



June 29, 2012

INSTRUCTIONAL BULLETIN NO. 2012-2

SUBJECT: Verification of Present Right of Way (R/W) on Plans Prepared by or for the Department

EFFECTIVE DATE: July 9, 2012

SUPERSEDES: Instructional Bulletin 97-8 and 94-2

RE: None

To accurately record right of way data on roadway plan sheets, the designer shall utilize the following guidelines to verify the present right of way.

Prior to finalizing the design field review plans, present right of way is to be verified and noted on the plans by the designer.

The Present R/W description note will consist of the following:

1. Right of way width as measured from the existing centerline.
2. The source used for verification. The right of way will be designated "Present R/W" if verified from a previous set of plans or deeds. The designation will be "Dedicated R/W" if determined by plats. (Example: Dedicated R/W Plat Book 123 Page 56). The example indicates that the plat is recorded in the county Register Mesne Conveyance (RMC) or Clerk of Courts office under Plat Book 123 at Page 56.
 - A. The source will typically be a File Number from a previous project.
 - B. If no previous project plans are available, the designer will:
 - Seek assistance from the Rights of Way Section to determine the present right of way and show the documentation information of that source on the plan sheet.
 - In the event no plans, deeds, or plats can be found, the District Maintenance Office will be contacted to determine the right of way that is being maintained. If there is no established right of way and the Department is only maintaining to the edge of pavement, ditch, or curb then the right of way note will indicate what is being maintained. (Example: Present R/W = edge of pavement, Present R/W = center of ditch, Present R/W = back of curb/sidewalk).



- Roads not on the SCDOT System will also have right of way verified on plan sheets with the source specified as the municipality contacted for verification (i.e. city, county).
3. The initials of the designer who verified the right of way information.
 4. “Unable to verify” is not an acceptable note. In the event that no right of way can be determined, the Director of Rights of Way will be contacted to make a determination.

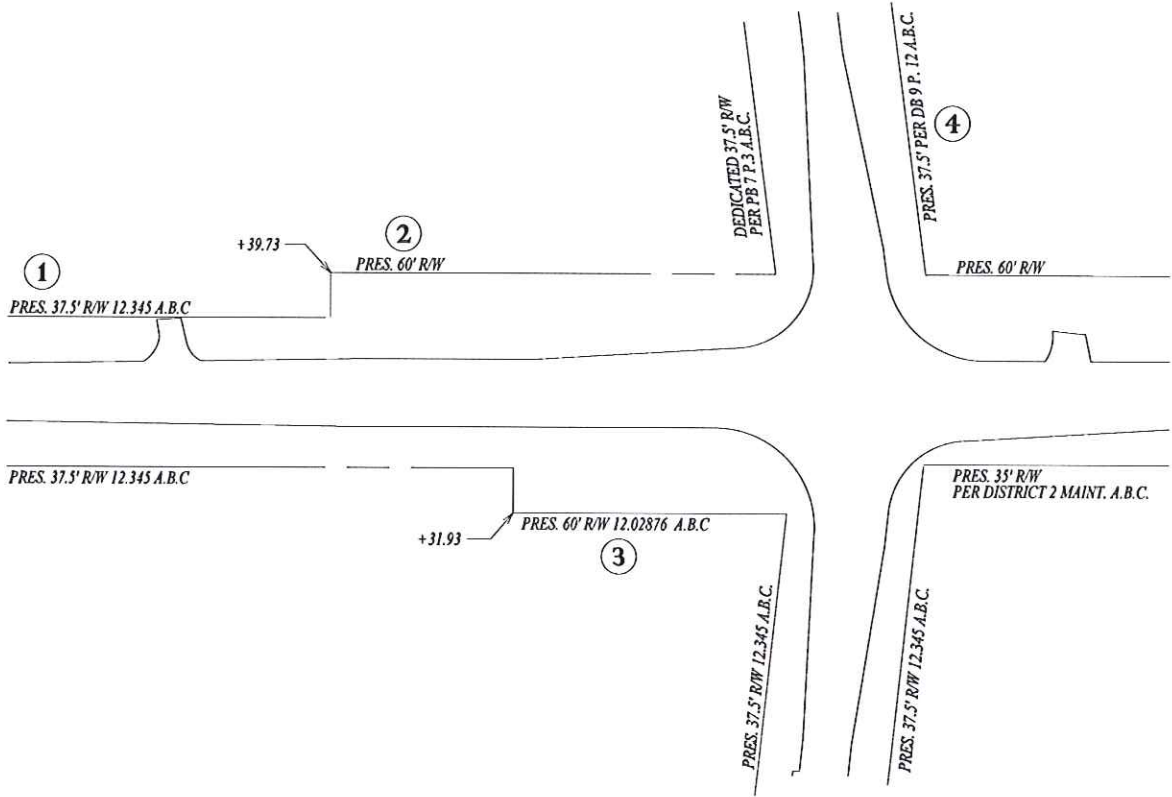
Place the Present R/W note as follows:

1. The Present R/W note will be placed on the mainline adjacent to the right of way line at the beginning and ending of each sheet on the left and right of the centerline. This placement verifies that the right of way shown from that station forward is from that source.
2. If the present right of way width changes under the same source, a label specifying the changed right of way width will be placed adjacent to the changed right of way line. A note specifying the station will be included.
3. A new note verifying Present R/W will be placed along the right of way line each time the source changes.
4. The R/W note for the side roads should be placed adjacent to the side road right of way on the left and right of the side road centerline.

INSTRUCTIONAL BULLETIN NO. 2012-2

Page 3

The following image shows examples that correspond with the numbers of the aforementioned placement options:



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Preconstruction Support Engineer

GRB:pcm

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Leland Colvin, Director of Construction
Brian Keys, Asst. Chief Engineer for P, L, & D
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Matt Lifsey, RP Engineer – Lowcountry
Mike Barbee, RP Engineer – Pee Dee
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