



# MAPP CENTER DOCUMENT INFORMATION NOTIFICATION

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| Maps,<br>Aerial<br>Photos,<br>Plans |
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**Request Form Purpose:**

Use this form to notify the MAPP Center when creating new documents (i.e. RW maps; field notes) for ODOT. Notify the MAPP Center of the Right of Way Project Number and project details as soon as you know there will be a document coming in for uploading to the database (FileNet). The MAPP Center will log the metadata into the database system. This will enable the MAPP Center to track your document and will benefit the integrity of the database.

**RW map Document Convention:**

The official Right of Way Map document is a PDF that will be stored in FileNet. This PDF document may contain one or several pages with each page being a specific printable border size (See below for printable border sizes). The PDF pages can contain consistent or various border size pages and if needed each page can be in a different scale. The PDF will be a single PDF and Portfolio PDF's will not be used. Models of all these page border sizes can be found in the SeedRW2d.dgn CAD file.

**Document Naming Convention:**

The naming convention for the Right of Way Map PDF documents will start with the letters "RW" followed by the Right of Way Project Number and then followed by the letter "M" (i.e. RW####M).

The naming convention for field book notes (if needed) will start with the letters "RW" followed by the Right of Way Project Number and then followed by the letters "FB" (i.e. RW####FB).

**Drawing PDF Page Border Sizes**

- Historical "A" = 36" width x 200" length max
- Historical "B" = 24" width (standard) x 200" length max
- Letter sheet = 8.5" x 11"
- Historical "1R-4" = 11" x 17"
- Historical "1R-3" = 12" x 24"
- Large Sheet = 18" x 24"

**Drawing Types**

- Federal exhibit – BLM, Forest Service
- Located line – Highway RW on located line
- Miscellaneous RW – Non-highway RW (example: quarry)
- Right of Way – Right of way for highway (no CL)
- RR Encroachment – Special exhibit used to negotiate with railroad
- Survey Approval – Exhibit map for declaring new roadbed

**Contact information**

|                |                      |       |
|----------------|----------------------|-------|
| NAME           | ORGANIZATION/COMPANY | DATE  |
| E-MAIL ADDRESS |                      | PHONE |

**Project information**

Provide as much information as you have:

|                    |                     |              |          |              |         |
|--------------------|---------------------|--------------|----------|--------------|---------|
| ROW PROJECT NUMBER |                     |              |          |              |         |
| PROJECT NAME       | COUNTY              | KEY NUMBER   | TOWNSHIP | RANGE        | SECTION |
| ODOT HIGHWAY NAME  | ODOT HIGHWAY NUMBER | BEG MP       | END MP   | NEAREST CITY |         |
| DRAFT DATE         | PAGE BORDER SIZES   | DRAWING TYPE |          | MAP SCALES   |         |

**Notes and comments**

ADDITIONAL NOTES AND COMMENTS