RIGHT OF WAY ENGINEERING PRODUCTS

RIGHT OF WAY ENGINEERING GROUP
ENGINEERING AUTOMATION SECTION
GEOMETRONICS UNIT
SEPTEMBER, 2019
RIGHT OF WAY ENGINEERING PRODUCTS

THERE ARE TWO TYPES OF RIGHT OF WAY ENGINEERING PRODUCTS PRODUCED FOR ODOT

- RIGHT OF WAY DRAWINGS
- RIGHT OF WAY DESCRIPTIONS
RIGHT OF WAY DRAWINGS
RIGHT OF WAY ENGINEERING PRODUCTS

WHAT IS A RIGHT OF WAY DRAWING?

- An internal ODOT document used to design and show proposed right of way takings for ODOT projects.
- Serves as an index of our right of way files and property rights.
- Used to record sales of excess ODOT property.
- Research resource for our highway system, access control and reservations, etc.
- “A living document”
RIGHT OF WAY ENGINEERING PRODUCTS

THE PURPOSE OF THE RIGHT OF WAY DRAWING

- Used to prepare legal descriptions for proposed property acquisitions
- Used by right of way agents and appraisers in preparation to acquire property
- Used by right of way property management to identify excess ODOT property for future sales
- Used by right of way for access research
- Used by the general public, consultants and other governmental agencies for right of way research
RIGHT OF WAY ENGINEERING PRODUCTS

THERE ARE TWO BASIC TYPES OF RIGHT OF WAY DRAWINGS PRODUCED

- ROLL MAPS
- SHEET MAPS
(A MAP) HISTORIC/ 36”x≥200” NEW

36 INCHES WIDE
INTERCHANGE PROJECTS
OR WHERE RIGHT OF WAY TAKES COVER A WIDE AREA

(B MAP) HISTORIC/ 24”x≥200” NEW

24 INCHES WIDE
STANDARD SIZE ROLL MAP USED
MAXIMUM LENGTH OF BOTH A AND B MAPS IS 200 INCHES PLOTTED (16’ 6 “)

- THIS LENGTH IS DUE TO A MAXIMUM SIZE OF 200 INCHES BY 200 INCHES OF A PDF DOCUMENT
ROLL MAP NUMBERING CONVENTIONS

- The Roll Map Number is an old system that referred to a cabinet that the hard copy drawing was stored in.
- Each cabinet had 36 cubbyholes, and each cubbyhole could hold approximately 36 maps.
- When a cubbyhole or cabinet became full, a new one was started.
- The earliest "B" maps were stored in cabinets 1 and 2.
- The latest "B" maps cabinet is number 10.
- Map 9B-8-17 is a 24 inch wide map located in cabinet number 9, cubbyhole no. 8 and is the 17th map in that particular cubbyhole.
- These cabinets are located in the Map and Plans Center in the TLC building in Salem.
- Hard copies of the Right of Way maps are no longer being plotted or stored in Salem.
- Maps instead are plotted to a PDF document and stored digitally.
- The old numbering system carried over and was used until August, 2019.
- The new numbering system is the Right of Way file number related to the project.
- "RW1234(5)M" is the new format and new sizes and ability mix and match sizes and multiple pages for one mapping project.
SHEET MAPS

- (1R-3) HISTORIC/ 12” X 24” NEW
- (1R-4) HISTORIC/ 11” X 17” NEW
- 8 ½” X 11” NEW
- 18” X 24” NEW
- FOREST SERVICE AND BLM PLATS
- RAILROAD ENCROACHMENT DRAWING
- EXHIBIT DRAWING (SKETCH MAP)
- JURISDICTIONAL TRANSFERS AND RELINQUISHMENT EXHIBIT DRAWINGS
- DESIGN CORRIDOR RESOLUTION
- COURT EXHIBIT
1R-3 Maps are 12”x24” sized drawings used for small projects of around 1-4 files such as intersections, signal projects, wetland mitigation acquisitions, and survey approval maps.
1R-4 MAPS ARE 11”X17” (LEDGER) SIZED DRAWINGS USED FOR SMALL PROJECTS OF AROUND 1 – 4 FILES SUCH AS INTERSECTIONS, SIGNAL PROJECTS, WETLAND MITIGATION ACQUISITIONS AND SURVEY APPROVAL MAPS.
8½” X 11” EXHIBIT DRAWING PREPARED FOR PROJECTS CROSSING BUREAU OF LAND MANAGEMENT PROPERTY.

RIGHT OF WAY IS TAKEN AS A PERMANENT EASEMENT FOR HIGHWAY RIGHT OF WAY PURPOSES AND THE PLATS TAKE THE PLACE OF A WRITTEN DESCRIPTION.
8½” X 11” EXHIBIT DRAWINGS PREPARED FOR PROJECTS CROSSING NATIONAL FOREST SERVICE PROPERTY. RIGHT OF WAY IS TAKEN AS A PERMANENT EASEMENT FOR HIGHWAY RIGHT OF WAY PURPOSES AND THE PLATS TAKE THE PLACE OF A WRITTEN DESCRIPTION.

THESE PLATS ARE SUBJECT TO REVIEW BY THE FOREST SERVICE.

FOREST SERVICE FILING PLATS
THE RAILROAD ENCROACHMENT DRAWING IS AN 11” X 17” EXHIBIT SHOWING THE PROPOSED ENCROACHMENT ON THE RAILROAD AND IS USED AS AN ATTACHMENT TO THE WRITTEN DESCRIPTION. UNLIKE A 1R-4 DRAWING, THE EXHIBIT IS NOT ASSIGNED A DRAWING NUMBER, HOWEVER THE PROPOSED ENCROACHMENT IS SHOWN ON THE RIGHT OF WAY ROLL MAP.
SKETCH MAPS (EXHIBITS) ARE SMALL DRAWINGS, USUALLY 8½”X11” IN SIZE THAT ARE PREPARED TO ACCOMPANY EACH RIGHT OF WAY FILE. THE DRAWINGS ARE PRODUCED TO ASSIST THE AGENT AND APPRAISER TO ACQUIRE THE PROPOSED TAKING. THESE DRAWINGS ARE NOT ATTACHED TO THE RECORDED ACQUISITION DEED.
JURISDICTIONAL TRANSFER EXHIBITS ARE 8½” X 11” DRAWINGS THAT ARE PART OF THE RESOLUTION TRANSFERRING JURISDICTION OF A STATE HIGHWAY TO A CITY OR A COUNTY. THE EXHIBIT DRAWINGS MAY BE SIMPLE OR COMPLEX DEPENDING ON THE TRANSFER. JURISDICTIONAL TRANSFERS ARE A HEADQUARTERS FUNCTION.
PROPERTY THAT WAS ACQUIRED FOR IMPROVEMENTS TO A LOCAL CITY OR COUNTY FACILITY IS TRANSFERRED TO THESE AGENCIES BY A RIGHT OF WAY RELINQUISHMENT. A RELINQUISHMENT DIFFERS FROM A JURISDICTIONAL TRANSFER IN THAT ODOT DOES NOT HAVE ANY JURISDICTION OVER THE FACILITY AND IT IS NOT PART OF THE STATE HIGHWAY SYSTEM. AS WITH JURISDICTIONAL TRANSFERS, RELINQUISHMENTS ARE A HEADQUARTERS FUNCTION.

RELINQUISHMENTS
DESIGN CORRIDOR RESOLUTION (SURVEY APPROVAL)
COURT EXHIBITS ARE SPECIALIZED DRAWINGS PREPARED AT THE REQUEST OF A DEPARTMENT OF JUSTICE ATTORNEY FOR A COURT TRIAL. THE DRAWINGS ARE LARGE FORMAT, USUALLY 24”X36”, THOUGH THE ATTORNEY MAY REQUEST DIFFERENT SIZES, AND TYPICALLY SHOW THE PROPERTY AND HIGHWAY IMPROVEMENTS BEFORE THE PROJECT AND AFTER THE PROJECT IS COMPLETED.

COURT EXHIBITS
File Addendum (NOT to be included with Exhibit A)

OR66: Harley Landslide (MP 11.60-12.00) Greensprings Highway Jackson County Non-Thruway

Seven Generations Village, LLC, an Oregon Limited Liability Company
Parcels 1, 2 and 3

Parcel 1 access language: None.
Parcel 2 access language: None.
Parcel 3 access language: None.

These parcels lie within the SE1/4 S1/4 parcel of Section 36, T 39 S, R 2 E, W.M.
These parcels lie within Tax Lot 39-2E-33-200 of Jackson County.

Remainder Area: In excess of 100 acres.
The remainder area lies within Tax Lot 39-2E-33-200 of Jackson County.

[Note: Remainder area is all of grantor’s property lying outside any fee takings. All easements being acquired are included within the remainder area]

Prior files, recorded documents, and access controls:
File 7223 (76/220) Warranty Deed, recorded January 2, 1940 as Volume 224, Page 159 of the Official Records of Jackson County. Does not include access rights.

EXHIBIT A - Page 1 of 2

Parcel 1 - Fee

A parcel of land lying in the SE1/4 SW1/4 of Section 36, Township 39 South, Range 2 East, W.M., Jackson County, Oregon, said parcel being a portion of that property described in the Statutory Warranty Deed to Seven Generations Village, LLC, an Oregon Limited Liability Company, recorded September 26, 2014 as Document No. 2014-025641 of the Official Records of Jackson County; the said parcel being that portion of said property included in a strip of land variably in width, lying on the Northeastly side of the center line of the relocated Greensprings Highway, which center line is described in Parcel 1.

The width in feet of said strip of land is as follows:

<table>
<thead>
<tr>
<th>Station to Station</th>
<th>Width on Northeastly Side of Center Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>235+00.00 to 240+19.00</td>
<td>70.00 in a straight line to 70.00</td>
</tr>
</tbody>
</table>


This parcel of land contains 3,002 square feet, more or less.

EXHIBIT A - Page 2 of 2

Parcel 2 - Temporary Easement for Work Area (3 years or duration of Project, whichever is sooner)

A parcel of land lying in the SE1/4 W1/4 of Section 36, Township 39 South, Range 2 East, W.M., Jackson County, Oregon; said parcel being a portion of that property described in the Statutory Warranty Deed to Seven Generations Village, LLC, an Oregon Limited Liability Company, recorded September 26, 2014 as Document No. 2014-025641 of the Official Records of Jackson County; the said parcel being that portion of said property included in a strip of land variably in width, lying on the Southeastly side of the center line of the relocated Greensprings Highway, which center line is described in Parcel 1.

This parcel of land contains 7,979 square feet, more or less.

Parcel 3 - Temporary Easement for Work Area (3 years or duration of Project, whichever is sooner)

A parcel of land lying in the SE1/4 W1/4 of Section 36, Township 39 South, Range 2 East, W.M., Jackson County, Oregon; said parcel being a portion of that property described in the Statutory Warranty Deed to Seven Generations Village, LLC, an Oregon Limited Liability Company, recorded September 26, 2014 as Document No. 2014-025641 of the Official Records of Jackson County; the said parcel being that portion of said property lying between lines at right angles to the center line of the relocated Greensprings Highway, at Engineer’s Stations 239+30.00 and 239+55.00 and included in a strip of land 40.00 feet in width lying on the Southeastly side of said center line, which center line is described in Parcel 1.

This parcel of land contains 254 square feet, more or less.
WHAT IS A RIGHT OF WAY DESCRIPTION?

- A legal description which defines a parcel of land being purchased, or easement rights acquired for a project, or excess ODOT property that is being sold.
- ODOT acquires property in fee title, permanent easements or temporary easements.
- The legal description is used as an attached “Exhibit A” in a warrenty deed or bargain and sale deed.
- The legal description must be “capable of being made certain”, describing the parcel of land in an unambiguous way (ORS 93.600).
HOW ARE THE DESCRIPTIONS PREPARED?

- The descriptions are one part of a right of way file which contains the entire history of an acquisition.

- Each acquisition from a particular grantor is assigned a unique right of way file number which consists of a right of way project number and a sequence number, i.e.: 7123001.

- The right of way project number is different from the project key number and is assigned by the right of way section.

- Right of way files are not limited to tax lots; a deed can describe property being acquired which covers multiple tax lots with the same owner, even if the tax lots are not contiguous with each other.
HOW ARE THE DESCRIPTIONS PREPARED?

- A RIGHT OF WAY FILE CAN ALSO COVER AN ACQUISITION OF PROPERTY THAT HAS MULTIPLE OWNERS, OR LEASE HOLDERS

- A SINGLE RIGHT OF WAY FILE CANNOT COVER ACQUISITIONS OF DIFFERENT PROPERTIES WITH DIFFERENT OWNERS

- DIFFERENT TYPES OF RIGHT OF WAY CAN BE ACQUIRED WITH THE SAME DEED BY USING MULTIPLE PARCELS WITHIN THE DESCRIPTION

- HEIRARCHY OF PARCELS WITHIN THE DESCRIPTION
  1. FEE TAKINGS
  2. PERMANENT EASEMENTS
  3. TEMPORARY EASEMENTS
  4. EXCESS FEE TAKINGS
Parcel 1 – Fee

A parcel of land lying in the SE¼SW¼ of Section 36, Township 39 South, Range 2 East, W.M., Jackson County, Oregon; said parcel being a portion of that property described in that Statutory Warranty Deed to Seven Generations Village, LLC, an Oregon Limited Liability Company, recorded September 26, 2014 as Document No. 2014-025641 of the Official Records of Jackson County; the said parcel being that portion of said property included in a strip of land variable in width, lying on the Northwesterly side of the center line of the relocated Greensprings Highway, which center line is described as follows:

Beginning at Engineer’s center line station 231+26.60, said station bears North 62°04’56” East 1,508.37 feet from the Southwest corner of Section 36, Township 39 South, Range 2 East, W.M.; thence North 54°43’11” East 118.40 feet; thence on a 285.42 foot radius curve left (the long chord of which bears North 50°03’11” East 95.34 feet) 56.67 feet; thence North 37°23’11” East 81.70 feet; thence on a 204.63 foot radius curve right (the long chord of which bears North 92°26’11” East 173.28 feet) 176.93 feet; thence North 97°29’11” East 226.00 feet; thence on a 130.22 foot radius curve left (the long chord of which bears North 41°49’11” East 187.34 feet) 209.09 feet; thence North 4°30’45” West 13.41 feet to 240+22.60 Bl. equals 240+16.60 Bl.; thence North 4°30’45” West 237.80 feet to Engineer’s center line station 243+04.59.

The width in feet of said strip of land is as follows:

<table>
<thead>
<tr>
<th>Station to Station</th>
<th>Width on Northwesterly Side of Center Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>231+26.60 to</td>
<td>70.00 in a straight line to 70.00</td>
</tr>
<tr>
<td>240+16.00</td>
<td></td>
</tr>
</tbody>
</table>


This parcel of land contains 3,002 square feet, more or less.

Parcel 2 – Temporary Easement for Work Area (3 years or duration of Project, whichever is sooner)

A parcel of land lying in the SE¼SW¼ of Section 36, Township 39 South, Range 2 East, W.M., Jackson County, Oregon; said parcel being a portion of that property described in that Statutory Warranty Deed to Seven Generations Village, LLC, an Oregon Limited Liability Company, recorded September 26, 2014 as Document No. 2014-025641 of the Official Records of Jackson County; the said parcel being that portion of said property included in a strip of land variable in width, lying on the Northwesterly side of the center line of the relocated Greensprings Highway, which center line is described in Parcel 1.

The width in feet of said strip of land is as follows:

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<tbody>
<tr>
<td>235+00.00 to 238+44.00</td>
<td>91.00 in a straight line to 107.00</td>
</tr>
<tr>
<td>238+44.00 to 240+00.00</td>
<td>107.00 in a straight line to 70.00</td>
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EXCEPT therefrom Parcel 1.

This parcel of land contains 7,979 square feet, more or less.

Parcel 3 – Temporary Easement for Work Area (3 years or duration of Project, whichever is sooner)

A parcel of land lying in the SE¼SW¼ of Section 36, Township 39 South, Range 2 East, W.M., Jackson County, Oregon; said parcel being a portion of that property described in that Statutory Warranty Deed to Seven Generations Village, LLC, an Oregon Limited Liability Company, recorded September 26, 2014 as Document No. 2014-025641 of the Official Records of Jackson County; the said parcel being that portion of said property lying between lines at right angles to the center line of the relocated Greensprings Highway at Engineer’s Stations 239+35.00 and 239+55.00 and included in a strip of land 40.00 feet in width lying on the Southeasterey side of said center line, which center line is described in Parcel 1.

This parcel of land contains 254 square feet, more or less.
THE ATTACHED EXHIBIT CONTAINS ALL OF THE PARCELS BEING ACQUIRED IN THE DEED


PARCELS CANNOT BE DESCRIBED BY REFERENCE TO TAX LOT ONLY
THE ADDENDUM CONTAINS META DATA ABOUT THE RIGHT OF WAY FILE THAT IS USED IN THE ACQUISITION PROCESS. THIS META DATA INCLUDES THE GRANTOR'S NAME, THE NUMBER OF PARCELS IN THE DESCRIPTION, TYPE OF ACCESS RIGHTS BEING ACQUIRED, THE LOCATION BY SECTION AND TAX LOT, ANY REMAINDER AREA AND INFORMATION ON PRIOR R/W FILES. THIS INFORMATION SHEET IS FOR INTERNAL USE ONLY AND IS NOT INCLUDED IN THE DEED.

PRIOR TO THE IMPLEMENTATION OF THE RIGHT OF WAY INFORMATION TRACKING SYSTEM (RITS), THE ADDENDUM WAS PRODUCED BY THE WRITER AS A SEPARATE SHEET OF THE DESCRIPTION. THIS HAS NOW BEEN AUTOMATED BY RITS WITH THE META DATA ENTERED IN SPECIFIC FIELDS AND THE ADDENDUM GENERATED BY THE SYSTEM.
STAMPING DESCRIPTIONS
• PER ODOT PREFERENCE, WRITTEN LEGAL DESCRIPTIONS FOR ODOT PROPERTY ACQUISITIONS, SURPLUS PROPERTY SALES, RELINQUISHMENTS AND JURISDICTIONAL TRANSFER RESOLUTIONS MUST BE PREPARED BY OR UNDER THE SUPERVISION AND CONTROL OF A REGISTERED LAND SURVEYOR AND STAMPED WITH THE SURVEYORS SEAL.

• THIS POLICY SATISFIES ORS 672.025 AND OAR 820–010–0621 REQUIRING PROFESSIONAL LAND SURVEYORS TO STAMP ALL FINAL DOCUMENTS.

• THOUGH THE LAW ALLOWS EITHER A WET SIGNATURE OR A DIGITAL SIGNATURE, IT IS ODOT’S POLICY THAT DOCUMENTS BE SEALED WITH A DIGITAL SIGNATURE.
DOCUMENTS TO BE STAMPED

ALL FINAL DOCUMENTS THAT WILL BE RECORDED IN THE COUNTY RECORDS FOR ACQUISITIONS, SURPLUS PROPERTY SALES AND TRANSFERS ARE REQUIRED TO BE SEALED WITH THE SURVEYORS DIGITAL STAMP

- THE LAST PAGE OF THE EXHIBIT A DESCRIPTION
- FOREST SERVICE AND BLM PLATS
  - THE PLATS TAKE THE PLACE OF A WRITTEN DESCRIPTION
- EXHIBIT B DRAWINGS PRODUCED FOR JURISDICTIONAL TRANSFERS, RELINQUISHMENTS AND ABANDONMENTS
  - THESE DRAWINGS ARE INCLUDED IN THE DEED TO BE RECORDED

ANY OTHER DOCUMENT THAT MAY BE CONSIDERED A FINAL DOCUMENT AND PROVIDED TO OTHERS OUTSIDE THE AGENCY, EVEN THOUGH IT IS NOT INTENDED TO BE RECORDED.
**EXHIBIT A - Page 2 of 2**

Parcel 2 – Temporary Easement for Work Area (3 years or duration of Project, whichever is sooner)

A parcel of land lying in the SE1/4NW1/4 of Section 36, Township 39 South, Range 2 East, W.M., Jackson County, Oregon; said parcel being a portion of that property described in the Statutory Warranty Deed to Seven Generations Village, L.L.C., an Oregon Limited Liability Company, recorded September 26, 2016, as Document No. 2016-0225441 of the Official Records of Jackson County, the said parcel being that portion of said property included in a strip of land variable in width, lying on the Northwesterly side of the center line of the relocated Greensprings Highway, which center line is described in Parcel 1.

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Parcel 3 – Temporary Easement for Work Area (3 years or duration of Project, whichever is sooner)

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JURISDICTIONAL TRANSFERS

Oregon Department of Transportation

SEPTEMBER, 2019

RIGHT OF WAY ENGINEERING TRAINING
DOCUMENTS THAT ARE NOT REQUIRED TO BE STAMPED

ADDENDUM SHEET IS NOT SEALED WITH THE SURVEYOR’S STAMP
- THE SHEET CONTAINS META DATA ENTERED IN THE SYSTEM BY VARIOUS PEOPLE AND IS GENERATED BY THE RITS SYSTEM

RIGHT OF WAY DRAWINGS, INCLUDING SKETCH MAPS ARE NOT SEALED WITH THE SURVEYOR’S STAMP
- RIGHT OF WAY DRAWINGS ARE NOT CONSIDERED TO BE A FINAL DOCUMENT
- THEY ARE UPDATED WITH REVISIONS DURING THE PROJECT
- AFTER PROJECT COMPLETION UPDATES WILL CONTINUE AS DONATIONS, SURPLUS PROPERTY SALES AND TRANSFERS OCCUR ALONG THIS PORTION OF THE HIGHWAY CORRIDOR
- “LIVING DOCUMENT”
- THE SKETCH MAP IS A SNAPSHOT OF THE RIGHT OF WAY MAP AND IS NOT RECORDED WITH THE DEED.
- A STATUS STAMP IS PLACED ON THE RIGHT OF WAY DRAWINGS AND SKETCH INDICATING THAT IT IS SUBJECT TO CHANGE