



# Department of Transportation

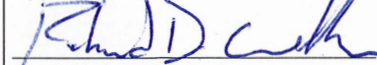
ENGINEERING  
BULLETIN

**EB**  
18-029

Title: **RIGHT OF WAY MAPPING PROCEDURE MANUAL (ROWMPM) CHAPTERS 1, 2, 3 - LIMITED REVISION(S)**

Modified By  
EB 19-007  
Effective 1/25/19

Approved:

  
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7/11/2018  
Date

**Expires one year after issue unless replaced sooner**

## ADMINISTRATIVE INFORMATION:

- Effective Date: This Engineering Bulletin (EB) is effective upon signature.
- Superseded Issuances: EB 14-043 RIGHT OF WAY MAPPING PROCEDURE MANUAL (ROWMPM) CHAPTER 3 - LIMITED REVISION - REVISED ABSTRACT REQUEST MAP SUBMISSION
- This EB announces limited revisions to the ROWMPM Chapters 1,2, & 3.

**PURPOSE:** The purpose of this EB is to announce limited revisions to the ROWMPM, Chapters 1, 2, 3.

## TECHNICAL INFORMATION:

The purpose of the "Right of Way Mapping Procedure Manual" is to standardize the ROW Map format, provide guidance on how to determine highway boundaries and the appropriate use of transfers of land between the New York State Department of Transportation and other State Agencies. The organization of the chapters in the revised manual remains the same as the previous version. The limited changes to the ROW Manual are noted below:

### Chapter 1, Introduction to the Right of Way Mapping Process:

- every presentation of the word "Real Estate" has been replaced with "Right of Way".
- Section 1.2.2, page 1-2, (Abstract Request Map, ARM, Process), hyperlinked references.
- Section 1.2.3, page 1-3, (Taking Line Review Process), hyperlinked references.
- Section 1.2.4, page 1-4, (ROW Documentation), 2nd bullet, (Contract Plans), hyperlinked references.
- Section 1.2.5, page 1-5, (Acquisition Map Process), hyperlinked references.
- Section 1.3.3, page 1-7, (Design), (Responsibilities), created the following bullet:  
"Request from the Regional ROW Mapping Group the preparation of the Certificate of Maps required for the project".
- Section 1.3.7, pages 1-9, 1-10, (Regional Right of Way Group), (Responsibilities), modified the following bullet:  
"Prepares and recommends approval of the ROW Clearance Certificate by the Regional Director", to "Prepares and approves the ROW Clearance Certificate".
- Section 1.3.13, page 1-12, Consultant, (Responsibilities), added the following bullets with hyperlinks:
  - Prepare Preliminary Acquisition Plan (with Table of Anticipated ROW Acquisitions). ([Refer to Section 5.5.2 of the Highway Design Manual \(HDM\) for guidance in preparing the Preliminary Acquisition Plan \(with the Table of Anticipated ROW Acquisitions\).](#))
  - Prepare Acquisition Plan (with Table of ROW Acquisitions). ([Refer to Section 5.5.5 of the Highway Design Manual \(HDM\) for guidance in preparing the Acquisition Plan \(with the Table of ROW Acquisitions\).](#))

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### Chapter 2, Consultant ROW Mapping Services:

- every presentation of the word "Real Estate" has been replaced with "Right of Way".
- Section 2.1, page 2-1, (Chapter Overview), 2<sup>nd</sup> paragraph, first sentence was changed from: "The consultant will follow all CADD requirements, which includes the use of Microstation for the preparation of all ROW Mapping products.", to "The consultant will follow all CADD requirements, by using the current version of department approved software - see <https://www.dot.ny.gov/main/business-center/engineering/cadd-info/cadd-policy/cadd-software-standards>".
- Section 2.1, page 2-1, (Chapter Overview), 2<sup>nd</sup> paragraph added, "Chapter 21 and 22 of the HDM", and created hyperlinks.
- Section 2.2, page 2-2, (Highway Boundary and Property Line Determinations), 2<sup>nd</sup> paragraph added, "Chapter 21 and 22 of the HDM", and created hyperlinks.
- Section 2.6, page 2-3, (Highway Boundary Plan), second paragraph added "Chapter 21 and 22 of the Highway Design Manual", and created hyperlinks.
- Section 2.10, page 2-7, (Additional Information to be supplied to Regional Land Surveyor), item (G), added "Chapter 21 and 22" and created hyperlinks.

### Chapter 3, Abstract Request Map:

- every presentation of the word "Real Estate" has been replaced with "Right of Way".
- Section 3.1, page 3-1, (Chapter Overview), created hyperlinks for references.
- Section 3.3, page 3-3, (Assignment of Temporary Reference Numbers), first sentence was changed from: "Contiguous parcels of land owned by the same party, regardless of the source of the owner's title, should be assigned only one Temporary Reference Number (TRN).", to "Contiguous parcels of land owned by the same party, regardless of the source of the owner's title, shall be assigned their own individual Temporary Reference Number (TRN).".
- Section 3.4, page 3-4, (Table of Temporary Reference Numbers), hyperlinked references.
- Section 3.5, page 3-4, (Submission of Abstract Request Map), hyperlinked references.
- Section 3.6, page 3-5, (Supplemental Abstract Request Map), hyperlinked references.

**TRANSMITTED MATERIALS:** None.

**DISTRIBUTION:** The updated sections are included in the ROW Mapping Procedure Manual posted at: <https://www.dot.ny.gov/divisions/engineering/design/design-services/land-survey/standards-procedures/row>

**REFERENCES:** <https://www.dot.ny.gov/divisions/engineering/design/design-services/land-survey/repository/row%20manual%20in%20pdf.pdf>

**CONTACT:** Direct questions regarding the content or distribution of this manual to John W. Van Benschoten P.L.S., of the Design Mapping and Automation Bureau, Land Surveying Section by email at: [John.VanBenschoten@dot.ny.gov](mailto:John.VanBenschoten@dot.ny.gov) or by phone at 518-457-6023.