


To:  <b>SUPERSEDED BY EB 06-044</b> <b>EFFECTIVE 12/8/06</b>		New York State Department of Transportation <b>ENGINEERING</b> <b>BULLETIN</b>	<b>EB</b>  <b>02-046</b>
Title: <b>RIGHT OF WAY MAPPING PROCEDURE MANUAL</b>			
Distribution: <input type="checkbox"/> Manufacturers (18) <input checked="" type="checkbox"/> Surveyors (33) <input checked="" type="checkbox"/> Main Office (30) <input checked="" type="checkbox"/> Consultants (34) <input checked="" type="checkbox"/> Local Govt. (31) <input type="checkbox"/> Contractors (39) <input checked="" type="checkbox"/> Regions/Agencies (32) <input type="checkbox"/> _____ ( )		Approved:  Peter J. Bellair, Director, Design Services Bureau  09/03/02 Date	

**ADMINISTRATIVE INFORMATION:**

- This Engineering Bulletin (EB) is effective immediately.
- This EB supersedes the following issuances:
  - EI 01-007, "New Format & Content for Right of Way Maps"
  - EI 94-036, "Metrification of Right of Way Maps"
  - EI 88-034, "Right of Way Mapping Procedure Manual Revision"

**PURPOSE:**

The purpose of this EB is to announce the availability of a complete revision to the "Right of Way Mapping Procedure Manual". The purpose of the "Right of Way Mapping Procedure Manual" is to standardize map formats and approval procedures used to produce various ROW maps, and to provide guidance on how to determine highway boundaries and the appropriate use of land transfers.

**TECHNICAL INFORMATION - CHANGES:**

The major changes to the ROW Manual are noted below. The organization of the chapters in the new manual has remained the same as the previous version:

1. Chapter One is revised to remove information duplicated in other procedural manuals, and it now lists the specific responsibilities of all groups involved in ROW processing and acquisitions.
2. Chapter Two has been refined to clarify the responsibilities of a Consultant who provides ROW Mapping services to the Department for the acquisition or transfer of Highway ROW.
3. Chapter Three has been streamlined to simplify the Abstract Request Map.
4. Chapter Four has been expanded to encompass more in depth information on the laws and practices of highway boundary determination.
5. Chapter Five incorporates a new ROW Acquisition Map format.
6. Chapter Six revises the purpose and information required on a "Highway Boundary Plan". (The name of the former "ROW Plan" is no longer in use.)
7. Chapters Seven and Eight reflect the new ROW Map format and address current mapping needs.
8. The manual has been modified to reflect DOT's use of the metric system and the use of CADD for the production of ROW Mapping products.

**BACKGROUND:**

- The 1971 ROW Mapping Procedure Manual was prepared to set guidelines for determinations of existing and proposed highway boundaries and the procedures to follow in the preparation of Abstract Request Maps, ROW Plans, and Acquisition Maps. At that time, Acquisition Maps were prepared on 11 x 36 linen and in most cases the map and description was all on one sheet.
- In 1988, the Row Mapping Procedure Manual was revised to incorporate the change from the past larger format to maps prepared on our current "B" size format. The major change was that the map and description would then be shown on separate sheets.

**DISTRIBUTION:**

The Right of Way Mapping Procedure Manual will be distributed separately. Consultants and others who are required to purchase the Right of Way Mapping Procedure Manual may do so by contacting the New York State Department of Transportation at the following:

Plan Sales Unit, Bldg 5, Rm 109  
NYS Department of Transportation  
W. Averell Harriman State Office Building Campus  
1220 Washington Avenue  
Albany, NY 12232-0204  
Phone: 518-457-2124

The Right of Way Mapping Procedure Manual is available, free of charge, in a downloadable Adobe Acrobat© format on the NYSDOT internet website at:  
[www.dot.state.ny.us/design/survey/row/row\\_manual.html](http://www.dot.state.ny.us/design/survey/row/row_manual.html)

Department employees may access the Right of Way Mapping Procedure Manual (in Adobe Acrobat© format) from the IntraDOT at:  
<http://intradot/design/dsb/survey/rowmapping/rowmapping.html>.

**CONTACT:**

Direct questions regarding the content or distribution of this manual to Daniel Streett of the Design Services Bureau by email at: [dstreett@gw.dot.state.ny.us](mailto:dstreett@gw.dot.state.ny.us), or by phone at 518-485-8227.