

# **ROW Preliminary Procedures for the Authority to Proceed Manual**



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## **Manual Notice: 2020-1**

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**Manual:** *ROW Preliminary Procedures for the Authority to Proceed Manual*

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### **Purpose**

This revision provides updates related to the Right of Way Geodatabase Template and TxDOTCONNECT implementation.

### **Changes**

Chapter 4, [Surveying, Maps, and Parcels](#)

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### **Archives**

Past manual notices are available in a [pdf archive](#).

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# Chapter 1: Project Development Overview

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## **Section 1: Overview**

### **Right of Way (ROW) Parcel Acquisition Process Flowchart**

A downloadable [flowchart](#) of the ROW Parcel Acquisition Process is available in PDF format.

### **Example and Sample Forms**

The names of persons found on the example forms in this manual are fictional. Any resemblance to any person or persons, living or dead, is purely coincidental.

### **Blank ROW Form Templates**

All Texas Department of Transportation (TxDOT) [right of way forms](#) mentioned in this manual are accessible to both TxDOT staff and the public. Click on a form number or title wherever a link appears in this manual to open or save it.

## Section 2: General ROW Project Development

### Funding

The following steps are involved in ROW funding:

- Determine ROW acreage needed.
- Determine the approximate cost of acquiring needed ROW. Form [ROW-RM-CSJTPC Right of Way CSJ Total Project Cost](#) is available.
- Determine the availability of funding at the local, State, and Federal level.

ROW cost is a significant factor in TxDOT's project development process. To clearly state ROW funding needs in this process, prepare a reasonably accurate ROW cost estimate that addresses the following elements:

- Consider local land use, which has a major impact on ROW funding and generally includes one or more of the following types of use.
  - **Agricultural.** May include farm or ranch land and related improvements, including single-family residential.
  - **Urban residential.** May include single-family or multi-family structures and associated improvements, such as landscaping or privacy fencing.
  - **Commercial.** May include wholesale and retail businesses, or professional office buildings.
  - **Industrial.** May include manufacturing plants, product assembly plants, and heavy equipment associated with these activities.
  - **Public.** May include parks, cemeteries, greenbelts, educational facilities, vacant land, or any of the uses in A through D above when the land is owned by a public agency.
- Consider the value of land and improvements to be taken and make allowance for damages, if any, to remainders. Make reasonable allowances for acquiring some parcels in condemnation.
- Estimate relocation assistance including the number of individuals, families and/or businesses being displaced. Consider the cost to move individuals, families and businesses, as well as supplemental payments for replacement housing and anticipated last resort housing.
- Identify types of utilities to be moved and estimate the eligible costs. See TxDOT's [ROW Utilities Manual](#).
- Consider the cost to dispose of improvements acquired. Note that the disposition cost of commercial or industrial structures can be significant.
- Consider other costs such as outsource contract fees, disposition of hazardous materials, clean up of contaminated land, or wetland mitigation.



- Consider other State costs such as for appraiser fees, title, and court costs.

The Unified Transportation Program (UTP) authorizes projects for construction (CONS), development (DVLP), and planning (PLAN) activities. A ROW CSJ number may be obtained from the ROW Division after the Texas Transportation Commission approves the project as a PLAN or DVLP project. Typically, a CSJ number for ROW activities is obtained after obtaining a CSJ number for construction. A ROW CSJ Request Form for Total Project Cost ( [ROW-RM-CSJTPC Right of Way CSJ Total Project Cost](#)) should be filled out and forwarded to ROW Division's Contracts and Finance Section, Project Financial Management Branch for any right of way cost including any proposed utility adjustments.

For information on programming and scheduling funds for a project, including ROW acquisition, refer to TxDOT's [Transportation Programming and Scheduling Manual](#).

### **Obtaining Relocation Funding for State Projects and Local Government Acquisitions with State Reimbursement**

Costs for relocation payments and services will be paid by the State for (1) projects wholly financed with State funds and for (2) ROW projects involving local government acquisitions with State reimbursement.

If an overrun occurs or is anticipated, the overrun must be handled according to established overrun procedures.

Costs for relocation payments and services must be included in the total estimated ROW cost. Relocation costs incurred before project programming by the State are not eligible for State financing.

### **Local Government Project Set Up and Funding**

The following information is required by the Right of Way Division:

- Identify Texas Transportation Commission approval of the project. The project will be approved either by inclusion in the Unified Transportation Program or through a project specific minute order.
- Identify date of environmental clearance.
- Include property descriptions, and parcel plats approved by the District prior to acquisition of right of way.

When authorizing for a project involving local government participation, be aware that local governments may participate in all of the right of way costs.

## State Program Authorization

Projects programmed by the Texas Transportation Commission for **construction** are approved for development up to construction. If ROW is needed, there will be Commission program allotment for ROW cost **separate** from the program authorization for construction.

Projects programmed by the Commission for **ROW acquisition but not construction** are approved for development through schematic layout and ROW acquisition.

## Statutory Authority For ROW Acquisition

*Section 24, Article XVI, Texas Constitution*, provides that:

"The Legislature shall make provisions for laying out and working public roads, for the building of bridges...." Under this constitutional authority:

The State Highway Department (now TxDOT) was established in 1917 by appropriate legislation (*Acts 1917, 35th Legislature, p.416, Ch. 190, Section 1*). The Highway Commission (now Texas Transportation Commission) was given responsibility to "...plan and make policies for the location, construction and maintenance of a comprehensive system of state highways and public roads." (*Transportation Code, Section 201.103*)

In 1957, the 55th Legislature, regular session, passed H.B. 179, Chapter 300, (refer to *Transportation Code, Section 203.051*), expressly granting the Highway Commission (now Texas Transportation Commission) authority to purchase or acquire through eminent domain proceedings land needed for highway purposes in the name of the State of Texas. The 55th Legislature, regular session, also passed H.B. 620 (Chapter 301) directing the Commission to handle the acquisition of ROW on the National System of Interstate and Defense Highways and to participate under certain conditions in the cost of ROW acquired by local political subdivisions for certain other highways (refer to *Transportation Code, Section 224.001*).

## Section 3: Planning and Sequence of Project Development

### Actions Preliminary to the ROW Acquisition Process

TxDOT's project development process is a joint effort of many team members. Reducing project delay can be accomplished by integrating ROW personnel into early stages of the project development process. This is important for:

- identifying potential design/construction [funding](#) related to the current Unified Transportation Program (UTP);
- placing a project in the Transportation Improvement Plan (TIP);
- developing the Statewide Transportation Improvement Plan (STIP).

The Right of Way staff should be consulted by the project planners and designers to determine the best project location and design with consideration given to:

- local land usage;
- potential disturbances to individual property owners; and
- impact on area development and ROW costs, for example, effects of possible hazardous material and possible need for wetland mitigation.

ROW cost is a significant part of overall project cost and should receive due consideration with **all** engineering factors.

When studying proposed project locations, the designer should consult with Right of Way staff regarding ROW impacts that **may have high costs** for:

- acquisition of improvements;
- major utility relocation;
- severance damages;
- wetland mitigation;
- hazardous material site clean up; and
- relocation assistance.

Minor changes in design, such as change in alignment or adjustment of ROW width, may be made without a reduction in the integrity of the design or a disproportionate increase in construction costs in relation to ROW costs.

Refer to the TxDOT [Project Development Process Manual](#) for information on the following project development tasks.

ROW acquisition requirements and information for obtaining CONSTRUCT (CONS) authorization are discussed in the *TxDOT Project Development Process Manual*. There is a targeted percentage of ROW acquisition that should be complete for priority status, but the percentage may vary depending on the size of the ROW project. To verify that a project can be constructed as a CONSTRUCT (CONS) Status project, evaluate the project's amount of ROW acquired to date. This evaluation minimizes the possibility of ROW acquisition delaying a letting and demonstrates the importance of involving ROW staff in project development.

Initial ROW acquisition is authorized when PLAN or DEVELOP (DVLP) authorization is obtained. PLAN or DEVELOP (DVLP) status is required for ROW acquisition authorization.

Long Range Project (LRP) status is obtained as the last and lowest level of project development.

### Sequence of ROW Project Development

To initiate a ROW project:

- the work must receive program approval by the Commission;
- [schematics](#) must be approved (See the *Project Development Process Manual*.);
- public involvement requirements must be met. (See the *Project Development Process Manual*.); and
- environmental clearance requirements must be met. (See the *Project Development Process Manual*.)

The authority to proceed from the ROW Division and issuance of the General Expenditure Authorization, to cover the project costs, must be deferred until these preliminary requirements are complete.

After the project is authorized, the ROW staff is responsible to plan project development to completion. The ROW staff should undertake the following actions in a coordinated work plan:

- establish early coordination with utilities and railroads;
- acquire ROW;
- relocate displaced persons or businesses;
- remove improvements; and
- coordinate required utility adjustments.

Eminent domain (ED) proceedings should occur only when negotiation is unsuccessful. Once legal proceedings begin, they should be given priority handling, at least through deposit of the Commissioners' Award, which provides possession of the ROW. The ROW staff will assist with eminent domain proceedings. However, under the Constitution of the State of Texas, the Attorney General's Office (OAG) must act as counsel for TxDOT in Commissioners' Hearings and **all** court proceedings.

Area Engineer staff should consult with the Right of Way staff regarding special design and construction issues that may relate to ROW negotiations.

### Overview of Project Development Meetings

Refer to the *TxDOT Project Development Process Manual* for more information on the following meetings and activities. The first step in beginning a project is to identify project [need and scope](#).

Preparing a programming assessment may be needed to obtain approval of Long Range Project Status for some projects.

The two meetings required for most projects are the [Preliminary Design Conference](#) and the [Design Conference](#). Each of these meetings should allow for sharing information and discussing ROW issues.

### Contractual Agreements with Local Governments

**Statutory Authorization.** *Transportation Code*, Section 203.051, authorizes TxDOT to acquire whatever interest in any property that is needed for highway ROW purposes. Usually, TxDOT will enter into an agreement with a local government (LG) that established responsibilities of each agency in the acquisition process. *Transportation Code*, Section 224.002 (a) states that an LG must acquire highway ROW as requested by TxDOT. The statutory authority allowing LG's to contract with TxDOT for acquiring needed ROW is found in *Transportation Code*, Section 224.005. Terms and conditions of any agreement entered into by and between TxDOT and an LG is determined between the parties. *Transportation Code*, Section 224.005 (a) provides that TxDOT must reimburse an LG not less than 90% of the cost of the ROW.

## Chapter 2: Contractual Agreements

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## Section 1: Forms

### Overview

To establish acquisition and funding responsibilities and requirements of TxDOT and a local government (LG), an agreement must be entered into before a project is released for ROW acquisition. These agreements are discussed more fully in [Chapter 3 Acquisition Coordination](#).

Below is a list of agreements and Attachment C forms to be used with the LGs. Agreement forms can be found on the Right of Way Division's SharePoint site.

**Table 1-1: Agreements Used with LPAs**

Title
<b>Agreement for Right of Way Procurement</b>
Attachment C - Standard Funding Schedule - Local Performs Work
Attachment C - Economically Disadvantaged County (EDC) Funding Schedule - Local Performs Work
<b>Supplemental Agreement for Right of Way Procurement - Government</b>
<b>Agreement to Contribute ROW Funds Fixed Price</b>
Attachment C - Standard Funding Schedule - State Performs Work
Attachment C - Periodic Payment Funding Schedule - State Performs Work
Attachment C - Real Property in Lieu of Monetary Payment Funding Schedule - State Performs Work
Attachment C - EDC Funding Schedule - State Performs Work
<b>Supplemental Agreement to Contribute ROW Funds</b>
Attachment C - EDC Funding Schedule - Local Performs Work

TxDOT's Contract Services Division has implemented a new agreement procedure, which is used in conjunction with the ROW agreements listed above. The new procedure consists of two agreements. These are:

- a Master Agreement Governing Local Transportation Project Advance Funding Agreements (**MAFA**), and
- a Local Project Advance Funding Agreement (**LPFA**).

By these agreements, regardless of the type of agreement signed, TxDOT authorizes and requests the local government to proceed with ROW acquisition and agrees to reimburse the LG for its share of costs incurred according to the agreement's provisions. The agreement provides LG

acceptance of responsibility to acquire all needed ROW and to obtain good title in the name of the State of Texas. Terms of the agreement apply to:

- new ROW authorized and requested by TxDOT which is needed and not yet dedicated, in use, or previously acquired in the name of the State or LG for highway, street, or road purposes; and
- needed outstanding property interests in existing ROW and eligible utility adjustments not previously made, as authorized and requested by TxDOT.

The contractual agreement establishes that:

- TxDOT's reimbursement to the LG for negotiated parcels will be the percent of TxDOT's funding participation of TxDOT's predetermined value of each parcel, or the parcel's net cost, whichever is the lesser amount; and
- on condemned parcels, TxDOT's funding participation percent reimbursement will be based on the final judgment provided that TxDOT is given proper notice of all action taken therein.

TxDOT typically participates in costs of:

- Special Commissioners' Hearings,
- appraisal expenses for the State's fee appraisers used in condemnation cases,
- utility relocations, and
- fencing and property adjustments.

The contractual agreement provides for division of other responsibilities for project development. The LG typically assumes entire responsibility for:

- costs incurred in arriving at values to recommend for State approval,
- costs relative to negotiation,
- its attorney fees for condemnation proceedings, and
- costs of recording instruments of conveyance.

TxDOT typically assumes the responsibility and costs of:

- land surveys,
- property descriptions,
- title information,
- preparation of instruments, ROW maps, supplemental investigations or appraisals necessary to determine the appropriateness of submitted values and fees for title services,
- appraisals where the State is to determine values as a result of the LG's use of the waiver provision of the contractual agreement,
- relocation assistance, and



- removal of improvements.

The Right of Way staff prepares the necessary contractual agreements. Project limits should agree with project limits covered by minute order or program authorization. The preparation of all these agreements should be handled by the Right of Way field staff, with execution of all agreements by the ROW Division's Contracts and Finance Director.

Submission of agreements involves the following:

- Along with the agreement, submit a copy of the city ordinance or resolution containing authority for their designated official(s) to enter into agreements with the State (for procurement of ROW, utility adjustments and fencing work) for each project.
- Submit two copies of each contractual agreement executed by the LG to the ROW Division's Contracts and Finance Section, Project Financial Management Branch for approval.
- If a county and one or more cities are involved, submit companion agreements, as required, covering the entire project.

Detailed submission requirements for contractual agreements with the LG are described in [Chapter 3 Acquisition Coordination](#).

## Section 2: The Acquiring Agency

### Procedure

In ROW acquisition projects, it is acceptable for either TxDOT or the LG to be the acquiring agency. Regardless of which is the acquiring agency, an agreement must be executed on each ROW project.

If the LG is the acquiring agency, the LG will be responsible for all aspects of the acquisition process as detailed in agreements between the parties. All property must be acquired in the name of the State of Texas. The LG must follow all acquisition procedures described in this manual. When the LG is the acquiring agency, TxDOT will provide approvals for procedures carried out by the LG and will provide reimbursement of ROW costs to the LG in accordance with State law and in accordance with the terms of the contractual agreement between TxDOT and the LG.

If TxDOT is the acquiring agency, TxDOT will be responsible for all acquisition activities, with the LG contributing a set percentage of the ROW costs. The authorization for this procedure is found in *43TAC Sections 15.50 - 15.56*. Procedures for this are described more fully in [Chapter 3 Acquisition Coordination](#).

### Section 3: Cost Participation

43TAC Sections 15.50 - 15.56 also describes procedures governing the implementation of cost participation between TxDOT, an LG and/or the Federal government. Section 15.55 contains a chart that shows participation percentages of an LG, Federal government and/or TxDOT for all aspects of a highway improvement project, up to and including ROW acquisition. The participation percentages are divided by the category of funding for the project as provided in the Unified Transportation Program. A summary of categories of the Unified Transportation Program can be found in TxDOT's Transportation, Planning and Programming Manual.

State statutes provide that when acquiring right of way to be used for Commission approved transportation projects and in cooperation with the LG, TxDOT will pay to the LG not less than 90 percent of the value of the ROW or the net cost of the ROW, whichever amount is less. Minute Order No. 80312 states that the participation percentage on ROW acquisition projects will be a State contribution of 90% and a 10% contribution by the LG. Any change to the percentage must be approved by the Commission.

If the acquisition is by eminent domain, the [participation by TxDOT](#) will be based on the final judgment if TxDOT has been notified in writing before the filing of the suit and given prompt notice as to all action taken in the suit.

## Section 4: Payment Procedures

If the contractual agreement between TxDOT and an LG requires the LG to be the acquiring agency, TxDOT will reimburse costs of the ROW to the LG upon acquisition of title acceptable to TxDOT. Title to each parcel must be in the name of the State of Texas. If the parcel is acquired through ED, payment to the LG will be made upon entry of a final judgment vesting title in the State of Texas. The procedures for reimbursement by TxDOT to the LG must be described in any contractual agreement executed between the parties. Any changes in this procedure must be approved by the ROW Division and an amended contractual agreement should be prepared and executed by the parties detailing the change. The procedures for payment to the LG should follow standard payment procedures described in the *ROW Acquisition Manual*, [Chapter 18, General Payment Policies and Procedures for State and LPA](#).

Upon delivery to TxDOT of acceptable instruments conveying to the State the required ROW, a payment for the reimbursement to the LG will be prepared and transmitted to the Comptroller of Public Accounts.

If the contractual agreement requires TxDOT to be the acquiring agency, the preferred procedure is for the LG to contribute its' fixed share of the costs of the ROW at the time of execution of the contractual agreement. There may be instances when it may create an undue burden on the LG to contribute all the required funds at the time of execution of the contract. In those instances, any periodic payment arrangement must be approved by the Executive Director of TxDOT (per *43TAC Section 15.52*, see Contract Services Division for Special Approval Transmittal Form) and included in the contractual agreement. Another instance would be the LG would want their share to be a specified percentage instead of the fixed amount share which also requires approval by the Executive Director of TxDOT. Payment of the LG's fixed share should be given to the Right of Way staff and immediately transmitted to the Finance Division using the Department's Rapid Deposit Account for deposit in the proper account.

## Section 5: Collection of Debt

Collection of debt applies to specified percentage agreements where TxDOT is the acquiring agency and the funds become insufficient to cover the actual right of way costs. The district sends a First Notice Letter to the LG and uploads into the enterprise content management system after either of the following:

- The LG deposit has been depleted by 75% or more;
- The LG deposit becomes insufficient;
- The LG periodic payment is 30 days past due; or
- The right of way project is complete.

If payment is not received by the due date, districts must follow [43 TAC Chapter 5, Subchapter B, Section 5.10 Collection of Debts](#) since the debt is now delinquent and the First Demand and Final Demand Letters must be sent and uploaded into the enterprise content management system.

If the LG is still delinquent after the First Demand and Final Demand Letters have been sent, the ROW Program Office will forward all letters as sent to the LG to the Financial Management Division (FIN), including the certified mail receipts. FIN refers delinquent debt to the Office of Attorney General (OAG) for further actions.

Document retention for collection of debt is maintained in the enterprise content management system.

## **Chapter 3: Acquisition Coordination**

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## Section 1: TxDOT - The Acquiring Agency

### Overview

Local governments (LGs) are responsible for ROW acquisition and utility adjustments, with exception of interstate highways; however, an LG may request that TxDOT assume the ROW acquisition function. TxDOT's role as the acquiring agency is subject to the following conditions:

- the LG offers to make a contribution equal to the applicable percentage of the estimated cost of the ROW;
- the Commission has authorized the project; and
- ROW costs are eligible for State participation reimbursement.

**A city ordinance or resolution must be submitted along with the LG's request for TxDOT to assume the acquisition responsibilities.**

Typically, LG contribution is 10% unless otherwise stated in the contract agreement. Any change in LG percentage must be approved by the Commission. The LG contribution is based upon current estimates of the cost of the ROW to be acquired. The cost of ROW is defined as the total value of compensation to owners, including utilities, for their property interests. If the agreement is for a specified percentage, additional contributions will be made if the **actual** costs of ROW exceed the amount estimated. If the amount contributed by the LG is greater than the final actual ROW costs, the excess amount will be refunded to the LG. Specified percentage agreements must be approved by the Executive Director in accordance with 43 TAC Section 15.52 (3)(B). On fixed price agreements no refund will be given or additional funds collected from the LG. Fixed prices agreements are the default form of funding agreement with a LG. Since it is possible that some projects could financially burden an LG if the entire contribution is required with the submittal of the contractual agreement, the LG can make periodic payments. Any agreement with a periodic payment schedule has to be approved by the Executive Director of TxDOT in accordance with 43TAC, Section 15.52(3)(C).

### Contractual Agreements

An agreement must be executed by and between TxDOT and the applicable Metropolitan Planning Organization (MPO) or LG on all projects. This will customarily be executed early on in project development, prior to a project receiving full authority to proceed for ROW acquisition and utility adjustments. The agreement will give details about the project and will state who is responsible for the ROW acquisition and the utility adjustments. If TxDOT is to be the acquiring agent, the fixed price participation amount required by the LG and the method of payment by the LG, either in full with the execution of the agreement or in periodic payments as approved by the Executive Director, will be detailed in the agreement.

## Amendments to Contractual Agreements

An amendment or amendments to the agreement may be necessary if certain acquisition responsibilities or participation requirements change during the course of an ongoing project. If the agreement originally called for the LG to be the acquiring agency and it desires to transfer all or a portion of the remaining acquisition responsibilities to TxDOT, an amendment to the agreement should be used. The amendment should describe by parcel number any outstanding ROW that is being transferred to TxDOT for acquisition. It should also identify any utility adjustment or other outstanding obligation that is to be transferred to TxDOT. If only portions of the acquisition responsibilities are being transferred to TxDOT, the amendment should also set forth the LG's remaining acquisition responsibilities. The amendment would also be used if the participation ratio changes, for example pursuant to a Minute Order designated an LG as an [economically disadvantaged county](#).

**In fixed price agreements when the State is the acquiring agency the LG's fixed price contribution set forth in the agreement is not subject to adjustment unless: (1) site conditions change (2) work required by the LG is ineligible for federal participation or (3) the adjustment is mutually agreed on by the State and the LG.**

## Submission of Contractual Agreements

The Right of Way field staff submits two signed originals or one electronic copy of the standard form to the ROW Division's Contracts and Finance Section, Project Financial Management Branch for review. The transmittal memo must state the method of funding utilized by the LG. If the LG desires to pay the required amount in periodic payments, the memo must also set forth the requirements for periodic payment approval set forth in *43TAC, Section 15.52, Subsection 6(B)*. Accompanying this memo should also be

- a copy of the LG's check,
- a copy of the deposit transmittal evidencing deposit of funds in the appropriate rapid deposit account,
- a copy of the city ordinance or resolution, and
- special Approval Transmittal Form (per *43TAC Section 15.52*) from Contract Services Division, executed by the Executive Director of TxDOT, for periodic payments, if applicable.

If there are **any** changes proposed to the agreement, an unsigned copy of the proposed agreement must be transmitted by the Right of Way field staff to the Project Financial Management Branch. Also, any proposed amendment to an existing agreement must be submitted in the same manner. The Project Financial Management Branch will review these submissions and inform the Right of Way field staff in writing of approval or disapproval of the proposed changes or of the proposed amendment. In this situation, the LG must not sign the agreement or amendment prior to approval by ROW Division's Contracts and Finance Section Director.

**Once an approved agreement (executed by the LG) and other requirements have been submitted to the Project Financial Management Branch, the approval by TxDOT of these**



**documents will be evidenced by execution by ROW Division's Contracts and Finance Section Director. One original will be retained for the ROW Division for their records and the remaining original will be returned to the Right of Way field staff for delivery to the LG. Right of Way field staff should retain a copy for the right of way project file.**

## Section 2: Acquisition Procedures for Economically Disadvantaged Counties

### Overview

Acquisition procedures for counties designated as economically disadvantaged are the same as for non-designated counties, or are as stipulated in the agreement, except that the amount of local funds to be contributed may be adjusted by the Texas Transportation Commission. Note that all cities situated in a county that has been designated as "economically disadvantaged" are also eligible for adjustment of their participation ratio. The Transportation Planning and Programming Division is responsible for implementation of the economically disadvantaged county program, including preparation of any necessary minute orders.

At the beginning of each fiscal year, as determined by data provided to TxDOT by the Texas Comptroller of Public Accounts, the designation "economically disadvantaged county" will be applied to a county that has, in comparison to other counties in the State:

- below average per capita taxable property value;
- below average per capita income; and
- above average unemployment.

The city council, commissioners' court or similar governing body of a local government that consists of all or part of an economically disadvantaged county shall submit a request for adjustment to the local District. The request will include, at a minimum:

- the proposed project scope;
- the estimated total project cost;
- a breakdown of the anticipated total cost of ROW and utility adjustments;
- the proposed participation rate;
- the nature of any in-kind resources to be provided by the local government;
- the rationale for adjusting the minimum local matching funds requirement; and
- any other information considered necessary to support a request.

In evaluating a request for an adjustment to the local matching funds requirement, the commission will consider an LG's:

- population level;
- bonded indebtedness;
- tax base;
- tax rate;
- access to available in-kind resources; and

- economic development sales tax.

The Commission will enter a minute order based on the above criteria, which may or may not adjust the participation ratio of the LG. If the ratio is adjusted, the applicable agreement or agreements will be prepared as detailed above.

## Chapter 4: Surveying, Maps, and Parcels

### Contents:

[Section 1: Surveying for ROW Acquisition](#)

[Section 2: ROW Mapping for On-System Projects \(For State and Local Government\)](#)

[Section 3: Property Descriptions](#)

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[Section 8: Requirements for Submission of ArcGIS Files](#)

## Section 1: Surveying for ROW Acquisition

### Necessity for Correct Property Descriptions

Property descriptions prepared with the intent to convey title to the State must clearly define the location of the property. State law stipulates that any property description prepared with the intent to convey title to the State constitutes a boundary survey, falling under the jurisdiction of the Texas Board of Professional Engineers and Land Surveyors (TBPELS).

### Surveying for ROW Acquisition

Before performing any type of field surveying on private property, right of entry must be obtained from each landowner to include a range of dates the services shall be performed.

All surveying necessary for ROW acquisition must be performed under the supervision of a Registered Professional Land Surveyor (RPLS). All surveying must conform to all applicable surveying laws, the Professional Land Surveying Practices Act and the *General Rules of Procedures and Practices of the Texas Board of Professional Engineers and Land Surveyors*.

### Texas Coordinate System of 1983

All projects must be based upon the Texas Coordinate System of 1983 in U.S. Survey feet and be relative to the published values of the National Geodetic Survey (NGS) Continuously Operating Reference Station (CORS) network. The [TxDOT Survey Manual](#) is an additional reference about the Texas Coordinate System.

### Elimination of the Requirement for a Traditional Right of Way Map

To better serve the needs of all the stakeholders and to save time and money in the mapping process, the department has implemented an online mapping system linked to its databases.

The following is an excerpt from the [“New Requirements for Right of Way Mapping”](#) policy memorandum dated May 3, 2016:

"In an effort to reduce the amount of time to deliver a ROW projects, effective the date of this memorandum, the ROW Division will no longer require the creation or submission of a ROW map sheets (paper and MicroStation files) as a requirement for the 'Authority to Proceed'.

The Right of Way maps as currently used are being replaced by the a web based mapping application known as the [“TxDOT Real Property Asset Map”](#) that is available to internal users and the public on ROW Division's txdot.gov webpage.

The two main requirements to start the acquisition process for a project will be an ArcGIS geodatabase populated with parcel features and a signed and sealed Property Description. The [geodatabase template and submission standards](#) are presently available on txdot.gov for internal users and Consultants.

Some parts of the acquisition process (title and appraisal) can proceed with only the ArcGIS geodatabase populated with schematic footprint. The final signed and sealed Property Description will be needed in the later stages of acquisition for the title policy, certified appraisal and as part of the deed.

Under the new standards, the ArcGIS geodatabase and Property Descriptions can be submitted as they are completed, instead of waiting for the submission of a complete ROW map . "

ROW Project Delivery staff will coordinate with District ROW mapping staff to set the priority of submission of parcels.

### **Definition of Right of Way (ROW) Mapping**

The definition of the term 'Right of Way Mapping' as used in this chapter is the creation of GIS parcel features for the department's online mapping system (Real Property Asset Map) and signed and sealed property descriptions for each parcel.

The right of way mapping deliverables required in this chapter must be completed and submitted to the ROW Division in the chronological order detailed in [Chapter 4, Section 4, Submission and Approval of ROW Mapping](#).

## Section 2: ROW Mapping for On-System Projects (For State and Local Government)

### General Requirements

The two main elements required for ROW mapping are the TxDOT ArcGIS geodatabase template (populated with the schematic and surveyed parcel features) and property descriptions (preliminary and/or final signed and sealed).

- To expedite the acquisition process, parcels or small groups of parcels must be submitted as they are completed.
- ROW Project Delivery staff will coordinate with District ROW mapping staff to set the priority of the submission of parcels.

All property descriptions must be prepared, signed, and sealed under the supervision of an RPLS.

- The surveyor is responsible for the boundary analysis of the proposed ROW parcels and preparation of the property descriptions, and surveyor's reports.
- Expansion of the right of way over a navigable stream requires a permit from the General Land Office.

### Simultaneous ROW Mapping and Schematic Development

The objective of simultaneous ROW mapping and schematic development is to have the final signed and sealed property descriptions completed before the schematic is approved (approved environmental). The title work on the parent tracts will be completed before the surveyor starts work, saving time and expense on that portion of the mapping process.

- During schematic development, the design engineer determines the amount of ROW required to accommodate the proposed transportation facility.
- ROWAPS contracts should be used to perform the title work on the parent tracts and issue title commitments at 30-60% schematic development level.
- The title company will provide the title information and commitments of the parent tracts to the surveyor.
- ROW mapping must begin at 60% schematic development level and progress simultaneously with the schematic to meet the needs and timeline(s) of Right of Way Project Delivery.
- Preliminary property descriptions will be prepared during the 60-90% schematic development.
- Final signed and sealed property descriptions will be prepared during the 90-100% schematic development.

All property descriptions will be uploaded by District ROW Project Delivery staff or designee in PDF format into TxDOT's OnBase Enterprise Content Management Solution (OnBase). The GIS mapping package will be reviewed by District Surveying Staff for technical completeness, compliance with TxDOT guidelines and adherence to the Professional Land Surveying Practices Act.

#### Reference Publications for ROW Map Preparation

Publication	Author
<i>TxDOT Surveying Guide</i>	Committee on Geomatics & Surveying
<i>Professional Land Surveying Practices Act Rules and Regulations</i>	Texas Board of Professional Engineers and Land Surveyors

### ROW Parcel Numbering

TxDOTCONNECT will auto-generate parcel numbers. There are many different scenarios to consider when identifying parcels. Parcel numbers will be available through TxDOTCONNECT.

For example on an urban project, one or more contiguous lots may be under common ownership. If the preliminary data shows contiguous properties have a unity of use, then two or more lots may be combined into one marketable unit having one parcel number. If the appraisal data shows contiguous ownership, but do not have unity of use, then assign each lot a separate parcel number, and compute a separate value for each.

Rural projects are usually handled the same as urban projects, with focus placed on the parent tract. A parent tract is defined as a single property not divided by a public way or platted as a subdivision. However, a parent tract may be defined by several smaller purchases that compose one large tract of land under one owner. In addition, one parcel may be comprised of more than one part. For additional guidance, see the examples in the table below.

Usually, properties divided by existing public ways or by separate ownership are considered separate parcels, although they may have common ownership. However, sometimes the unity of use supports combining parcels. In this case, assign the whole property one parcel number, with each divided tract being an associated part.

### Project Information

All the information previously found on the ROW Map Title Sheet will be submitted in the form of a Word document template, titled ROW Mapping Cover Sheet. This document shall be uploaded by the District Surveyor or designee into OnBase as a Preliminary ROW Map. The information will include:



- 
- Highway numbers
  - County or counties
  - Federal project number (if applicable)
  - Construction CSJ number(s). If there is more than one CSJ, tabulate the numbers in the heading with the lowest number shown first, and show CSJ and station numbers at break points with arrow indicators.
  - ROW CSJ number(s) corresponding to each CCSJ
  - Authorized ROW project limits as setup in DCIS
  - Project length (shall match DCIS)
  - Station numbers for the beginning and ending of the project, and station equations.
  - Reference to previous ROW projects in the same location if applicable.
  - A listing of all known utility facilities, including U numbers.
  - Datum Statement including metadata, the state plane zone in which the project resides, basis of bearings and coordinates, adjustment factor used for converting from grid coordinates to surface coordinates including the origin for the scale, rotation angle (if applicable), and original monument description.
  - Signatures of appropriate signing authorities.
    - For initial submission: The District Surveyor or Right of Way Project Delivery Manager will recommend acquisition after a technical review for compliance with TxDOT procedures and Texas Board of Professional Land Surveying rules and regulations is completed.
    - For initial submission: The Area Engineer or Design Engineer will recommend acquisition after a review for conformance with the design schematic and verifying the proposed acquisition is adequate to build the proposed transportation facility.
    - For final ROW map submission in PDF via EDMS: The District Engineer or designee will sign for final approval verifying ROW activities are complete as shown on the final ROW map.

## Section 3: Property Descriptions

### Overview

The property descriptions reflect a boundary survey and must be signed and sealed by an RPLS. Property descriptions prepared for ROW projects consist of a heading with TxDOT identification items, along with a regular metes and bounds description and parcel plats prepared on letter size sheets numbered (1 of 4, etc) successively for unification. Letter size sheets allow the descriptions and plats to be filed with the County Clerk's office without reducing copies. Examples of [property descriptions](#) are available. Below is an example of a typical TxDOT heading.

NOTE: Use a one-inch border on all sides.

Page \_ of \_ Revised: 00/00/0000

  

County	
Highway	
Limits	
ROW CSJ	
	Property Description for
	Parcel ____
Preamble	

Figure 4-1.

Items to be included on property descriptions, in addition to TBPLS standards, include:

- All property descriptions must be tied to the Texas Coordinate System of 1983, and reference metadata (history data) used in preparing the survey.
- Parcel plats are included in all property descriptions as one document.
- For all partial acquisitions, at least one reference tie must be made to an established corner outside the parcel area. It is preferable to use a found back corner of the remainder. It is acceptable to use a set corner on the remainder or adjoiner in cases where no found corners exist, although the surveyor may be assuming liability for the remainder as well as for the adjoiner tract. This outside tie should be made to a monumented boundary corner that will remain after construction.
- If the parcel is located in more than one county or land grant survey, show the land area in each county or land grant area as **separate parcels**.
- Access denial lines shown on the right of way/property line to designate the property interest being conveyed. See [parcel example 9](#) for a visual depiction.

**Existing Information.**

- existing ROW monuments;
- existing access control areas;
- record ownership data of adjacent properties;
- ROW PCs, PTs, and PIs (show and label);
- existing centerline information including incremental stationing, PC, PT and PI data;
- existing utility lines and easements (deed reference, if available);
- existing improvements such as buildings and fences, etc.;
- potential obstructions and/or encroachments. (Locate any improvements bisected by or within 50 feet of the new ROW line. This will assist appraisers in determining damages to the remainders of properties.)
- survey lines (show and label);
- city limit lines (show and label);
- county lines (show and label);
- existing public roads, streets and alleyways (include recorded plat or deed reference);
- existing drainage or channel easements (include recorded plat or deed reference);
- on a separate page of the parcel plat, show the whole property relative to existing and proposed ROW.

**Proposed Information.**

- new ROW lines;

- new ROW markers;
- proposed centerline information including incremental stationing, PC, PT and PI data;
- portions of the proposed design. Although a ROW map is not to be used to construct a highway, you should show, by a single line, the following proposed items or additional topography information:
  - frontage roads;
  - main lanes;
  - connecting ramps.

When control of access is used, it should be described in a recorded deed, and shown on the parcel plat and described in the field note portions of the property descriptions. Limits of denied access should be staked on the ground, and shown or described in the property description using the terms 'Denial of Access' or 'Access Denial Line'. Access control descriptions must be signed and sealed by an RPLS.

**Parcel Information.**

- property owner name;
- parcel number;
- parent tract;
- surface coordinates of the point of beginning (POB);
- station to station limits and offset to project centerline;
- area in acres and/or square feet;
- area of remainder in relation to right and left of project centerline (calculated from deed reference only);
- property lines, (show and define by bearing and distance relative to existing and new ROW lines);
- a bearing and distance to a monumented controlling corner outside the area to be acquired. If the corner is defined as a point of commencement (POC) in a property description, show the letters P.O.C. on the map with reference of the parcel to which it is tied.

Parcels consisting of more than one part must include a summary at the end of the property description as follows:

**Summary**

Part 1 = 4.333 Acres (188745 ± square feet)

Part 2 = 2.667 Acres (116174 ± square feet)

Total = 7.000 Acres (304919 ± square feet)

Property descriptions covering more than one page should read "**Page \_\_\_ of \_\_\_**." Include the parcel plats as part of the entire document. For example, when there are three pages of a property description and three pages of a parcel plat, identify each as being one of six pages, and read "Page \_\_\_ of 6."

At the end of each property description, add a sentence stating "This property description is accompanied by a separate plat." All property descriptions must be signed and sealed by an RPLS, and must include a statement that the survey was performed on the ground under his supervision and must include the day, month and year of the **survey**.

## Certification

Refer to Section 663.18 of the *General Rules of Procedures and Practices of the Texas Board of Professional Land Surveying* on the certification of surveys. The use of an electronic seal and signature will be the preferred method of certification, with the property description being submitted in a locked PDF format created by an electronic signature service or other secure method(s).

## Monuments

Refer to Section 663.17 of the *General Rules of Procedures and Practices of the Texas Board of Professional Engineers and Land Surveyors* for information on the monumentation of surveys.

Each parcel corner on a ROW project **must** have a survey marker on the ground to represent that particular corner. A Type II (Brass Disk) should be placed in concrete flush with the ground at all PCs, PTs, angle points and at 1500 foot intervals along tangent sections, or at closer intervals. A 1/2" or 5/8" iron rod with aluminum cap stamped "TxDOT ROW" should be placed at the intersections of the new ROW line and individual property lines. If Type II monumentation is set **after highway construction**, the following optional phrase shall be included in the relevant property description and noted on the ROW map:

"The monument described and set in this call shall be replaced with a TxDOT Type II Right of Way Marker upon the completion of the highway construction project under the supervision of a Registered Professional Land Surveyor, either employed or retained by TxDOT."

**All** monumentation must be completed under the supervision of a TxDOT contracted RPLS.

## Public Roads and Alleys

Existing public roads or alleys that abut or pass through a ROW parcel need to be examined closely to determine the record of title. Record title should be shown on the ROW map and parcel plats. If no record can be located, a note should be added stating the existing ROW shown was determined by occupation. If included in the adjacent landowner's deed, the existing ROW should

be included in the parcel area but cannot be included for payment. For existing roadway areas which do not appear in any conveyance to a public entity or adjacent property owner, a quitclaim deed or a District Engineer affidavit from the public entity occupying the facility should be obtained and filed with the County Clerk.

## Section 4: Submission and Approval of ROW Mapping

### Original Submission to Division

The surveyor should complete and submit electronic files, property descriptions, surveyor reports, closure sheets that include precision and GIS mapping data, to the District for review. The District Surveyor or appropriate personnel must review the submission for compliance with TxDOT policy and TBPELS standards. The Design Engineer or appropriate personnel must review the mapping for compliance with the design schematic and to verify that the area to be acquired and all easements are adequate to build the transportation facility.

### Requirements for Right of Way Mapping Deliverables

The following is an outline in chronological order of the ROW Division's requirements for mapping deliverables.

- ROW (ArcGIS) geodatabase template populated with the schematic ROW footprint parcels, parcel parent tracts (if available) and schematic centerline alignment. (See Section 8 - Requirements for Submission of ArcGIS Files). The current submission standards and current geodatabase template can be found on the ROW Division's webpages on txdot.gov.
- The ROW Cover Sheet Word document containing the information on the cover map sheet (project limits, beginning and ending stationing, utility stations, etc.) and control/alignment map sheets (coordinates/descriptions of control monuments and coordinates/stationing/curve data of alignment);
- Preliminary property descriptions in PDF format to facilitate the early stages of the acquisition process (title and appraisal). See the *General Rules of Procedures and Practices of the Texas Board of Professional Engineers and Land Surveyors* Section 663.18(d) Certification for requirements for preliminary documents.
- Concurrent with preliminary property descriptions, ROW (ArcGIS) geodatabase template populated with the current surveyed and/ or preliminary parcels for each submission, current alignment and project control points.
- Signed and sealed property descriptions (See Section 3 - Property Descriptions) and their associated electronic files (signed and sealed copy in PDF format; Word documents; MicroStation parcel plat files; and MicroStation master reference [MRF] files);
- Concurrent with signed and sealed property descriptions, ROW (ArcGIS) geodatabase template populated with the current final (signed and sealed) parcels for each submission and final alignment.
- Spreadsheets and/or Word documents containing the information on the acquisition (ownership tabulation) map sheets.

## Section 5: Requirements for Final ROW Maps

### Overview for Traditional ROW Maps

Once ROW map revisions are complete, **all** new ROW is acquired, and **all** documents are recorded, **upload** original PDF of the ROW map marked "FINAL MAP" to ROW Division via **OnBase**. For the final map to be complete, it must contain:

- all project numbers;
- grantors' names;
- areas of acquired parcels;
- recording information;
- a "U" number assigned for utility adjustments/accommodations;
- names of the utility owner(s) and recording data for recorded documents, when applicable;
- at least one signature and date;
- DGN graphics files; and
- GIS files, if available.

Verification of the above list can be done by any of the following:

- District Surveyor
- Right of Way District Manager
- Utility Coordinator
- Right of Way or District Records Coordinators

Completing this process will minimize district and division staff time spent researching ROW maps.



## Section 6: ROW Mapping for Off-System Projects

### Overview

The only requirement for ROW mapping on off-system projects will be that the property descriptions are based on the Texas Coordinate System of 1983 and as described in [Chapter 4, Section 3, Property Descriptions](#). The use of graphics software other than Micro-Station is permitted and the only required deliverable will be signed and sealed property descriptions in PDF format.

Off-System projects do not have to meet any other software, file format or other deliverable requirements in Chapter 4.

## Section 7: Requirements for Submission of Graphics Files for On-System Projects

### Overview

The purpose of this section is to provide requirements for the graphics standards, and file management (structure and naming conventions) of ROW mapping electronic deliverables submitted to the ROW Division as an integral part of the ROW mapping package.

The software, file types and file formats must be compatible with those used by the district/division design for schematics and PS&E, example: native current version MicroStation for graphics, Microsoft Word and Adobe PDF for descriptions, etc.

### MicroStation

All graphic files for ROW map sheet and property description parcel plats must be native DGN files created by the current version of MicroStation using the current TxDOT seed files in the TxDOT workspace environment, settings, and resource files.

All files shall contain at minimum, company name, company logo, company phone number, firm number, surveyors name, RCSJ#, date of survey, state plane zone, surface adjustment factor, and revision information.

### MicroStation Level Library Files

The current TxDOT level library files for ROW mapping will be provided by TxDOT. The file(s) contains all the predefined levels that will normally be needed for ROW mapping and to show existing utilities.

### DGN File Properties and Naming Convention of the Parcel Plat Pages

Each DGN file shall be spatially correct (snapping on elements gives correct coordinate values), and there should be one (1) DGN file for each parcel plat page. All the parcel plat pages will utilize the same master reference files.

The parcel plat and/or ROW map sheet naming convention is "ROWCSJ\_ParcelNumber\_PgNumber.dgn", with an example as follows: "212104065\_01\_P01.dgn".

The format for the PDF of the Property Description is slightly different, since the PDF will contain the parcel ID to link the PDF to the online parcel in the Real Property Asset Map. The naming convention is "District Aberration\_ROWCSJ\_ParcelIDNumber.pdf", with an example as follows: "ELP\_212104065\_P00001234.pdf".

### Naming Convention of the Master ROW Files (MRF) in DGN Format

The master ROW file naming convention is "MRF ROW CSJ\_Logical Name.dgn", with examples as follows:

- MRF212104065\_Schematic100.dgn (schematic layout 100% submittal);
- MRF212104065\_SchemApprov.dgn (final approved [TxDOT & FHWA] schematic);
- MRF212104065\_PSEDesign.dgn (final PS&E design);
- MRF212104065\_ExROW.dgn (existing ROW determined by RPLS);
- MRF212104065\_PropROW.dgn (proposed ROW of final design);
- MRF212104065\_PropRW\_Parcel\_Polygons.dgn (proposed ROW parcels to be acquired);
- MRF212104065\_DeedPlot.dgn (deed record);
- MRF212104065\_Planimetric.dgn (aerial mapping topography);
- MRF212104065\_ROWTopo.dgn (improvements data collection);
- MRF212104065\_DesignTopo.dgn (design level data collection topography);
- MRF212104065\_ExUtil.dgn (existing utilities, etc.);
- MRF212104065\_Schematic90.dgn (schematic layout 90% submittal);
- MRF212104065\_PropROW\_Lines.dgn (proposed ROW lines of final design);
- MRF212104065\_ExROW\_Centerline.dgn (as determined by RPLS).

All similar features must be on separate levels for easy separation from text.

Proposed ROW parcels shall be comprised of complex lines.

All MRF dgn files shall be provided in surface and grid coordinate systems.

All sheet files with a plan view will have the MRF referenced to sheet files to allow more than one sheet file to be worked on at the same time.

### File Structure of Master and Reference DGNs

Use few or no subfolders to allow better transfer of data to different PCs, server drive names, or CDs/DVDs without path problems to reference files when the sheet files are opened.

### Line Weights, Line Styles, Colors, Text Size, Text Fonts, Scale, and Annotations

Legibility is the primary concern when choosing the scale, line weights and text size. Parcel pages shall be legible at full scale sheet size (8-1/2" x 11") and the reproductions (copies) must also be legible.

The scales will be one of the standard engineering scales. The choice of the scale will be determined by the legibility of the parcel plate pages.

Use "MicroStation Packager" for the submission of electronic deliverables. This will capture any non TxDOT standard rsc, cel, text, etc. files that were used in the mapping that look and plot differently in the TxDOT MicroStation workspace.

### **Text and Line Colors when Using Color Digital Orthos in the Background**

The predominate colors of the digital orthos (greens, browns, etc) will dictate the line and text colors that stand out and are legible. Use trial and error, as needed, to select legible text and line colors.

### **Required Data in the Geopak ROW GPK File**

The following are required data in the Geopak ROW GPK File (start with Schematic or Design GPK file):

- alignments;
- chains of proposed ROW lines;
- chains of existing ROW lines;
- shapes of whole tract parcels;
- taking parcels;
- all points collected in the field and all calculated points.

### **Surface Coordinates**

Surface adjustment factors and basis of datum shall be well documented in all electronic deliverables "file structure/deliverables read me" file.

## Section 8: Requirements for Submission of ArcGIS Files

### Overview

The purpose of this section is to provide requirements for ArcGIS standards as an integral part of the ROW mapping package.

All current and future ROW mapping projects will be subject to these submission standards, eliminating the Right of Way Division's requirement for the submission of traditional paper ROW maps under the old standards.

The paper ROW maps are being replaced with geo-referenced parcel data in GIS format to be used in TxDOT's Online Real Property Asset Map (virtual ROW map, RPAM).

The software, file types and file formats must be compatible with those used by the State.

It is at the discretion of District Surveying Staff to approve, return, or repair submitted GIS files.

### ROW Geodatabase Template

All ArcGIS data will be submitted in ArcGIS 10.6.1 format or the current version in use by the State and in the format of the ROW geodatabase template.

The current TxDOT ROW geodatabase template "ROW\_Parcels\_Edits\_v2" for the delineation of the right of way will be provided by the State. The template will also be available to download from the ROW Division's webpage on TxDOT's internet site ([txdot.gov](http://txdot.gov)).

### Coordinate System of Template

The template's XY coordinate system is geographic coordinates (longitude and latitude), North American Datum of 1983 in Decimal Degrees (8 or more places after the decimal point).

### Geodatabase Features and Attributes

The template contains a feature dataset named 'ROW\_Parcels\_Edits\_v2', and that dataset contains the following features.

#### Existing ROW Points (Existing\_ROW\_Points)

This layer should contain points that lie along the existing and proposed right of way. Only points that are in the ground and held should be included, except for original Type 1 monuments. All Type 1 monuments, held or not, should be included.

**Existing ROW Points**

<b>Attribute</b>	<b>Description</b>
Monument Type	Enter Type I, Type II or Property Corner.
Description	In this field describe the physical object in the ground. For example. 1/2inch Iron Rod, 1 inch steel pipe, mag nail, or brass disk.
District	In this field enter the District in which the project is located.
Date Created	In this field Enter the date the feature was created in the ROW geodata-base template.
Created By	Consultant should use firm name and internal TxDOT staff should use their initials.
Date Updated	Enter the date the feature was edited. The edits could be for spatial or table edits.
Update By	Consultant should use firm name and internal TxDOT staff should use initials or workgroup name (ex.CRP Surveying, for the Corpus Christi District Surveying group).
File Name	Enter the name of the file that was used to create the GIS feature.
File Location	Enter the drive location of the files used to create the GIS feature.
Comment	Enter relevant feature comments to share with the public.
Source Comment	Enter additional relevant information for internal use only.

**Survey Control Points (Survey\_Control\_Points)**

This layer should contain only project survey control points.

**Survey Control Points**

<b>Attribute</b>	<b>Description</b>
Object ID (Auto Populated)	This number is generated by ArcGIS.
Point Number	Enter the TxDOT assigned number for the point
Latitude	Enter the latitude position of the point in decimal degrees
Longitude	Enter the longitude position of the point in decimal degrees
Elevation	Enter the elevation value of the point as feet above sea level
Description	In this field describe the physical object in the ground. For example. 1/2inch Iron Rod, 1 inch steel pipe, mag nail, or brass disk.
District	In this field enter the District in which the project is located.
Date Created	In this field Enter the date the feature was created in the ROW geodata-base template.

**Survey Control Points**

<b>Attribute</b>	<b>Description</b>
Created By	Consultant should use firm name and internal TxDOT staff should use their initials.
Date Updated	Enter the date the feature was edited. The edits could be for spatial or table edits.
Update By	Consultant should use firm name and internal TxDOT staff should use initials or workgroup name (ex.CRP Surveying, for the Corpus Christi District Surveying group).
File Name	Enter the name of the file that was used to create the GIS feature.
File Location	Enter the drive location of the files used to create the GIS feature.
Comment	Enter relevant feature comments to share with the public.
Source Comment	Enter additional relevant information for internal use only.

**Small Cell Location Points (Small\_Cell\_Points)**

This feature is to be populated from another source and it is NOT related to any Surveying deliverable. This feature is in the template to support its display in the Real Property Asset Map.

**Existing Right of Way Lines (Existing\_ROW\_Lines)**

This layer should only be used where existing ROW polygon(s) cannot be created. Additionally, this layer should only represent actual State ROW.

**Existing Right of Way Lines**

<b>Attribute</b>	<b>Description</b>
District	In this field enter the District in which the project is located.
Engineer Work Group (Internal Only)	This field is to identify the internal engineering work group responsible for creating the schematic in which the GIS files are based. For example, Design Division, or Austin District Design.
Survey Work Group (Internal Only)	This field is to identify the surveying work group that converted design files into GIS files. For example, Houston Surveying or ROWD Mapping.
Date Created	In this field Enter the date the feature was created in the ROW geodata-base template.
Created By	Consultant should use firm name and internal TxDOT staff should use their initials.
Date Updated	Enter the date the feature was edited. The edits could be for spatial or table edits.
Update By	Consultant should use firm name and internal TxDOT staff should use initials or workgroup name (ex.CRP Surveying, for the Corpus Christi District Surveying group).

**Existing Right of Way Lines**

Attribute	Description
File Name	Enter the name of the file that was used to create the GIS feature.
File Location	Enter the drive location of the files used to create the GIS feature.
Comment	Enter relevant feature comments to share with the public.
Source Comment	Enter additional relevant information for internal use only.

**Right of Way Centerline (ROW\_Centerline)**

This layer should contain the new centerline of the roadway between project limits. The centerline should have 100 foot stations, PC's, and PT's marked out and combined into a single polyline. This feature is to represent the center-line by which the property descriptions are stationed.

**Right of Way Centerline**

Attribute	Description
District	In this field enter the District in which the project is located.
Engineer Work Group (Internal Only)	This field is to identify the internal engineering work group responsible for creating the schematic in which the GIS files are based. For example, Design Division, or Austin District Design.
Survey Work Group (Internal Only)	This field is to identify the surveying work group that converted design files into GIS files. For example, Houston Surveying or ROWD Mapping.
Date Created	In this field Enter the date the feature was created in the ROW geodata-base template.
Created By	Consultant should use firm name and internal TxDOT staff should use their initials.
Date Updated	Enter the date the feature was edited. The edits could be for spatial or table edits.
Update By	Consultant should use firm name and internal TxDOT staff should use initials or workgroup name (ex.CRP Surveying, for the Corpus Christi District Surveying group).
File Name	Enter the name of the file that was used to create the GIS feature.
File Location	Enter the drive location of the files used to create the GIS feature.
Comment	Enter relevant feature comments to share with the public.
Source Comment	Enter additional relevant information for internal use only.

**Right of Way Utilities (ROW\_Uilities)**

Never to be populated. Utility Management System placeholder.



This feature is to be populated from another source and it is NOT related to any Surveying deliverable. This feature is in the template to support its display in the Real Property Asset Map.

### **Right of Way Pipeline Leases (ROW\_Pipeline\_Leases)**

Never to be populated by Surveyor. Data will be provided by the Real Estate Services Section. This line feature will contain permitted leased ROW for the purpose of moving waste water from oil and gas activity.

This feature is to be populated from another source and it is NOT related to any Surveying deliverable. This feature is in the template to support its display in the Real Property Asset Map.

### **Existing Right of Way Parcels (Existing\_ROW\_Polygons)**

This layer should contain a single shape representing all existing right of way within project limits. If there are conveyances found to show previous acquisitions, unique polygons may be created. Identical ROW lines are not needed if these polygons otherwise cover the same area.

**Existing Right of Way Parcels**

<b>Attribute</b>	<b>Description</b>
Volume and Page	Enter the volume and page of the document showing state ownership of the existing Right of Way, IF available.
District	In this field enter the District in which the project is located.
Engineer Work Group (Internal Only)	This field is to identify the internal engineering work group responsible for creating the schematic in which the GIS files are based. For example, Design Division, or Austin District Design.
Survey Work Group (Internal Only)	This field is to identify the surveying work group that converted design files into GIS files. For example, Houston Surveying or ROWD Mapping.
Date Created	In this field Enter the date the feature was created in the ROW geodata-base template.
Created By	Consultant should use firm name and internal TxDOT staff should use their initials.
Date Updated	Enter the date the feature was edited. The edits could be for spatial or table edits.
Update By	Consultant should use firm name and internal TxDOT staff should use initials or workgroup name (ex.CRP Surveying, for the Corpus Christi District Surveying group).
File Name	Enter the name of the file that was used to create the GIS feature.
File Location	Enter the drive location of the files used to create the GIS feature.
Comment	Enter relevant feature comments to share with the public.
Source Comment	Enter additional relevant information for internal use only.

### Leased ROW Property Polygons (ROW\_Leases)

Never to be populated by Surveyor. Data will be provided by the Real Estate Services Section. This feature will contain polygons representing ROW being leased.

### ROW Proposed for Acquisition Parcel (ROW\_Proposed\_Parcels) and Access Denial Lines (Access\_Control\_Lines)

The ROW\_Proposed\_Parcels layer should contain the proposed acquisition parcel polygons.

The Access\_Control\_Lines layer should contain the projects access control lines. Each line should be broken along their relevant segment/parcel where applicable. These lines are unique regardless of placement proximity to other features.

These two features have identical feature attributes. Access Denial Lines (ADL) that are attached to an acquisition parcel should have the same table data as the parcel. ADL that are being acquired without an actual parcel of land will be treated as if it were a regular parcel of land. These two features shall be uploaded through TxDOTCONNECT.

**ROW Proposed for Acquisition Parcel and Access Denial Lines**

Attribute	Description
TxDOT Parcel ID	(ex. P00000001.001)) Unique identifier created by TxDOT Connect. NULL if a new parcel. Populated by consultant or system generated if new.
Parcel Number	(ex. 1) This is the root or base parcel number as seen in the example. Populated by consultant or system generated if new.
Part Name	(ex. Part 1 or PT1) This is the part number as in the example. When no part exists use the Parcel Number. Populated by consultant or system generated if new.
Date Created	(ex. 01/01/2020) Populated by user and/or consultant.
Created By	(ex. Survey Firm ABC) Populated by user and/or consultant. Consultant should use firm name, internal staff should use their initials.
Date Updated	(ex. 01/01/2020) Populated by user and/or consultant.
Update By Edit User Name	Populated by user and/or consultant. Consultant should use firm name, internal staff should use their initials or workgroup name (ex.CRP Surveying, for the Corpus Christi District Surveying group).
CMNT (Comment)	Populated by user and/or consultant. This is a public facing comment field to forward any pertinent information concerning the parcel proposed for acquisition
SRC_CMNT (Source Comment)	Populated by user and/or consultant. This is an internal comment field to forward any pertinent information concerning the parcel proposed for acquisition to TxDOT Staff Only. This field does not reach the public facing web map.
SHAPE_AREA (Shape Area for polygons only)	Auto populated.

**ROW Proposed for Acquisition Parcel and Access Denial Lines**

Attribute	Description
SHAPE_LEN (Shape Length)	Auto populated.
OBJECTID (Shape ID Number)	Auto populated.

**Disposition Tracts (Disposition\_Tracts)**

This layer should contain the disposition of surplus tract polygons, when applicable.

**Disposition Tracts**

Attribute	Description
Project Number	This is the TxDOT Real Estate Services assigned project identifier.
Status	This is to note if the property is available or currently being leased.
District	In this field enter the District in which the project is located.
Date Created	In this field Enter the date the feature was created in the ROW geodata-base template.
Created By	Consultant should use firm name and internal TxDOT staff should use their initials.
Date Updated	Enter the date the feature was edited. The edits could be for spatial or table edits.
Update By	Consultant should use firm name and internal TxDOT staff should use initials or workgroup name (ex.CRP Surveying, for the Corpus Christi District Surveying group).
File Name	Enter the name of the file that was used to create the GIS feature.
File Location	Enter the drive location of the files used to create the GIS feature.
Comment	Enter relevant feature comments to share with the public.
Source Comment	Enter additional relevant information for internal use only.

**Parent Tract (ROW\_Parent\_Tract)**

The whole property layer should contain the parent tract polygons from which acquisition parcels are cut. These polygons will use the same parcel id, name, and number as the acquisition polygon.

**Parent Tract**

Attribute	Description
Owner	Enter the Owner of the parent tract in which the proposed parcel is being acquired from.

**Parent Tract**

<b>Attribute</b>	<b>Description</b>
Volume and Page	Enter the volume and page of the deed to the parent tract
CAD Number	This is the County Appraisal District property identification number.
District	In this field enter the District in which the project is located.
Engineer Work Group (Internal Only)	This field is to identify the internal engineering work group responsible for creating the schematic in which the GIS files are based. For example, Design Division, or Austin District Design.
Survey Work Group (Internal Only)	This field is to identify the surveying work group that converted design files into GIS files. For example, Houston Surveying or ROWD Mapping.
Date Created	In this field Enter the date the feature was created in the ROW geodata-base template.
Created By	Consultant should use firm name and internal TxDOT staff should use their initials.
Date Updated	Enter the date the feature was edited. The edits could be for spatial or table edits.
Update By	Consultant should use firm name and internal TxDOT staff should use initials or workgroup name (ex.CRP Surveying, for the Corpus Christi District Surveying group).
File Name	Enter the name of the file that was used to create the GIS feature.
File Location	Enter the drive location of the files used to create the GIS feature.
Comment	Enter relevant feature comments to share with the public.
Source Comment	Enter additional relevant information for internal use only.

**Preliminary Proposed Right of Way (Schematic\_Polygons)**

This is an advanced planning layer that should contain large polygons representing entire areas of proposed acquisition. The purpose is to determine areas where ROW will need to be acquired. This layer should be prepared during the 30% schematic stage.

**Preliminary Proposed Right of Way**

<b>Attribute</b>	<b>Description</b>
Project Number	This is the project number that is associated with the development of the preliminary project schematic.
Approval Date	This is the date the project schematic is approved.
District	In this field enter the District in which the project is located.

**Preliminary Proposed Right of Way**

<b>Attribute</b>	<b>Description</b>
Date Created	In this field Enter the date the feature was created in the ROW geodata-base template.
Created By	Consultant should use firm name and internal TxDOT staff should use their initials.
Date Updated	Enter the date the feature was edited. The edits could be for spatial or table edits.
Update By	Consultant should use firm name and internal TxDOT staff should use initials or workgroup name (ex.CRP Surveying, for the Corpus Christi District Surveying group).
File Name	Enter the name of the file that was used to create the GIS feature.
File Location	Enter the drive location of the files used to create the GIS feature.
Comment	Enter relevant feature comments to share with the public.
Source Comment	Enter additional relevant information for internal use only.

### **Rename Geodatabase Template to ROW CSJ Prior to Submission**

Use ArcCatalog to rename the '**ROW\_Parcels\_Edits.gdb**' template to the ROW CSJ (RCSJ) project number prior to submission.

For example: If RCSJ is 2552-04-041, rename the template '**ROW\_Parcels\_255204041.gdb**'.

For revised or additional submissions of the same project, rename the template: '**ROW\_Parcels\_255204041a.gdb**' for the 2nd submission, '**ROW\_Parcels\_255204041b.gdb**' for the 3rd submission, etc.

After geodatabase template is renamed, create a .zip file for submission.  
Example: '**ROW\_Parcels\_255204041.zip**'.

### **Conversion of Survey Data to ArcGIS and Template Format**

The attribute table of geo-referenced features created outside the template must be exactly the same as those in the template before you can append them into the features in the template.

The conversion from the native survey data, Geopak, MicroStation or CAD files used in the preparation of the property descriptions and parcel plats to the coordinate system and format of the geodatabase template can be accomplished in a number of different ways in different programs and in ArcGIS depending on the origin and format of the survey data.

Since no one set of instructions will fit all the different variables of data collection, data processing, and/or data conversion software, the only requirement will be that the feature data is geospatially correct and submitted to the State in the exact format of the template.

**Requirements for ArcGIS Deliverables**

ROW geodatabase template shall be populated with all required ROW features of each stage of submission.

The following is an outline in chronological order of the requirements for ArcGIS mapping deliverables:

- ROW (ArcGIS) geodatabase template populated with the schematic ROW footprint parcels and schematic alignment.
- ROW (ArcGIS) geodatabase template populated with the current surveyed and/or preliminary parcels for each submission, current alignment and project control points. An updated geodatabase will be submitted as the parcel submissions progress.
- Geodatabase template populated with the current final (signed and sealed) parcels for each submission and final alignment.