



FACILITIES DEVELOPMENT MANUAL

Wisconsin Department of Transportation

TABLE OF CONTENTS

Chapter 12: Right-of-Way Plat and Exhibit Development

Section 12-1 General

- 12-1-1 Introduction
 - 1.1 Originator
 - 1.2 General
 - 1.3 When Is a Plat or Exhibit Needed?
 - 1.4 When to Use a Transportation Project Plat (TPP)
 - 1.5 When to Use a Traditional Right-of-Way Plat
 - 1.6 When to Use an Acquisition Exhibit
- Attachment 1.1 Policy to File or Record Transportation Project Plats
- 12-1-5 Existing Features
 - 5.1 Access Control
 - 5.2 Easements
 - 5.3 Existing Monumentation
 - 5.4 Existing Right-of-Way
 - 5.5 Existing Roadway Location
 - 5.6 Property Owners' Names and Descriptions
 - 5.7 Topography
 - 5.8 Utilities
- 12-1-10 Title Report
- 12-1-15 Types of Acquisition
 - 15.1 Fee
 - 15.2 Highway Easement
 - 15.3 Permanent Limited Easement
 - 15.4 Access Rights
 - 15.5 Temporary Limited Easement
 - 15.6 Scenic Easement
 - 15.7 Restricted Development Easement
 - 15.8 Air Rights
 - 15.9 Advertising Rights
 - 15.10 Waterway Rights
 - 15.11 Order of Importance
 - 15.12 Covenants and Agreements
- Attachment 15.1 Waterway Example Plat
- 12-1-20 Encroachments on Highway Improvement Projects
 - 20.1 Definition
 - 20.2 Policy Statement
 - 20.3 Procedures for Existing Encroachments
 - 20.4 Procedure for Permits
 - 20.5 Local Public Agency Projects
- Attachment 20.1 Revocable Occupancy Permit
- 12-1-25 Surplus Lands on Highway Right-of-Way
 - 25.1 General
 - 25.2 Definition
 - 25.3 Projects to be Evaluated
 - 25.4 Process for Identification
 - 25.5 Evaluation Criteria for Right-of-Way
- 12-1-30 Sign Control
- 12-1-35 Right-of-Way GIS Modernization
 - Attachment 35.1 R/W Modernization GIS Project Deliverables

Section 12-5 Making Right-of-Way Determinations

- 12-5-1 Determining Right-of-Way Needs

- 12-5-3.....Acquisition Restrictions
 - 3.1.....General
 - 3.2.....Exceptions
 - 3.3.....Application
- 12-5-5.....Access Control
 - 5.1.....Research/Investigate Previous Access Control
 - 5.2.....Determine Access Control Requirements for a Project
 - 5.3.....Indicate Access Control on Right-of-Way Plat

Section 12-10 Transportation Project Plat Preparation

- 12-10-1Guidelines
 - 1.1.....Introduction
 - 1.2.....Detail Page
 - 1.3.....Accompanying Sheets
 - 1.4.....Quality Control and Closure Sheet
 - 1.5.....Local Review
 - Attachment 1.1..... Transportation Project Plat Example
 - Attachment 1.2..... U.S. Public Land Survey System Information
 - Attachment 1.3..... Right-of-Way Example
 - Attachment 1.4..... Access Control at Intersections on New Relocation
 - Attachment 1.5..... Sample TPP Detail Page with Accompanying Title Sheet
 - Attachment 1.6..... Sample Transportation Project Plat Closure Sheet
 - Attachment 1.7..... Sample Easement Table Examples
 - Attachment 1.8..... Sample Access Symbol Example
 - Attachment 1.9..... Sample Accompanying Extension Sheet
 - Attachment 1.10..... Sample Accompanying Utility Sheet
- 12-10-3Using a Monumentation Plat to Establish Existing Right-of-Way
 - Attachment 3.1..... Monumentation Plat Example
- 12-10-5Transportation Project Plat and Monumentation Checklists
 - 5.1.....Transportation Project Plat Checklist
 - 5.2.....Monumentation Plat Checklist
 - Attachment 5.1..... Transportation Project Plat Checklist
 - Attachment 5.2..... Monumentation Plat Checklist
- 12-10-10Recording the Plat
 - 10.1.....Recording the Plat
- 12-10-15Amendments, Corrections, and Vacations
 - 15.1.....Introduction
 - 15.2.....Amendment Plat
 - 15.3.....Affidavit of Correction
 - 15.4.....Vacation Orders or Notice of Non-Acquisition
 - 15.5.....Archive Files in Region Office
 - Attachment 15.1..... Transportation Project Plat - Amendment Plat
 - Attachment 15.2..... Transportation Project Plat - Affidavit of Correction
 - Attachment 15.3..... Transportation Project Plat - Vacation Order
 - Attachment 15.4..... Transportation Project Plat - Parcels - Vacation Order
 - Attachment 15.5..... Amendment Caption Example
- 12-10-20Description of Lands
 - 20.1.....Legal Description
 - Attachment 20.1..... Legal Description Verbiage
 - Attachment 20.2..... Legal Description Examples
- 12-10-25Plat Deliverables

Section 12-15 Traditional Right-of-Way Plat Preparation

- 12-15-1Guidelines
 - 1.1.....Introduction
 - 1.2..... Title Sheet
 - 1.3.....Schedule of Lands and Interests Required Sheet
 - 1.4.....Layout Sheet
 - 1.5.....Detail Sheet
 - 1.6.....Access Control
 - 1.7.....Trans 233 Information

- Attachment 1.1.....Sample Title Sheet
- Attachment 1.2.....Sample Schedule of Lands & Interests Required Sheet
- Attachment 1.3.....Sample Layout Sheet
- Attachment 1.4.....Sample Detail Sheet
- Attachment 1.5.....Sample Single-Sheet R/W Plat
- Attachment 1.6.....U.S. Public Land Survey System Information
- Attachment 1.7.....Right-of-Way Example
- Attachment 1.8.....Access Control at Intersections on New Relocation
- Attachment 1.9.....Easement Table Examples
- 12-15-5Using the Plan as a Plat
 - 5.1.....Guidelines
 - 5.2.....Requirements
 - 5.3.....Storage and Retrieval
- 12-15-10Right-of-Way Plat Workflow and Checklist
 - Attachment 10.1....Right-of-Way Plat Workflow and Checklist
- 12-15-15Revision of Plats
 - Attachment 15.1....Sample Record of Plat Revisions
- 12-15-20Description of Lands
 - 20.1.....General
 - 20.2.....Sample Descriptions
 - Attachment 20.1....Description Examples
- 12-15-25Plat Deliverables

Section 12-20 Acquisition Exhibit Preparation

- 12-20-1Introduction
 - 1.1.....TLE Acquisition Exhibit
 - 1.2.....Early Acquisition Total Buyout/Protective Purchase Exhibit
 - 1.3.....Exhibit and Relocation Order Filing
 - Attachment 1.1.....TLE Acquisition Exhibit for Conveyance (urban)
 - Attachment 1.2.....TLE Acquisition Exhibit for Conveyance (rural)
 - Attachment 1.3.....TLE Acquisition Exhibit for Plan
 - Attachment 1.4.....Total Buyout/Protective Purchase Exhibit
 - Attachment 1.5.....Legal Description Examples