review – Final R/W Plans and R/W Descriptions approved by County Engineer for fee takes

**Right of Way Legend**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Title Block*           | <input type="checkbox"/> Conventional Symbols* | <input type="checkbox"/> Survey Certification     |
| <input type="checkbox"/> Sheet Heading*         | <input type="checkbox"/> Index of Sheets*      | <input type="checkbox"/> Parcel Identifier Legend |
| <input type="checkbox"/> Structure Key*         | <input type="checkbox"/> Project Description*  | <input type="checkbox"/> Location Map             |
| <input type="checkbox"/> Utility List and Note* | <input type="checkbox"/> Plans Prepared By*    |   |

**Centerline Plat**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Sheet Heading*                 | <input type="checkbox"/> Centerline Monuments*     | <input type="checkbox"/> Survey Certification*         |
| <input type="checkbox"/> Title Block*                   | <input type="checkbox"/> Centerline Intersections* | <input type="checkbox"/> Basis of Bearings*            |
| <input type="checkbox"/> Monument Table*                | <input type="checkbox"/> Project Limits            | <input type="checkbox"/> Basis of Existing C/L of R/W* |
| <input type="checkbox"/> Monument Legend*               | <input type="checkbox"/> Curve Data*               | <b>Additional Items</b>                                |
| <input type="checkbox"/> Political Subdivision Monument | <input type="checkbox"/> Dimensions*               | <input type="checkbox"/> Monument Details              |
| <input type="checkbox"/> Centerline*                    | <input type="checkbox"/> Recording Block*          | <input type="checkbox"/> Limited Access Declaration    |

**Property Map**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Sheet Heading*           | <input type="checkbox"/> Proposed Project*       | <input type="checkbox"/> Revision Block*     |
| <input type="checkbox"/> Title Block*             | <input type="checkbox"/> Structures*             | <input type="checkbox"/> Structure Key*      |
| <input type="checkbox"/> Utility List and Note*   | <input type="checkbox"/> Civil Boundaries*       | <input type="checkbox"/> Drives*             |
| <input type="checkbox"/> Ownership Name & Number* | <input type="checkbox"/> Side Roads*             | <input type="checkbox"/> Utility Easements*  |
| <input type="checkbox"/> Limit Flags*             | <input type="checkbox"/> Adjoining Project Data* | <input type="checkbox"/> Conventional Signs* |

**Summary of Additional Right-of-Way**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Title Block*          | <input type="checkbox"/> P.R.O. in Take*                            | <input type="checkbox"/> Restriction of Use Note (if applicable)* |
| <input type="checkbox"/> Parcel Numbers*       | <input type="checkbox"/> Net take*                                  | <input type="checkbox"/> Encroachments*                           |
| <input type="checkbox"/> Owner Identification* | <input type="checkbox"/> Structures*                                | <input type="checkbox"/> Revision Block*                          |
| <input type="checkbox"/> Sheet Number          | <input type="checkbox"/> Net Residue                                | <input type="checkbox"/> Total # of Tabulation                    |
| <input type="checkbox"/> Owners Record*        | <input type="checkbox"/> Type Fund                                  | <b>Additional Items</b>   |
| <input type="checkbox"/> Auditor's Parcel*     | <input type="checkbox"/> Remarks & Personality                      | <input type="checkbox"/> Grantee (if applicable)*                 |
| <input type="checkbox"/> Record Area*          | <input type="checkbox"/> As Acquired                                | <input type="checkbox"/> Copies of existing deed records*         |
| <input type="checkbox"/> Total P.R.O.*         | <input type="checkbox"/> Temporary Parcel Duration (if applicable)* |   |
| <input type="checkbox"/> Gross Take*           |   |   |

**Detail/Topo Right-of-Way Plan Sheet @ 20 Scale**

- |   |   |
|---|---|
| <input type="checkbox"/> Sheet Heading*         | <input type="checkbox"/> Property Lines*      |
| <input type="checkbox"/> Title Block*           | <input type="checkbox"/> Parcel Boundaries*   |
| <input type="checkbox"/> Station Limits         | <input type="checkbox"/> Edge of Pavement*    |
| <input type="checkbox"/> Centerline Stationing* | <input type="checkbox"/> Revision Block*      |
| <input type="checkbox"/> Match Lines*           | <input type="checkbox"/> Connecting Roadways* |

- |   |  |
|---|--|
| <input type="checkbox"/> Existing Topographic Features* | <input type="checkbox"/> Address*                            |
| <input type="checkbox"/> Utilities*                     | <input type="checkbox"/> Existing and Proposed Right-of-Way* |
| <input type="checkbox"/> Waterways and Railroads*       | <input type="checkbox"/> Structure Key*                      |
| <input type="checkbox"/> Parcel Balloons*               | <input type="checkbox"/> Plan Items*                         |
| <input type="checkbox"/> Land Use*                      | <input type="checkbox"/> R/W Fence (if applicable)*          |
| <input type="checkbox"/> Personality*                   | <input type="checkbox"/> Construction Limits*                |
| <input type="checkbox"/> Civil Boundaries & Monuments*  | <input type="checkbox"/> Encroachments and Disposition*      |

**Boundary Right-of-Way Plan Sheet @ 20 Scale**

- |  |   |
|--|---|
| <input type="checkbox"/> Sheet Heading*                | <input type="checkbox"/> Property Lines*                                    |
| <input type="checkbox"/> Title Block*                  | <input type="checkbox"/> Parcel Boundaries*                                 |
| <input type="checkbox"/> Station Limits                | <input type="checkbox"/> Alignment Data*                                    |
| <input type="checkbox"/> Centerline Stationing*        | <input type="checkbox"/> R/W Curve Data                                     |
| <input type="checkbox"/> Match Lines*                  | <input type="checkbox"/> Line Distances and Bearings                        |
| <input type="checkbox"/> Revision Block*               | <input type="checkbox"/> Existing and Proposed Right-of-Way*                |
| <input type="checkbox"/> Connecting Roadways*          | <input type="checkbox"/> Monument Legend*                                   |
| <input type="checkbox"/> Waterways and Railroads*      | <input type="checkbox"/> Basis of Existing Centerline of R/W and R/W Width* |
| <input type="checkbox"/> Stations and Offsets*         | <input type="checkbox"/> Lead in Course (s)*                                |
| <input type="checkbox"/> Parcel Balloons*              | <input type="checkbox"/> Monument Legend*                                   |
| <input type="checkbox"/> Civil Boundaries & Monuments* |   |

**Railroad Plat and Plans**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Sheet Heading/Local Orientation* | <input type="checkbox"/> Highway Centerline*         | <input type="checkbox"/> Proposed Features*    |
| <input type="checkbox"/> Title Block*                     | <input type="checkbox"/> Relationship of Stationing* | <input type="checkbox"/> Owner Identification* |
| <input type="checkbox"/> R.R. Centerline Data*            | <input type="checkbox"/> Property Line Reference*    | <input type="checkbox"/> Intersection Data*    |
| <input type="checkbox"/> Other Track Data*                | <input type="checkbox"/> Call Points*                | <input type="checkbox"/> Special Details       |
| <input type="checkbox"/> Valuation Survey Stationing*     | <input type="checkbox"/> Construction Limits*        | <input type="checkbox"/> Valuation Reference*  |
| <input type="checkbox"/> Property Lines*                  |  |  |

**REQUIRED**

→ DENOTES ITEMS REQUIRED FOR PRELIMINARY R/W SUBMITTAL

Right-of-Way Plan Checklist

# GENERAL DESIGN REQUIREMENTS—CAPITAL IMPROVEMENT PROJECTS (CIP)

## Section 3 - Right-of-Way Plans, Legal Descriptions, and Survey Plats

- The City of Columbus seeks to avoid right-of-way acquisition whenever possible.
- Where right-of-way acquisition cannot be avoided, the Consultant shall prepare and provide the City with right-of-way plans, legal descriptions, and survey plats in accordance with Section 3
- Right-of-way plans must be prepared and submitted in a form consistent with City standards; coordinate with Division of Design and Construction Right-of-Way Coordinator to determine the type of proposed right-of-way plans and acquisitions (typically provided at the design kick-off meeting).

### *ODOT 3109 Optional Right of Way Plan Formats*

**ODOT currently recognizes three Optional Right of Way Plan Formats.**

1. One Sheet Right of Way Plan
2. Right of Way Data on Construction Plan Sheets
3. Right of Way Plat - Plat contains the standard right of way plan sheets using the Right of Way Topography Sheets and Right of Way Boundary Sheets

# GENERAL DESIGN REQUIREMENTS—CAPITAL IMPROVEMENT PROJECTS (CIP)

## Section 3 - Right-of-Way Plans, Legal Descriptions, and Survey Plats - Cont.

- 3.1 The Consultant shall be responsible for the preparation and submission of a right-of-way plan prepared in **conformance with the right-of-way plans section of the Ohio Department of Transportation (ODOT) Real Estate Policies and Procedures Manual, current edition.**
- 3.2 Right-of-way plans shall consist of the following sheets, unless otherwise authorized by the Division of Design and Construction Right-of-Way Coordinator:
  - Right-of-Way Title Sheet, signed, dated, and sealed by an Ohio Certified Land Surveyor.
  - Property Map Sheet(s)
  - Centerline Survey Plat Sheet(s)
  - Right-of-Way Summary Sheet(s)
  - **Right-of-Way Summary of Encroachments Sheet(s) - NEW**
  - Detailed Right-of-Way Plan Sheet(s)
  - ODOT's reference R/W Plan Manual (3108.5)
  - Right-of-Way Topography Sheet(s) (3108.6)
  - Right-of-Way Boundary Sheet(s) (3108.7)
  - Railroad Plat Sheet(s) (3108.8)

# GENERAL DESIGN REQUIREMENTS—CAPITAL IMPROVEMENT PROJECTS (CIP)

## Section 3 - Right-of-Way Plans, Legal Descriptions, and Survey Plats - Cont.

- 3.3 Existing rights-of-way and proposed right-of-way acquisition limits shall be shown and labeled consistently throughout the plan on all project plan and profile sheets, cross sections, details, etc. (e.g. Ex. R/W and easements, Prop. R/W, T, S, etc.) with all plan submissions. All proposed construction limits shall fall within the boundaries formed by these features.
- 3.6 Right-of-way encroachments determined to exist within the project limits shall be clearly identified and delineated as to their location, character and form, and disposition, upon the project's detailed right-of-way plan sheets and right-of-way summary. The City will send letters to the affected Property Owners notifying them to remove all encroachments prior to the start of construction.



# GENERAL DESIGN REQUIREMENTS—CAPITAL IMPROVEMENT PROJECTS (CIP)

## Section 9 - Submittal Requirements

- 9.6 R/W Plan Preliminary Submittal (as approved by DPM)
  - 9.6.1 3 Half Size sets
  - 9.6.2 CD with PDF File of plans
  
- 9.7 R/W Plan Final Submittal
  - 9.7.1 1 Full Size set
  - 9.7.2 5 Half Size sets
  - 9.7.3 CD with PDF File of plans, PDF of each easement, Microsoft Word file of each easement
  - 9.7.4 Pre-approved legal description for WD(s) (as required)

# GENERAL DESIGN REQUIREMENTS—CAPITAL IMPROVEMENT PROJECTS (CIP)

## Section 9 - Submittal Requirements – Cont.

9.12 Disposition of Comments Consultant shall dispose the proposed solution to all plan reviewer comments. This disposition can occur directly on the plan sheets (in a different color than the plan reviewer comments) or by letter. Plans shall not be resubmitted until ALL plan review comments have been addressed.

9.13 All plans submittals must be accompanied by back-check prints and disposition of comments prior to starting any subsequent review. Failure to produce these prints will delay the review process, and the Consultant will be expected to make up any lost time in the schedule.

# **BACK CHECKING PLANS IS REQUIRED**

## **Per DPS-CIP-Checklist**

### **Plan & Profile**

**#8** All boundary lines shall be shown and labeled including property lines, centerline monuments, existing and proposed right-of-way (R/W), easements (temporary & permanent), construction limits and governmental jurisdictional boundaries. Property Owner, address and Parcel ID shall be labeled on each parcel.

**If Right-of-Way plans are part of the Scope of Services to be provided by the Consultant, verify that lines and labels are consistent between Plan & Profile sheets and Right-of-Way plan sheets. All encroachments, along with their disposition, are to be specifically identified and shown on the Plan & Profile.**

### **ODOT R/W PLAN MANUAL 3105.4 Encroachments**

**Encroachments consist of those objects which are located within public right of way and are NOT permitted to be there. All encroachments shall be shown and described on both the construction and right of way plans.**

These objects may consist of, but are not limited to, permanent structures, portable structures, porches, awnings, ground mounted signs, signs that overhang from a structure, portable signs, parking spaces, vehicles, equipment, fence, post, landscaping, sprinkler heads, etc. **Identifying these objects is dependent entirely on the accurate location of highway rights of way.** Identify these objects as early as possible in the project development process. Refer to the **Real Estate Policies and Procedures Manual, Section 5312**, for additional information regarding encroachments.

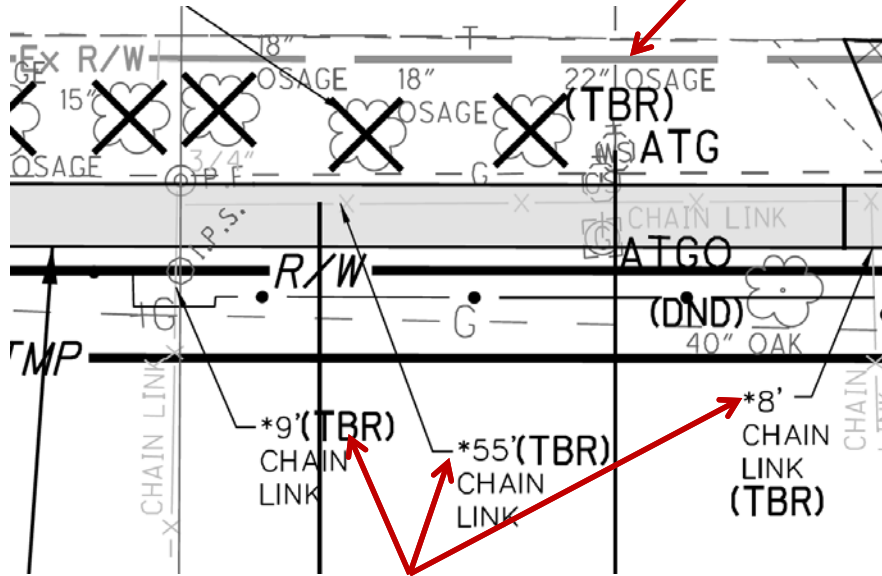
## ODOT R/W PLAN MANUAL 3105.5

### Utilities above and below Ground

As outlined in O.R.C. 153.64, the **Real Estate Policies and Procedures Manual, Section 8200 and the Survey Manual, Section 405**, all utilities above and below ground must be located accurately including individual poles and towers, pedestals, regulator stations, transformer stations, service lines, etc. **All recorded utility easements shall be shown on the plans as well as all associated recording data.**

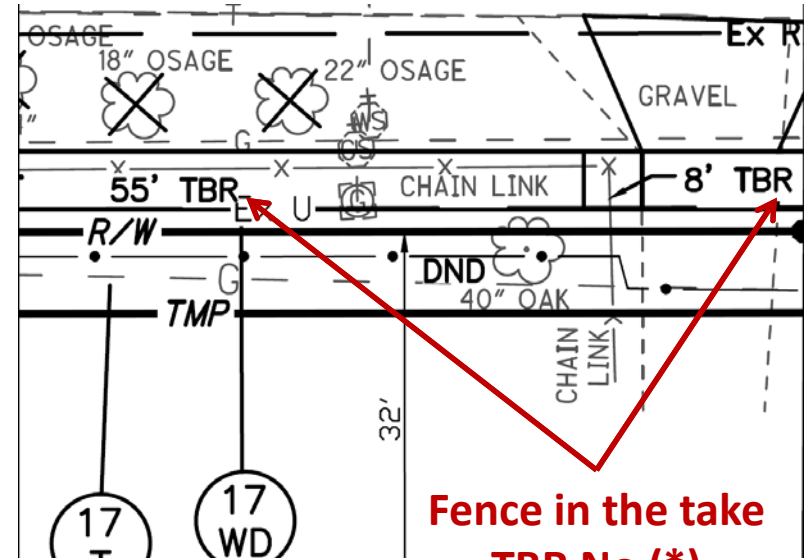
## Plan & Profile

Ex. R/W



Fence is labeled TBR & identified (\*) as an encroachment outside Ex. R/W

## R/W Topo Sheet



Fence in the take TBR No (\*)

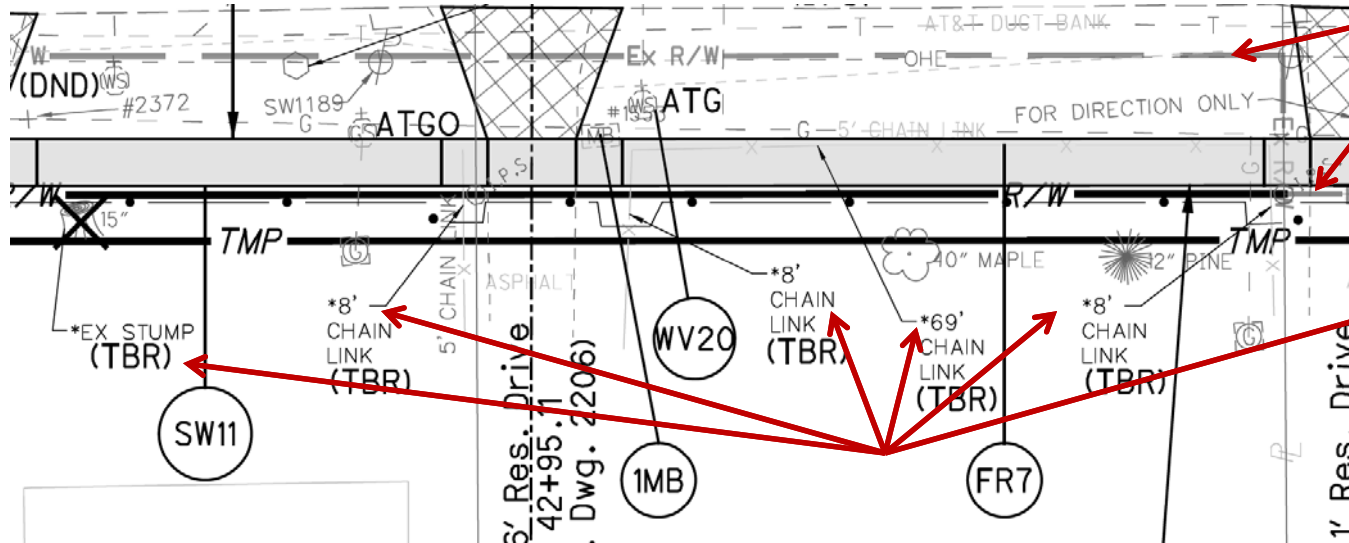
## R/W Summary Sheet

Fence TBR & is shown to be purchased

PARCEL NO.	OWNER	SHEET NO.	OWNER'S RECORD	AUDITOR'S PARCEL	RECORD AREA	TOTAL P.R.O.	GROSS TAKE	P.R.O. IN TAKE	NET TAKE	STRUC-TURE	NET RESIDUE		TYPE FUND	REMARKS
											LEFT	RIGHT		
17-WD	ALFRED S. WAIBEL AND MARJORIE R. WAIBEL	13-16	IN 200402100029656 (SVS) DB 1858, PG 500	010-115889	0.655	0.025	0.053	0.025	0.028			0.602	LOCAL	+3 TREES, 63 FEET OF FENCE
17-T		13-16					0.012	0.000	0.012					TO COMPLETE GRADING



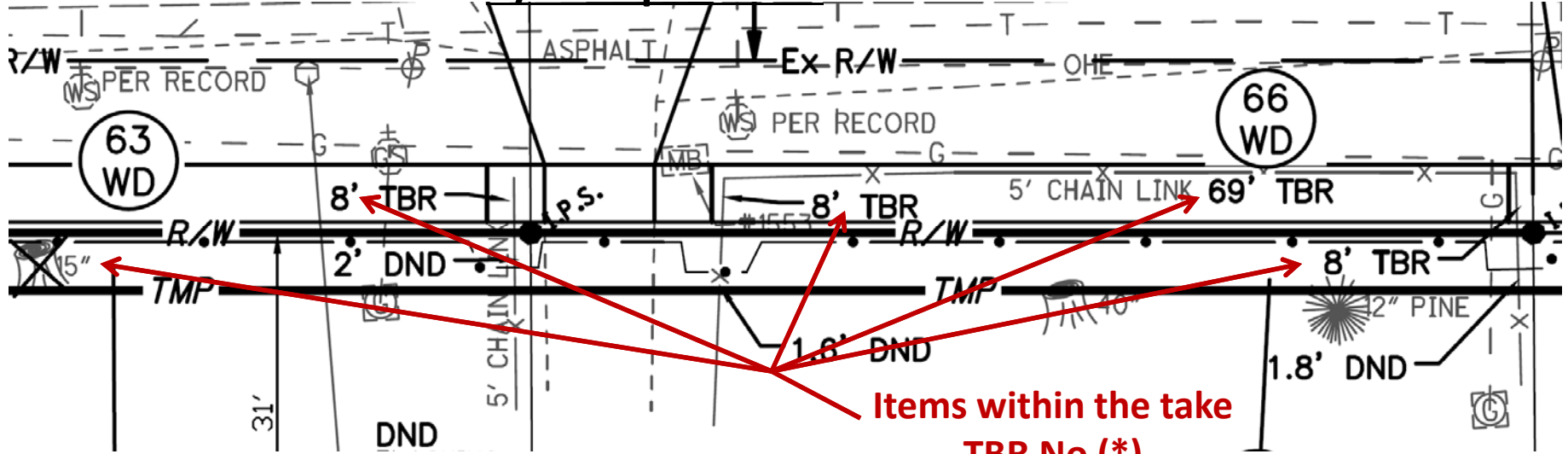
# Plan & Profile



Ex. R/W

Items are labeled TBR & identified (\*) as an encroachment outside Ex. R/W

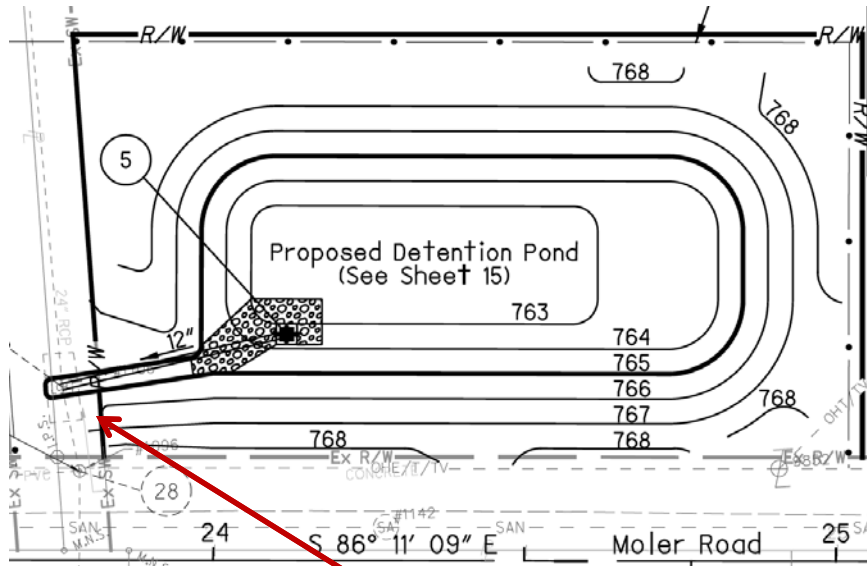
# R/W Topo Sheet



Items within the take TBR No (\*)

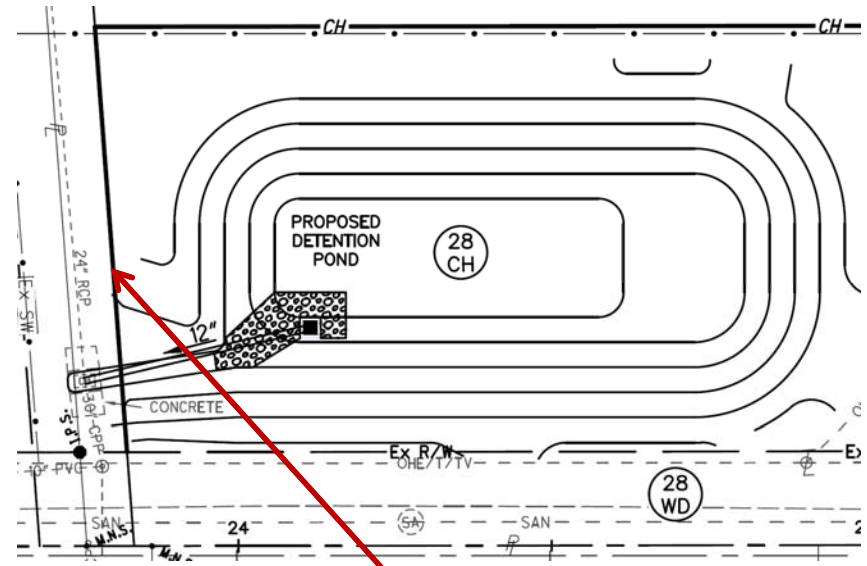
# Right of Way

## Plan & Profile



**Proposed R/W Take**

## R/W Topo Sheet



**Proposed Channel Easement**

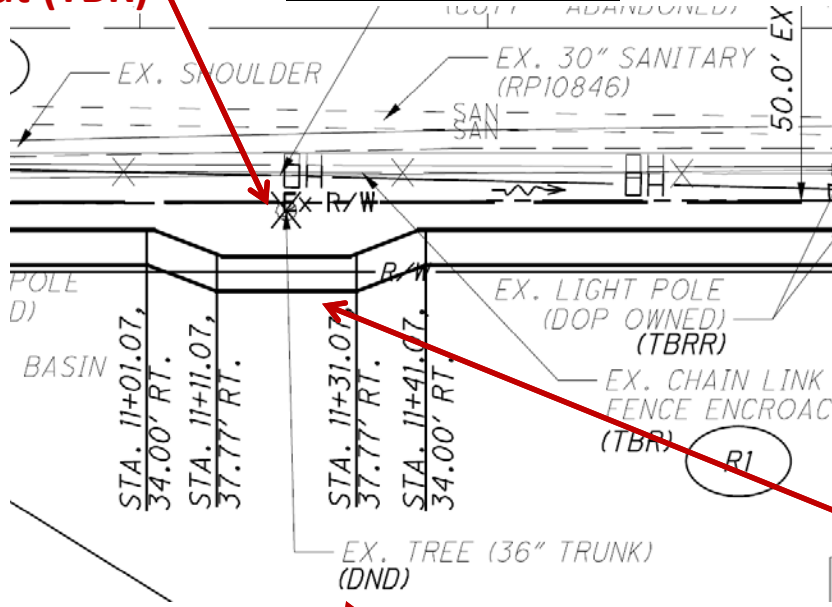
## R/W Summary Sheet

**Proposed Channel Easement**

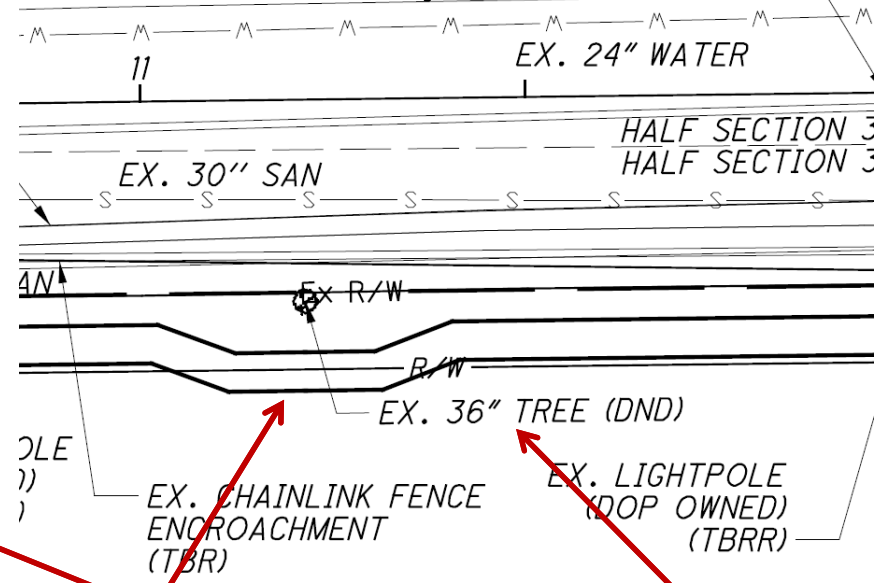
28-WD	ALLEGHENY WEST CONFERENCE CORPORATION OF SEVENTH-DAY ADVENTISTS, AN OHIO NON- PROFIT CORPORATION	15-18	IN 199912160308462	010-089890	3.386	0.051	0.051	0.051	0.000	3.335			
28-CH		15-18					0.194	0.000	0.199				

**X out (TBR)**

### Plan & Profile



### R/W Topo Sheet



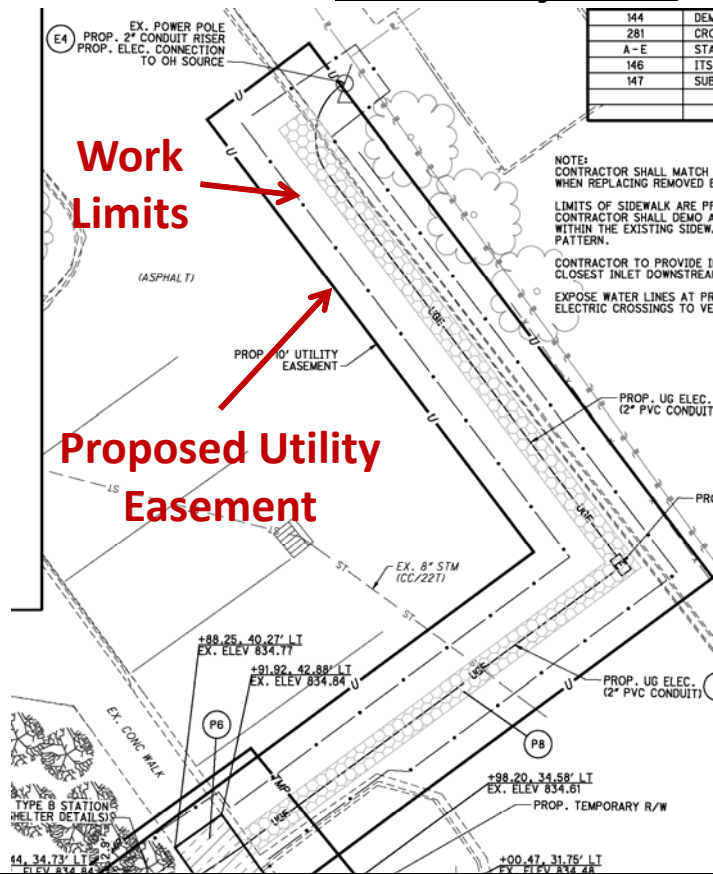
**Labeled do not disturbed**

**Proposed sidewalk outside Proposed R/W In both plan sheets**

**Labeled do not disturbed**

# Roadway Plan

# R/W Topo Sheet

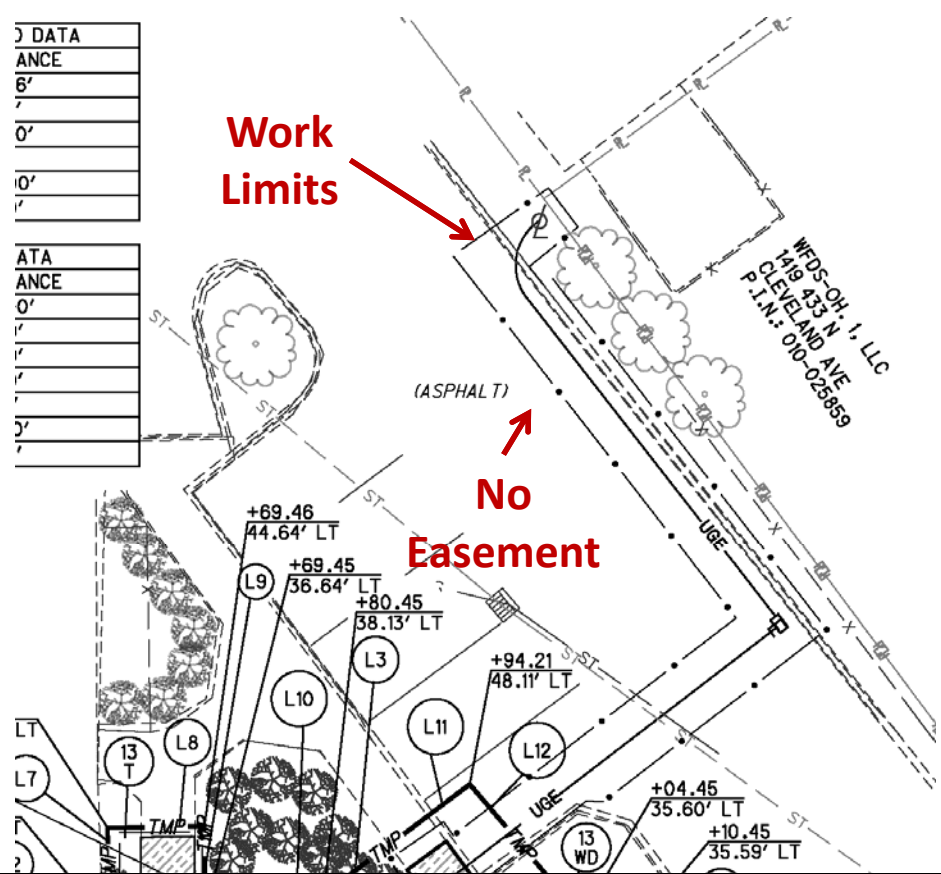


DATA
ANCE
6'
0'
10'
1'
0'
2'

ATA
ANCE
0'
1'
1'
0'
2'

**Work Limits** (indicated by red arrow)

**No Easement** (indicated by red arrow)



PARCEL NO.	OWNER	OWNER'S RECORD INSTRUMENT NO.	AUDITOR'S PARCEL	RECORD AREA	TOTAL P.R.O.	GROSS TAKE	P.R.O. IN TAKE	NET TAKE	STRUC-TURE	NET RESIDUE LEFT	NET RESIDUE RIGHT	TYPE FUND	REMARKS	AS ACQUIRED INSTRUMENT NO.
13-WD	COLUMBUS METROPOLITAN HOUSING AUTHORITY	IN: 200910290156538	010-012487	0.352	0.000	0.006	0.000	0.006	NO	0.346		--	--	--
13-T	COLUMBUS METROPOLITAN HOUSING AUTHORITY	IN: 200910290156538	010-012487	0.352	0.000	0.006	0.000	0.006	NO			--	TEMP. FOR GRADING TAKE 1 TREE	--
13-U														

**No Utility Easement Shown on Parcel 13** (indicated by red arrow)

# R/W Summary Sheet



## Street View



**Ex. Propane Tank**

**Ortho imagery**

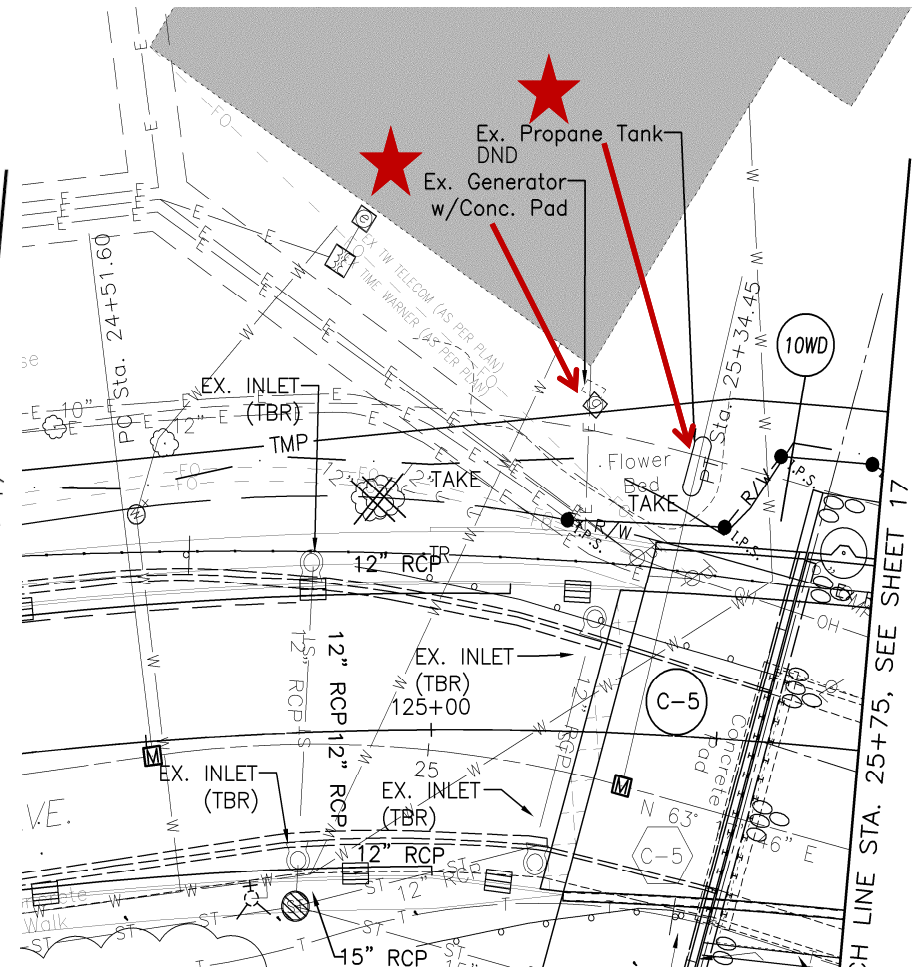
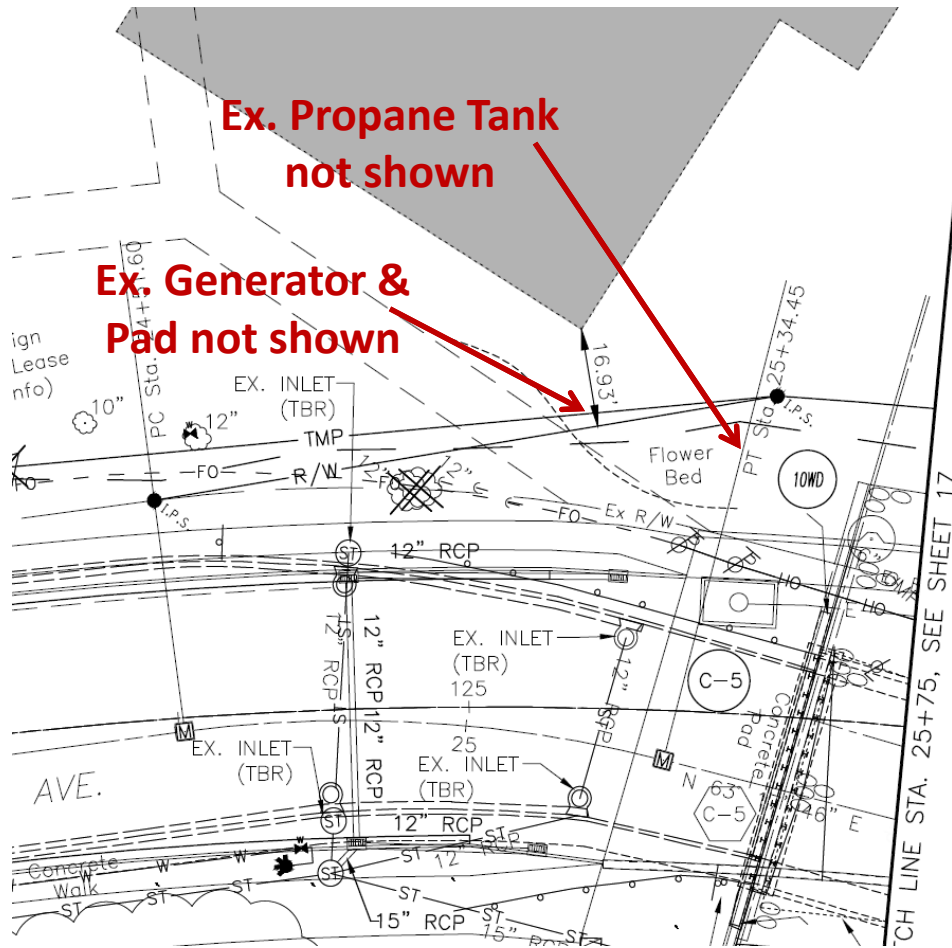


**Ex. Generator & Pad**



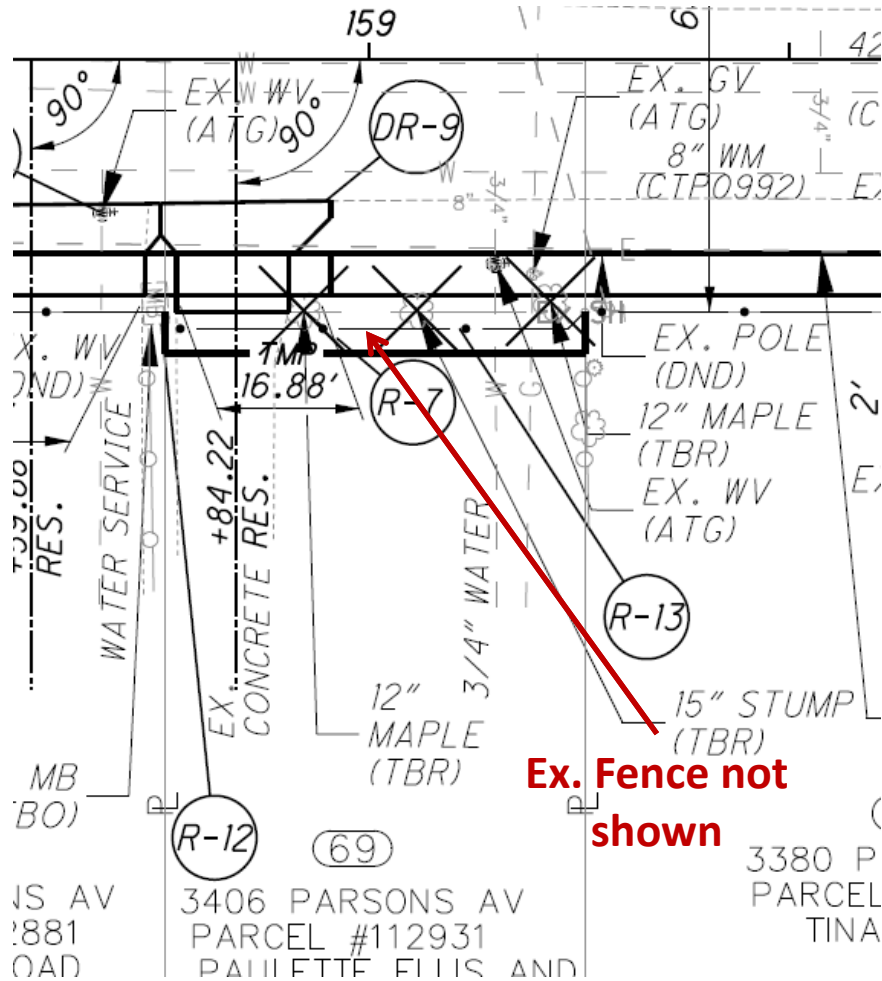
## R/W Topo Sheet

## Revised R/W Topo Sheet

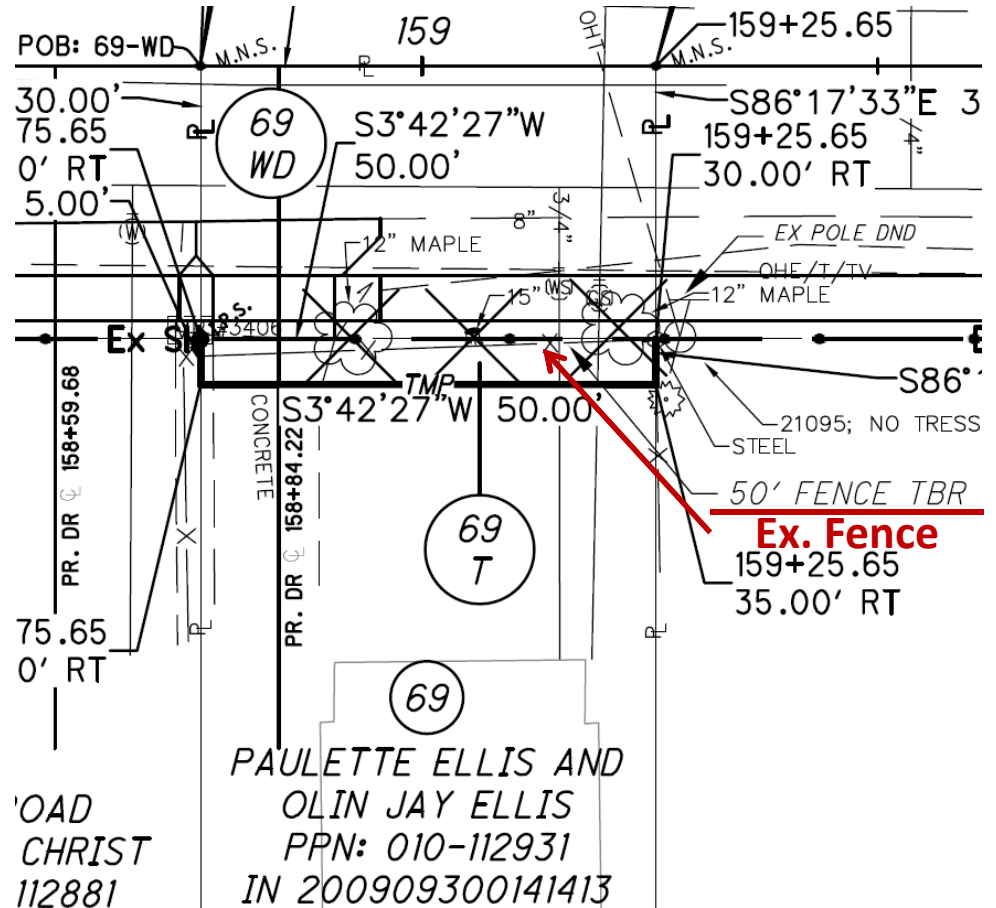


**R/W Review Checklist requires Existing Topographic Features to be shown with Preliminary R/W submittal**

# Plan & Profile



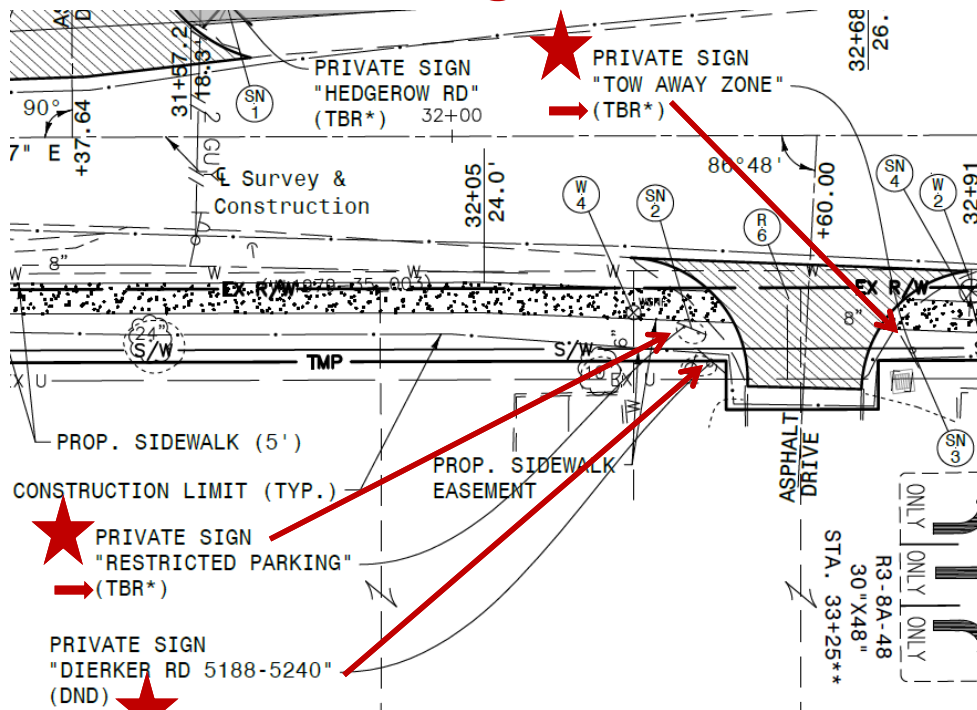
# R/W Topo Sheet



**Ex. Fence not shown**

**Ex. Fence**  
159+25.65  
35.00' RT

## Plan & Profile-3 signs shown TBR



→ Identified (\*) as an encroachment outside Ex. R/W

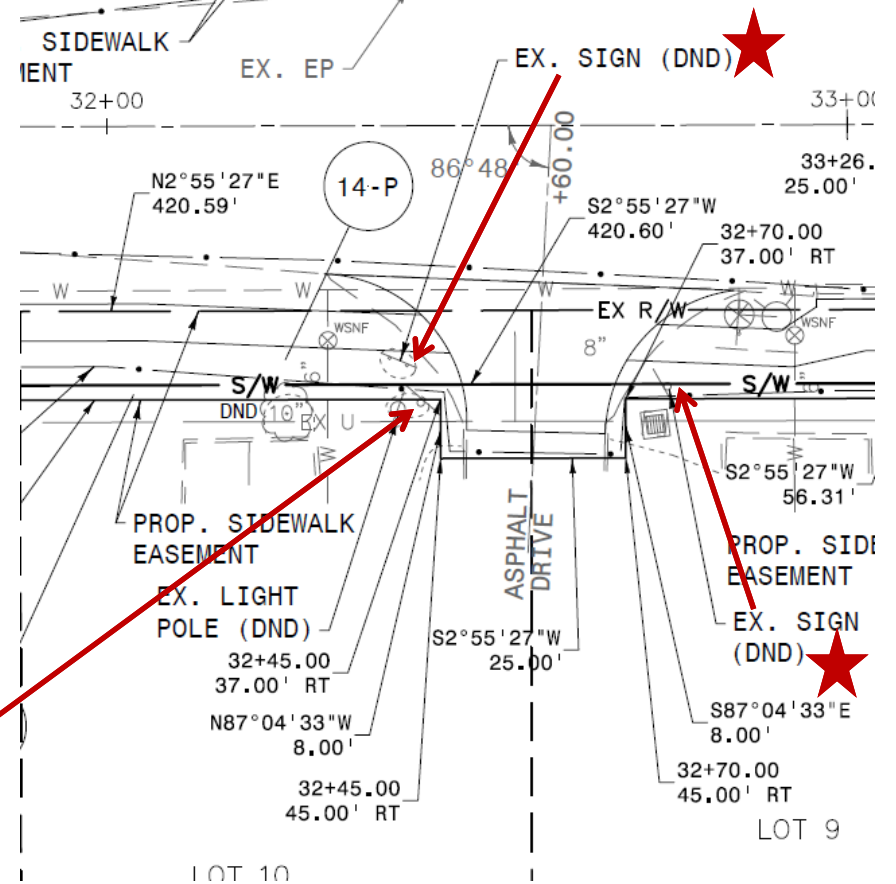
## R/W Summary Sheet

14-P	THE CUNARD VILLAGE CONDOMINIUM	9, 10	OR 53 F01	010-185543	6.069*	0.097	0.097	LOCAL-100%	0.097 AC OVERLAP W/ STORM EASE TO CONSTRUCT SIDEWALK
14-T		9, 10				0.024	0.024	***	0.021 AC OVERLAP W/ STORM EASE TO COMPLETE GRADING (CPB 7 PG 77)

No disposition labeled

No signs are shown to be purchased

## R/W Topo Sheet -2 signs labeled DND



## SUMMARY AND CONCLUSION

### R/W PLAN FORMAT

- Use sample sheets for examples: Title Blocks, Line-Types, Symbols, Abbreviations, Key, Etc.
- Information is available online.

### RESEARCH & INVESTIGATE

- Existing R/W, Property Records, **Existing utility easements shall be shown and labeled.** Etc..

### ENCROACHMENTS

- Identify  Label  Track on the Summary of R/W Encroachments

### CONSISTENCY BETWEEN CONSTRUCTION & R/W PLANS

- Taking the time to back check plans before submitting

### DISPOSITION OF COMMENTS

- Dispose/address the proposed solution to all plan review comments.

### SUBMITTAL LABELING

- Date and indicate plan type submission on all R/W submittals

### COMMUNICATION

- Avoid R/W Takes
- Ask Questions
- Pre-development meeting is available

**PRESENTATION**  
**WILL BE**  
**AVAILABLE**  
**ONLINE**



# City of Columbus Real-Estate Training



THE CITY OF  
**COLUMBUS**  
MICHAEL B. COLEMAN, MAYOR

DEPARTMENT OF  
PUBLIC SERVICE

**Presented by David E. Peterson,  
Chief Real Estate Attorney**



**PHOTOGRAPHS OF SUBJECT PROPERTY**

View of subject property looking southwest from Joyce Ave.



View of Parcel 110A-WD & Parcel 110A-T looking south along Joyce Ave.



View of Parcel 110A-WD & Parcel 110A-T looking south along Joyce Ave.



909.02 - Passage of resolution of intent.

Whenever it is deemed necessary by the city council to appropriate private property for a public purpose, the city council shall pass a resolution declaring the intention of appropriating the property for a public purpose, defining the purpose of the appropriation, and setting forth a pertinent description of the land and the estate or interest therein desired to be appropriated.

(Ord. 599-63.)

909.03 - Service of resolution of intent.

Upon the passage of a resolution under Section 909.02, Columbus City Codes, declaring an intent to appropriate property, the city attorney shall cause written notice to be given to the owner of, person in possession of, or person having an interest of record in every piece of property sought to be appropriated, or to his authorized agent. Such notice shall be served by Certified Mail, or by personal service by a person designated by the city attorney, or by residence service by a person designated by the city attorney. Said person shall certify return of or failure of service to the city attorney. If such owner or agent cannot be found, notice shall be given by publication once a week for three (3) consecutive weeks in a newspaper of general circulation in the city.

(Ord. 438-78.)

909.04 - Ordinance to appropriate—Determination of value.

After service of notice of the resolution of intent to appropriate, the city council may pass an ordinance directing the appropriation to proceed. Except in appropriation actions for the purpose of making or repairing roads, or other public exigencies under Section 19, Article I, Ohio Constitution, which shall be governed by Chapter 163, Revised Code, if possession of the property is necessary prior to the assessment of compensation by a jury, city council shall in such ordinance declare the city's intention and necessity to obtain immediate possession of the property appropriated and shall secure the payment of the compensation that might be assessed by a jury by causing the deposit with the Court of Common Pleas of Franklin County, as security, of a sum of money not less than the appraised value of the property, as determined by an independent, qualified appraiser retained by the city, plus sixty (60) percent of such appraised value. That portion of the security deposit designated as the appraised value may be withdrawn by the owner prior to the final verdict. Upon the deposit of such security with said court the city may take possession of and enter upon said property, including the buildings and structures, thereon, for the purposes for which the property was appropriated, and, if buildings or structures are located partly upon the land appropriated and partly upon the adjoining land, so that such buildings or structures cannot be divided upon the line between such lands without manifest injury thereto, the city may enter upon such adjoining land upon which any part of the buildings or structures are located for the purpose of removing said buildings or structures.

(Ord. 986-72.)

## 163.04 Notice of intent to acquire - purchase offer - inability to agree.

(A) At least thirty days before filing a petition pursuant to section 163.05 of the Revised Code, an agency shall provide notice to the owner of the agency's intent to acquire the property. The notice shall be substantially in the form set forth in section 163.041 of the Revised Code. The notice shall be delivered personally on, or by certified mail to, the owner of the property or the owner's designated representative.

(B) Together with the notice that division (A) of this section requires, or after providing that notice but not less than thirty days before filing a petition pursuant to section 163.05 of the Revised Code, an agency shall provide an owner with a written good faith offer to purchase the property. The agency may revise that offer if before commencing an appropriation proceeding the agency becomes aware of conditions indigenous to the property that could not reasonably have been discovered at the time of the initial good faith offer or if the agency and the owner exchange appraisals prior to the filing of the petition.

(C) An agency may appropriate real property only after the agency obtains an appraisal of the property and provides a copy of the appraisal to the owner or, if more than one, each owner or to the guardian or trustee of each owner. The agency need not provide an owner with a copy of the appraisal when that owner is incapable of contracting in person or by agent to convey the property and has no guardian or trustee or is unknown, or the residence of the owner cannot with reasonable diligence be ascertained. When the appraisal indicates that the property is worth less than ten thousand dollars, the agency need only provide an owner, guardian, or trustee with a summary of the appraisal. The agency shall provide the copy or summary of the appraisal to an owner, guardian, or trustee at or before the time the agency makes its first offer to purchase the property. A public utility or the head of a public agency may prescribe a procedure to waive the appraisal in cases involving the acquisition by sale or donation of property with a fair market value of ten thousand dollars or less.

(D) An agency may appropriate real property only after the agency is unable to agree on a conveyance or the terms of a conveyance, for any reason, with any owner or the guardian or trustee of any owner unless each owner is incapable of contracting in person or by agent to convey the property and has no guardian or trustee, each owner is unknown, or the residence of each owner is unknown to the agency and the residence of no owner can with reasonable diligence be ascertained.

(E) An agency may appropriate real property for projects that will disrupt the flow of traffic or impede access to property only after the agency makes reasonable efforts to plan the project in a way that will limit those effects. This division does not apply to an agency if it initiated the project for which it appropriates the property under Title LV of the Revised Code.

Effective Date: 01-01-1966; 2007 SB7 10-10-2007

### 163.05 Petition for appropriation.

An agency that has met the requirements of sections 163.04 and 163.041 of the Revised Code, may commence proceedings in a proper court by filing a petition for appropriation of each parcel or contiguous parcels in a single common ownership, or interest or right therein. The petition of a private agency shall be verified as in a civil action. All petitions shall contain:

- (A) A description of each parcel of land or interest or right therein sought to be appropriated, such as will permit ready identification of the land involved;
- (B)
  - (1) A statement that the appropriation is necessary, for a public use, and, in the case of a public agency, a copy of the resolution of the public agency to appropriate;
  - (2) If the property being appropriated is a blighted parcel that is being appropriated pursuant to a redevelopment plan, a statement that shows the basis for the finding of blight and that supports that the parcel is part of a blighted area pursuant to the definition in section 1.08 of the Revised Code.
- (C) A statement of the purpose of the appropriation;
- (D) A statement of the estate or interest sought to be appropriated;
- (E) The names and addresses of the owners, so far as they can be ascertained;
- (F) A statement showing requirements of section 163.04 of the Revised Code have been met;
- (G) A prayer for the appropriation.

In the event of an appropriation where the agency would require less than the whole of any parcel containing a residence structure and the required portion would remove a garage and sufficient land that a replacement garage could not be lawfully or practically attached, the appropriation shall be for the whole parcel and all structures unless, at the discretion of the owner, the owner waives this requirement, in which case the agency shall appropriate only the portion that the agency requires as well as the entirety of any structure that is in whole or in part on the required portion.



In the event of the appropriation of less than the fee of any parcel or of a fee in less than the whole of any parcel of property, the agency shall either make available to the owner or shall file in the office of the county engineer, a description of the nature of the improvement or use which requires the appropriation, including any specifications, elevations, and grade changes already determined at the time of the filing of the petition, in sufficient detail to permit a determination of the nature, extent, and effect of the taking and improvement. A set of highway construction plans shall be acceptable in providing such description for the purposes of the preceding sentence in the appropriation of land for highway purposes.

Effective Date: 09-12-1994; 2007 SB7 10-10-2007





**David E. Peterson**

Chief Real Estate Attorney

Richard C. Pfeiffer, Jr.

Columbus City Attorney

77 N. Front St. 4th Flr.

Columbus, Ohio 43215

direct 614-645-7913

fax 614-645-3913

[depeterson@columbus.gov](mailto:depeterson@columbus.gov)

**Tim Sturm**

Right of Way Coordinator

City of Columbus

Department of Public Service

Division of Design & Construction

50 W Gay Street

Columbus, Ohio 43215

Work: (614) 645-5471

Email: [tcsturm@Columbus.gov](mailto:tcsturm@Columbus.gov)



# City of Columbus Utility Manual Presentation



THE CITY OF  
**COLUMBUS**  
MICHAEL B. COLEMAN, MAYOR

DEPARTMENT OF  
PUBLIC SERVICE

Presented by Eric Petee & Cristina Parady

# Purpose

- Establish expectations for Design and Construction Capital Improvement Projects
- Outline procedure for utility relocations and reimbursement
- Ensure Uniform standards are met for project related utility coordination and relocations

# Benefits of Utility Coordination

- Fosters an open exchange of information
- Promotes cooperation in plan development
- Aids in resolving or avoiding conflicts
- Prevents damage to underground utilities
- Fosters safe working conditions
- Keeps projects on schedule and budget

# General Responsibilities

- Utility Coordinators
  - Maintain relationship with Utility Industry
  - Analyze Information
  - Support on Capital Improvement Projects
  - Insure Utility Manual is followed
  - Review Plans for utility conflicts

# General Responsibilities

- Department Design Project Manager
  - Give consideration to the utility
  - Insure consultant minimizes or avoids utility conflict Support on Capital Improvement Projects
  - Insure Utility Manual is followed



# General Responsibilities

- City's Engineering Consultant
- **Do Detailed Utility Search**
  - *Obtain all system maps from utilities with project limits (One-call 811)*
  - *Obtain all infrastructure data from City*
  - [DPU GIS MAPPING@columbus.gov](mailto:DPU_GIS_MAPPING@columbus.gov)

# General Responsibilities

- City's Engineering Consultant
- **Do Detailed Utility Search**
  - *Obtain all D Plans and E Plans from City*
  - [DPSPlanRequests@columbus.gov](mailto:DPSPlanRequests@columbus.gov)
  - Any special features – special permits?

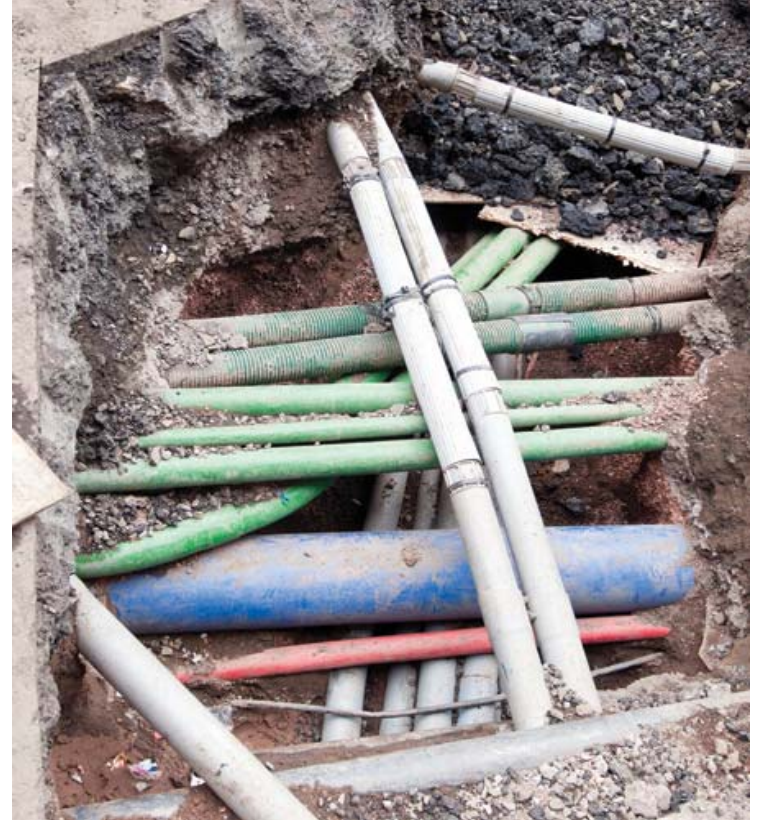
## General Responsibilities

- Construction Project Manager
- **Facilitate communication between contractor and the private utility**
  - *Use 24-hr response numbers or solution center numbers*
  - *Obtain assistance from UC for additional resolution of all delays, claims & disputes*

# Chapter One – Coordination of Department of Public service Capital Improvement Projects (CIP) with private (“Non-Municipal”) and Public Utilities

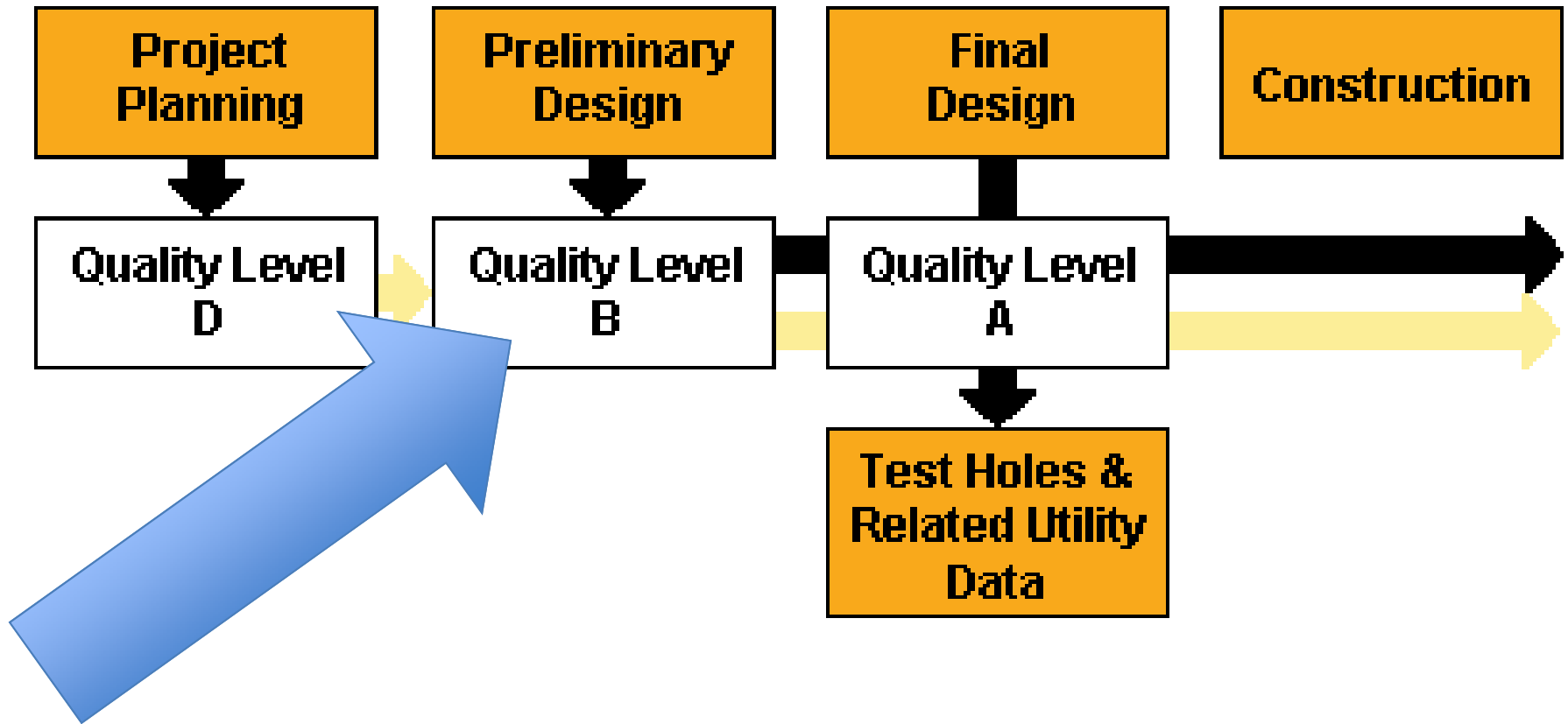
- Project Planning & Design
  - Early Involvement
  - Project Notice
    - Assist the utilities in coordination of their construction, budget and relocation

# Utility Coordination – (SUE?)





# Subsurface Utility Engineer - SUE



# Project Planning & Design

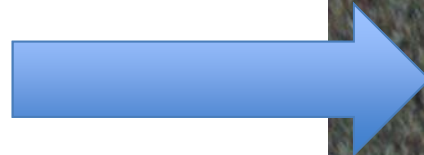
- **Underground Utility Identification Requirements**
  - Identify Owner and location
  - Information provided by utility owner and or located in field through subsurface utility engineering and standard surveying

# Project Planning & Design

- **Overhead Utility Identification Requirements**
  - Poles impact R/W
  - Identify ownership of poles
  - Identify joint users
  - Names and phone number included in general notes on construction plan

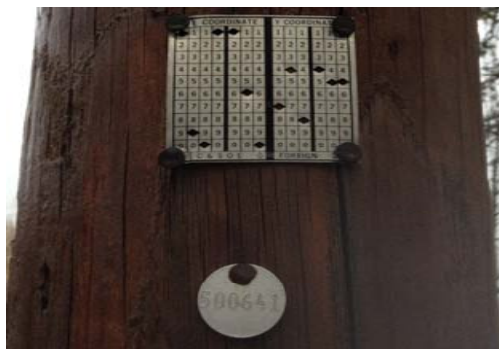
# Project Planning & Design

- Various Types of Overhead Wire locators



# Project Planning & Design

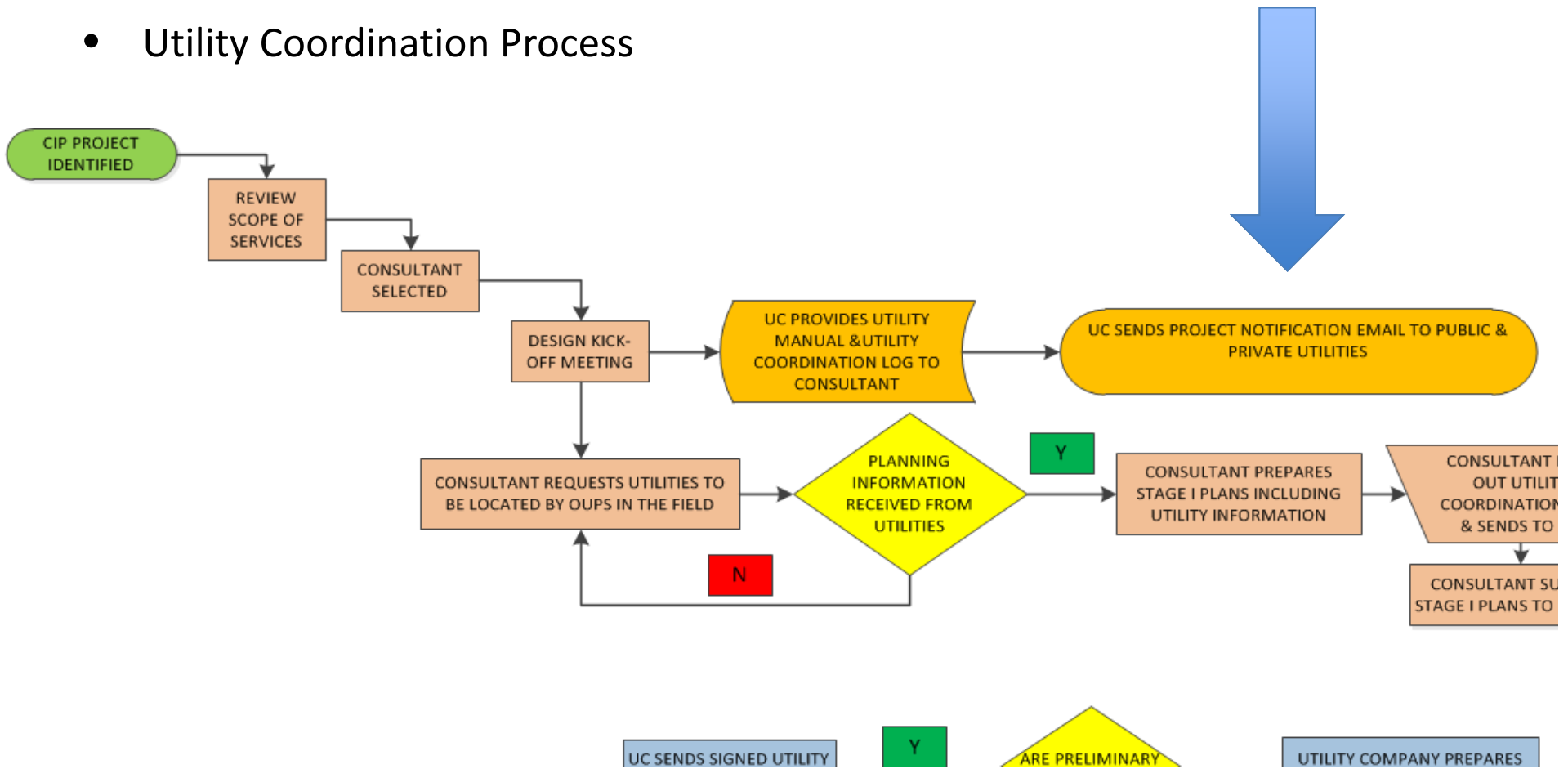
- Various Types of Pole Tags
  - DOP
  - AT&T
  - AEP





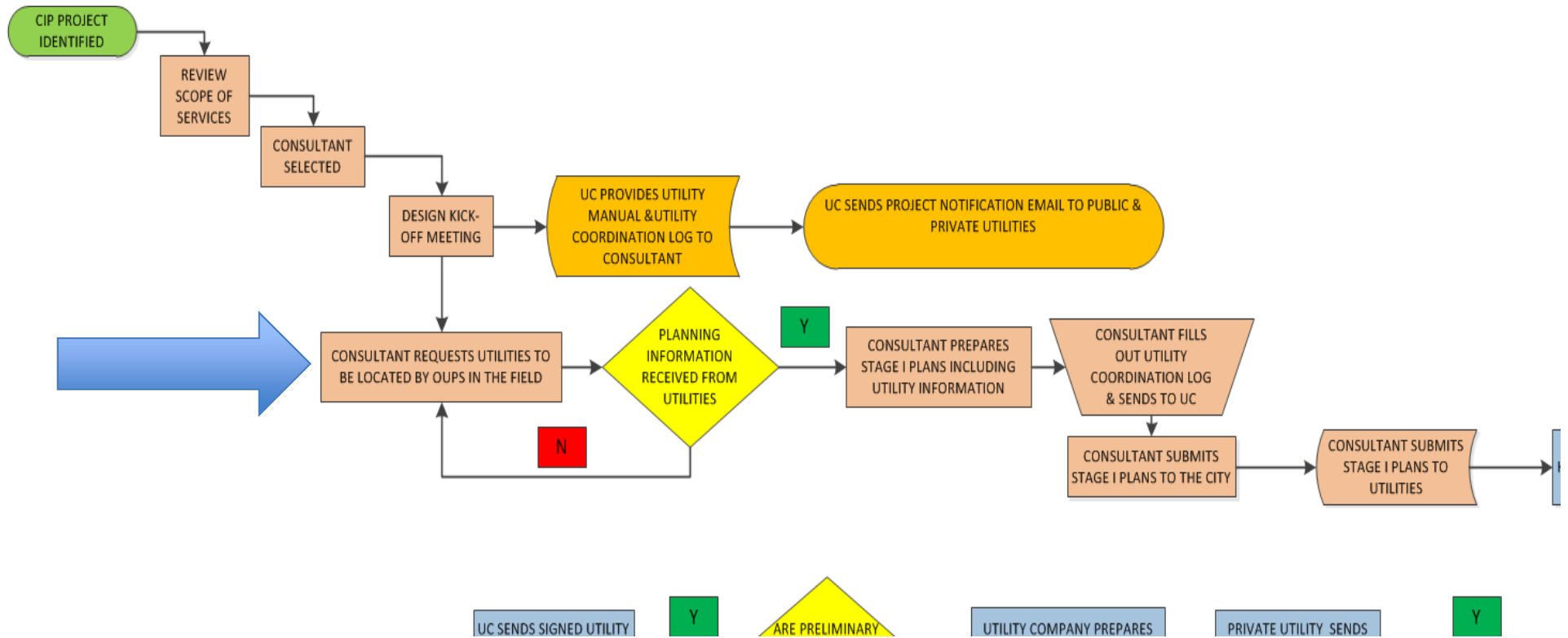
# Project Planning & Design

- Utility Coordination Process



# Project Planning & Design

- Utility Coordination Process



# Design Locations and Design Locations Requesting Markings

- “A design ticket is a request for the member companies to supply plans, telephone response or physical markings within ten (10) days from the time of call.”
- “hazardous liquid pipeline or an interstate gas pipeline, additional special notification requirements are sent.”

# Design Locations and Design Locations Requesting Markings – ORC 3781.27

- “If any type of excavation is being done at the time of the design ticket request, such as placing pins, the caller must also request an additional routine ticket, requesting markings for the 48 hours required by law.

More Information see: <http://www.oups.org/>

# Chapter One

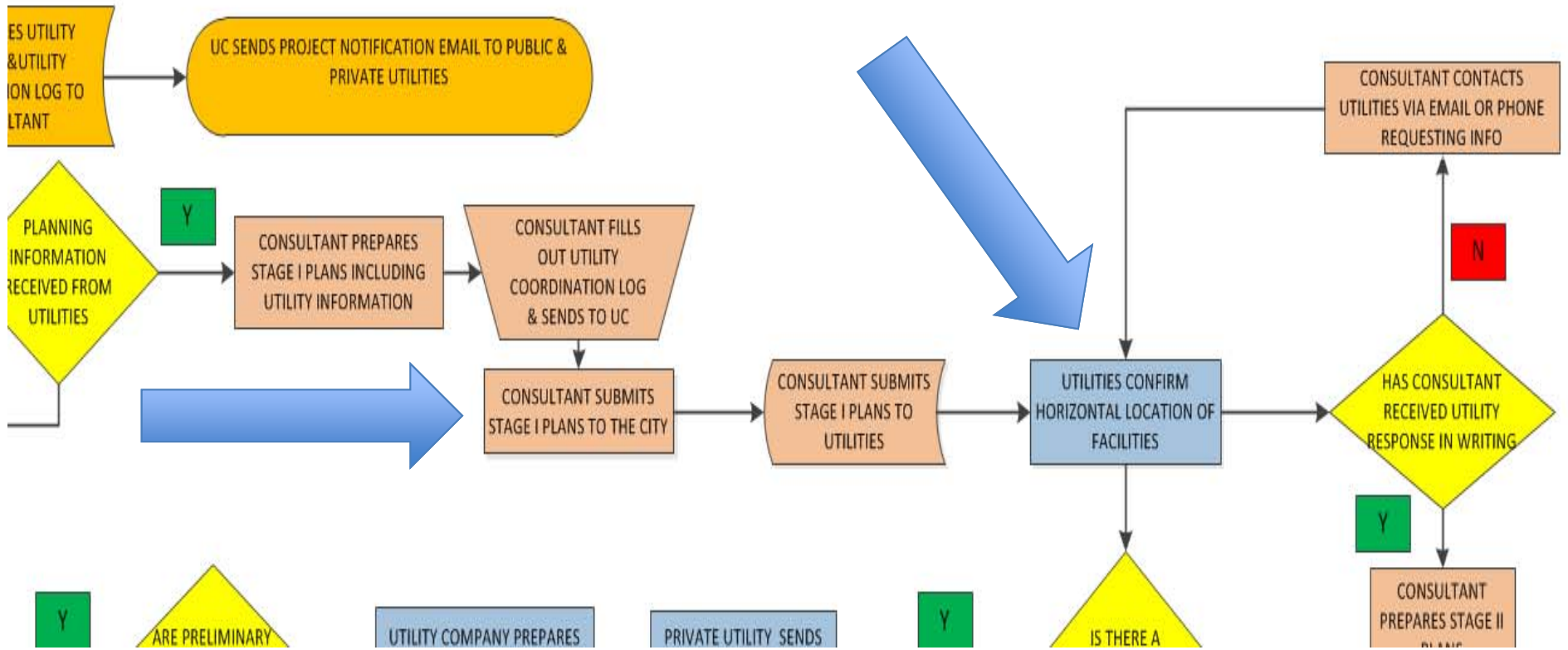
- Stage I Plans
  - Consultant shows utilities based on mapping or field locates
  - Identifies Pole ownership –Status?
  - Identify Joint Users



# Chapter One

- (Stage I Plans Continued)
  - Survey of Overhead Wires
  - Fill out Utility Coordination Log
  - Stage I plans submitted to City

# • STAGE I Plans (Continued)



# Utility Relocation Log

- Watch How to Fill Out the Relocation Log!



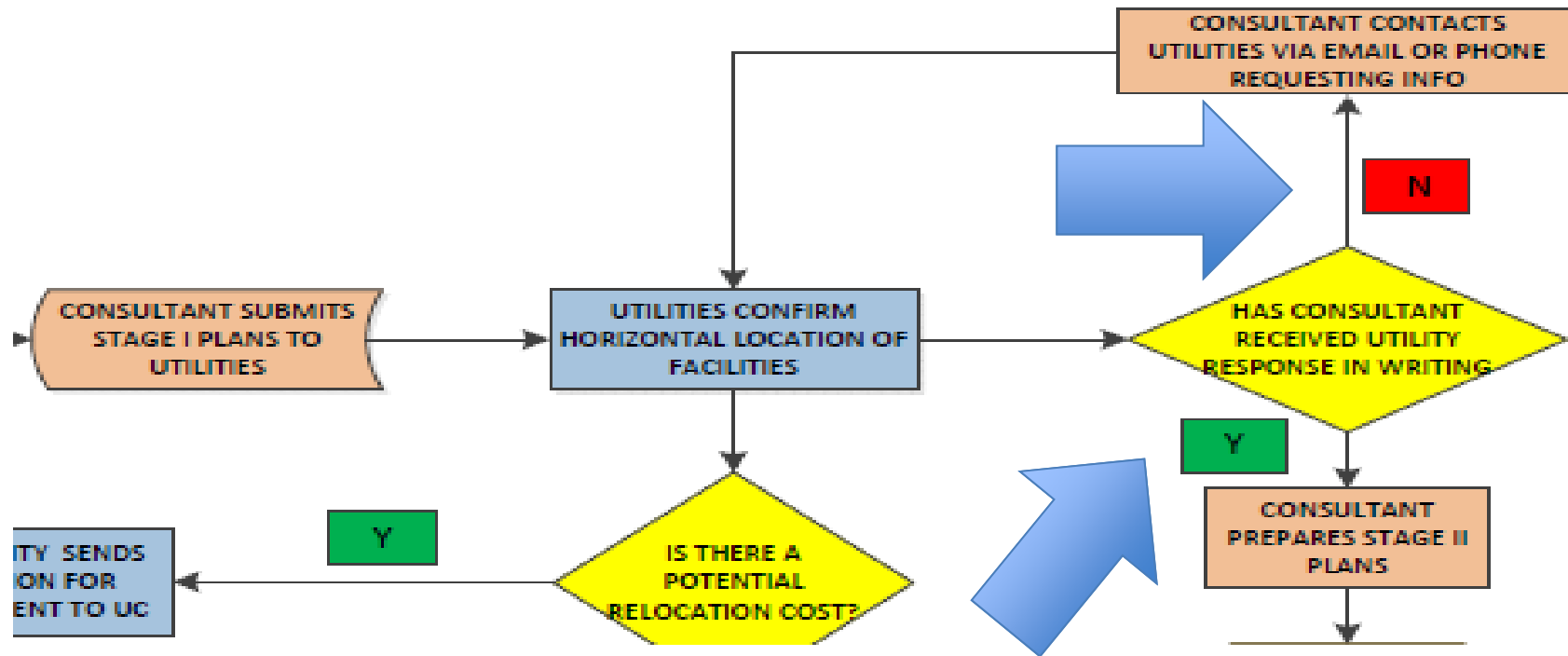
IMG\_4301.MOV

# Chapter One

- Stage I Plans Continued
  - The consultant sends plans to the single point contact of each private utility. (Email preferred)

# Response From the Utilities

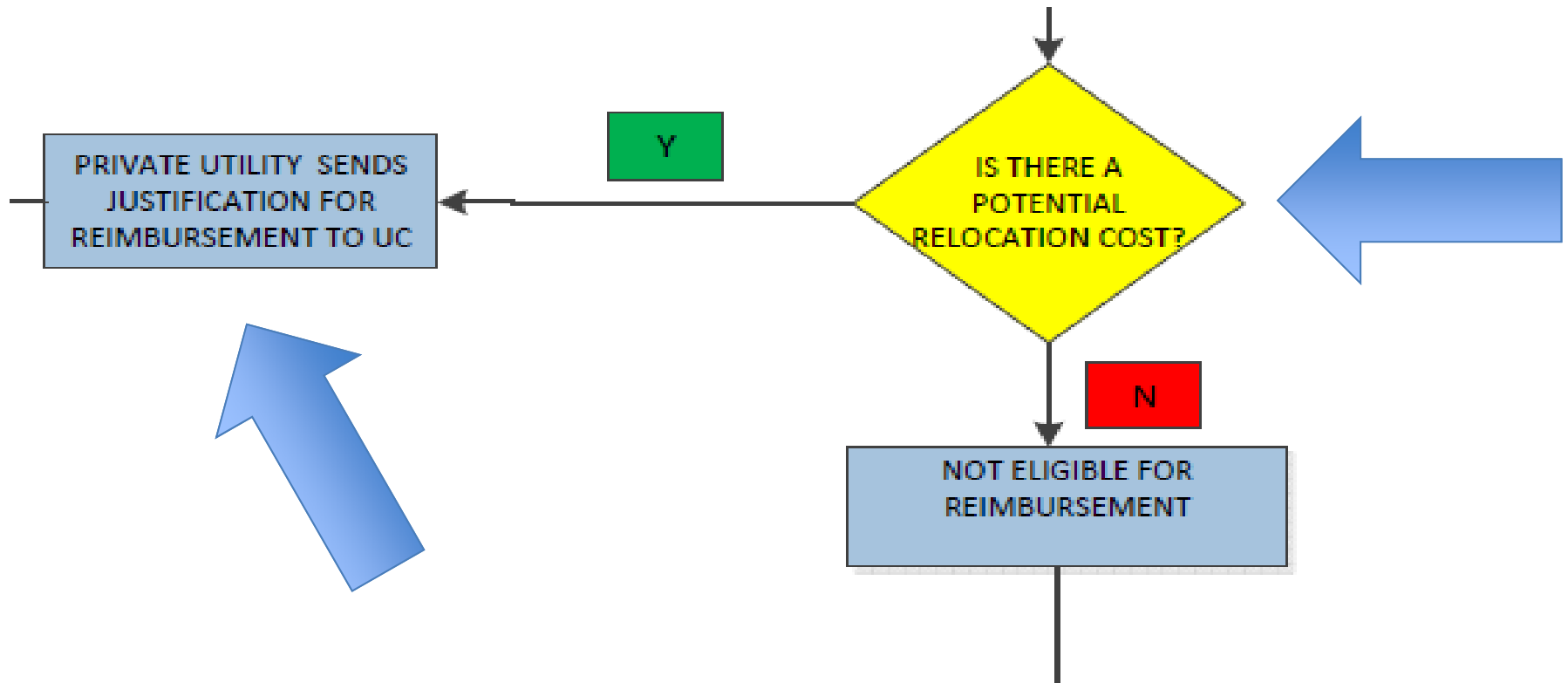
- Yes or No??





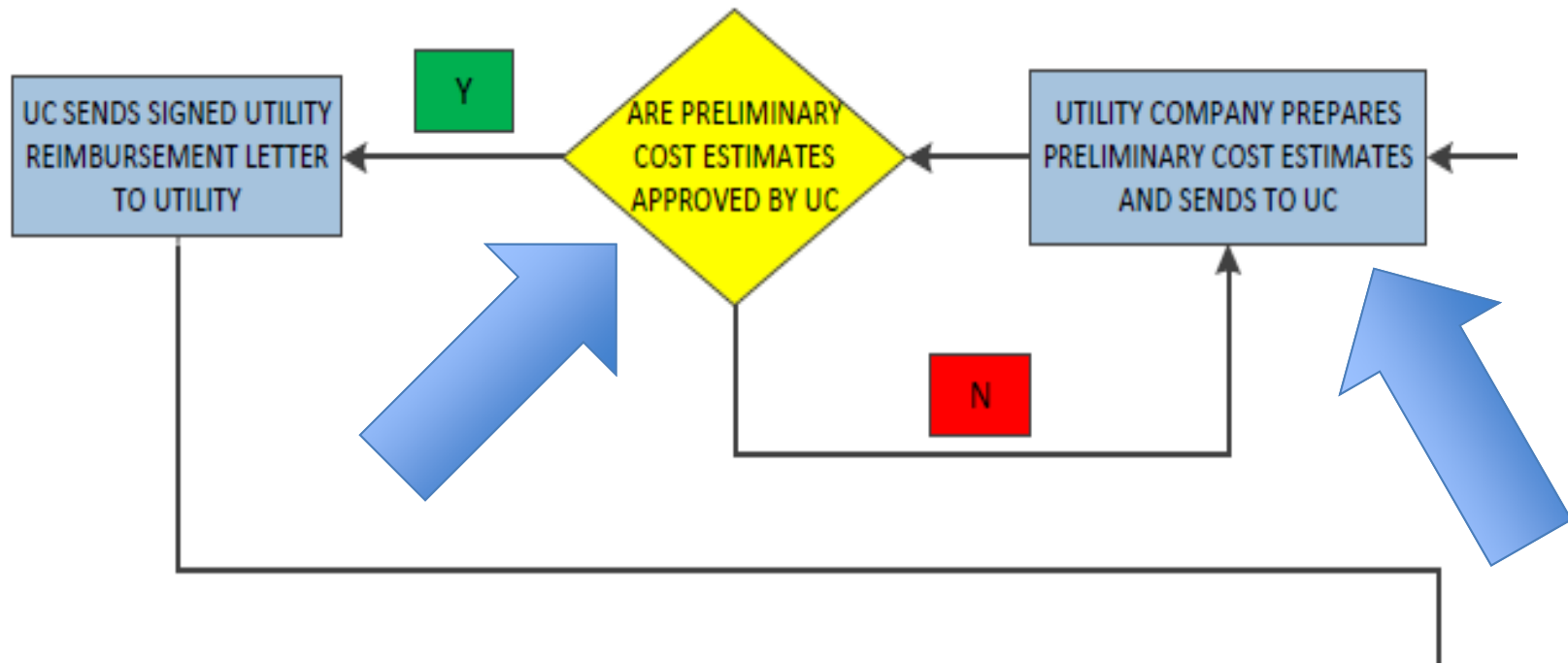
# Utility Reimbursement Eligibility

- Eligibility

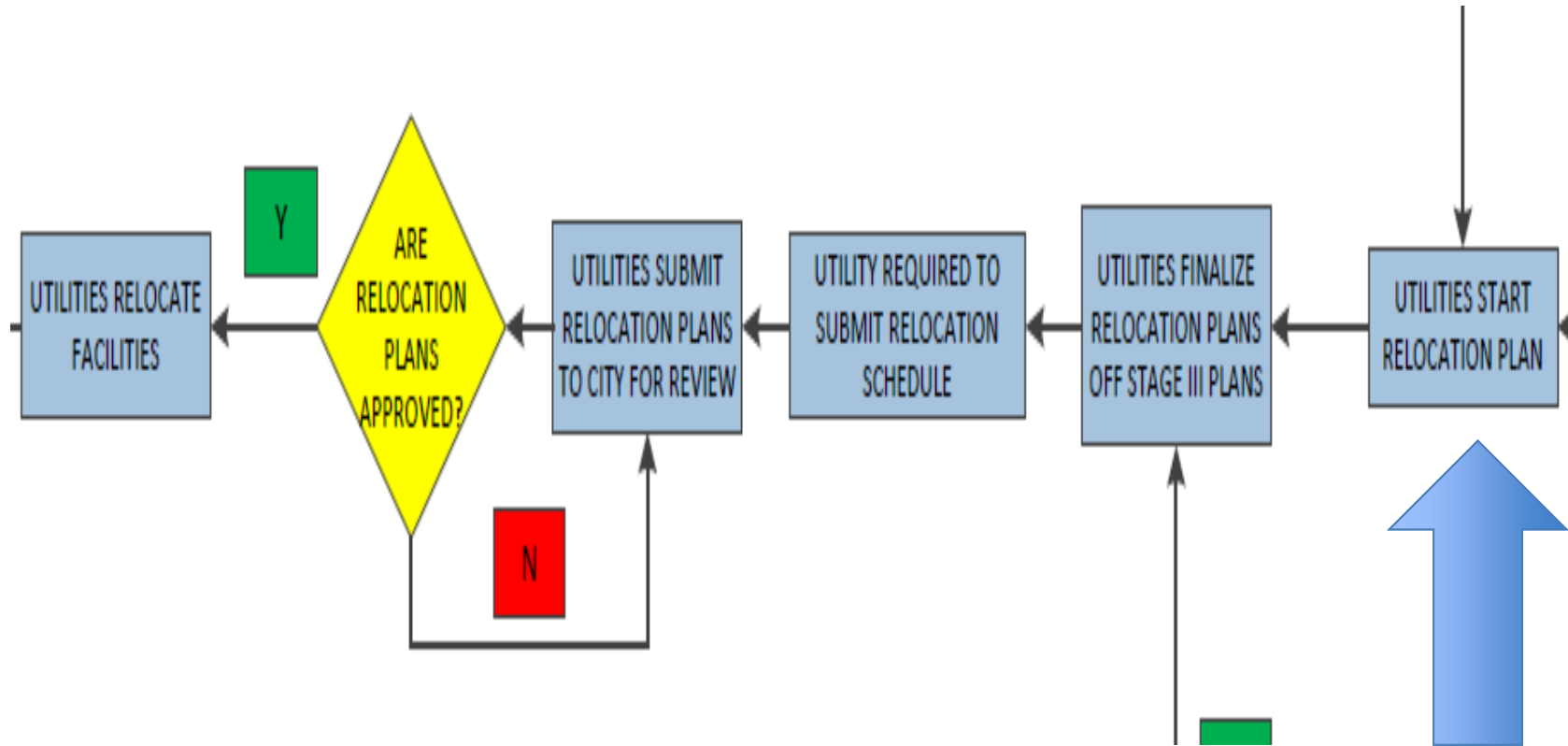


# Utility Reimbursement Eligibility

- Preparation of Utility Estimates



# Utility Relocations

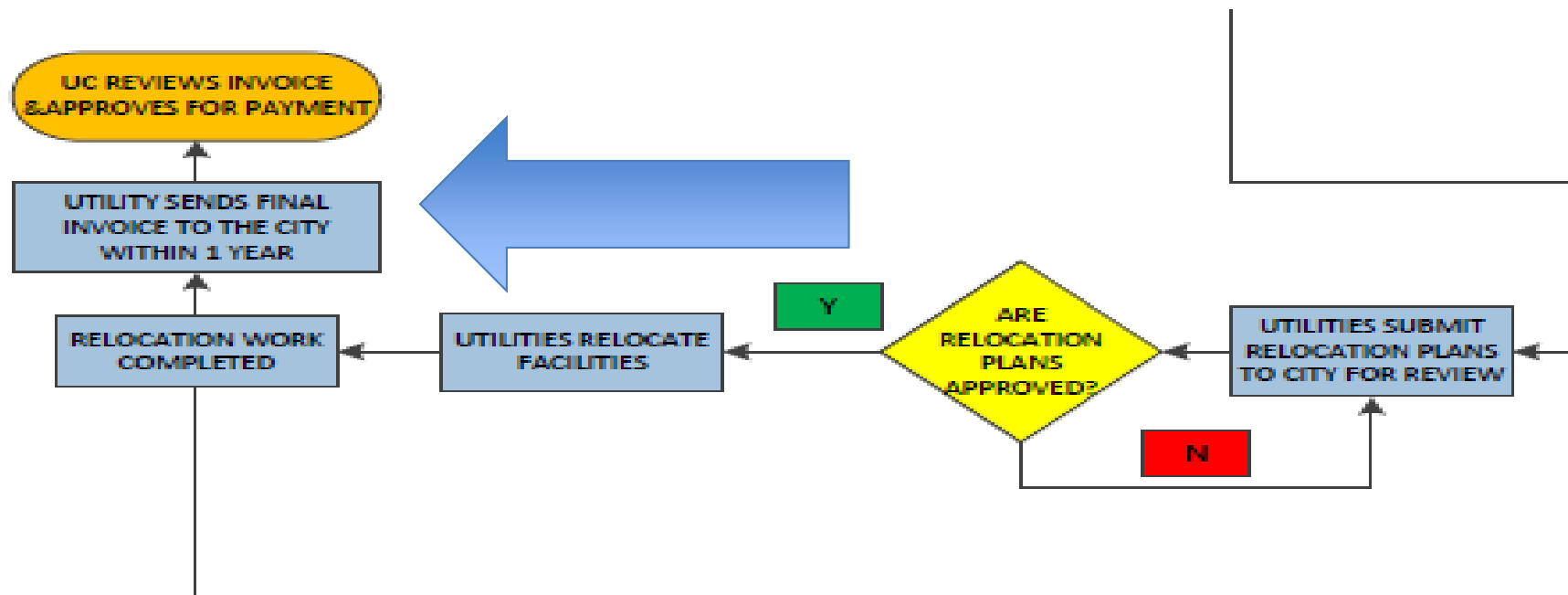


# Utility Relocations

- Must adhere to *Right-of-Way (ROW) Plan Routing Manual*
- 3' Horz./1' Vertical for Ex. Utilities
- Brick/block sewer – 10' Horz./5' Vert.
- 8' form water tee connections
- 8' Horz. Prop. signal poles

# Utility Reimbursement Eligibility

- Utility Billings



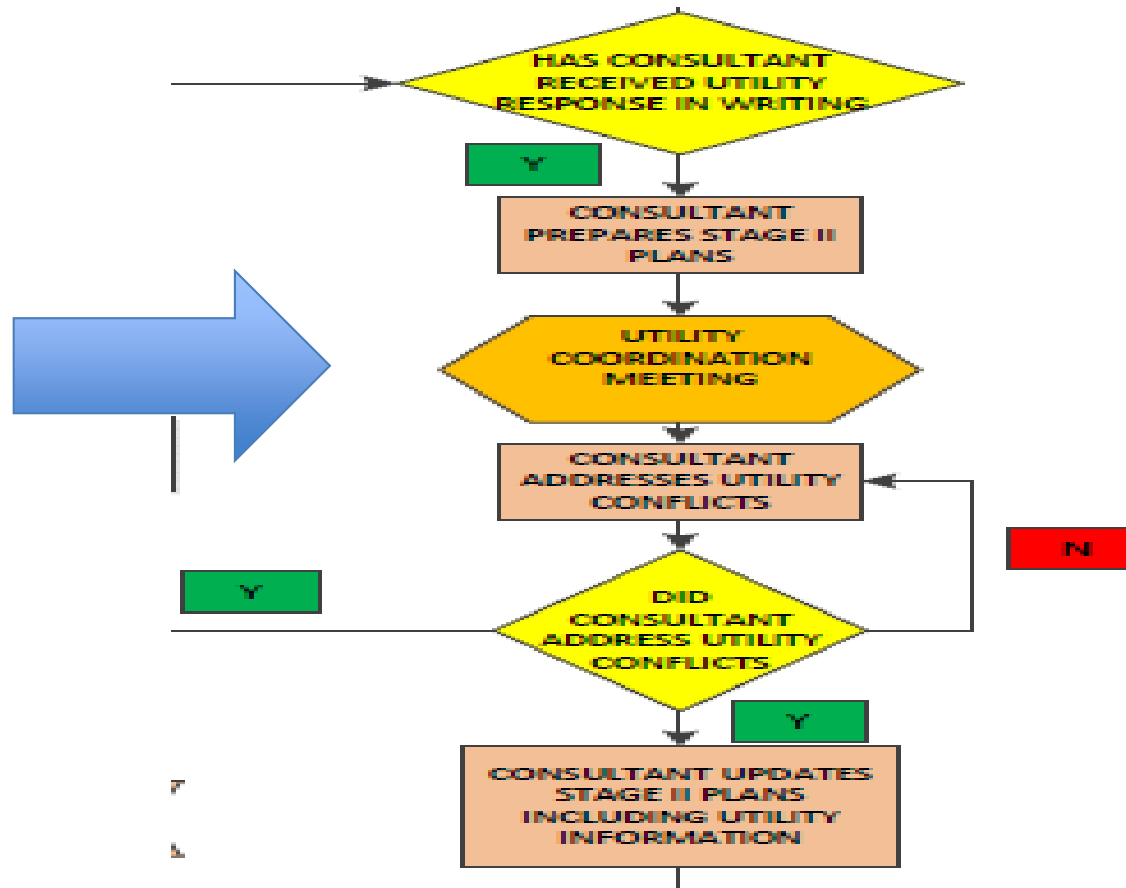
# Chapter One

- Stage II Plans

- The consultant must show the size, location, and elevation of all underground utilities, including existing utility easements, in plan/profile and cross sections of the Stage II plans.



# Utility Coordination Meeting



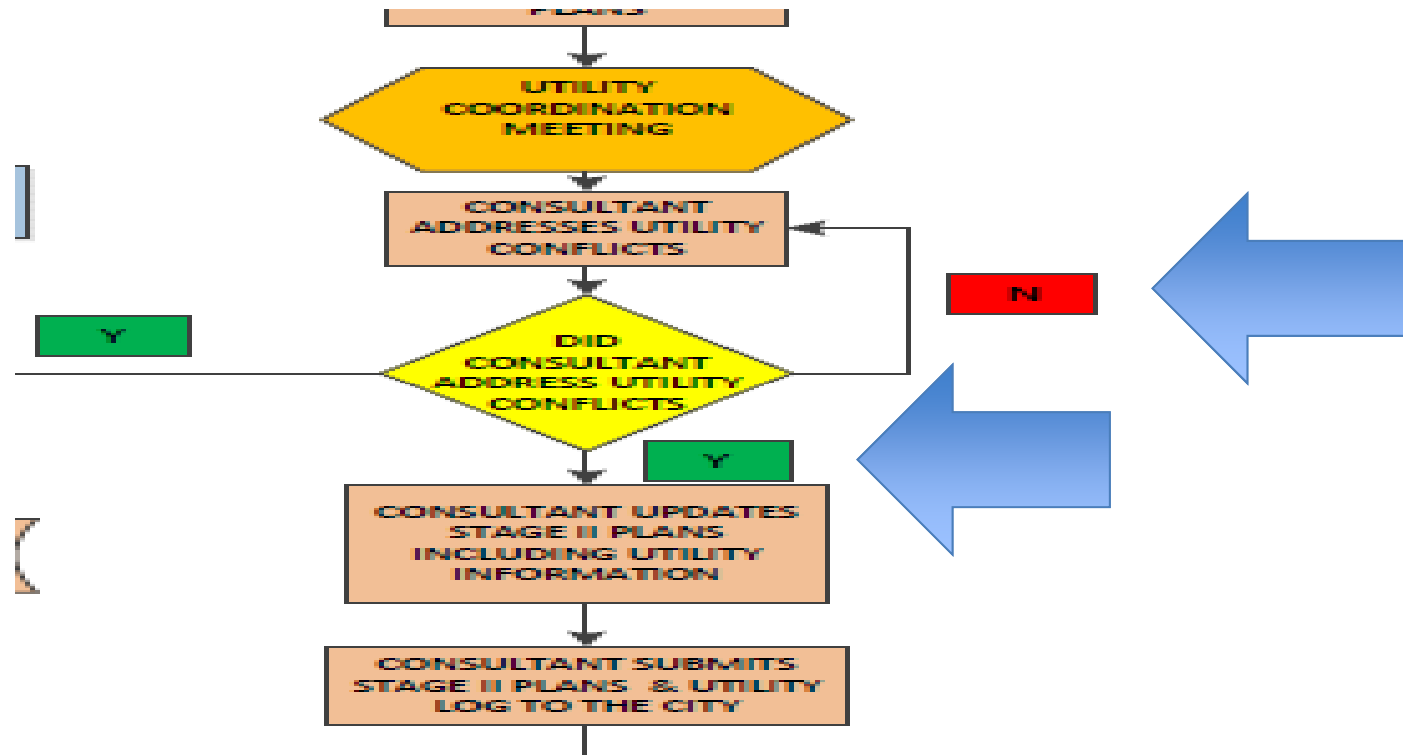


# Chapter One

- Stage II Plans Continued
  - During this Stage all Utility Coordination efforts to minimize relocations should occur.
  - After Design is complete plans are sent to utilities

# Response From the Utilities

- Yes or No??



# Chapter One

- Stage III Plans (Final)
  - Same process as Stage I and Stage II plans.
  - Consultant submits a Utility Note (See Appendix A7)
  - City sends signed plans electronically to utilities with the construction schedule

# Utility Note - Required

- Private Utility and City's consultant discuss
- Name of each utility
- Existing facilities, if located within the work limits at time of construction, will be identified by station and offset.
- Proposed facilities, if located or to be located within the work limits, will be identified by station and offset.
- Date utility relocation will start.
- Date utility relocation will be complete.
- A comprehensive statement regarding any special situations or conditions that may affect the progress and completion of the utility relocation work



# Sample Utility Note

**SAMPLE UTILITY NOTE  
FRA-CR13-14.06; PID 14538  
HILLIARD ROME ROAD – 1665 E  
May 05, 2050**

“Bidders are advised that the following utility facilities will not be cleared from the construction area at the time of award of the contract. These utility facilities will remain in place or be relocated within the construction limits of the project as set out below.”

All station locations are approximate unless otherwise stated.

**AMERICAN ELECTRIC POWER - Transmission**

The company has an overhead transmission line through the length of the project Hilliard Rome Road. The exact location of the facilities will be provided to the contractor upon notification of a locate request to the Ohio Utilities Protection Service. The company indicates no conflicts with their facilities and the planned improvements.

**AMERICAN ELECTRIC POWER - Distribution**

The company has existing poles and both overhead and underground facilities through the length of the project on Hilliard Rome Road. The company has underground crossing and direct bury cables with three (3') of cover.

At Sta. 163+27 2-5" conduit east/ west underground crossing.

At Sta. 167+72, buried cables to be abandon but facilities will remain in place

Direct Bury Cables with three (3') foot cover from Sta. 167+30, 62.5' Lt. to Sta. 168+20, 62.5' Lt.

New poles have been installed at Sta. 186+48, 64' Rt., Sta. 187+65, 64' Rt.

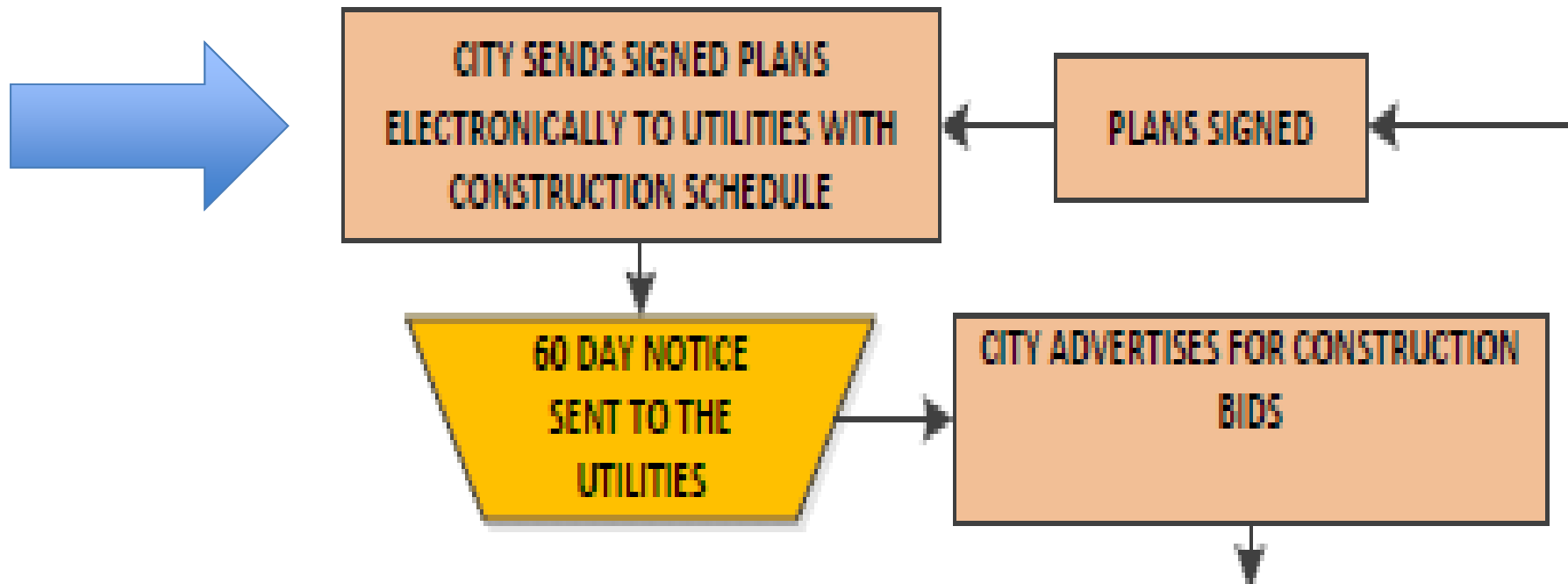
Contractor Caution: Overhead wire at Sta. 207+00 going east/west

The exact location of the facilities will be provided to the contractor upon notification of a locate request to the Ohio Utilities Protection Service. The company estimates relocation to be complete by August 2010.

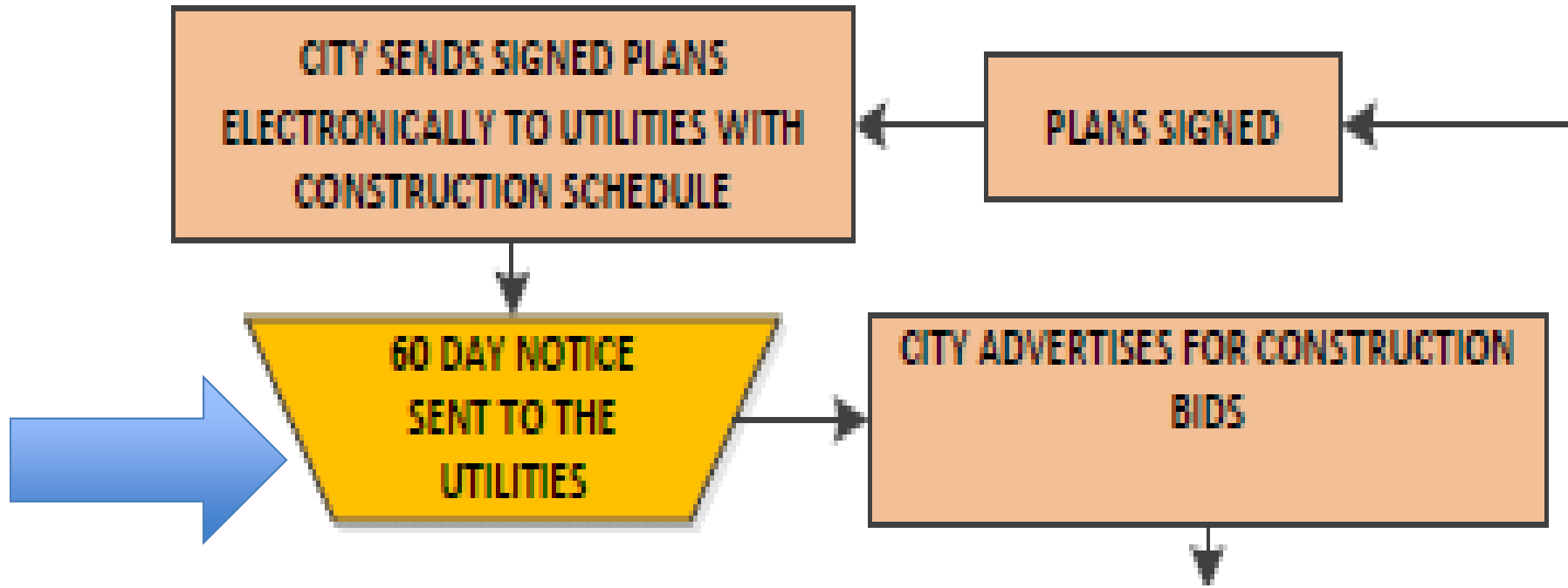
**COLUMBIA GAS**

The company has existing gas lines through the length of the project. The exact location of the facilities will be provided to the contractor upon notification of a locate request to the Ohio Utilities protection Service. The company indicates no conflicts with their facilities and the planned improvements.

# Signed Plan Notice



# 60 Day Notice

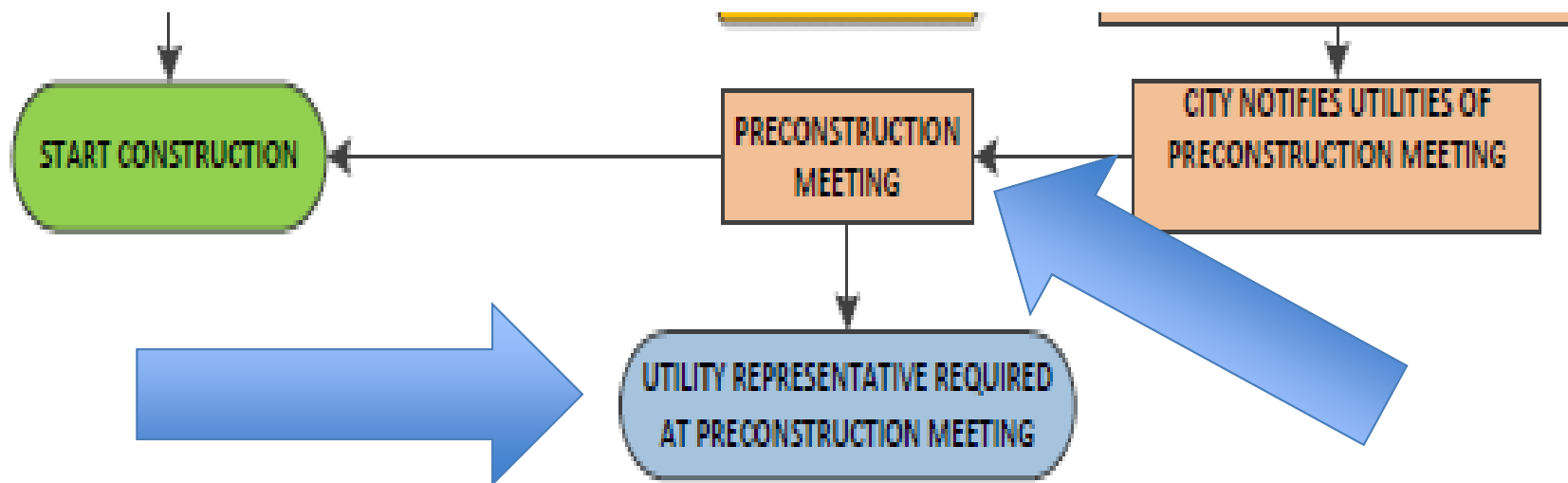


## Contract Notice

- 10 calendar days of the contract award
- In writing (EMAIL)
  - Notifies utilities of who was awarded the contract
  - Preconstruction Meeting

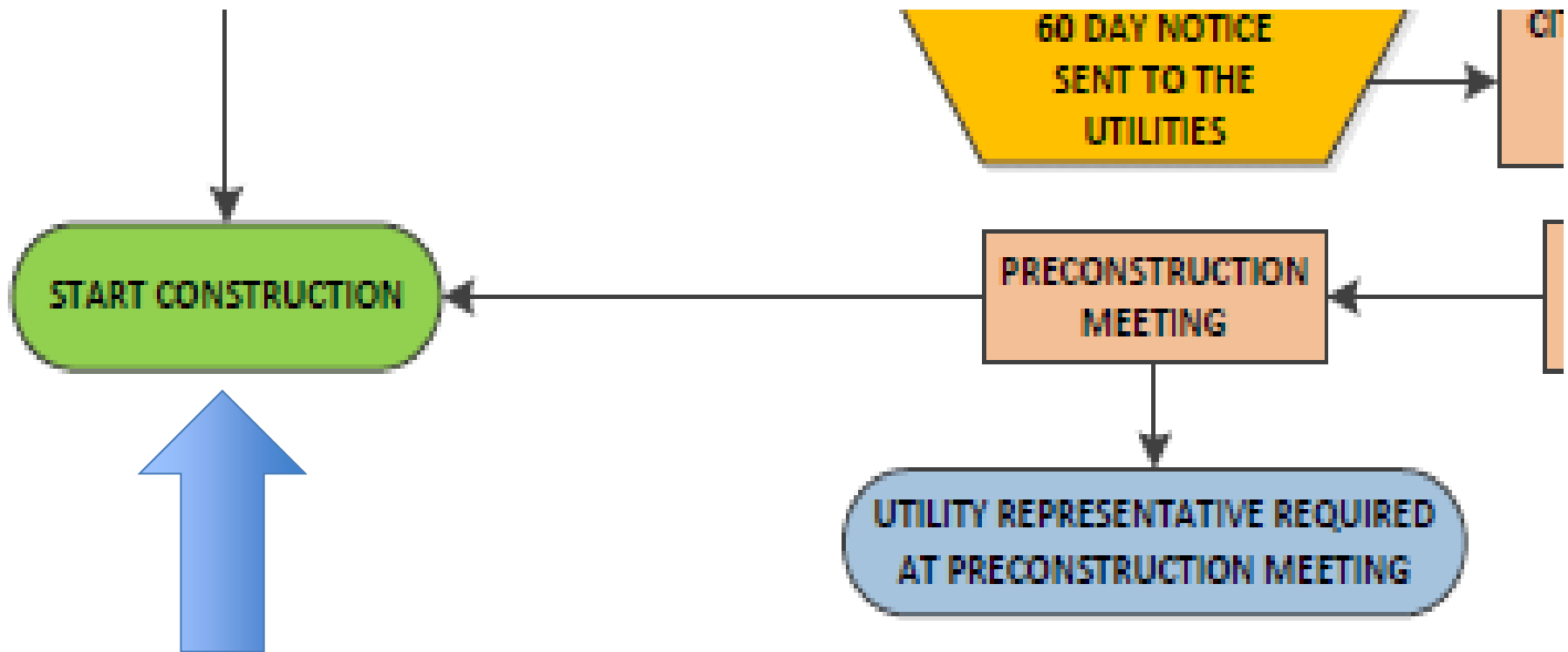
# Preconstruction Meeting

- Pre-con Meeting



# Construction

- Construction





# Chapter Two – Coordination of Projects Outside the Department of Public Service

- Development
- Department of Public Safety
- Department of Public Utilities - Power
- Department of Public Utilities –  
Sanitary Sewer and Combined Sewer
- Department of Public Utilities – Storm  
Water Systems

# Chapter Two – Coordination of Projects Outside the Department of Public Service

- Department of Public Utilities – Street Lighting Systems
- Department of Public Utilities – Waterlines and Appurtenances
- Recreation and Parks
- Technology – Telecommunications

# Chapter Three- Utility Coordination on Joint Capital Improvement Projects Involving the Department of Public Service

- Joint Public Service Improvement Projects
  - With the Federal Highway Administration (FHWA) and/or ODOT)
- Joint Public Capital Improvement Projects
  - With the Public and/or Private Organizations other than ODOT

# Chapter Four – Utility Coordination on Privately

- Private Development Capital Improvement Projects
  - Coordination/Costs
  - Turn Lanes, entranceways, and driveways shall be the responsibility of the developer unless specifically noted as otherwise within a joint agreement between the developer and duly authorized representatives of the City of Columbus

# Chapter Five – Underground Utility District or Underground Utility District Corridor

- Definition
- Responsibilities of the Consultant
- Responsibilities of Private Utilities

# Chapter Six – Utility Coordination for Department Maintenance Operations

- Utility Coordination for City Wide Service Programs
  - Resurfacing Program
  - Bridge Rehabilitation Program
  - Citywide Curb Ramp ADA Program



# Chapter Seven – Utility Coordination for Department Non-CIP Service Requests

- 311 Requests
- When service requests are received the assigned personnel may do the following
  - Pole Identification due to damage
  - Private Property
  - Service Request doesn't fit the first two?

# Appendices

- Appendix A1 – Project Notification Notice
- *Appendix A2 – Stage I Submission*
- *Appendix A3 – Stage II Submission*
- *Appendix A4 – Signed Plan Submission*
- Appendix A5 – 60 Day Utility Relocation Notice

# Appendices

- Appendix A5(a) – Signed Plan 60-Day Notice – Plans on BIDX.COM
- Appendix A6 – Utility Note Format
- Appendix A7 – Director’s Orders to Remove Facilities

# Appendices

- Appendix A7(a) – Director’s Orders to Remove Facilities
- Appendix A8 – Utility Reimbursement Letter
- Appendix A9 – Preconstruction Meeting Notice

# Appendices

- A10 – Utility Coordination Log
- Appendix A11 – Department of Public Service Utility Coordination Flow Chart
- Appendix A12 – Underground Utility Districts (FAQ'S)

# Expectation Reminders!

- Communication is the Key!
- Research ahead to save time at the end!
- Clear submittals with private utilities identified!
- Utility Log complete – Disposition of conflicts!
- Utility Relocations Impact schedule, look at ways to minimize relocations
- Overall Good Job!
- We are here to help!





# Contact Information:

Department of Public Service  
Division of Design and Construction  
City of Columbus  
Utility Coordinator  
Eric P. Petee  
614.645.8018  
[eppetee@columbus.gov](mailto:eppetee@columbus.gov)