FDM 12-15-1 Guidelines *May 15, 2026*

1.1 Introduction

A Traditional Right-of-Way Plat may be used by the department for any project which requires only temporary interests. Exemptions for other uses on department projects will be considered on a case-by-case basis with the approval of the Chief of Survey and Mapping Engineer in the Bureau of Technical Services. Traditional Plats may be used by local agencies for temporary and permanent acquisition of lands or other rights and interests for local or connecting highway projects.

Early in the plat development process a cooperative field review of the project is recommended, preferably during the right-of-way layout stage. This review should include region project development, plat and real estate staff as well as representatives of local agencies and consultants, as appropriate.

Project plats should be prepared so they can stand-alone or be incorporated into a continuous plat from the beginning to the end of a project. Each right-of-way plat shall include information that generally will require four types of sheets; a Title Sheet, a Schedule of Lands and Interests Required Sheet, a Layout Sheet, and a Detail Sheet. Depending on the complexity and size of the project, sheets can be combined, or a single sheet right-of-way plat can be prepared. The first sheet of each right-of-way plat is sheet number 4.01; additional sheets are numbered 4.02, 4.03, etc. and shall be numbered consecutively, increasing in the direction of the project.

It is not essential for a plat to match the length of the proposed construction project. The Begin and End Relocation Order stationing shall encompass the first and last alignment station of all new acquisitions. The stationing of the Begin and End Relocation Order can be extended to allow for plat revisions. Contact the Region Plat Coordinator prior to changing the relocation order.

1.2 Title Sheet

The following information shall be included on all right-of-way plat title sheets. See Attachment 1.1 for a sample title sheet.

1.2.1 Project Title Block

The project title block contains the project information. The following information shall be included in the title block.

- *Right-of-way project (R/W) number*
- *Sheet number*
- *Total sheets*
- *Federal project number (if applicable)*
- *Project title and limits*
- *Highway designation*
- *County(ies)*
- *Construction project number*

The highway designation, the project title, and limits information should match what is shown in the departments financial application (FIIPS) for the project's real estate identification number.

1.2.2 Location Sketch

Location Sketches shall be to an appropriate scale and in sufficient detail to readily depict the project location. Portions of county, town, or city maps may be used. Sufficient detail must be shown to enable the user to relate to known geographic features. Show the following information on the location sketch:

- *Show the beginning and ending locations of right-of-way acquisition, and label as "Begin Relocation Order" and "End Relocation Order". Land ties to the project beginning and ending are to be shown on the title sheet and shall be to a recovered USPLSS, recorded private claim or federal reservation corner. These land ties should be expressed in feet only.*

- *Show location of at least one village or city or indicate distance to the nearest village or city if the location of the project within a county is not readily apparent.*
- *Provide a north arrow. (North should be oriented to the top of the sheet unless the location sketch proportions are such that orientation to the right side (rotated clockwise 90 degrees) is desirable.)*
- *Provide a graphical scale for the location sketch. This can be in feet or miles.*
- *Show the total net length of the reference line in miles to the nearest thousandth of a mile.*
- *Show USPLSS Township and Range designations.*

1.2.3 Conventional Symbols and Abbreviations

Conventional symbols and abbreviations should be shown as used within the plat. See FDM 15-5-25 and FDM 15-5-30 for conventional symbols and abbreviations.

1.2.4 Signature Block

The standard signature block provides a designated space for an authorized person in each region to sign and date the right-of-way plat to signify approval by the region office. Each region will choose a person in responsible charge to sign and date the region's right-of-way plats. The date placed on the right-of-way plat is the date the region approves the plat. This date shall appear on all plat sheets regardless of the date each sheet was prepared. When right-of-way plats are prepared by or for a local agency, provision should be made for the signature(s) and date of the approving local agency official(s). Plats prepared by a consultant shall be sealed and signed by a professional land surveyor licensed under Wisconsin Statutes Section 443.06. In addition, the name of the consulting firm employing the surveyor is also required. Place either the name of the firm or the company logo on the sheet in a location that does not interfere with the required information.

1.2.5 Notes

The following notes shall appear on the title sheet as appropriate. The underlined notes shall also be shown on every detail page:

- *Positions shown on this plat are Wisconsin Coordinate Reference System Coordinates (WISCRS), (County name) County, NAD 83 (adjustment year) in US survey feet. Values shown are grid coordinates, grid bearings, and grid distances. Grid distances may be used as ground distances.*
- *All new Right-of-way and permanent easement monuments will be Type 2 monuments (typically ¾" x 24" iron rebars), unless otherwise noted, and will be placed prior to the completion of the project.*

  Or

  All new Right-of-way and permanent easement monuments will be Type 2 monuments (typically 1" x 24" iron rebars), unless otherwise noted, and will be placed prior to the completion of the project.
- *Right-of-way boundaries are defined with courses of the perimeter of the highway lands referenced to the U.S. Public Land Survey System or other "Surveys of Public Record."*
- *Dimensioning for the new right-of-way is measured along and perpendicular to new reference lines.*
- *Property lines shown on this plat for properties being impacted are drawn from data derived from filed/recorded maps and documents of public record. This plat may not be a true representation of existing property lines, excluding right-of-way, and should not be used as a substitute for an accurate field survey.*
- *All right-of-way lines depicted in the non-acquisition areas are intended to re-establish existing right-of-way lines as determined from previous projects, other recorded documents, centerline of existing pavements and/or existing occupational lines.*
- *Information for the basis of existing highway right-of-way points of reference and access control are listed on the detail pages.*
- *A Temporary Limited Easement (TLE) is a right for construction purposes, as defined herein, including the right to operate necessary equipment thereon, the right of ingress and egress, as long as required for such public purpose, including the right to preserve, protect, remove, or plant thereon any vegetation that the highway authorities may deem desirable. All (TLEs) on this plat expire at the completion of the construction project for which this instrument is given.*
- *A Permanent Limited Easement (PLE) is a right for construction and maintenance purposes, as defined herein, including the right to operate necessary equipment thereon and the right of ingress and egress, as long as required for such public purpose, including the right to preserve, protect, remove or plant thereon any vegetation that the highway authorities may deem desirable, but without prejudice to the*

owner's right to make or construct improvements on said lands or to flatten the slopes, providing said activities will not impair or otherwise adversely affect the highway facilities.

- *An easement for highway purposes (HE), as long as so used, including the right to preserve, protect, remove or plant thereon any vegetation that the highway authorities may deem desirable.*
- *Graphic representation and reference purposes only disclaimer:*

  This plat is a graphic representation and is for reference purpose only.
  Deeds must be checked to determine property boundaries and access rights.
- *For current access/driveway information, contact the Planning Unit of the Wisconsin Department of Transportation office in (City).*

  For a plat created for a Local Public Agency (LPA) or "Connecting Highway" project, the reference to the Department of Transportation in the above note needs to be changed to reflect the local entity approving the plat.

The sample right-of-way title sheet in Attachment 1.1 illustrates a typical layout. These examples are not intended to restrict the location of specific information, except for the title block and signature block. All other information may be positioned based on the best usage of available space. Attachment 1.5 illustrates a single-sheet right-of-way plat.

For a plat created for a Local Public Agency (LPA) or "Connecting Highway" project on the title sheet, the reference to the "Department of Transportation" needs to be changed to reflect the local entity approving the plat.

1.3 Schedule of Lands and Interests Required Sheet

The schedule of lands and interests required sheet is the location within a plat where the acquisition information for each parcel is shown. The Department defines a parcel as all land owned by the same party. A parcel may encompass several tax parcels. The parcel information shall be shown on a separate sheet. When there are a small number of parcels, the Schedule of Lands and Interests Required table may be combined with other sheets or a single-sheet right-of-way plat can be prepared. See Attachment 1.5 for an example.

The following information shall be shown in a table on the Schedule of Lands and Interests Required Sheet. Items should be presented in the order given below. See Attachment 1.2 for an example.

1. Parcel number
2. Detail sheet number(s) where parcel detail can be found
3. Names of owners as shown on the deed of record. If there is a land contract, show vendor and vendee. If there is a permitted sign on the property being acquired from, include sign owner name.
4. Right, title, or interest in land to be acquired (fee, highway easement, access rights, permanent limited easement, temporary limited easement, etc.)
5. Acres or square feet of right-of-way being acquired: subdivided into new (new interest being acquired on plat), existing (existing highway easement being converted to fee) and total acres or square feet required.
6. Acres or square feet of easements being acquired, both temporary and permanent, if required.

Area values need to be shown in a consistent manner. The below information will help to determine the appropriate units to be shown in the table.

- All area values shown in acres shall be shown to three decimal places.
- All area values shown in square feet shall be shown to the nearest square foot.
- Any area value less than 0.010 acres (436 square feet) must be shown in square feet.
- Any area value over 43560 square feet (1 acre) must be shown in acres.
- Typically show area values in square feet for all urban projects.
- Typically show area values in acres for all rural projects.

Conversion of existing R/W may have an impact on the units that are shown. If there is an instance when an area needs to be shown in a different unit then the rest of the areas in the table, the units for that area need to be displayed clearly and legibly. For example, if majority of the area values are shown in acres and one area values needs to be shown in square feet then the abbreviation of SF would be added after this value.

Since owners may change after the plat has been filed with the appropriate county office, show the following disclaimer note on the Schedule of Lands & Interests Required Sheet:

Owner's names are shown for reference purposes only and are subject to change prior to the transfer of land interests to the department.

For LPA (Local Public Agency) or connecting highway projects the underlined reference above needs to be changed to the local or municipal authority approving the plat.

Where the operations project I.D. is other than the right-of-way project number, as railroad interest, the last two digits of the appropriate I.D. will be shown in parentheses following the company name in the "Owner" column. The Railroad Coordinator will work with the plat preparer/designer to properly identify the railroad parcels and I.D.s on the right-of-way plat.

For projects that will not be acquiring the utility land interests and/or rights via the real estate acquisition process included a Utility Interest Required table. When utility easements need to be acquired, each utility easement shall be listed with the corresponding utility number assigned to the facility owner that is shown on the Schedule of Lands and Interests Required Sheet. The easement(s) shall be noted on the applicable detail sheet(s) or in a table. See Attachment 1.9 for table examples.

1.4 Layout Sheet

A separate drawing that graphically portrays the property boundaries of the properties being acquired from shall be included. When layout sheets are provided, they precede all detail sheets. A layout drawing is intended to be a pictorial representation. The layout drawing does not need to be a scale drawing and shall be so noted. The Region staff or approving authority will determine whether layout sheets are necessary, based on the specific project data to be shown. Only the parcels that are required for the project shall be identified by a parcel number. City/Village/Township names and boundaries shall be shown, along with city streets, town roads, county trunk and state trunk highways that interconnect within the project limits. Attachment 1.3 is an example of a layout sheet. The layout information isn't required when a single-sheet right-of-way plat is being prepared.

1.5 Detail Sheet

Detail sheets are scale graphical representations and must include sufficient information to be used as the basic document for surveying, for preparing property descriptions and appraisals of the proposed acquisitions.

Begin and end each sheet abruptly at a government line (section line, quarter-section line, sixteenth line, etc.), or property line, preferably in that order of importance. If this is not possible, create a match line. Do not overlap, or duplicate information from one sheet to the next, except such information as necessary to define the sheet; e.g., section corner and accompanying coordinate information, section line ties and proposed alignment information. The detail plat sheets do not have to begin and end at the same stations as the plan/profile sheets.

Show the stationing values to two decimal places, and all coordinate values to three decimal places relating to the Wisconsin Coordinate Reference System (WISCRS). All the coordinates on all the plat sheets for the plat project need to be shown in a consistent manner. All bearings shall be oriented to the Wisconsin Coordinate Reference System (WISCRS) in accordance with FDM 9-5-10, Standard Geodetic References. The coordinate reference note to be used shall read: "*Positions shown on this plat are Wisconsin Coordinate Reference System Coordinates (WISCRS), (County name) County, NAD 83 (adjustment year) in US Survey Feet. Values shown are grid coordinates, grid bearings, and grid distances. Grid distances may be used as ground distances.*"

The notes may include a reference to the geodetic station(s) observed or occupied for the plat and the year the survey was completed.

When the project is located in more than one county or parallels the county line and rights or interests are acquired in both counties, use the multiple county overlap guidance as stated in FDM 9-20-28.

The following supplementary guidelines are to be used on R/W plat detail sheets and single-sheet R/W plats. See Attachment 1.4 for an example of a detail sheet.

1.5.1 Scale and North Arrow

Detail sheets should be drawn using one of the scales listed below. Each detail sheet shall have a north arrow symbol along with a graphic scale bar.

Approved Full Size Detail Sheet Scales

1 in = 200 ft
1 in = 100 ft
1 in = 50 ft
1 in = 20 ft

These values have proven to be the most useful in the greatest number of situations; however, other scales may be used in certain situations. Additional scales that may be used are 1 inch = 10 feet, 1 inch = 30 feet, 1 inch =

40 feet and 1 inch = 60 feet (scales shown on an engineer's scales). The choice of a scale for a plat should be discussed during the project scoping meeting.

Consider the readability of sheets when choosing a scale. Data on reduced size sheets become difficult to show clearly if the full-size document is drawn smaller than 1 inch = 200 feet. Even a scale of 1 inch = 100 feet is sometimes difficult to read when the document is reduced. Therefore, not all consecutive sheets need be drawn at the same scale. Sheets crowded with data may be drawn at 1 inch = 50 feet and others at 1 inch = 100 feet. If an otherwise adequately scaled sheet has isolated spots of cramped detail, enlargements of the crowded areas may be used on the sheet to provide clarity. When such enlargements are used, it is not necessary to reproduce base sheet topography unrelated to what is intended to be communicated by the enlargement. Some common situations when details are used can be for displaying small acquisitions, utilities and displaying section line and reference line information. The detail shall be named or pointed to and a note referring to the detail must be included in the detail area of the plat with an outline around the area being enlarged. When an enlargement detail is used show as much information in the detail as possible. The information that is shown in the enlargement can be removed from the detail area alleviating some of the clutter. Information like parcel numbers, platted lot numbers, building locations, existing (found) monuments, labeled property lines and utilities can be shown in both areas to aid the users.

All approved scales are for full size sheets (22” x 34” or 22” x 30”). It is important to note that the C3D sheet templates are setup for half size sheets (11” x 17”). For example, users need to select 1 inch = 100 feet half size in C3D to obtain a 1 inch = 50 feet full size sheet.

1.5.2 U.S. Public Land Survey System Reference Information

Describe and reference two United States Public Land Survey System (USPLSS) corners to the new highway reference line and to the highway right-of-way lines shown on each detail sheet. A USPLSS corner is defined as a government lot corner, section corner, or quarter-quarter corner. A minimum of two USPLSS corners need to be recovered or reestablished to establish a reference basis for each detail sheet. If more than two USPLSS corners were recovered or reestablished for the project and a portion of a section line or quarter line are shown on the detail sheet or used as a match line between sheets, then describe and reference them to the highway reference line and to the highway right-of-way on the detail sheet. A USPLSS corner is defined as a government lot corner, section corner, or quarter-quarter corner. If a USPLSS corner is not located within the platting limits depicted on the detail sheet, a line sketch, not to scale, may be used to reference the USPLSS corner to the highway right-of-way lines and the highway reference line.

Descriptions of all depicted USPLSS corners should include the type of monument (e.g., Aluminum Monument, Concrete Monument, Berntsen Monument, etc.). Each USPLSS corner shown that was not recovered or re-established shall include the note, "Not Recovered." If the location of the USPLSS corner was computed include the reference information stating how the location of the monument was determined (e.g., computed from ties, coordinates provided by County Surveyors Office) and the coordinates of the computed location.

Each recovered USPLSS corner shall include coordinate values to three decimal places, relating to the Wisconsin Coordinate Reference System (WISCRS). All the coordinates on all the plat sheets for the plat project need to be shown in a consistent manner.

Section corner and quarter corner numbers (see Attachment 1.6) shall be readable and oriented to the north arrow shown on the detail sheet. Show numbers and proper designation of government lots. Show section, township, and range numbers. When a section corner is located beyond the limits of the sheet, the corner shall appear in line with its actual location, separated from an extension of the section line or quarter-section line by a broken line. Quarter-quarter lines shall be shown on rural projects and may be shown on semi-urban projects.

1.5.3 Reference and R/W Lines

The location of the new highway reference line shall be tied to the nearest two monumented USPLSS, recorded private claim or federal reservation corners by bearing and distance. The distance and bearing between the reference line and the ends of the right-of-way boundary lines shall be shown. Where a USPLSS line lies on or near the highway reference line, the relationship between the lines shall be clearly shown. Use an enlargement detail of the area if necessary. When the reference line and the section/quarter line are the same include the note R/L = SECTION/QUARTER LINE along the section/quarter line.

Show reference line alignment data for curves and points of intersection when applicable. Include P.I. stations for alignment curves and points of intersection, coordinate values to three decimal places in project coordinate system, delta/deflection angle(Δ) with direction, tangent length (T), length of curve (L), and the radius (R) and the degree of curve (D) of the reference line alignment. Long-chord bearing and distance can be shown instead of direction of curve. If the alignment tangent bearings are shown in the alignment notes, then use the abbreviations DA (Direction Ahead) or DB (Direction Back) in the alignment notes. Direction of alignment

bearings need to follow the direction of the stationing. If the main line alignment begins or ends on a plat page, then show the abbreviation BP (Begin Project) or EP (End Project) along with a station and coordinates at the beginning or end of the alignment.

Show reference line stations of intersecting USPLSS, recorded private claim or federal reservation lines. Show existing highway reference lines, centerlines, R/W lines, and widths for main corridor and intersecting and abutting side roads. Right-of-way lines and widths shall be shown from the previous project reference line or conveyance that established or reestablished the right-of-way lines. When the entire existing right-of-way corridor or a portion of existing right-of-way corridor is parallel to the previous project reference line that established or re-established the lines, the widths shall be shown perpendicular from the previous project reference line to the existing right-of-way lines. When the existing right-of-way corridor is not parallel to the reference line that established or re-established the lines, the widths shall be shown perpendicular from the previous project reference line to the angle points in the existing right-of-way line. If found right-of-way monuments from previous plats, recorded platted surveys or other surveys of record are being accepted, show the measured distance, and include "as recorded" information. The information shall be indicated in parentheses. The use of the parenthesis is to show the previously recorded or filed widths. If right-of-way lines were established by platted land surveys or other surveys of record, show platted widths. If no records can be found, show state statutory widths using existing centerline of the highway. Coordinates are not required for side road points of intersection.

Provide stations and offsets for the proposed R/W lines and for existing R/W lines that will remain to lay out the R/W corridor from the highway reference lines. Show only reference lines which are used to define the R/W. If multiple alignments are shown on the sheet, then alpha designations shall be shown for secondary or auxiliary alignments, see FDM 15-1-35.2. If an auxiliary alignment begins, ends or intersects the main line alignment then show station equalities at the intersection point along with coordinate values to three decimal places.

Highway structures should be shown by outline. Some of the common types of structures are overpasses, bridges and culverts. If the existing structure is being replaced, show the location of the new structure with the new structure number. If the existing structure is not being replaced, show the structure in its current location with the structure number.

Use dashed lines to show limits of existing highway R/W. Show new highway R/W with a bold solid line. If an existing highway easement is to be converted to fee, show the existing highway right-of-way line for the portion of the easement to be converted as a bold solid line in areas where a new right-of-way isn't being acquired (see Attachment 12-1-16.1).

The new right-of-way line should roughly parallel the construction limits, with sufficient allowance for construction operations. Where the alignment curves, right of way may be defined along either a curve or a series of tangents, whichever best fits the situation. See Attachment 1.7.

Do not place R/W line angle points on or near intersecting property lines that have not been located by acceptable survey practices or have not been retraced in the field, because the angle point may be misinterpreted by others to be on the intersecting property line. If an angle point in the R/W must be located on an intersecting property line show a non-monumented right-of-way point at the angle point on the derived location of the property line.

Show the exact station of intersections of the right-of-way lines with USPLSS, recorded private claim or federal reservation lines when these lines have been located as stated above.

All points where proposed and existing R/W lines (that will remain) change direction or intersect with lines located by acceptable survey practices are required to be monumented. Monuments set for new or re-established right-of-way will typically be department Type 2 monuments. Type 2 monuments are defined in FDM 9-25-10. Non-monumented and computed right-of-way points should also be indicated on the plat.

See FDM 9-5-5 for policy and procedures on monumenting department right-of-way. Show sufficient bearings and distances of the proposed R/W lines, existing R/W lines that will remain, and to the recovered USPLSS corners to provide a closed metes and bounds description of the R/W lines between (or from and to) the recovered USPLSS corners.

Bearings and distances shall be shown as close to the line segment as possible. All bearings should be rounded to the nearest second and all distances must be shown to 2 decimal places. To alleviate clutter and ensure that necessary information is not obscured, a "course table" can be utilized. End points that define line segments should be labeled using boundary point labels and the bearings and distances of each line segment should be shown as in Attachment 1.7. This table should be placed on the detail sheet to which it applies. A boundary point label, corresponding to each right-of-way monument and acquisition point, shall be shown on the plat near the right-of-way point or acquisition point. Duplicate point numbers are not allowed. Boundary point labels are required for all acquisition points. Point numbers need to correspond with point numbers in CSV or LandXML

files that will be submitted for the project.

Bearings and distances should begin and end at intersections with located USPLSS, recorded private claim or federal reservation lines, angle points, and the beginning and ending of curves. Distances and bearings may be shown to a subsequent point on an adjacent plat page but also needs to be shown to end at the same USPLSS, recorded private claim, federal reservation line or property line at which the plat sheet ends. A "survey of public record" is defined in FDM 9-5-1 as a survey recorded or referred to in the official records of a government, including, but not restricted to, the State Commissioners of Public Lands, the county office of the Register of Deeds, the county clerk, or the county surveyor.

When a R/W line curves, include the R/W curve length, long-chord length, long-chord bearing and the radius length. When the R/W curve intersects a field located USPLSS, recorded private claim or federal reservation line, two sets of curve data should be shown for the parts of the curve on either side of the located line. When a new reference line curve intersects a field located USPLSS, recorded private claim, federal reservation line or right-of-way traverse line three sets of curve data should be shown. Two for the parts of the curve on either side of the located line or traverse line and one that is continuous through the lines (see FDM 12-1 Attachment 16.1. When a right-of-way curve continues onto the next plat page, each plat page shall show the curve data that is specific to that page.

1.5.4 Parcel Information

The Department defines a parcel as all land owned by the same party. A parcel may encompass several tax parcels. Show property lines, parcel numbers and other pertinent information to identify parcels of land and to provide a basis for appraising the impact of the new facility on involved properties. Use property connectors (Z) to combine multiple tax parcels into one DOT parcel. Dimensions of existing property lines are not recommended to be shown.

It is important for the Department to know the property boundary relationship between the properties that abut the highway and the right-of-way. The Department may own the right-of-way or have an easement allowing the Department to use the right-of-way for highway purposes. Property lines for impacted properties shall be derived from filed/recorded maps and documents of public record. Place property line labels (PL) along the existing property boundaries of the impacted properties. If any of the property's boundary lines are USPLSS land lines, existing right-of-way lines or centerlines, show the appropriate line style for these lines and add a PL label along these lines. The property line style shall be used for the remaining property boundary lines. If the property line style is not clearly distinguishable, then add a PL label along the line. If the existing right-of-way was previously acquired in fee simple or was dedicated by a previous platted land survey, add PL labels along the existing right-of-way lines. If the existing right-of-way is an easement, show the property lines extending into the right-of-way corridor to the appropriate boundary line described in the property deed.

Show all features that affect the acquisition. This topography should include above ground and buried utilities, wells, underground tanks and cisterns, septic tanks and tile fields. They may also include fence lines and entrances to highways. Show all advertising signs within the range of the topography. Verify and label all buildings and structures. Encroachments on the existing right of way shall be shown. See Figure 1.1. Show all cattle passes, both existing and proposed.

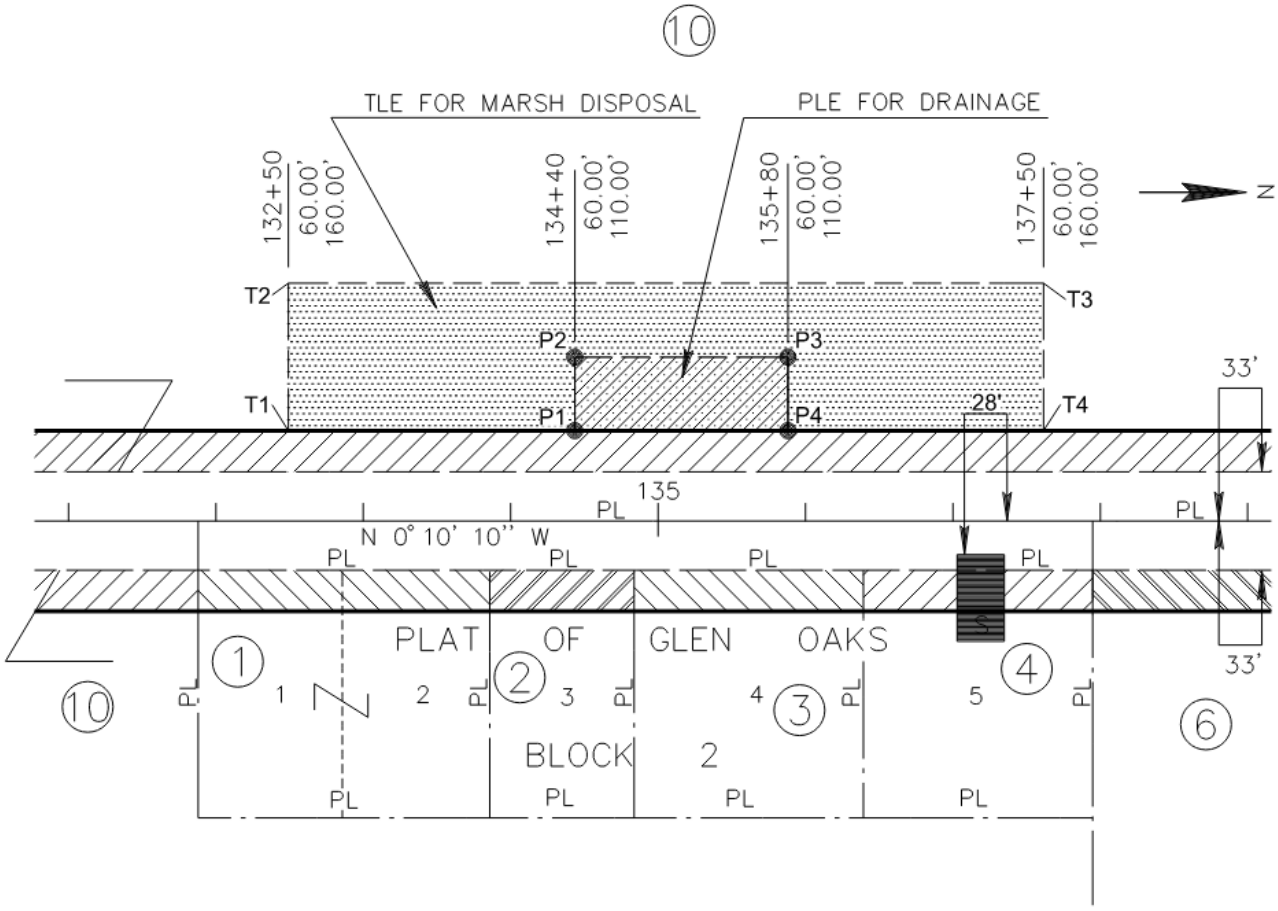

***Figure 1.1** Encroachment and Subdivision Example*

Buildings and structures located within 100 feet of the proposed R/W line on rural projects or within 50 feet of the proposed R/W line on urban projects shall be dimensioned to reflect the distance to the new R/W line. If a cluster of buildings on one parcel is within 100 feet or 50 feet of the proposed R/W line, show a dimension for the structure closest to the proposed R/W line and a dimension to the residence or principal structure. Buildings and structures that will be removed shall be shown with a bold line along the entire perimeter or shown as solid black. Show the location of all property corners located by the survey crews. Existing monuments that are found from previous plats, platted land surveys and other surveys of record shall be shown on the plat and labeled with the generic IP symbol that is shown in the conventional symbols on the title sheet. A table containing the coordinate values (Y and X), the size and type of each monument shall be added to the detail area of the plat. Each found monument shown in the detail area of the plat shall be assigned a point number that corresponds with a point number in the table. The following disclaimer shall be added to the notes section on each plat page or incorporated into the table.

> *Found monument Information shown represents type and location of existing monuments without opinion as to their validity and use as a property corner.*

Show the slope intercepts through the properties. Show the parcel number at a location near or entirely within the interest area to be acquired. Hatching patterns shall be used to delineate areas of acquisition. It is important to use distinctive hatching patterns for every interest to be acquired. The fee or highway easement hatching pattern shall be different for abutting parcels.

Hatching patterns shall not be used within the existing highway right-of-way. This is because state and local jurisdictions are assumed to have the necessary rights to operate, maintain and reconstruct highway facilities within the existing highway right-of-way limits. Areas of existing highway easement that are to be converted to fee from the property owners shall not be shown as hatched areas on the detail sheets. A bold solid existing highway right-of-way line combined with the area value in the existing right-of-way column in the Schedule of Lands and Interests Required sheet or table will identify the portion of the easement being converted. The area value will be the portion of the existing right-of-way of the property being acquired from that is contained within

the right-of-way traverse on the page. See FDM 12-1, Attachment 16.1 for example.

In platted areas, show only the lots that are pertinent to the R/W plat; in most cases the abutting lots only. Other data such as exterior boundaries may be included for appraisal or identification purposes. Show recorded/legal names of subdivision, condominium and assessor plats with block numbers, platted lots numbers, and outlots. Show certified survey map numbers, platted lot numbers, and out lots with maps recording information included. If the parcel is part of a recorded private claim or federal reservation, show private claim name or Government Lot number. See Figure 1.1.

1.5.5 Title Block Date

The following information shall be included in the title block.

- *Right-of-way project (R/W) number*
- *Sheet number*
- *Highway designation*
- *County(ies)*
- *Construction project number*
- *PS & E Sheet number*
- *Grid Factor (if applicable)*
- *Date*

The date on the detail sheet shall always be that date on which the plat was initially approved by the region.

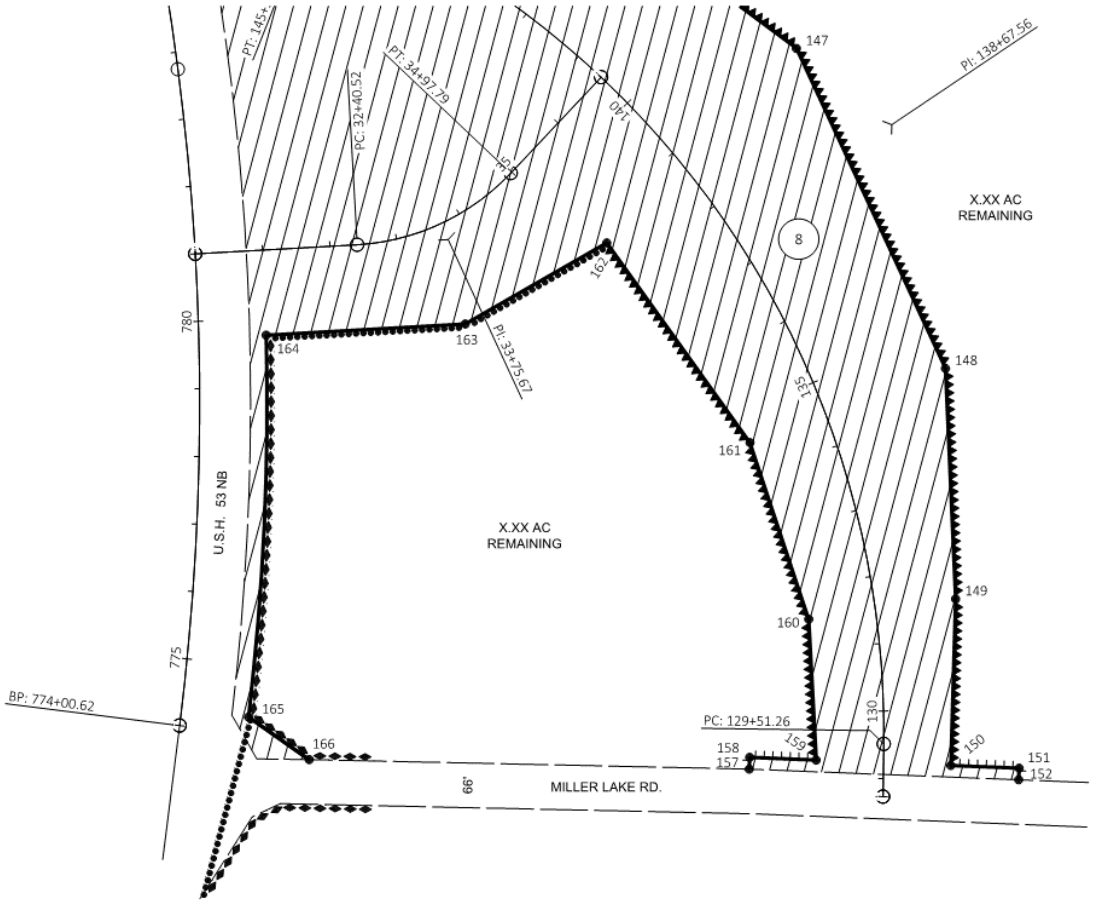

***Figure 1.2** Access Control & Remaining Lands Example*

1.6 Access Control

See Figure 1.2 for access control example.

Refer to FDM 12-10-1.2.24 for guidance.

1.7 Trans 233 Information

Refer to FDM 12-10-1.2.25 for guidance.

1.7.1 Parcel Number

Parcel numbers should be sequential but not necessarily consecutive. When a parcel is deleted from a project, do not use the number again. Remove the parcel number from the Schedule of Lands and Interests Required sheet or table. Parcel numbers should increase within an improvement project in the same direction as the project alignment stationing. It is good practice to leave parcel numbers open for better Schedule of Lands and Interests Required Sheet or table legibility, and also to allow for additional parcels if design changes dictate.

Do not use alphabetical suffixes for parcel numbers. If a property owner owns two geographically separated properties, the decision as to when it is necessary to use one or two parcel numbers should be directed to the region Real Estate Supervisor. Do not use two parcel numbers on one conveyance.

Signs are not to be identified as parcels; however, their location and the name of the sign owner shall be shown. Refer to FDM 12-10-1.2.20 for guidance pertaining to outdoor advertising signs. A sign that is encroaching on public right of way shall be assigned a number, which is placed in a hexagon adjacent to the sign and labeled with an "E", for encroaching, rather than a parcel number. The first encroaching sign structure on a property is designated “1”; the second encroaching sign structure would be designated “2,” etc. A typical sign number for an encroaching sign is "E-1". See attachment 1.4 for example.

1.7.2 This section intentionally left blank.

This section intentionally left blank.

1.7.3 Utility and Railroad Company Interests

When railroad company land interests that do not require any compensable work are to be acquired or a license agreement obtained, the project I.D. number for these interests would be the same as that for the non-railroad parcels on the same R/W plat. When railroad company land interests that require compensable work are to be acquired any previous agreements with the railroad need to be shown on the plat. Use a separate project I.D. number should be assigned for each railroad company interest. Use project element numbers 50 through 59 for railroad companies, these numbers will be shown in parentheses adjacent to the company name in the owner column of the Schedule of Lands and Interests Required. See Attachment 1.2.

The utility coordinator will work with the plat preparer/designer to properly identify the utility, land interests, and I.D.'s of the compensable utilities on the right-of-way plats. See Figure 1.1 for an example of how to show a utility interest on a detail sheet. Utility numbers shall be shown on a traditional plat using a double circle as an identifier.

The necessary permanent land interests for construction of a highway across railroad lands are usually obtained with a highway easement. The easement width should be sufficient for all proposed construction operations and future maintenance. Indicate the width of the railroad right-of-way corridor (see Figure 1.3). The description of an easement over railroad property should encompass only railroad interests. Contact region Railroad Coordinator for guidance.

After an interest has been acquired, its project I.D. number should not be reused as changes to this roadway occur. It must be given a new project I.D. number in new projects.

1.7.4 Vacating Roadways

Since the department can vacate only state trunk highways by its own action, the resolution, ordinance, or other legal device used by a local government unit to accomplish the vacation should be shown along with the vacated right-of-way width. If vacated prior to approval of the original relocation order by the department, it can be indicated by a note such as:

Vacate – City of Egg Harbor Resolution file No. 63-2866-B, June 2, 1994.

If the right-of-way to the road, street, or alley is to be vacated sometime in the future and has not been vacated prior to the approval of the plat, it should be shown as:

TO BE CLOSED

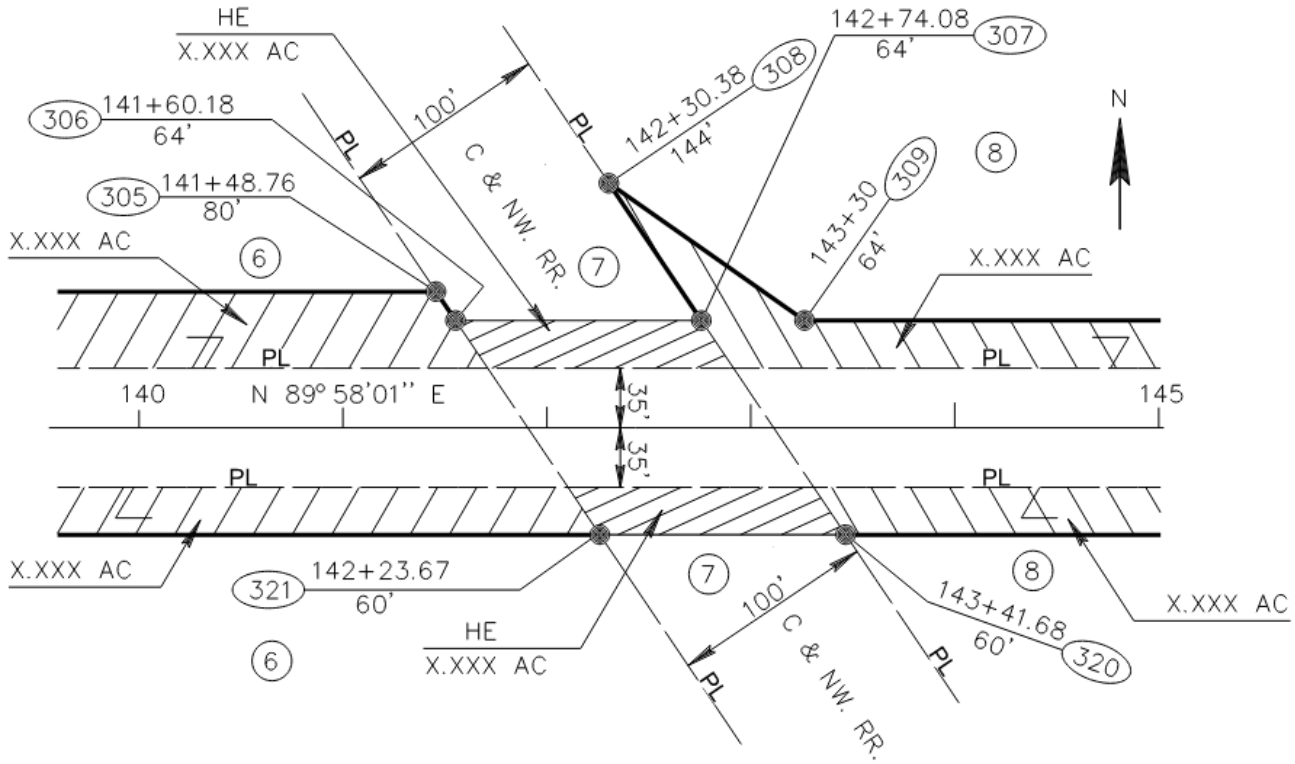

Figure 1.3 Railroad Parcel Example

Excess land sales can be indicated by a note such as:

0.72 acres sold to John Doe, February 2,1984, Volume ___, Page ___.

For excess land it is necessary to show the project number under which the land was acquired only when it differs from the number of the plat on which it occurs. See Figure 1.4.

1.7.5 Remaining Lands or Remnants

A remnant is a portion or all of a property remaining after a partial acquisition, which become uneconomic or undesirable for the owner to retain. See Real Estate Program Manual 3.3.1.1.

Under state law WisDOT must offer to purchase uneconomic remnants. See Wisconsin Statutes Section 32.05(3m).

Remaining areas are not to be shown on the detail pages except for those parcels that have more than one remainder or areas that are severed and shall be so labeled. See Figure 1.2 for an example showing remaining land.

Neither the acquisition nor sale of remnants are reflected on the *relocation order* version of the plat. It is necessary, however, that record of these transactions are preserved internally on a permanent version of the plat.

Following both acquisition and sale of remnant parcels, the region real estate unit will provide the plat unit with a marked up copy of the plat illustrating the boundaries of the remnant along with a copy of the conveyance documenting the transaction. The plat unit will create an internal composite version of the plat reflecting this transaction. A notation shall be made indicating that the conveyance document can be found at the Register of Deeds office. Acquired remnants will be easily identified by unique boundaries or hatching patterns, including the term “Remaining” along with parcel size. Recording data will also be shown for remnants sold (see Figure 1.4).

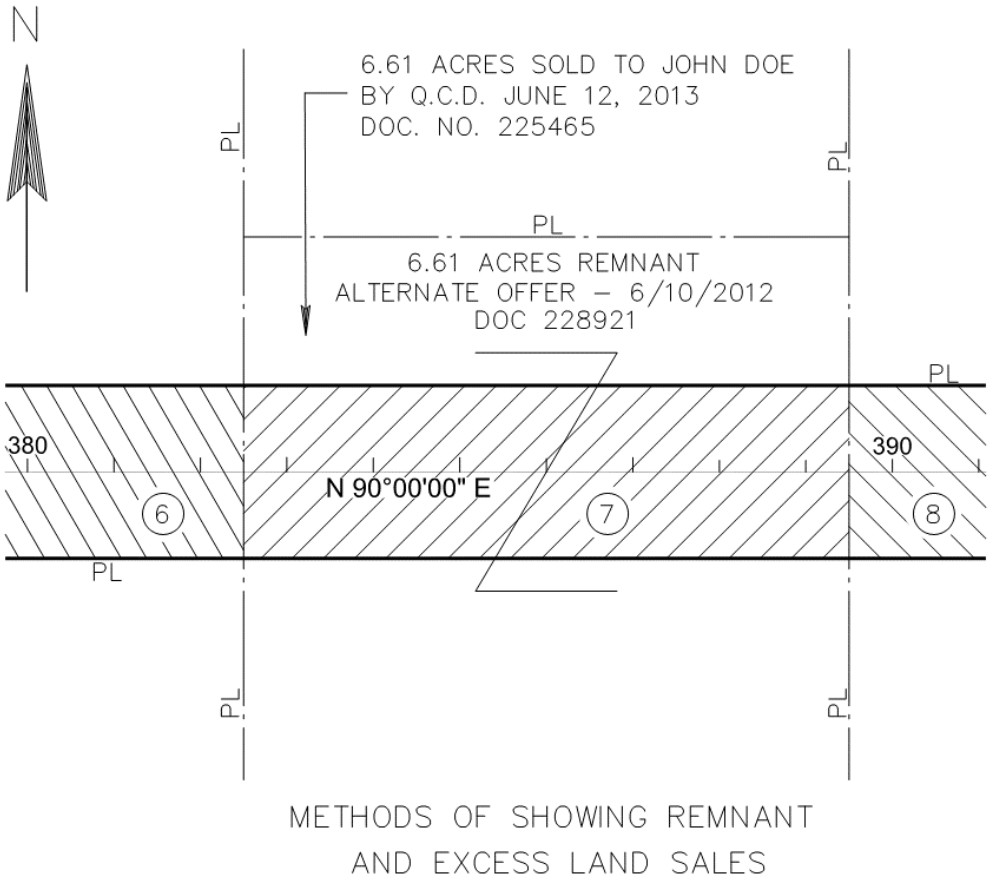

***Figure 1.4* Excess Land Sales Example**

1.7.6 Geodetic Survey Control Stations

Geodetic survey control stations that are located within the page limits of the detail sheet shall be shown. The monuments shall be referenced to avoid destruction or facilitate replacement. Use the geodetic survey monument symbol from the Conventional Symbols to show the location of the monument. Include the station designation and a station and offset from nearest alignment and/or coordinates of the monument. The station designation should be the National Geodetic Survey 6-digit Permanent Identifier (PID) for NGS stations or local designation for other stations. Contact the Region Survey Coordinator for station designations and locations.

1.7.7 Other Information

Corporate names (Townships, Villages, Cities, and Counties) are shown on layout sheets and at boundary lines on detail sheets. Slope intercepts are to be shown only on detail sheets. In interchange areas, show only those intercepts that were used to determine the required R/W. The preferred method of tying the R/W line to the Reference Line is to show the station and out offset distance to the angle points in the R/W line. Points tied to auxiliary alignments must have alpha designation included with the station. Station and offsets need only be shown to two decimal places.

Label easement interests with type of interest and purpose (e.g. Slopes). If multiple Fee, HE, PLE, TLE and RDE (Restricted Development Easement) acquisitions are being acquired from the same property owner, then an area value needs to be shown for each separate acquisition of the same type being acquired from the property. The area value shown in the Schedule of Lands & Interests Required Sheet or table shall be the combined total of each acquisition being acquired. Easement interests described in FDM 12-1-15. Hatching patterns should be as shown in the table of Conventional Symbols.

LIST OF ATTACHMENTS

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

(Larger images available upon request)

FDM 12-15-5 Using the Plan as a Plat

May 15, 2026

5.1 Guidelines

The proposed right-of-way can be graphically depicted on the plan. The real estate, plat and the utility units will advise the Region Project Manager if the project meets the criteria. If real estate, plat and utilities staff feel confident that a right-of-way plat is not required, then all the information necessary to acquire the right-of-way would be shown on the plan and profile sheets.

5.2 Requirements

When the plan is to be used as a plat, the following information shall be shown on the plan sheet, in addition to the normal plan requirements.

1. Pertinent government bodies labeled (towns, cities, villages)
2. USPLSS quarter-quarter sections, Government lots, recorded private claim or federal reservation designations
3. USPLSS, recorded private claim or federal reservation corners
4. Applicable CSM numbers, subdivision and/or assessors plat names including lots and blocks
5. Show and label property lines, USPLSS section and 16th lines
6. Existing and proposed R/W dimensions
7. Ties to USPLSS, Government lot, recorded private claim or federal reservation corners
8. Slope intercepts
9. A note indicating coordinate system
10. Type and size of monuments found and being set
11. Proposed acquisition lines
12. Station and offset distances of all acquisition angle points
13. Areas of acquisition(s) are patterned
14. Parcel numbers and Utility numbers
15. Schedule of Lands and Interests Required table
16. Bearings and distances for all lines and curve information (arc length, long-chord length, long-chord bearing, radius) needed to describe the acquisition area by metes and bounds description. A dimensional taking (e.g., south 10.0 feet of lot 46) description can be used instead of metes and bounds descriptions when the property to be acquired is part of a survey of public record, and the necessary monuments and lines of the survey have been recovered. In this case the acquisition dimensions should be shown on the plan sheet and so noted.
17. Compensable utilities and easements

5.3 Storage & Retrieval

Once the plan sheet is completed, a copy will be submitted to the Real Estate section along with the required parcel descriptions. The original plan sheet will be submitted to the Region Plat Coordinator for permanent storage in the region's plat filing system. The plan sheet will be filed at the Region utilizing the construction plan title sheet information for project number, title, county and highway. The project will be indexed with plan/plat.

FDM 12-15-10 Right-of-Way Plat Checklist

August 15, 2025

The information on the right-of-way plat should be presented in a consistent manner. This will aid the surveyor, description writer, appraiser, negotiator, property owners, and others as they use the plat. The Right-of-Way Plat Checklist in Attachment 10.1 is intended to aid the plat preparer in meeting the requirements during the different phases of plat development. The checklist will not cover all situations. It will act as a guide to help ensure consistency throughout the development of the plat.

The checklist contains information for both preliminary and final plat submittals. If a single-sheet plat is prepared then the information on the title sheet, schedule of lands and interest required sheet and detail sheet will be combined into a single sheet.

LIST OF ATTACHMENTS

Attachment 10.1 Right-of-Way Plat Checklist

FDM 12-15-15 Revision of Plats

May 15, 2026

Each Region should maintain a "master plat" on which all revisions are noted. A revised plat is to be submitted for approval only when a significant change occurs or there is a reasonable accumulation of minor changes.

Whenever a revised plat is submitted, it shall be accompanied by a Relocation Order Revision Form (see Attachment 15.1) or other list which describes the changes that have been made as a result of the revision. Examples of significant changes are:

- Parcel(s) added or deleted
- Changes to interests being acquired
- Changes to acquisition areas
- Changes to compensable utility interests
- Changes to USPLSS, recorded private claim, federal reservation or platted information
- Changes to metes and bounds traverses and parcel descriptions

Revisions to items such as bearings, distances, station and offsets, etc. can be handled by a simple note such as "Sheets 4.3, 4.5 and 4.7 have numerous bearing and distance corrections."

When a plat sheet is revised after its original submittal, the revised submittal date shall be indicated on every sheet of the plat in the space provided. If no changes were made to a sheet, indicate this by the letters "N.C." following the revised submittal date. Date all plat sheets for each revision.

All changes to a parcel must be shown on a revised Relocation Order prior to acquisition by condemnation. When lands are declared excess and disposed of, it is still policy that these transactions be noted, and the plat updated.

LIST OF ATTACHMENTS

Attachment 15.1 Sample Record of Plat Revisions

FDM 12-15-20 Description of Lands

May 15, 2026

20.1 General

The following is intended to ensure that land descriptions provide a clear definition of the lands and interests to be acquired. A description identifies the property as unique and distinct from all other properties. An important requirement of a valid description is that the parcel can be retraced on the ground. The description of lands shall be a metes and bounds traverse of the lands and interests being acquired commencing and/or beginning from a recovered United States Public Land Survey System (USPLSS), Government lot, recorded private claim or federal reservation corner to and through a parcel or parcels to another, or the same, corner. Recovered subdivision corners or recovered Certified Survey Map corners may be used to acquire temporary easement interests.

A single envelope description with little or no change may be usable for multiple adjacent parcels between adjacent recovered USPLSS, Government lot, recorded private claim or federal reservation corners. The number of parcels described by one envelope description will be determined by Region staff. Avoid "envelope" descriptions in excess of 1/2 mile in length or the coverage of more than one plat sheet. Every effort shall be made to keep these envelope descriptions reasonably short by use of description crossovers between opposite

side right-of-way points and/or reference line alignment points. The lands and interests to be acquired descriptions are independent of individual properties and with little or no change may become a part of several individual parcels as a deduction from the original property.

When the interest to be acquired is part of a survey of public record, and the necessary monuments and lines of the survey have been recovered, descriptions may take the form of a dimensional taking (e.g., south 10.0 feet of lot 46). A "Survey of public record" is defined as a survey recorded or referred to in the official records of a government body, including, but not restricted to, the State Commissioners of Public Lands, the County Register of Deeds, the County Clerk, and the County Surveyor. In this case the acquisition dimensions should be shown on the plat and so noted.

Begin a metes and bounds description with a caption. The caption is used to locate with certainty the parcel(s) being described to a unique position and limits the geographical extent that the description will cover. The listing of parcels in the caption should always proceed from smallest division to largest. For example, lot, then block then subdivision/CSM name or quarter-quarter section/Government Lot, then section, then township and range, then political subdivision (Town of, Village of, City of…) then county and finally state. Group all smaller parcel units by the next largest group. For example, group all subdivision lots by the subdivision name and group section(s), township(s) and range(s) by political subdivision.

To better enable visualization of the scope of the acquisition, descriptions may include reference calls within the traverse, calls to adjoiners, position of the highway reference line and highway right-of-way are extremely beneficial. Descriptions should not include exact dimensions to intersecting property lines unless the lines have been located in the field. Calls such as "to" may be used to note the location of the property. The term “to” indicates the terminus of the line. See FDM 9-5-5 for the Policy on R/W Monumentation.

To describe the location of permitted points of access, the description of the right-of-way line may include calls that begin and end access control. (e.g. "...said point being point A; thence continuing...to a point, said point being point B; thence...." Also acquired herein are...rights of access...except...between points A and B described above.")

This same method may be used to describe the beginning and ending of easements for construction, drainage, etc. (e.g. “Beginning at point A as described in the above traverse”.) The easements shall be described with a traverse or as a width in a separate paragraph.

For a curve description, several options are available. These include long chord bearing, long chord length, delta angle, arc length, and radius. Use a minimum of four of these options.

The importance of correctly describing real estate in legal documents cannot be overstated. In the case where the parcel description or acquisition area shown is incorrect, and the department has not acquired all the land rights needed, the Department 's only recourse is to obtain a corrected deed or condemn the additional parcel rights. A mistaken call on a relocation order and plat can lead to dozens of improper parcel descriptions and the need to take corrective action on each parcel.

For WisDOT purposes the relocation order and accompanying plat are the pivotal documents. If the survey calls on a relocation order and the plat are incorrect, all deeds drafted from that order and real estate plat will be defective. This can result in WisDOT having to redo the entire acquisition process.

20.2 Sample Descriptions

The following descriptions include examples of how optional practices may be used.

Descriptions shall have a commencement point and/or a point of beginning and following the text of the description should return to the point of beginning. Exceptions would be strip and dimensional taking (lot and block) acquisitions from: recorded subdivision plats, certified survey maps, assessor plats and reference line descriptions.

See Attachment 20.1 for description examples. Also see FDM 12-1-45 for general instructions and FDM 12-10-20.1.3 and FDM 12-10 Attachment 20.1 for additional verbiage for some common situations. Please note that the examples in FDM 12-10 must be modified for use with a traditional plat.

Consult with the regional Access Control Coordinator and Real Estate staff on every description involving access rights.

For examples of descriptions for utility release of rights documents refer to Chapter 17 of the WisDOT Guide to Utility Coordination WisDOT Guide to Utility Coordination - Chapter 17.

LIST OF ATTACHMENTS

Attachment 20.1 Description Examples

FDM 12-15-25 Plat Deliverables

November 17, 2025

When the final plat or revised plat is submitted to the Region the following information shall be included in the submittal:

- 22” x 34 PDF file (Signed, Stamped, Dated)
- Closure/Precision Report for each envelope or parcel description (see FDM 12-1-40)
- 22” x 34” Utility Exhibit (See WisDOT Guide to Utility Coordination – Chapter 8)
- Digital copies of the parcel descriptions
- Final survey values in an ASCII PNEZD comma delimited format (CSV) or LandXML file with descriptors as per WisDOT descriptor key list. (This file should include all the R/W points, new permanent easement points, temporary limited easement points and alignments shown on the detail pages)
- CSV or LandXML control point file. (Including coordinates for found monuments/IPs and USPLSS monuments)
- Digital copies of all plat sheets in C3D format including survey database folder.
- ACAD drawing file for GIS (See FDM 12-1-35)

To be able to provide AutoCAD® Civil 3D® (C3D) drawing information to future user’s and for use in DOT applications, all C3D drawing information shall be delivered in a specified folder structure format to the Region. This format is titled “Typical Civil 3D Project Folder Structure for Right-of-Way Plats” and is detailed in FDM 15-5 Attachment 3.1. This folder structure includes all the necessary information to create a plat. While there are several folders listed in this directory, one will be titled PlatExp. This folder will contain drawing files containing specific layers that can be downloaded directly into the Departments GIS system. One CADD file containing the existing R/W, proposed R/W (Fee and/or HE), new and existing permanent interests (PLE, RDE, LHE), and the four types of access control (if applicable) within the limits of the project shall be submitted to Central Office after the Region files the Relocation Order. If project has an Intermittent layout, one file is preferred but depending on the situation, multiple files may be accepted. These layers are specified in FDM 15-5 Attachment 3.5.