FDM 12-20-1 Introduction

May 15, 2026

Statute 84.09 requires that a relocation order and "a map or plat showing the old and new locations and the lands and interests required" be filed prior to acquiring a property for transportation purposes. Refer to FDM 12-20-1.3 for relocation order guidance. As a rule, such plats or maps should meet the standards laid out in the Facilities Development Manual (FDM 12-10 or FDM 12-15). Exceptions to standard R/W plats can be applied. Acquisition exhibits may be utilized when a highway improvement project is being developed. Acquisition exhibits are not surveys and do not require a Professional Land Surveyors stamp and signature. The below sections are intended to aid the preparer in meeting the requirements and ensure consistency throughout the development of the exhibit.

1.1 TLE Acquisition Exhibit

Exception to standard R/W plat (for non-complex periodic TLE acquisitions only) rule - An exception to the rule is allowable in situations where a highway improvement project is being developed and only non-complex periodic temporary interests (TLE) are to be acquired. In those situations, the region may opt to use an exhibit in lieu of a TPP or a traditional R/W plat. A TLE exhibit is an efficient way of acquiring the temporary interests needed for the highway improvement project. These exhibits may be used for urban or rural highway improvement projects, see Attachment 1.1 and Attachment 1.2 for examples.

Each property that a temporary interest will be acquired from, needs to be evaluated. How the property is described (platted vs. unplatted), the complexity of the existing right-of-way corridor, existing utilities and the configuration of the temporary interest that is required will determine the amount of effort and time that will be needed to prepare the exhibit. TLE Acquisition Exhibits should not be used for projects that contain permitted signs. A TPP or traditional plat should be used in lieu of an exhibit.

The north direction should be oriented to the top of the exhibit unless the detail proportions are such that the orientation to the right side (rotated clockwise 90 degrees) is desirable. Existing monuments from prior surveys shall be located and shall be shown on the exhibit. A TLE acquisition exhibit may be used on any state, U.S., or interstate highway improvement projects, local agency project (LPA) or Connecting Highway projects. An exhibit created for an LPA or Connecting Highway project shall only be signed by the entity under whose authority the interest is being acquired. The exhibit shall include the following information:

- Title Block
  - Project Identification number.
  - Exhibit number.
  - Project title and limits
  - Highway and County
  - USPLSS ¼ - ¼, government lot, recorded private claim or federal reservation description(s) or platted parcel description(s) with section, town, range, township (or local municipality), county and state included.

  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.
- Detail Area
  - USPLSS ¼ - ¼ designation(s), government lot numbers, recorded private claim or federal reservation information.
  - North arrow (optional rotated clockwise 90 degrees).
  - Scale bar.
  - Acquisition parcel number(s)
  - Schedule of Lands & Interests Required table.
    - Acquisition parcel number(s).
    - Owner's and parties of interest name(s).
    - Type of interest required (TLE only).
    - Acquisition area(s).
  - TLE hatching pattern.
  - Property owner name disclaimer. (For LPA or Connecting Highway projects, the disclaimer shall be changed to the local authority approving the exhibit.)

- The proposed alignment for the project (same alignment that is used for the plan). Tangent bearings, PI coordinates and curve information shall not be included.
- Existing Right-of-Way.
- Acquisition boundary point labels (ex. T100). Boundary point labels shall correspond with point numbers in deliverable file.
- Purpose of acquisition (ex. Grading, Sidewalk replacement, etc.)
- Property lines of tax parcels being acquired from.
- Lot, block and outlot information from Certified Survey Maps, Subdivision plats and any plats of record (if applicable).
- Found IPs with size and type from any surveys of record.
- County or Municipality tax parcel number.
- Dimensions of acquisition area(s) to be acquired.
- Outdoor Advertising signs (non-permitted signs)
- Road names/highway designations.
- Region/local entity approval signature and date.
- Graphic representation and reference purposes only disclaimer:

This exhibit is a graphic representation and is for reference purposes only.
Refer to the conveyance document for parcel related details.

For Local Public Agency (LPA) or Connecting Highway projects where the utility land interests and/or rights will not be acquired through the real estate acquisition process, see Attachment 1.5. The exhibit shall include the following information:

- Existing Utility facilities and easements that will be affected (if applicable).
- Utility Number, refer to section 12-10-2.5.1 (if applicable).
- Utility Interest(s) Required tables, refer to section 12-10-2.5.1.1 (if applicable).
- Type of utility interest required (Temporary Release of Rights only – Temp ROR).

A GIS map referenced to a documented coordinate system may be used as the basis for the Exhibit. If a GIS map is used, the location of the existing R/W and property lines shown on the map shall be field verified and correspond with what is described in the title report. Examples of appropriate situations would be when the acquisition is being acquired from a platted lot and the exterior boundaries of the acquisitions are parallel to the platted boundary lines. In such cases, the preparer will need to add the Title Block and Detail Area items listed above on the map being used. The acquisition area(s) shall be hatched with the WisDOT TLE acquisition hatching pattern.

For title work order an Ownership Report Plus Easements for this type of project as defined in the specifications attachment (Wisconsin Department of Transportation Real property title searches (wisconsindot.gov).

Acquisition descriptions describing the location of the temporary interest for each property that a temporary interest will be acquired from needs to be prepared and attached to the conveyance document. 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. Descriptions may reference the platted boundaries (e.g., south 10.0 feet of lot 46) or a metes and bounds description can be written. A description referencing the platted boundaries needs to be written describing parallel dimensions from the platted boundaries. It is recommended that the dimensions be to the nearest foot. A metes and bounds type of description needs to commence or begin at a monumented USPLSS corner or a located monument of record. The description needs to contain a basis of bearings and shall describe the exterior boundaries of the temporary interest being acquired. See FDM 12-1-45 for general instructions and Attachment 1.6 for acquisition description examples.

For Local Public Agency (LPA) or Connecting Highway projects where the utility land interests and/or rights will not be acquired through the real estate acquisition process, the same description that is used to acquire the real estate interests shall be used to acquire the utility interests for that property.

A copy of the approved exhibit can be attached to the conveyance documents that will be recorded at the County Register of Deeds office. An acquisition exhibit shall not be recorded as a separate document. If an exhibit is attached to a conveyance document, then the exhibit paper size shall be a size that is acceptable to the County Register Deeds office. The exhibit shall be included in the plan set, see Attachment 1.3 for example. The acquisitions shall be shown on the plan and profile pages of the plan set.

WisDOT has created a Civil 3D exhibit template for the exhibits named “04-TLE-MAP”. This template is included with the C3D package that is available on WisDOT’s website.

1.2 Early Acquisition Total Buyout/Protective Purchase Exhibit

Exception to standard R/W plat (for advanced total acquisitions) rule - An exception to the rule is allowable in those advanced acquisition cases where the entire property needs to be acquired for the highway improvement project (partial permanent acquisitions still require a TPP or Traditional R/W plat). In total-take situations, the region may opt to use a simple sketch or exhibit in lieu of a TPP or a traditional R/W plat. One Exhibit can be used for multiple total-takes. North should be oriented to the top of the exhibit unless the detail proportions are such that the orientation to the right side (rotated clockwise 90 degrees) is desirable. An early acquisition total buyout/protective purchase exhibit may be used on any state, U.S., or interstate highway improvement projects, local agency project (LPA) or Connecting Highway projects. An exhibit being created for a LPA or Connecting Highway project shall only be signed by the entity under whose authority the property is being acquired. The exhibit must include the following information:

- Title Block
  - Project Identification number.
  - Exhibit number.
  - Project title and limits
  - Highway and County
  - USPLSS ¼ - ¼, government lot, recorded private claim or federal reservation description(s) or platted parcel description(s) with section, town, range, township (or local municipality), county and state included.

  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.
- Detail Area
  - USPLSS ¼ - ¼ designation(s), government lot numbers, recorded private claim or federal reservation information.
  - North arrow (optional rotated clockwise 90 degrees).
  - Scale bar.
  - Acquisition parcel number(s)
  - Schedule of Lands & Interests Required table.
    - Acquisition parcel number(s).
    - Owner’s and parties of interest name(s).
    - Type of interest required.
    - Area of property(s) being acquired.
  - Fee hatching pattern.
  - Property owner name disclaimer. (For LPA or Connecting Highway projects, the disclaimer shall be changed to the local authority approving the exhibit.)
  - Existing Right-of-Way.
  - Property lines of tax parcel(s) being acquired from.
  - Lot, block and outlot information from Certified survey maps, Subdivision plats and any plats of record (if applicable).
  - Outdoor Advertising signs
  - Existing ingress-egress easements.
  - County or Municipality tax parcel number(s).
  - Road names/highway designations.
  - Property description or last deed of record recording information (Document Number, Volume, Page(s)) (optional)
  - Region/local entity approval signature and date.
  - Graphic representation and reference purposes only disclaimer:

    This exhibit is a graphic representation and is for reference purposes only.
    Refer to the conveyance document for parcel related details.

For Local Public Agency (LPA) or Connecting Highway projects where the utility land interests and/or rights will not be acquired through the real estate acquisition process. The exhibit shall include the following information:

- Existing Utility facilities and easements that will be affected (if applicable).
- Utility Number, refer to section, 12-10-2.5.1 (if applicable).
- Utility Interest(s) Required tables, refer to section 12-10-2.5.1.1 (if applicable).

- Type of utility interest required.

A Certified Survey Map (CSM), tax map or subdivision plat may be used as the source for the Exhibit. In such cases, the preparer will need to add the Title Block and Detail Area items listed above on the map being used. The subject property area shall be hatched or highlighted. The exhibit shall show the selected highway or project location. Existing utility an ingress-egress easements that are within the acquisition area(s) need to be shown with owner identified. The Region will decide if any other encumbrances will be addressed at the time of acquisition. If the Region decides to address other encumbrances, the appropriate parties of interest shall be included with the owner's name in the Schedule of Lands and Interest Required table.

For title work order a Title Search Report with Complete Copies of Mortgages for this type of project as defined in the specifications attachment (Wisconsin Department of Transportation Real property title searches (wisconsindot.gov).

A description describing the location of the property being acquired needs to be prepared and attached to the conveyance document. The last deed of record for the property being acquired needs to be used or referenced in the description, see Attachment 1.6 for acquisition description example.

For Local Public Agency (LPA) or Connecting Highway projects where the utility land interests and/or rights will not be acquired through the real estate acquisition process, the same description that is used to acquire the real estate interests shall be used to acquire the utility interests for that property.

The total buy out/protective purchase exhibit is an interim tool to allow for the early purchase of property. These exhibits/purchases must eventually be incorporated into the project's final right-of-way plat that will be filed with the County Clerk or recorded at Register of Deeds office, see Attachment 1.4 for examples.

A copy of the approved exhibit can be attached to the conveyance documents that will be recorded at the County Register of Deeds office. An exhibit shall not be recorded as a separate document. If an exhibit is attached to a conveyance document, then the exhibit paper size shall be a size that is acceptable to the County Register Deeds office.

WisDOT has created a C3D exhibit template for the Exhibits named "04-TLE-MAP". This template can be edited for the total buyout/protective purchase exhibits. This template is included with the C3D package that is available on WisDOT's website.

1.3 Exhibit and Relocation Order Filing

A copy of the approved exhibit(s) and relocation order must be filed with the County Clerk. Since the relocation order is not included on the exhibits, form RE1708 is needed (the Real Estate Program Manual/Forms webpage.). Refer to section 1.6.4 of the Real Estate Program Manual for additional relocation order information (https://wisconsindot.gov/dtsdManuals/re/repmchap1/chapter1.pdf). When local entities are the condemning authority, the relocation order shall refer to the local municipality, town, or county. The relocation order shall also refer to the appropriate statute(s), authorizing the local entity to acquire. Refer to Section 1.12.2 - Relocation Order of the Local Program Real Estate Manual (LP RE Manual) for guidance regarding the appropriate statute(s). Wisconsin Department of Transportation Local Program Real Estate Manual (LP RE Manual) (wisconsindot.gov).

LIST OF ATTACHMENTS

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	TLE Acquisition Exhibit with Utilities (LPA/Connecting Highway Projects Only)
Attachment 1.6	Acquisition Description Examples

(Larger images available upon request)

FDM 12-20-5 Acquisition Exhibit Deliverables

May 15, 2025

When the final acquisition exhibit is submitted to the Region the following information shall be included in the submittal:

- 8 ½" x 11" or 11" x 17" PDF file
- 8 ½" x 11" or 11" x 17" Utility Exhibit (See WisDOT Guide to Utility Coordination – Chapter 8)

- Digital copies of the parcel Acquisition Description(s)
- 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 and temporary limited easement points shown on the Exhibit(s)
- CSV or LandXML control point file. (Including coordinates for found monuments/IPs and USPLSS monuments)
- Digital copies of all Exhibits in C3D format including survey database folder.
- ACAD drawing file for GIS (See FDM 12-1-35)

When preparing an Early Acquisition Total Buyout/Protective Purchase exhibit, items from the above list of deliverables may not be needed. Check with Region staff to determine what needs to be submitted for this type of exhibit.

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 an Exhibit. While there are several folders listed in this directory, one will be titled PlatExp. This folder will contain drawing files containing specific layers. These layers are specified in FDM 15-5 Attachment 3.5.