



SOUTH CAROLINA
DEPARTMENT OF HIGHWAYS AND PUBLIC TRANSPORTATION
P.O. BOX 191
COLUMBIA, S.C. 29202

DANIEL P. FANNING
EXECUTIVE DIRECTOR

INSTRUCTIONAL BULLETIN NO. 94-2

SUBJECT: Right of Way Plans
EFFECTIVE DATE: April 11, 1994
SUPERSEDES: Memorandum dated November 7, 1991
RE: None

Completed "Right of Way Plans" shall include all existing information that effects right of way; such as existing topography, new design, completed cross-sections with templates, construction lines, right of way lines (temporary and permanent). Drainage elements, erosion control items, traffic control and construction phasing that effect right of way should also be included in these plans. Obtains and remains of adjacent property are required for all projects except secondary ("C" Fund) projects. This information should be shown on the "Right of Way Date Sheet" in the plans. All moving/demolition item information should be shown on the plans prior to submitting to the Right of Way Section. Right of way plans do not need final quantities, storm sewer elevations or pavement markings. Plans should be forwarded to the Right of Way Section as soon as they have reached this stage of completion and have been reviewed and signed appropriately.

Prior to submittal to the Right of Way Section, all existing rights of way must be verified and their descriptions noted on the plans by the Road Design squad. The file or project number under which the rights of way were obtained shall be marked appropriately on the plans. If prescriptive right of way is involved, then the reviewing Right of Way employee will request a copy of the plan sheets on which the prescriptive right of way is suspected. After an investigation by the Right of Way Section, the Road Design squad will be advised by the Director of Rights of Way or his designee of the location of the prescriptive right of way. Such right of way shall be shown with an arrow on the plans stating the location (i.e. behind curb and gutter, edge of pavement, back of sidewalk, etc.), the date, and the Right of Way employee's initials who provided the prescriptive right of way information. If the existing right of way is dedicated, then the plat book and page number or deed book and page number must be shown on each property. If all dedicated right of way is on a single plat, then a note giving the plat book and page number may be placed on the left side of the first plan sheet.

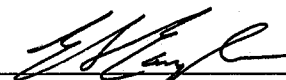
INSTRUCTIONAL BULLETIN NO. 94-2

April 11, 1994

Page II

Smaller federally funded projects such as safety and some bridge projects have normally been completed for construction with estimated quantities prior to sending to the Right of Way Section. In order to expedite the right of way process for those small projects, they may need to be processed for submittal to the Right of Way Section before the plan quantities can be completed. Secondary ("C" project) plans will continue to be completed for construction prior to submittal to the Right of Way Section. Upon special request by the Project Engineer, secondary ("C" project) plans requiring a National Pollution Discharge Elimination System (NPDES) study may be sent to the Right of Way Section before the NPDES study is complete. If a set of plans must be submitted to Right of Way prior to their completion as "Right of Way Plans", then the appropriate Assistant Road Engineer-Design shall be notified and a note placed in the "Squad Remarks" on Screen 40 in PPMS.

APPROVED:



E. S. Eargle

Road Engineer-Design