
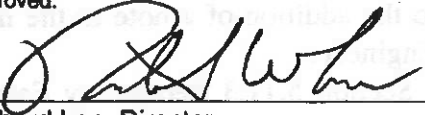


To: SUPERSEDED BY EB 09-012 EFFECTIVE 3/23/09		<i>New York State</i> <i>Department of</i> <i>Transportation</i> ENGINEERING BULLETIN	EB 06-044
<small>Expires one year after issue unless replaced sooner</small>			
Title: RIGHT OF WAY MAPPING PROCEDURE MANUAL			
Distribution: <input type="checkbox"/> Manufacturers (18) <input checked="" type="checkbox"/> Surveyors (33) <input checked="" type="checkbox"/> Local Govt. (31) <input checked="" type="checkbox"/> Consultants (34) <input checked="" type="checkbox"/> Agencies (32) <input type="checkbox"/> Contractors (39)	Approved:  Richard Lee, Director, Design Services Bureau		
			12/8/06 Date

ADMINISTRATIVE INFORMATION:

- This Engineering Bulletin (EB) is effective upon signature.
- The revised manual issued by this EB supersedes the manual issued by EB 02-046.

PURPOSE:

The purpose of this EB is to announce the availability of the revised "Right of Way Mapping Procedure Manual."

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 major changes to the ROW Manual are noted below:

- Chapter 1 Introduction to the Right of Way Mapping Process
 - Section 1.3.3 Design - Added an additional responsibility.
 - Section 1.3.9 Construction Group - Added an additional responsibility.

- Chapter 3 Abstract Request Map
 - Section 3.6 Supplemental Abstract Request Map – Added note regarding previous Temporary Reference Numbers.

- Chapter 5 Acquisition Maps
 - Section 5.2.2 Mapping Beds of Streets and Beds of Streams – Added statement regarding the need for full descriptions, ability to acquire beds on more than one road on a single map, statement regarding intersecting roads, and statement indicating the laws to which the map should be pursuant.
 - Section 5.2.4 Mapping Projects of Other State Agencies for Which the Department of Transportation is the Acquiring Agency – Added information regarding the Statement of Necessity.
 - Section 5.5 Map Elements With Example Map Depicting Element Locations – Changed Example Map to meet current mapping standards.
 - Section 5.8.5.2 Tax Map Reference Number (Element 2h) – Added statement regarding use of Tax Map Reference Number and the need for a full description when there is no Parcel Number.

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Section 5.8.5.3 City, Village (Element 2i) – Added statement regarding the need to indicate on the map and description all municipalities in which the parcel is located.

Section 5.11.2 Permanent Easement Preambles (Element 5b) - Section 2a Railroad Right of Way – Added description of Operating Railroad Right of Way.

Section 5.11.2 Permanent Easement Preambles (Element 5b) - Section 2g. Wetlands Mitigation – Added reference to additional laws that may be used, and added reference to the addition of a note to the map as requested by the United States Army Corps of Engineers.

Section 5.11.3 Temporary Easement Preambles (Element 5c) – Section 1 Standard Temporary Easement Preamble - Temporary Easement For Excavating And Removing Earth And Other Material And Work Area - Added the words “And Work Area” and modified the insert by adding “... for the purpose and the exclusive right to excavate and remove earth and other material.”

Section 5.11.4 Reservation Clauses (Element 5d) – Section A. Reservations on Fee Appropriations – Number 14. Special Reservations - Removed Sight Distances item, and Reservation.

Section 5.14.2 Project Certification (Element 8b) – Added to section on Local Projects that this applies to other State Agencies.

Section 5.16 Statement Of Necessity And Authority (Element 10) Item N - Section 10, Subdivision 34-A, of the Highway Law – Added additional information.

Section 5.16 Statement Of Necessity And Authority (Element 10) – Special Statements of Necessity and Authority - Section 1. Grade Crossing Eliminations – Added the following to the statement “Map of property which the Commissioner of Transportation deems necessary to be acquired by appropriation in the name of the People of the State of New York for.....”

Section 5.16 Statement Of Necessity And Authority (Element 10) – Special Statements of Necessity and Authority – Added a new Section 4 Appropriations for Off - State Systems.

Section 5.18.2 Certification Of “True Copy” (Element 12b) – Added the word “State” to the certification.

Chapter 7 Transfer of Jurisdiction Maps.

Section 7.1 Chapter Overview – Added additional information regarding Canal Lands and requirement of full descriptions on all maps referred to in this chapter.

Section 7.2 General Information – Section 2. Lands Directly From Other Agencies – Revised section description and added reference to example maps.

Section 7.2 General Information – Section 3 Intra D.O.T. Transfer of Use – Added reference to example map.

Section 7.3.4 Canal Lands – Added reference to example map.

Section 7.3.5 Lands Underwater – Added description of use of T-Map for acquiring lands underwater. Added reference to example map.

Section 7.4.3 Forest Preserve Lands - Adirondack & Catskill State Parks – Added reference to Section 212 of the Highway Law. Descriptions of special features associated with the map were added.

Section 7.4.4 Reforestation Areas (within sixteen counties) – Added reference to Section 212 of the Highway Law.

Section 7.4.5 Concurrent Use and Occupancy – Added an exception and specific use by the Department of Environmental Conservation. Added reference to example map.

Section 7.5.1 Transfer of Use – Added reference to example map and example Official Order.

Section 7.6 Transfer from D.O.T. to Another Agency – Added reference to submittal procedure for T-Map. Added reference to example map.

Chapter 8 Miscellaneous Special Maps

Section 8.1 Chapter Overview - Added reference to Correction Map and Break in Access Sections.

Section 8.2 Deed Maps (“D” Maps) – Added information to the section.

Section 8.2.1.2 Remnant Parcels – Added information to the section.

Section 8.2.1.3 Scenic Enhancement – Added additional statement.

Section 8.2.1.5 Lands of Mary W. Harriman Estate – Added statement on ownership.

Section 8.2.1.6 Urban Renewal Agencies – Added statement about deed necessary to acquire property.

Section 8.2.1.7 Maintenance Sites – Added additional information. One of the additional statements is about disposal of property.

Section 8.2.1.8 Power Authority of the State of New York – New section added to the manual.

Section 8.2.2 Map Preparation – Added statement regarding exception on remnant parcel deed maps.

Section 8.2.2.1 Parcel Description – Added information on statement of intent.

Section 8.2.2.4 Standard Element Alteration – Most of the information in this section was revised.

Section 8.3.1 Authorization and Use – Added statement that begins with “If not prohibited...”

Section 8.4.1 Necessity and Use – Added statement about property line errors on Claim Maps.

Section 8.5.1 General Comments (Conveyance Maps) – Added a description of the various laws used for conveying property.

Section 8.5.3.3 Map Delineation (Conveyance Maps) – Modified comment “b” and added comment “g.”

Section 8.5.3.5 Parcel Description (Conveyance Maps) – Added statements regarding conveyance of county - owned property.

Section 8.5.3.6 “Subject To” Reservation and Reverter Clauses – Added comment that if property is to be conveyed it is encumbered by an easement. Also added section on clauses along with modifications to the other portions of this section.

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Section 8.6 Abandonment Maps - Disposal of Property – In subsection “a” there is a statement indicating that a full description is needed on Abandonment Maps. Subsections “b” and “c” are new.

Section 8.6.2 Standard Element Alteration (Abandonment Maps) – Added additional alterations when property is to be abandoned to a city, town, or village.

Section 8.7.3 Standard Element Alteration (Bankruptcy Maps) – This section was added to define the differences in the standard element information.

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Section 8.8 Correction Maps – This new section defines the necessity and preparation of Correction Maps.

Section 8.9 Access – This new section defines the process for creating a break in access to a highway and the process for prohibiting access to a highway

Appendices

All the current example maps in Appendix “Q” have been revised to the Microstation Version 8 Format. Also there have been 12 new examples added to the list of example maps. Most of the new example maps define mapping procedures located in Chapters 7 and 8 of this manual.

TRANSMITTED MATERIAL: None

BACKGROUND:

The 2002 ROW Mapping Procedure Manual updated the 1988 ROW Mapping Procedure Manual to reflect the current standards and procedures. The 1988 ROW Mapping Procedure Manual updated the 1971 ROW Mapping Procedure Manual 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. Chapter 1 was totally rewritten to describe the process for developing the ROW Mapping products and to reflect the roles and responsibilities of various Departmental units.

DISTRIBUTION:

The Right of Way Mapping Procedures 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. Paper copies of this version of the ROW Mapping Procedure Manual will not be available for purchase.

CONTACT:

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