



**South Carolina  
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August 6, 1997

**INSTRUCTIONAL BULLETIN NO. 97-7**

**SUBJECT:** Preliminary Prints to Right of Way

**EFFECTIVE DATE:** August 6, 1997

**SUPERSEDES:** None

**RE:** None

Occasionally, it is necessary to send prints to Right of Way before the plans are ready in order to begin preliminary right of way investigation. This Instructional Bulletin is an effort to clear any confusion about sending preliminary prints on primary projects to Right of Way. These prints only need to be sent when requested and should only be requested to meet funding obligations.

The Right of Way Section should be sent one small set of plans when the right of way information is limited to the property owner and total acreage. Plans that have property owners, total acreage, and obtains computed will have one small and two large sent to Right of Way. Do not send plans that do not have at least the property owners and total acreage shown. Do not send cross sections with preliminary plans to Right of Way unless requested.

The squads will obtain the copies and send the preliminary prints to Right of Way. Please enter the date they are sent into PPMS (Screen 40) under the squad comments section only. Do not place a date in "Plans to R/W".

The "C" preliminary plans procedure has not changed. Your cooperation is very much appreciated.

Approved: \_\_\_\_\_

E. S. Eaggle  
Road Design Engineer

ESE:adf

cc:

Federal Proj. Dev. Engr. Pratt  
"C" Proj. Dev. Engr. Kneece  
Director of Right of Way Kelly