

9.2 PREPARATION OF ROW DOCUMENTS

9.2.1 Introduction - Table of Contents

These procedures have been developed to establish uniformity in the preparation of ROW Maps and Descriptions.

Scoping procedures outlined in the NJDOT Procedures Manual, balance, among many other factors, the impact of the proposed design with the ROW impacts. This limits, but does not preclude, the designer from adjusting the proposed ROW acquisitions to minimize their size and impact upon the remaining property. The designer should also be aware that the ROW design does not have to follow the precise contours of the roadway (e.g.: slopes). Where it appears that it may be beneficial, the ROW line and easement lines may be reasonably expanded to enhance the ease of construction of the project. The designer, therefore, shall prepare the ROW design, balancing the impact upon the property and the cost of acquisition while maintaining the safety, constructibility, cost of construction and staying within the basic scope of the project.

This manual is to be used on NJDOT projects, as well as Public Transportation projects, Local Aid projects and Developer projects. Every instance which a designer may encounter is not covered in this manual. When used in conjunction with sound engineering, surveying knowledge and good judgment, this manual should enable the designer to prepare accurate ROW documents efficiently.

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9.2.2 DEFINITIONS AND ABBREVIATIONS

DEFINITIONS AND ABBREVIATIONS USED

AGRICULTURAL DEVELOPMENT AREA (ADA) (with 8 year deed restrictions): Property that cannot be used for other than agriculture for 8 years. The property owner enters into an agreement with the County Agriculture Board resulting in a restrictive covenant being attached to the property.

AGREEMENT: Contract between the owner of the subject property and the Department of Transportation for conveyance of fee or lesser interest of lands set forth in the description; conveys equitable title as compared to legal title.

ACQUISITION SECTION OF TECHNICAL SUPPORT (AS): Section within the office of ROW responsible for handling condemnation cases.

BLOCK: A square or portion of an incorporated municipality as shown on the official municipal tax map; a grouping of lots assigned the same number on the official tax map.

BUREAU OF ENVIRONMENTAL SERVICES (BES): Office responsible for all environmental recommendations within the NJDOT.

CONDEMNATION: The act of filing of a complaint seeking entry of a final judgment confirming the proper exercise of the Power of Eminent Domain and the recording of a Declaration of Taking in the Book of Deeds with the County recording officer.

COURSE: A boundary of a property that can be described by distance, bearing and/or arc length.

DECLARATION OF TAKING (DT): The means by which title to a property is acquired after a condemnation complaint is filed.

DEED: Conveyance of legal title; a writing signed by the owner of the property conveying real property to another.

DESCRIPTION: The legal description of the property identifying the location, including, but not limited to county, municipality, street, street number block and lot, metes and bounds of the property, as well as description of the easement rights, if any.

DOMINANT ESTATE (DE): An existing private easement across a fee parcel being acquired.

EASEMENT: A right to use land of another for a specific or particular purpose consistent with the grant under which it was made.

EMINENT DOMAIN: The power of government to acquire real property, including improvements, subject to the provisions of the Eminent Domain Law of 1971.

ENCUMBRANCE: A lien upon real property.

ENTIRE TRACT MAP (ETM): A plan used to show the location of all parcels to be acquired and their remaining area.

ET AL: And others, and another.

ET CON: And husband, also ET VIR.

ET SEQ: And following.

ET UX: And wife.

GENERAL PROPERTY PARCEL MAP (GPPM): A plan used to show the property to be acquired. This map shall be signed and sealed by a licensed surveyor and filed by NJDOT's Office of Title in the County courthouse where the deed was obtained.

GRANT: An instrument which conveys some estate or interest in the lands which it embraces.

GRANTEE: The person to whom a grant is made; the one who acquires the property.

GRANTOR: The person by whom a grant is made; the one who transfers the property.

INDIVIDUAL PARCEL MAP (IPM): A plan that depicts a parcel and related parcels, having unity of ownership and associated easements. It is used for appraising and negotiating acquisition; it is also used as the map attached as an exhibit to a condemnation complaint and declaration of taking where and when condemnation is pursued. It must be based upon and totally consistent with the GPPM.

KEY SHEET: The first ETM sheet. It identifies the area to be acquired for the ROW of a specific section of a highway.

LOT: A fractional part or subdivision of a block, according to a survey.

MEAN HIGH WATER LINE: The line formed by the intersection of the tidal plane of mean high tide with the shore.

METES AND BOUNDS: A description of real property which begins at a specified starting point (point of beginning or P.O.B.) and proceeds, clockwise or counter clockwise, around the parcel or easement utilizing directions, distances (metes) and monuments (bounds) as descriptive elements of the property lines and property corners. An area is also generally given in the deed. This type of land description is usually based on an actual land survey.

MONUMENTS: Tangible landmarks indicating boundaries.

NEW JERSEY DEPARTMENT OF TRANSPORTATION (NJDOT): The agency in the State of New Jersey responsible for the State highway system.

NORTH AMERICAN DATUM 1983 (NAD 83): The official plane coordinate system for the NJDOT.

OFFICE OF ACCESS DESIGN (OAD): Office with the responsibility for all access issues relating to State highway projects. They review and set the driveway design within the limits of the project.

PARCEL: Property to be acquired for highway purposes, described by metes and bounds.

PROJECT MANAGER (PM): Representative of the NJDOT who oversees the project.

REMAINING AREA (RA): Property retained by the owner of the fee after a portion of the fee parcel is acquired, including areas of any associated easements.

RIGHT OF ENTRY (ROE): A right to enter the property of another for a temporary purpose given by the owner of the fee to the NJDOT. This is to be obtained by a representative of the NJDOT. This can also include the right to enter prior to commencement of condemnation or tender of a deed for a permanent easement or parcel. It is always to be in writing, signed by the owner of the property or authorized corporate officer where a corporation is involved.

RIPARIAN GRANT: The grant by the State Tidelands Resource Council of its right to area within the flow of the mean high tide or which was historically flowed by the mean high tide and was artificially filled in without the appropriate consent or permission of the State, as reflected upon the tidal claims map maintained by the N. J. Department of Environmental Protection, Division of Coastal Resources, Bureau of Tidelands.

RIPARIAN RIGHTS: The rights of the owner of land on the bank of a watercourse relating to the water, its use and ownership of soil under the watercourse. In Section 9.2, the term is used only to described those rights of landowners abutting on tide flowed lands.

RIGHT: A real estate interest in a property (e.g. access, drainage, slope, etc.)

RIGHT OF WAY (ROW): Land owned or to be acquired by NJDOT for highway purposes.

RIGHT OF WAY ENGINEERING (ROWE): The unit that is responsible for the in-house design of ROW documents and the review of design consultants' documents.

SERVIENT ESTATE (SP): A parcel to be acquired subject to an existing private easement which serves a neighboring property.

SLOPE RIGHTS: An easement over the lands of others abutting the ROW line, upon which cuts and fills may be constructed and maintained subject to the terms thereof.

TAB SHEET: The last GPPM sheet. It contains a tabulation or listing of owners.

TIDAL WATERS: Any watercourse affected by tides.

TIDELANDS CLAIM LINE: The line that defines the lands now or formerly flowed by the mean high water line and claimed to be owned by the State of New Jersey.

TITLE: Ownership. Shown on ETMs, GPPMs and IPMs adjacent to the parcel bubble.

UNDERGROUND STORAGE TANKS (UST): Subsurface containers which (1) store motor fuel for noncommercial purposes (more than 4160 L), (2) store heating oil (more than 7570 L) or (3) store any quantity of fuel/oil for commercial purposes. Sites that have such containers are subject to the NJDEP regulations.

9.2.3 ROW Document Preparation Schedule

SCHEDULE

In order to prepare the ROW documents and at the same time minimize acquisition delays, the following schedule is established for ROW document submissions. All days are calendar days.

- A. An Initial Meeting with the PM, the ROWE Unit and the designer shall be held prior to the development of any ROW documents. The ROWE Unit will supply the designer with sample ETMs, GPPMs, IPMs and descriptions at the meeting (**These samples may be obtained earlier, upon request to ROWE.**). The designer is responsible for scheduling the meeting. When a sub-consultant will be preparing the ROW documents, the prime consultant shall also attend the meeting. The ROW procedure will be customized for the project at this meeting.
- B. A Preliminary Submission shall be submitted in accordance with the schedule established by the PM. ROWE will perform a quality assurance review and review of the documents to assure conformance to current standards. Comments will be returned to the designer no later than 3 weeks after the Preliminary Submission date.

C. A Final Submission shall be submitted in accordance with the schedule established by the PM. The letter of transmittal shall state the number of parcels to be acquired for the contract and list all parcels that were changed since the preliminary submission.

Note: Any change in these schedules must be requested through the PM.

9.2.4 Documents Required

Documents required in the preparation of ROW maps include, but are not limited to:

- Metes and bounds survey of the property to be acquired in accordance with N.J.S.A. 46:23-9.9 et seq. & N.J.A.C. 13:40-5.1 (minimum survey detail requirements as promulgated by the State Board of Professional Engineers and Land Surveyors), whether an entire or a partial acquisition.
- Latest deeds, wills, easements, leases and other property rights documents.
- Current development maps, tax maps, zoning maps, or master plans.
- Road return books, where applicable.
- Filed maps establishing public rights of way.
- Vacations for streets that have been abandoned.
- Dedications.

These documents will be helpful in laying out the existing properties and showing existing public ROW in all affected areas where ROW maps are needed.

9.2.5 Material Specifications

Plan sheets for ETMs and GPPMs shall be of synthetic film, such as Mylar, and shall be 100 micrometers thick and matted on both sides. Markings shall be in ink. Erasures and changes shall be made in accordance with instructions given for the material used so as not to harm the permanent original tracing.

IPMs shall be submitted on print paper and are limited to a maximum of 30" x 42". Parcels may be submitted on 8 ½" x 13", 11" x 17", 15" x 21", 18" x 24", 22" x 36" and 24" x 36" size paper. For large parcels where match lines are necessary, plan sheets are limited to 22" x 36". The designer should use the smallest legible map size that shows the parcel and conforms to the requirements of Section 9.2.9. IPMs may also be in equivalent ISO metric sizes.

IPM descriptions shall be prepared on 8 ½" x 11" paper.

GPPM sheets shall be ISO A1 sheets (594 mm by 841 mm).

Riparian Grant applications shall be prepared on 8 ½" x 11" paper.

9.2.6 ROW Parcels Acquired in Fee

The acquisition of property by the State of New Jersey for highway purposes is accomplished by “fee” parcels. These parcels appear on ETMs, GPPMs, IPMs, and in descriptions. Guidance for “fee” parcels is contained in each of those sections.

The types of “fee” parcels are as follows:

- Entire acquisition - Whole property is acquired with no RA.
- Partial acquisition - A portion of the property is acquired and the owner has RA.
- Riparian - A parcel to be acquired within tidal waters. Use “T” with the parcel number.
- Utility - A parcel to be acquired to provide replacement for the utility company's land interest lost under the terms of an "Order" or "Agreement" issued by the NJDOT. Use “U” with the parcel number.
- Servient Estate - A parcel to be acquired subject to an existing private easement which serves a neighboring property, e.g. an access easement or common driveway. Use "SP" with the same parcel number as that of the unencumbered fee. (See Attachments A and B)
- Dominant Estate - A parcel associated with an existing private easement on another property being acquired. Use "DE" with a parcel number designated for the owner of the easement (a different number than that of the servient estate parcel number). (See Attachments A and B)

9.2.7 Common ROW Easements Parcels

The acquisition of property rights less than a fee interest for a particular use by the State for highway purposes is accomplished by easement parcels. These parcels appear on ETMs, GPPMs, IPMs, and in descriptions. Guidance for “easement” parcels is contained in each of those sections.

The most common types of easement parcels are as follows:

- Slope - E parcels
- Grading - E parcels
- Drainage - E parcels
- Temporary Diversionary Road - E parcels
- Utility - UE and AE parcels
- Bridge - E parcels
- Construction and Maintenance - E parcels
- Site - S parcels
- Private - PE and PAE parcels
- Sight Triangle - E parcels

9.2.8 Denial of Access Parcels

Denial of access parcels are a separate category from those in Sections 9.2.6 and 9.2.7. They are parcels set up for limiting direct access only and are designated as DA parcels. Use the following procedure:

- A. Delineate "NO ACCESS".
- B. Delineate every point at which access is denied by acquisition by a vertical leader line and arrows.
- C. Show no area.

Note: For access that is denied administratively or by regulation, see Section 9.2.9.B.2.m.4) and Section 9.2.9.C.2.b.

9.2.9 ROW Document Preparation - General Information:

The preparation of all ROW maps shall comply with N.J.S.A. 46:23-9.9 et seq. and N.J.A.C. 13:40-5.1 (minimum survey detail requirements as promulgated by the State Board of Professional Engineers and Land Surveyors).

A. ENTIRE TRACT MAP:

1. KEY SHEET

a. CHECKLIST

- Scale
- Title Block
- Construction project reference
- Map showing location of the project
- The term KEY MAP
- Limits of ROW section
- Adjacent ROW section(s)
- Designer's name
- Surveyor's name
- Project location

b. PROCEDURES

- 1) The Key Sheet shall be the first sheet, covering the entire ROW section. It should indicate the project area, showing partial coverage of adjoining sections, including kilometer posts (mileposts) at the beginning and end of the project.
- 2) The Key Sheet shall be prepared at a convenient scale to show the entire ROW section plus the adjacent ROW section(s).

- 3) Place the Title Block in the lower right hand corner. Obtain the Title Block information from the ROWE Unit. See Attachment C, substitute "ENTIRE TRACT MAP" for "GENERAL PROPERTY PARCEL MAP"
- 4) Place the name of the construction project to the left of the Title Block as a reference for this ROW project.
- 5) Center the map on the sheet. It shall show corporate lines, names of counties, municipalities, major highways, streets, any geographical and man made features (lakes, rivers, railroads, etc.) and a North Arrow that shows the basis for the northing orientation.
- 6) Center the term KEY MAP below the map showing the project location with a bar scale also centered below.
- 7) Show the limits of the ROW section outside of the KEY MAP by lines extending into the map to the locations on the subject route that are the beginning and end of that section.
- 8) Show the adjacent ROW sections in the same manner as in 7) above.
- 9) Show the designer's name and the surveyor's name on the outside of the left longitudinal border starting at the lower left hand corner of the border.
- 10) Show the project location by highlighting the subject route on the KEY MAP and designating the limits of the project in a similar method to the NJDOT Sample Plans for construction projects, available from the Bureau of Quality Management Services, Engineering Documents Unit.

2. CHECKLIST FOR REMAINING ETM

- Scale
- Title Block
- North Arrow
- Designer's name
- Existing ROW
- Baselines (Existing & Proposed)
- Block and lot for each property
- Existing deed information
- Proposed parcels
- Parcel number
- Parcel area
- Remaining area

- Adjacent owners
- Proof of public ROW
- Building and structures
- Owner of record
- Municipal and county lines
- GPPM layout

3. PROCEDURES FOR ETM PREPARATION

- a. Scale: 1:2000 Metric throughout (may use 1:1000, if approved by the ROWE Unit). Inserts at other scales are permissible, if necessary for clarification. Show the entire areas of the properties involved. Only sheets reflecting parcels to be acquired should be included.
- b. Use the standard NJDOT Title Block (150mm x 90 mm). A sample Title Block is provided at the end of Section 9.2.9.
- c. Provide a North Arrow. NAD 83 is the NJDOT's official system. Other coordinate systems may be used with the permission of the ROWE Unit.
- d. Show the designer's name and the surveyor's name on the outside of the left longitudinal border starting at the lower left hand corner of the border.
- e. Show the existing ROW lines and dimension the width of all roadways. Orient the main baseline with stations increasing from left to right whenever possible.
- f. Show existing baseline stationing, if possible. Show the proposed baseline in the same manner.
- g. Show the block and lot for each property to be acquired.
- h. Show course - deed bearing and distance noted by the line representing it. It is unnecessary to repeat deed information shown on the GPPM except for clarification. Show deed book and page or any instrument conveying property rights, when not shown on GPPM. Show the complete outline of the entire property for each owner.
- i. Show the proposed parcel by completely outlining the property to be acquired with a heavy solid line.
- j. Show the parcel number (inside parcel if possible).
- k. Show entire remaining area adjoining the parcel (required for fee and easement parcels). RA is calculated as the deed area minus the fee parcel acquisition area.
- l. Show current names of all adjacent owners.
- m. Show proof of existence of streets. Show official width, name and source of information, providing road return book and page where applicable. Public ROW may need to be checked for jurisdictional control and zoning. Show the name, date and index references of public ROW created by municipal resolution, filed development map, tax map, deed calls, or other related documents. Note the date and location of information for vacations or abandonments (Road Return Book and page, name, date and index references. Show map references and file number if available.).
- n. Within the area to be acquired and within the area of the remaining lands, show all buildings and structures, driveways, parking lots, internal

roads and other important features that exist as of the time frame the maps are turned over to the NJDOT for acquisition. Current aerial photo location verified in the field by visual observation at the time maps are submitted to the NJDOT for acquisition of included parcels and associated easements may be used, except when these features are within 30m (100') of the parcel. Where within 30m, locate all items noted above accurately in the field by survey and properly draw on the ETM in accordance with in-field survey notes and in accordance with generally accepted standards. Show the type of land (wooded, swamp, farm, etc. as per legend or note on ETM sheet). In-field verification shall occur prior to the time the ETM is submitted to the NJDOT for acquisition of parcels and associated easements depicted on the ETM. If any changes have occurred since the time the ETM was originally prepared, it shall be updated in accordance with the above stated requirement.

- o. Show last owner of record, inside parcel, if possible. Latin abbreviations et ux, et al or et vir may be used in owner's name.
- p. Show all municipal and county lines.
- q. Index the layout of the GPPM sheets on the ETM.

B. GENERAL PROPERTY PARCEL MAP

GENERAL

The preparation of the GPPM shall comply with N.J.S.A. 46:23-9.9 et seq. and N.J.A.C. 13:40-5.1 (minimum survey detail requirements as promulgated by the State Board of Professional Engineers and Land Surveyors). The ROW Title Unit or other designated unit within the NJDOT will file each sheet of the GPPMs with the appropriate County recording officer when all parcels contained within an individual GPPM have been acquired.

Note: Place the following statement, as part of the Standard Legend (See Attachments D and E), on the first GPPM sheet. "The proposed parcel courses and the north arrow depicted may differ from the system utilized to plot the deed distances and courses. Also, place the Map Filing Statement, as part of the Standard Legend, on the first GPPM sheet. When a combined Standard Legend/Tab Sheet is used, which would be the last GPPM sheet, place a statement on the first GPPM sheet that the Map Filing Statement is located on the Tab Sheet.

1. CHECKLIST (EXCEPT FOR TAB SHEET)

- Title Block
- Legend
- Scale
- Material
- Layout
- Revision Block
- County
- Municipality
- Designer
- Reference
- Baselines

- Topography
- Field ties
- Properties plotted
- Existing and proposed ROW Lines
- Parcels to be acquired
- Proposed easements
- Riparian grant applications
- Environmentally sensitive parcels
- Drainage

2. PROCEDURES

- a. Obtain ROW Title Block information from the ROWE Unit. The lower right hand corner of all sheets shall have an area of 90 mm vertical by 150 mm horizontal for the Title Block (See Attachment C). It is required that the licensed Land Surveyor's Title Block, which shall comply with N.J.A.C. 13:40-1.1, 1.2, and 1.3, et seq. (including signature and original seal), be placed above the NJDOT Title Block.
- b. Show the standard legend (See Attachments D and E) on the first GPPM. A combination legend and tabulation sheet may be used on the last GPPM, if approved by the ROWE Unit. It can be furnished by the ROWE Unit. Line weights shall comply with those shown on the standard legend.
- c. Use the same scale as used for the construction plans, normally 1:300 (metric). Metric scales of 1:300 and 1:600 are required. If a metric scale is used, show English equivalents in parentheses and an English bar scale.
- d. Overlap images on successive GPPM sheets by a **minimum of 25mm (1")**. **Show the entire parcel on the GPPM sheet.** Number the sheet in pencil, place a 19 mm diameter circle in lower right corner of the 90 mm by 150 mm space reserved for the Title Block. Number the ETMs, including the Key Sheet, separately from GPPMs, which include the Tab sheet.
- e. Place revision block in upper left longitudinal margin.
- f. Show county and municipality designated in upper right corner of each sheet (except for Key Map and Tab sheet).
- g. Show the name of the prime consultant, sub-consultant or in-house unit that prepared the ROW plans in the lower left longitudinal margin.
- h. Show construction project reference (Route and Section) to the left of the Title Block. Provide all references used to determine the existing ROW.

i. BASELINES:

- 1) Mark all control lines on the GPPMs (baselines, survey lines, etc.).
- 2) When there is more than one new baseline, use the controlling base line as Baseline "A", others as Baseline "B", Baseline "C", Baseline Ramp "D", etc. W.B. (Westbound) and E.B. (Eastbound) baselines may be used on dual highways.
- 3) Show existing and new baselines accurately. Indicate their relationship by providing actual ties and offsets. Provide ties to every P.C., P.C.C., P.T. and P.I. between the existing and the new baseline.
- 4) Calculate stations and coordinates of P.C., P.C.C., P.T., P.I., equation stations, and record to the nearest .001 m (.01 foot) from traverses calculated, adjusted and tied into NAD 83, or other approved coordinate systems, to a minimum closure accuracy of 1/10,000 by field survey methods.
- 5) Show grid bearings to nearest second, if warranted by accuracy of field work and computations.
- 6) Tie baselines of side streets into the NJDOT Baseline by field survey methods with sufficient information and monumentation given for complete layout.
- 7) Include complete layout information for proposed realignment of intersecting streets.
- 8) Coordinate the establishment of county and municipal baselines, along with the existing ROW width, with the county and municipal engineers.
- 9) Number curves and tabulate curve data elsewhere on the same GPPM sheet.
- 10) Show existing monuments designating or controlling existing baselines, station offset and coordinates to all existing monuments.
- 11) Show proposed monuments for baseline or ROW (please note Section r (12) of the Map Filing Law for setting monuments).
- 12) On the first sheet of the GPPM include the Surveyor's certification (Lic. # and signature) that the monuments have been or will be set as shown.

- j. TOPOGRAPHY (Refer to IPM Procedures, Section 9.2.9.C.2.e, for standards).
- 1) Show existing buildings, bridges and other permanent structures.
 - a) Type, use (e.g. 2-1/2 sty. Brick Dwelling, 1 sty. Masonry Dwelling, Commercial, etc.) and house number.
 - b) Offsets to structures on the RA less than 3m (10') from the proposed ROW line or from the proposed slope line shall be measured and shown from the proposed ROW line to the nearest 0.01m (0.1').
 - c) All overhangs of structures within 3m (10') of proposed ROW line shall be shown and labeled to nearest 0.01m (0.1').
 - 2) Show above and below ground physical features within 30m (100') from the proposed ROW or proposed slope line, including, but not limited to:
 - transmission lines
 - railroads
 - inlets
 - manholes
 - drainage pipes
 - headwalls
 - retention and detention basins
 - sewage systems - municipal, corporate or individual septic system. Obtain as-built location plans from municipality, if possible, or field investigate, as necessary, to ascertain location – both existing and proposed
 - wells
 - driveways, parking lots and paved areas - type: concrete, gravel, blacktop, etc.
 - trees, shrubbery and outlined wooded areas
 - fences, signs and light standards
 - retaining walls
 - all water lines, all gas lines and underground storage tanks
 - concrete pads, islands, pumps, and appurtenances - show offset distance to the nearest 0.03 m (tenth of a foot) within 3 m (10')
 - other utility lines and facilities - for example, valve boxes, hydrants, traffic control boxes, etc.
 - existing floodway, floodplain and wetlands limits (show these limits for the entire property using an inset)
 - guiderail

- k. FIELD TIES TO FOUND PROPERTY CORNER MARKERS shall be obtained by surveys within the limits of the project. Only show property corners found in the field and identify what the markers are (iron pipes, monuments, etc.). Provide station and offset from the proposed baseline to the nearest 3mm (0.01').
- l. PROPERTIES PLOTTED - Show the following information:
- 1) Deed dimensions (Plotting).
 - a) Label courses as per deed description.
 - b) Show Latin abbreviations et ux, et vir, or et al on GPPMs and ETMs, if necessary.
 - 2) Deed book and page or Will book and page (show this information within the property, if possible).
 - 3) Tract number and tract lines.
 - 4) Exceptions outlined and noted.
 - 5) Easements outlined and identified as follows: width; purpose; location of street or utility within easement; deed book and page.
 - 6) Current names of adjacent owners.
 - 7) Private ROW outlined and identified as follows: width, purpose; location of road or path, etc.; Deed book and page.
 - 8) Public ROW (may need to check jurisdictional control).
 - a) Streets with official width, name and source of information (provide road return book and page, where applicable).
 - b) Municipal resolution, filed development map, tax map, deed calls, etc. (show name, date and index references).
 - c) Vacations or abandonments, including date and location of information (provide road return book and page, name, date and index references).
 - d) Map references and file number, if available.
 - 9) Development name and owner's name (from filed maps, if available).
 - 10) Block and lot; house number, if available: land use and/or zoning.

- 11) All previously acquired land by NJDOT shall indicate the route, section, parcel number and date of acquisition.

m. LOCATIONS OF EXISTING AND PROPOSED ROW LINES.

- 1) Designate lines enclosing an intersection with direct traffic connection to and from the main route as proposed ROW for the main route. For those intersections with an overpass or underpass only, designate lines set as proposed for the cross street as proposed line of said cross street and in descriptions as northerly or westerly lines of said cross street. When questions arise in applying these rules, contact the ROWE Unit.
- 2) Set points, stations, offsets, angles and/or bearings shown accurately and clearly. Provide sufficient information to enable the laying out of the ROW lines from the GPPM.
 - a) Show set points to proposed ROW lines and easement lines from the proposed base line by stations and offsets.
- 3) Use solid heavy line weight to designate proposed ROW lines with small circles accurately defining each angle or direction change in the line (See Attachments D and E).
- 4) Label all existing and proposed ROW lines to indicate where access is denied by acquisition. Also, where access is denied administratively or by regulation, such action shall be indicated on the GPPM for the easement or fee parcel being acquired. Use the same format as when showing "No Access", but use the following note: Access Denied administratively or by regulation.
- 5) Mark proposed and existing ROW lines "Proposed ROW Line", "Existing ROW Line", "Proposed Line" or "Existing Line".

n. PARCELS TO BE ACQUIRED

Parcels to be acquired shall initially encompass only the property that is required for the ROW (in fee, license, grant or easement). The RA shall not be set up as an acquisition prior to the Final ROW Submission. Should it be determined by ROW Technical Support, during the acquisition process, that such a RA is an uneconomic remainder or is landlocked because access is to be denied or is needed for other legal purposes (for example: Mitigation of damages to the RA of another owner), it shall be designated as a separate parcel using the "parent" parcel number with the prefix "X" and the next sub-letter (For example, the RA for parcel 15 would become X15B). **At no time** should a RA, which is not to become part of the physical and permanent part of the ROW, be acquired without the authorization of ROW Technical Support.

- 1) Delineate parcel with heavy lines (see standard ROW legend). Show a bearing and distance for each course. Describe each course of the proposed parcel with a metes and bounds description (distances with English equivalents in parentheses).
- 2) Parcel number (inside parcel if possible).
 - a) Begin with lowest number (obtained from the ROWE Unit) and increase in direction of stationing.
 - b) Where more than one right is required from an owner for various construction needs, set up only one parcel and identify each additional right (except utility parcels). **This procedure only applies where the rights are contiguous to the subject parcel. Set up separate parcels when the rights are not contiguous.**
 - c) On the GPPM the "SP" and "DE" designation shall be used to identify the area to be acquired that includes a fee parcel and an existing private easement. Two different parcel numbers should be used to identify the component parts of the acquisition on the GPPM; one for "SP" (owner of the fee parcel) parcel and one for the "DE" parcel (under the name of the holder of the easement). (See Attachments A and B)
- 3) Parcel area
 - a) Show square meters in urban areas for areas less than 1 hectare - calculated to the nearest 0.1 square meter, with English equivalent areas in parentheses.
 - b) Show hectares in rural areas - calculated to the nearest 0.0001 hectare \pm .
 - c) Show the easement area where delineated (ditch, drainage easement, diversionary road, slope, etc.).
- 4) Show the remaining area and label it R.A. Where the highway leaves remaining areas on both sides show this as: R.A. North and R.A. South, or R.A. East and R.A. West.
 - a) For example: *R.A. = 2.6479 Ha (6.543 Ac) or R.A. = 96.9 SM (1,043 SF)*. RA - Calculate by subtracting the parcel area from the deed area, except for areas subject to public ROW (e.g. roadways). Place a note on each GPPM that contains an RA indicating this method of calculation.

- b) Total area should equal the deed area.
- c) When only an easement is required, give the total area of the property as the remaining area.
- 5) Subdivision of parcel - Parcel 21 becomes Parcel 21A and Parcel 21B, and Parcel 21A becomes Parcel 21A1 and Parcel 21A2, if again divided. The original parcel number should remain and, if necessary, arrows should be added to show extent of parcel before subdivision.
- 6) Types of Parcels - Add a letter before the parcel numbers as noted in 9.2.6. The types of parcels are as follows:
- Entire acquisition
 - Partial acquisition
 - Riparian
 - Utility
 - Servient Estate
 - Dominant Estate
- 7) Structures - The area under bridges (to the outer extent of the wingwalls, abutments and footings), culverts (crossing under highway and ramp sections), and other permanent structures (e.g., sign structures), including their footings, shall be acquired in fee, when practical (See Bridge Easements under EASEMENTS AND RIGHTS TO BE ACQUIRED) (See Attachments F and G) and other areas as directed by the “scoping team” (see Construction and Maintenance Easements for the additional area required for construction of the structure.). For structures over water, the designer shall obtain a letter from the N. J. Department of Environmental Protection, Division of Coastal Resources, Bureau of Tidelands, confirming any existing riparian rights or the lack thereof.
- o. EASEMENTS AND RIGHTS TO BE ACQUIRED - All easements, both permanent and temporary, shall be tied to the proposed baseline by stations and offsets (except where noted). However, easements which constitute a substantial use of a property (easements that are so intrusive that they allow no other use for the area of the easement, for example, slopes formed with rock backfill) should be treated like acquisitions in fee, that is each course of this type of easement should be described by metes and bounds. Easement areas, including easements that constitute a substantial use of a property, are not deducted from the RA. Any type of easement that is not included in a property acquisition is designated by a letter, for example: *parcel E1, UE8, TE9*, and so on. For easements to be acquired from property designated as riparian lands by NJDEP, use the procedure for the type of easement that the parcel would have been if it had not been over

tidelands and add the letter T in front of the parcel number. See RIPARIAN GRANT APPLICATIONS, Section p. below.

- 1) SLOPE EASEMENTS: Show proposed slope line, if outside of proposed ROW line. See the standard ROW legend.

Note: This proposed slope line is not the same as the slope line shown on the construction plans. This slope includes wash and spread. See Attachment H for the sketch showing Slope E and Slope EW. In areas where the Department has acquired slope rights the easement parcel will be the computed area between the previously acquired slope line and the new EW Slope Line. If the owner has filled or cut his property to the grade of the highway and no deed of release was issued by the Department, any new slope which falls within this previously acquired slope area will not require an easement parcel, however, if a deed of release for the slope easement was issued, a new slope easement parcel is required.

- a) Dimension slope offsets at 20 m station intervals from ROW line. Slope offsets shall be shown to the nearest 0.1m.
- b) Show slopes previously acquired (reference to Route, Section and date of acquisition).
- c) Show proposed slope easement area for each parcel, excluding existing slope areas previously acquired. Show multiple slope areas individually and totaled.
- d) Label the slope ratio for all slopes on the GPPM. It is important that this be done so that the effect, if any, on the remaining lands can accurately be determined. Label the slope as: Slope "E" (1:4), Slope "E.W." (1:2), Slope "E.W." (1:1½), etc (See Attachment H).

- 2) GRADING RIGHTS

- a) Delineates a right of entry to grade the remaining lands in accordance with any change of grade along the road improvement. The time period for the entry and a detailed explanation of the work should be included within the description.
- b) Slopes 1:6 (6:1) or flatter are considered "Limit of Grading" areas (For Limit of Grading for driveways, see d), below).
- c) Show no area on the GPPM or description.

d) See Section 14 of the NJDOT Procedural Manual for Access Adjustments/ Modifications/ Revocations. **DRIVEWAY GRADING OUTSIDE OF THE ROW IS NOT AN EASEMENT.**

(1) Place the following note on the GPPM when the property owner has executed a ROE - Access: **“This property owner has executed a ROE for construction of the driveway(s) and associated site improvements identified on this plan.”** This note should only be used in cases where there is no other right of way involvement (if the owner had not signed the ROE, a Site Parcel would have been required). Also, before putting the note on the GPPM, check the plan showing what is to be constructed against the plan attached to the ROE to be certain that they agree and the proposed construction has not changed.

(2) OAD will not send out a ROE letter to the owner if other ROW (fee or easement) is being acquired on that property (See Attachment I). If the ROE is not signed, the designer must prepare ROW documents for a Site Parcel easement (see paragraph 11), this section).

(3) Show a short dashed line indicating the limits of the driveway work with 1.5 m (5') minimum additional distance outside the physical limits of the work for construction purposes and label this line “Limit of Grading”.

(4) Show an area for “Limit of Grading”.

(5) Use the appropriate clause in the description.

e) Do not consider slopes along graded driveways as part of the roadway toe or top of slope (this is the limit of grading). Carry roadway slopes across each driveway as though the driveway did not exist. This slope line across the driveway represents the toe or top of slope for support of the highway. Use the appropriate slope clause.

3) DRAINAGE EASEMENTS

a) Show pipes, headwalls and other drainage appurtenances.

- (1) Proposed drainage system shall indicate direction of flow. Do not show pipe size.
 - (2) Easement areas shall encompass proposed headwalls and other drainage structures.
 - (3) Set the drainage easement by width of easement from centerline of pipe or structure (not by station and offset from the proposed baseline). Determine the width of the easement by pipe size, structure size, depth of excavation and other factors. A minimum width of 3m (10') is recommended. However, provide enough area to enable the proper construction, including access to the site, and future maintenance of the drainage structure.
 - (4) Show areas individually and, in the case of multiple drainage easement areas, provide a total area.
- 4) TEMPORARY DIVERSIONARY ROAD EASEMENTS
- a) Show the traveled way, berms, slopes, and drainage system affecting the RA.
 - b) The limits of the temporary diversionary road shall include slopes and be marked "Temporary Diversionary Road". Dimension the temporary diversionary road from the existing ROW line or set from baseline. Show an area.
- 5) UTILITY EASEMENTS
- a) Set by width of easement from centerline of utility facility.
 - b) Show easement area.
 - c) Location and type of utility within the easement.
- 6) BRIDGE EASEMENTS
- a) To be used only when a fee acquisition is not practical.
 - b) Delineate the proposed easement for the area required to construct and maintain the structure, including access to the site.
 - c) Set bridge easement lines a minimum of 4.5 m (15 feet) from the structure

- d) The designer shall include a clause in the description (see Section 9.2.9.C.4) **specifically prohibiting the storage of any combustible, hazardous and/or toxic material within the easement area, that could cause a fire, corrosive damage to the structure, or that would be a potential health hazard to any personnel performing their duties around or on the structure.**
- e) Show easement area.

7) CONSTRUCTION AND MAINTENANCE EASEMENTS

- a) Retaining walls, culverts, cofferdams and other structures not included in 6) above.
 - (1) Delineate and label any footings "Limit of Footing".
 - (2) Set construction and maintenance easement lines by width of easement from structure (not by station and offset). In the case of retaining walls where ROW was not acquired in fee to the back face of the footing, set the proposed ROW line on the back face of the proposed wall.
 - (3) Set the easement width sufficient to construct, inspect and maintain the structure (including the footing). The easement shall include a means of access to the site.
 - (4) Show easement area.

8) PRIVATE EASEMENTS

- a) Delineate and dimension limits of easement.
- b) Label easement "Private Easement".
- c) Show easement area.
- d) The same procedures used in a) - c) above also apply to the PAE.

9) AERIAL EASEMENTS (For utility pole overhangs only.)

- a) Delineate and dimension width of easement.
- b) Label easement "Aerial Easement"
- c) Show easement area.

- 10) SITE PARCELS (Temporary Rights of Entry for Construction of Driveways and related work)
 - a) Use when the ROE is not signed by the property owner.
 - b) Delineate by a dashed line labeled "Limit of Site Parcel", including 1.5 m (5') additional outside the physical limits of the driveway work for construction purposes.
 - c) Show area.
 - 11) SIGHT TRIANGLE EASEMENTS
 - a) Delineate and dimension limits of easement.
 - b) Label easement "Sight Triangle Easement".
 - c) Show easement area.
 - 12) EXISTING EASEMENTS (Dominant Estate)
 - a) A separate parcel shall be assigned to the existing easement that is affected by any acquisition.
 - b) Existing easements shall be shown as a parcel with the property for which it serves (not as a part of the property which it crosses or upon which it is physically located). (See Attachments A and B)
 - c) Delineate the dimension and limits of the easement.
 - d) Label the existing easement as DE (Dominant Estate). Label the underlying fee within the existing easement as a SP (Servient Estate) parcel. Note: See Section 9.2.9.B.2.n.2).c) herein.
 - e) Show Dominant Estate easement area.
- p. RIPARIAN GRANT APPLICATIONS.
- 1) Define the existing mean high water line for parcels bordering on or inclusive of a natural tidal water course; or define the tidelands claim line for lands which are formerly flowed by the mean high tide, as shown on the tidelands claims maps. These tidelands claims maps are filed in each county and municipality where these tidelands are located. Copies may be purchased from the Bureau of Tidelands Management, NJ Dept. of Environmental Protection, PO Box 439, Trenton, NJ. All tidelands claims lines

are also in digital format, on the CD ROM entitled “GIS Resource Data - NJ Dept. of Environmental Protection Series 1, Volume 4” and can be purchased from NJ Dept. of Environmental Protection’s Map and Publications.

- 2) The application form for a tidelands grant is found in Section 9.2.10. The designer shall submit the prints and application as shown in Attachment N for each submission. The Manager, ROW Technical Support will forward the application and required documents to the Bureau of Tidelands Management, NJ Dept. of Environmental Protection.

q. ENVIRONMENTALLY SENSITIVE PARCELS

- 1) Define environmentally sensitive parcels as early as possible in the design process (see Section 8.6.2 of the NJDOT Procedural Manual). These parcels will be identified by the BES, “E Team” during the preparation of the documents for the Categorical Exclusion (CE), Environmental Assessment (EA), Environmental Impact Statement (EIS) or EO 215 (state funded projects).
- 2) Acquisition from any of the following properties will qualify them as environmentally sensitive parcels:
 - Spill Act and Contaminated Soils Properties
 - UST (Underground Storage Tanks)
 - Section 4(f) properties
 - Green Acre properties
 - Historic Properties (Section 106 Involvement)
 - ADAs (Agricultural Development Areas with 8 year deed restrictions)
 - Landfills
- 3) Identify environmentally sensitive parcels on the GPPM as “Sensitive Area” with the type indicated in parenthesis for each sensitive area. For example: “*Sensitive Area (Landfill)*”. In areas where the GPPMs are too congested, list and describe the sensitive parcels within a box located in the lower left corner, if space permits. If not, place where space allows. For example:

<i>Sensitive Parcels</i>	
<i>Parcel #</i>	<i>Type</i>
28	<i>UST</i>
47	<i>Historic</i>
53	<i>Landfill</i>

3. TAB SHEET - Provide a tabulation sheet and number it as the last GPPM, with the parcel numbers, parcel areas, owner’s names, addresses, etc.

a. CHECKLIST

- Title Block
- Plan sheet number
- Parcel numbers
- Parcel areas
- Easements
- Location
- Ownership (show names exactly as indicated in the deed)
- Deeds
- Remarks
- Revision block
- Designer's name
- Standard ROW legend (optional)

b. PROCEDURES

Sample Tab Sheets are available from ROWE and can be included in the material distributed at the initial meeting. The "STANDARD ROW LEGEND" may be placed on the TAB SHEET for projects that have a small number of parcels to save room on the first GPPM sheet. Get approval from the ROWE Unit to use this combined sheet.

C. IPM PREPARATION

GENERAL

Base the IPM on the GPPM and include the following note on it: "Parcel information is based upon a survey performed by (Surveyor's Name and Place of Business) on (Date) as shown on the GPPM entitled Rt. _____, Sec. _____, to be filed in (County). IPMs are not required to be signed and sealed by a licensed Land Surveyor.

Prepare an IPM for each parcel to be acquired (see Section 9.2.5 for IPM sizes). When there are multiple parcels under the same ownership, contiguous to the same remainder, show all the parcels on one IPM. Show the ROW and pertinent construction information for ± 15 m (50 feet) on each side of the parcel. Generally, the scale of the IPM should be the same as the scale of the GPPM. Smaller scales (e.g. 1:600) may be used with the permission of ROWE and inserts at a larger scale may be used for clarification. Show the owner's entire property. An entire tract insert is permitted for large properties, generally at the same scale as the ETM (see samples of IPMs). However, IPMs that show the entire property without the use of an entire tract insert, are preferred. Match lines and additional sheets may be used in the preparation of the IPM. Show a note describing the calculation method used for the RA, e.g. calculated by subtracting the parcel area from the deed area, except for areas subject to public ROW (e.g. roadways).

When providing additional IPMs for condemnation cases, fold all sheets to 8½" x 11" with the Title Block showing (See Attachments J and K). Provide a border, approximately 15 mm (1/2") around all IPMs (except that the top border shall be 38 mm [1-½"]). Along the upper left margin, place the name of the designer (consultant or ROWE).

1. CHECKLIST

- Sets
- Access
- Baselines
- Slopes
- Topography
- Existing easements
- Existing street widths
- Proposed easements
- Deed Information
- Scaled distances
- Adjoining owners
- North Arrow
- Bar scale
- Parcel bubble
- Title Block
- Parcel number
- Inserts

- Contiguous fee parcels
- Color code
- Line weights
- IPM reviewer Checklist
- IPM description

2. PROCEDURES

- a. Sets - Show sets from the proposed baseline to the proposed ROW lines by stations and offsets along with references to the GPPM and the Construction Plan. Set all parcel lines that are proposed ROW lines or proposed street lines from the baseline. In addition, designate proposed easements by baseline stations and offsets.
- b. Access - Label all existing and proposed ROW lines to indicate where access is denied by acquisition. Also, where access is denied administratively or by regulation, such action shall be indicated on the IPM for the fee parcel or easement being acquired.
- c. Baselines - Show and label all baselines used to set the parcel or to locate the parcel in the description. Show baseline bearings, radii, central angles, P.T., P.C., P.C.C. and P.I. stations affecting the setting of the ROW line. When two intersecting base lines are used for setting the ROW, show the equation.
- d. Slopes - Show and label slopes within the remaining area of the subject parcel with offsets. When there are two or more separate slope easements, show the area of each and a total slope area. Show and label slope rights acquired previously, "Slope Rights Previously Acquired".
- e. Topography - Show all structures, trees, sidewalks, underground and above ground utilities, etc., within the subject property and adjoining streets and highways. Also show any feature that could affect the value of the property (e.g. *wetlands*). Do not show topography in adjoining properties, except where it affects the subject property (e.g. *shared driveways, row houses, wetlands that are continuous from those located on the subject property or within the areas of the parcel, landfills, etc.*). To further clarify and delineate the property impacts, add the following additional information on each IPM: the distance, to the nearest 30 mm (0.1'), from the proposed ROW line to any building or appurtenance, including overhangs, commercial signs, pump islands, canopies, oil tanks, wells, detention/retention basins, parking spaces and septic locations within 30 m (100') of the proposed ROW line. Base the IPM on the same topographic survey as the GPPM, so that they shall be consistent with each other.
- f. Existing Easements - Show all existing easements (e.g. *utility, private, drainage, bridge, etc.*) within the subject property, dimensioned and

identify the holder of the easement. When there is an acquisition of a existing private easement, a separate parcel shall be set up under the name of the owner of the easement and shown only on the IPM associated with that owner.

- g. Existing Curb and Traveled Way - Show existing edge of pavement and/or the existing curb line.
- h. Existing Street Widths - Show the existing ROW width of the highway or street. Show and name all streets that affect the subject property.
- i. Proposed Easements - Show and label all proposed easements within the remaining area with dimensions or offsets. When there are two or more easements of the same kind, each shall have its individual area labeled. Inserts at enlarged scales may be used for clarification in the case of multiple and/or overlapping easements.
- j. Deed Information - Show deed bearings, distances, radii and arc lengths (or file map or survey map information, deed book(s)/page and block/lot number) along property lines of the parcel and remaining area. Never mix deed and other map information.
- k. Scaled Distances - Use scaled distances under the following conditions;*
 - 1) When the subject property is made up of more than one lot and it appears that the information comes from different deeds and there is no total deed distance.
 - 2) When the deed line runs to the center of the roadway, in addition to the deed bearing.
 - 3) When the property line is intersected by the parcel, in addition to the deed bearing.

* Identify scaled distances as "(s)" on plans. Show scaled distances in English to the nearest foot (metric equivalent), on each course inside the fee parcel area and on the adjoining remaining property lines. Also, show a scaled perpendicular distance from the existing ROW line to the proposed ROW line.
- l. Adjoining Owners - Show owners of all property adjacent to the parcel.
- m. North Arrow - Show a north arrow with the basis for its northing orientation.
- n. Bar Scale - Show above Title Block. If an entire tract insert is used, show bar scale for the insert.

- o. Parcel Bubble - Show the parcel bubble (title area) in the form as depicted in Attachment L.
- p. Title Block (See Attachment M) - Show the ROW route and section, section limits, parcel number(s), municipality, county and the date the IPM was prepared.
- q. Parcel - Indicate by a line and arrow from the title circle to the parcel or by a smaller circle within or adjacent to the parcel. Indicate parcels on the entire tract insert with a small circle. When two or more fee parcels are contiguous, indicate each by a small parcel circle showing the area, and the main title shall have the circles connected either horizontally or vertically and show the total area.
- r. Contiguous fee parcels - Describe together only the outer boundary of those parcels joined in the title (parcel bubble area). Easement or utility parcels, even when they adjoin a fee parcel, require a separate title listing.
- s. Serviant and Dominant Estate Parcels - Acquire Dominant Estate (DE) parcels under the name of the owner of the easement as a separate parcel and depict on a separate IPM from that used to show the acquisition of the underlying fee parcel (SP) which shall be established under the name of the owner of the fee. Also the "SP" parcel shall be shown in red with dimensions and area and the "DE" parcel shall be shown in pink with dimensions and areas. (See Attachments A and B)
- t. Color Code - Highlight the parcel and all proposed easements in the following colors (no line is ever double colored):
 - 1) Red - Parcel Area.
 - 2) Yellow - Slope Easement Area.
 - 3) Purple - Bridge Easement Area.
 - 4) Blue - Utility Easement Area.
 - 5) Orange - Denial of Access when it extends beyond the parcel limits.
 - 6) Green - Drainage Easement Area, Ditch Easement Area, Channel Easement Area and Riprap Easement Area.
 - 7) Brown - Limit of Grading, Construction and Maintenance Easement Area, all Temporary Easements and any other easements not otherwise covered above.
 - 8) Pink - Existing private easement area.

3. IPM REVIEWER CHECKLIST TABLE

IPM REVIEWER CHECKLIST		
OK	Error	INFORMATION
		Set Information - Proposed ROW Lines, Proposed Street Lines
		Access Denied, Where Applicable
		All Baseline Data Shown
		Baseline Properly Labeled
		Slope and Slope Offsets
		Topography and Note of Data Based on GPPM
		Utilities and Utility Easements
		Existing Curb and Traveled Way
		Existing Street Widths, road vacations and township ordinances
		Proposed Easements
		Deed Information
		Scaled Distances
		Adjoining Owners
		North Arrow
		Bar Scale
		Bar Scale - Insert
		Title - Parcel Number(s), Name, Area, Easement Areas, Remaining Area
		Title Block - Route and Section, Limits, Parcel Number, Municipality and County, Date
		Color Code
		Reference to GPPM and Construction Project
		Designer
		Area Correct
		RA Correct
		Folded Properly (for condemnation cases only)
		Other Comments:

4. DESCRIPTION

IPM descriptions are to be attached to agreements prepared by ROW Negotiators and may be attached to condemnation complaints and Declarations of Taking, where agreements are not consummated.

a. Checklist

- Date, initials of writer and typist
- *All that certain land and premises* clause
- Title block quotation
- Parcel description
- Block and lot clause
- Clauses
- *SUBJECT HOWEVER* clause
- Color code

b. PROCEDURE

- 1) Place the date, initials of the writer and typist in the upper left corner.
- 2) Insert clause: "All that certain land and premises, situated, lying and being in the _____ of _____, in the County of _____ and the State of New Jersey and more particularly described as follows:"
- 3) Insert GPPM Title Block and IPM Title Block map quote clause.
- 4) Describe the parcel boundaries.
- 5) Insert clause: "Being also know as Lot _____ in Block _____ on the tax map of the _____ of _____."
- 6) Insert other clauses : See Typical Clauses.
- 7) Include the IPM color code clause as the last clause in description: "*The above described premises are color coded "Exhibit B" in the following manner: ___(List all codes involved with the parcel)_____*".

- c. Typical Clauses: The following are standard clauses and **are for example only**. It is important that the designer take into account that, unless stated otherwise, the responsibility of maintenance of the property, unrelated to the State's improvements, is to be assumed by the owner of the fee interest and not by the NJDOT, unless specifically spelled out within the terms of the description. If the designer concludes that greater rights are needed, they must be specifically set forth in very

certain terms. A very detailed and particularized description may be required to ensure that the appropriate rights are acquired and that the full impact of the easement is understood. Standard clauses may not be sufficient under such circumstances. Descriptions for all temporary easements shall contain language identifying when the easements starts and when it is to be terminated. The first clause after the parcel description begins with *TOGETHER WITH* and each subsequent clause begins with *AND ALSO* (except for existing utility easement clause which begins with *SUBJECT TO*). The normal closing clause is the "All Right, Title and Interest, etc." clause except when there is a *SUBJECT TO* clause. The color code statement follows these clauses and is the last entry on the description. Use the following typical clauses as models in preparing descriptions:

1) DENIAL OF ACCESS

"any direct access which the owner may have to and from the Freeway; (EXCEPT that the owner shall have direct access to and from Smith Street;) (EXCEPT that the owner shall have direct access as far as the line marked "ACCESS PERMITTED") as shown on the aforesaid map."

NOTE: This clause shall only be used where access is being acquired as directed by OAD. (see Section 9.2.9.C.2.b.) When acquisition of this right is not required because access is denied administratively or by regulation, the following note shall be placed on the description to indicate this condition: "It is hereby noted that access to the abutting highway, to the extent shown on the aforesaid map, has been denied by administrative action pursuant to the State Access Management Act, N.J.S.A. 27:7-89 et seq., and Code, N.J.A.C. 16:47-1.1, et seq., or is denied under regulation by the State Highway Management Code, N.J.A.C. 16:47-1.1, et seq."

2) SLOPE: (Long Clause): (fill or cut >1.5 m) (5 feet)

"the permanent right to form and maintain slopes for grading the said State Highway (or Street, etc.) as far as the line marked "Slope E.W." (or "Slope E.") on the aforesaid map, including the right to topsoil; seed, plant trees, vines and shrubs, so as not to interfere with points of access. Maintain the same so as to stabilize the soil, prevent erosion and/or to improve the aesthetic aspects of the highway, except for driveways, parking lots, or other paved areas that are to remain, which will be replaced with equal or better paving materials. PROVIDED, HOWEVER, that the slope easement may be annulled only after the State has been given sufficient notice to remove the aforementioned stabilizing and landscaping items and by furnishing and maintaining adequate support or protection for the highway so as to make the continuance of the slope right unnecessary."

3) SLOPE: (Short Clause): (fill or cut \leq 1.5 m) (5 feet)

“the permanent right to form and maintain slopes for grading the said State Highway (or Street, etc.) as far as the line marked "Slope E.W." (or "Slope E.") on the aforesaid map, including the right to topsoil and seed and to maintain the same so as to stabilize the soil, prevent erosion and/or to improve the aesthetic aspects of the highway, except for driveways, parking lots, or other paved areas that are to remain, which will be replaced with equal or better paving materials. PROVIDED, HOWEVER, that the slope easement may be annulled by furnishing and maintaining adequate support or protection for the highway so as to make the continuance of the slope right unnecessary.”

4) DRAINAGE

“the permanent right to access, construct, reconstruct and maintain an open ditch (subsurface drains), (headwalls) and appurtenances at the location shown on the aforesaid map.”

or

“the permanent right to construct, reconstruct and maintain an open ditch as shown on the aforesaid map.”

NOTE: See Section 9.2.9.B.2.o.3).a).(3) for instructions on establishing the easement size.

5) TEMPORARY DIVERSIONARY ROAD

“The temporary right to construct and maintain temporary diversionary road, utility facilities, and appurtenances at the location shown on the aforesaid map. This right shall begin from the date of notice from the State’s resident engineer for use during the construction of the bridge and highway and shall terminate at the completion of the work, which shall be for a duration of ___ months. When the bridge and highway are completed and prior to opening to traffic, the land will be graded and seeded. All other items, including trees, shrubs, etc. will not be restored. If the State, within its sole discretion, determines that the temporary easement or right needs to be extended in order to complete the Work, such right may be extended simply by written notice from the Resident Engineer to the owner or its assigns. The extension may be up to a period not to exceed ___ months from the originally projected ending time frame. In such event that this temporary right is extended, payment will be made semi-annually during the extended term of the temporary right, based upon the ‘per-monthly’ rate set forth in the State’s offer letter.”

6) TEMPORARY MUCKING AREA

“the temporary right to remove unsuitable material and replace with suitable material as far as the line marked "Limit of Unsuitable Material" as shown on the aforesaid map.” This right shall begin from the date of notice from the State’s resident engineer and shall terminate upon the completion of this work, which shall be for a duration of ___ months. If the State, within its sole discretion, determines that the temporary easement or right needs to be extended in order to complete the Work, such right may be extended simply by written notice from the Resident Engineer to the owner or its assigns. The extension may be up to a period not to exceed ___ months from the originally projected ending time frame. In such event that this temporary right is extended, payment will be made semi-annually during the extended term of the temporary right, based upon the ‘per-monthly’ rate set forth in the State’s offer letter.”

7) PUBLIC UTILITY

SUBJECT, HOWEVER, to the easement of (name of Public Utility Company) and all other public utility easements, recorded or unrecorded, affecting the herein described premises.

NOTE: This clause is to be used in connection with a highway construction project when the parcel to be acquired is subject to a specific public utility easement.

8) PRIVATE UTILITY

SUBJECT, HOWEVER, to all right, title and interest that the Algonquin Transmission Company may have in and to the above described premises.

NOTE: This clause is to be used when the parcel to be acquired is subject to a specific privately owned utility, such as Transco, Algonquin, etc.

9) RIGHT, TITLE AND INTEREST CLAUSE

All right, title and interest that the owner may have in Smith Street (insert name of contiguous road), contiguous to the above described property as shown on the aforesaid map.

NOTE: This clause is to be used in the description when the property abuts or is contiguous to a dedicated thoroughfare, whether existing or a paper street.

NOTE: For SP parcels use the following language.

All right, title and interest that the owner may have in the parcel designated as SP (insert number) contiguous to the above described premises as shown on the aforesaid map.

NOTE: For DE parcels use the following language.

All right, title and interest that the owner may have in the parcel designated as DE (insert number) contiguous to the above described premises as shown on the aforesaid map.

10) BRIDGE EASEMENT

“A right, in perpetuity, to construct and maintain a bridge (viaduct) and/or associated approaches and roadways within the area depicted on the aforesaid map. This easement shall further include the right, in perpetuity, to re-enter in the future to reconstruct, improve or enlarge said bridge (viaduct) or associated approaches and roadways within the aforesaid easement area. This easement right shall also include, by way of example and not limitation, the right to enter and re-enter from time to time, along with equipment, personnel and materials, for the purposes of a) constructing footings, abutments, piers, wing walls, retaining walls, decks, parapets and all related elements, appurtenances and structures associated with or needed for the construction and maintenance of a bridge or viaduct; b) perform maintenance, repair and related activities; and c) perform inspections within the aforesaid area. The owner, or its assigns, shall retain the right to use the area of the easement, as depicted on the aforesaid map, so long as such use does not interfere with the rights set forth herein and does not adversely affect the physical integrity of the structures constructed or to be constructed or that may be reconstructed, enlarged or improved in the future within the area of the easement as depicted on the aforesaid map. However, the owner or its assigns shall not have the right to a) erect or construct any building or structures (exclusive of parking lots) within the area as depicted on the aforesaid map, b) park or store vehicles on a continuous long term basis (such continuous period shall not extend more than ___ hours); c) store material or carry out or permit any activity which in any manner involves or includes combustible, hazardous or toxic material that has the reasonable potential of causing, directly or indirectly, a fire, explosion, implosion, or corrosive damage; or d) store material in such a manner or carry out or permit any activity that could have the potential of causing, directly or indirectly, a detrimental effect upon the physical integrity of the structure constructed or to be constructed, or that may be reconstructed, enlarged or improved in the future within the area of the easement as depicted on the aforesaid map. The owner, or its assigns, also, shall not use the easement area in any manner which could reasonably cause, directly or indirectly, a potential health hazard, safety hazard to the traveling public or any personnel of the State or the contractor performing work, maintenance or inspection services on or around the structure. Similarly, the owner, or its assigns, shall not do anything

which shall unreasonably prevent or interfere with entry or re-entry by personnel of the State or a contractor, or their material or equipment to the area of the easement as depicted on the aforesaid map when carrying out or implementing the rights created under this easement. Access to the easement area shall be as designated on the aforesaid map, except where access is not so designated, access shall be permitted across the remainder in such a manner so as to minimize adverse impact upon the use of the remainder. Any permitted improvement removed by the State within the area of the easement during entry, which is not within or near the footprint of a structure, will be reasonably be replaced in kind by the State. Upon ten calendar day written notice from the State, the owner or its assigns shall vacate the area of the easement as depicted on the aforesaid map and remove all property which may interfere with the construction, reconstruction, enlargement, improvement, maintenance, repair, inspection or operation within the reasonable discretion of the State until written notice is provided by the State that the construction or operation has been completed, except in the event of an emergency which threatens the safety of the traveling public, the owner, or its assigns, shall immediately vacate the area of the easement upon receipt of oral or written notice.”

NOTE: This easement shall only be used with the approval of the ROWE; in most cases, a fee interest should be acquired for the construction of a bridge or viaduct subject to an access easement where necessary [See 11) below]. A similar form of clause may be used where only a wing wall or footing is being constructed or where bridge is small in size and does not allow one to traverse or store underneath; in such instances, 18) or 19) below should be used and modified to reflect exact purpose and intent.

11) OWNER’S ACCESS EASEMENT (OAE) UNDER VIADUCT OR BRIDGE WHERE FEE INTEREST HAS BEEN ACQUIRED

“EXCEPT however, reserving to the owner, or its assigns, a nonexclusive right of ingress and egress under the bridge or viaduct, across the acquired right-of-way, within the limits of the area as shown on the aforesaid map or at such other location which may be re-established by the State, from time to time at its discretion, and at its expense, on a permanent or temporary basis, within the area of the State’s right-of-way. Such access way shall, however, be ___ meters (___feet) in width, shall permit two way traffic and shall be constructed or relocated so as to accommodate vehicles from the point of ingress or egress along the border of the remainder(s) as shown on the aforesaid map; after the access way is constructed or relocated in the future, all maintenance of the improved access way, short and long term, shall be the responsibility of the owner or its assigns, exclusive of highway drainage except that drainage which serves only the remainder(s) and/or the access road, shall also remain the responsibility of the owner or its assigns. The access way shall not be used for storage of any personal

property of the owner or its assigns or of anyone else and parking or storage of vehicles shall not be permitted for any reason, except on a temporary basis in conjunction with maintenance of the access way or drainage system only and not to exceed a 12 hour period without the written consent of the State, which consent may be denied within its discretion. The access way within the area of the ROW may be used for access by the State and its contractor(s) without notice and at the State's discretion, but shall not be open to the public."

NOTE: This clause is to be used in conjunction with fee acquisitions only where there is a need to provide access to a remainder, such as where the remainder will be landlocked or will not retain reasonable access but for an access way beneath bridge or viaduct and is to be used only where conditions so permit. Thus, it is necessary to tailor this clause to the specific conditions of the property for which access is being provided, so as to minimize any damages to the remainder and to properly accommodate planned structures or future reconstruction. The intended areas of the access way needs to be identified and situated so as to accommodate construction, future reconstruction, maintenance, inspection and other activities. Terms may have to be changed depending upon the purpose of the access way and the use or potential highest and best use of the remainder. If the access way will not accommodate all types of vehicles which could conceivably be using the access way, such clause needs to be amended accordingly. Similarly, if the access way is to be used by vehicles in the other adjacent property, further amendments need to made.

12) GRADING ON OWNER'S LAND

"the temporary right to enter upon the remaining lands of the owner for the purpose of grading as far as the line marked "Limit of Grading" as shown on the aforesaid map. The right shall begin from the date of notice from the State's resident engineer and shall terminate upon the completion of this work; which shall be for a duration of ___ months. If the State, within its sole discretion, determines that the temporary easement or right needs to be extended in order to complete the Work, such right may be extended simply by written notice from the Resident Engineer to the owner or its assigns. The extension may be up to a period not to exceed ___ months from the originally projected ending time frame. In such event that this temporary right is extended, payment will be made semi-annually during the extended term of the temporary right, based upon the 'per-monthly' rate set forth in the State's offer letter."

or

"the temporary right to enter upon the remaining lands of the owner for the purpose of paving, constructing curb and grading as far as the line marked "Limit of Grading" as shown on the aforesaid map. This right

shall begin from the date of notice from the State's resident engineer and shall terminate upon the completion of this work, which shall be for a duration of ___ months. If the State, within its sole discretion, determines that the temporary easement or right needs to be extended in order to complete the Work, such right may be extended simply by written notice from the Resident Engineer to the owner or its assigns. The extension may be up to a period not to exceed ___ months from the originally projected ending time frame. In such event that this temporary right is extended, payment will be made semi-annually during the extended term of the temporary right, based upon the 'per-monthly' rate set forth in the State's offer letter."

NOTE: See Section 9.2.9.B.2.o.2).(a-e) for instructions.

13) BUILDING ENCROACHMENT

"It is further agreed that the owner shall have the right to use that portion of the ___ story building, which is within the proposed ROW, during its natural period of usefulness without the right of extending same or causing same to become longer lasting and that upon the termination of the useful life of the structure, the owner will be required to demolish said portion of building and all rights of the parties hereto will be extinguished."

14) FLOOD FRINGE AREA

"a permanent easement for flood control purposes at about Station_____ (Baseline Stationing), specifically the acquisition of the owner's right to place embankment, or to erect any buildings or structures within the limits designated as the "Flood Fringe Area" as shown on the aforesaid map."

15) PLACING FILL AGAINST STRUCTURE

"The permanent right to enter upon the remaining lands of the owner to place fill against the existing (type of structure) structure as shown on the aforesaid map. The owner or its assigns shall not have the right to remove said fill without the written consent of the State and can only be annulled where the owner or its assigns has provided and agrees to maintain adequate alternate support or protection for the highway and only after reasonable notice has been provided to the State. The fill will not exceed a height of ___meters (___feet): the fill shall be topsoiled and seeded or paved;"

NOTE: This clause shall only be used with approval of the ROWE Unit; an inset shall be prepared and shown on the IPM which shall identify limits and height of fill, as well as the angle of the slope and other relevant dimensions and characteristics, including landscaping or paving type.

16) TEMPORARY EROSION CONTROL

“the temporary right to enter upon the remaining lands of the owner for the purpose of constructing and maintaining erosion control facilities and appurtenances including the right to construct and maintain temporary fence as far as the line marked "Line of Temporary Erosion Control" for use during the construction of the channel, culvert, and highway, as shown on the aforesaid map. This right shall begin from the date of notice from the State’s resident engineer, and shall terminate when the new channel, culvert and highway are completed , which shall be for a duration of ___ months, and prior to opening to traffic, the land will be graded and seeded; all other items, including trees, shrubs, etc., will not be restored. If the State, within its sole discretion, determines that the temporary easement or right needs to be extended in order to complete the Work, such right may be extended simply by written notice from the Resident Engineer to the owner or its assigns. The extension may be up to a period not to exceed ___ months from the originally projected ending time frame. In such event that this temporary right is extended, payment will be made semi-annually during the extended term of the temporary right, based upon the ‘per-monthly’ rate set forth in the State’s offer letter.”

17) SITE PARCEL

“Parcel S ____, at about Station ____, consisting of the temporary right to enter upon the remaining lands of the owner with personnel, material, and equipment for the purpose of constructing curbing, or paving, or grading a driveway and appurtenances, as far as the line marked “Limit of Site Parcel”, as shown on the aforesaid map. This right shall begin from the date of notice from the State’s resident engineer, and shall terminate upon the completion of the work, which shall be for a duration of ___ months. If the State, within its sole discretion, determines that the temporary easement or right needs to be extended in order to complete the Work, such right may be extended simply by written notice from the Resident Engineer to the owner or its assigns. The extension may be up to a period not to exceed ___ months from the originally projected ending time frame. In such event that this temporary right is extended, payment will be made semi-annually during the extended term of the temporary right, based upon the ‘per-monthly’ rate set forth in the State’s offer letter.”

18) CONSTRUCTION AND MAINTENANCE EASEMENT

“the permanent right to enter upon the remaining lands of the owner or its assigns with personnel, equipment and materials for the purpose of constructing and maintaining a (insert what is to be constructed, e.g. retaining wall, noise wall) and appurtenances within the State’s ROW. The permanent right to access and perform maintenance and repairs

upon the (repeat what is being constructed) and appurtenances as far as the line marked "Construction and Maintenance Easement", as shown on the aforesaid map."

NOTE: This clause to be used when the permanent sections of the structure will be constructed and maintained within the easement area on the remainder.

19) TEMPORARY CONSTRUCTION AND PERMANENT MAINTENANCE EASEMENT

"The temporary right to enter upon the remaining lands of the owner or its assigns with personnel, equipment and materials for the purpose of constructing a (insert what is to be constructed, e.g. retaining wall, noise wall) and appurtenances within the State's ROW. Such right shall begin from the date of notice from the State's resident engineer and shall terminate upon completion of the work, which shall be for a duration of ___ months. If the State, within its sole discretion, determines that the temporary easement or right needs to be extended in order to complete the Work, such right may be extended simply by written notice from the Resident Engineer to the owner or its assigns. The extension may be up to a period not to exceed ___ months from the originally projected ending time frame. In such event that this temporary right is extended, payment will be made semi-annually during the extended term of the temporary right, based upon the 'per-monthly' rate set forth in the State's offer letter. This also includes the permanent right to access and perform maintenance and repairs upon the (repeat what is being constructed) and appurtenances as far as the line marked "Temporary Construction and Permanent Maintenance Easement", as shown on the aforesaid map."

NOTE: This clause is to be used when no permanent part of the structure shall be within the easement area. See Section 9.2.9.B.2.o.6) for instructions.

20) UTILITY EASEMENT

"Parcel UE ____, at about Station _____ consisting of the permanent right to construct, place and maintain utility facilities and appurtenances as shown on the aforesaid map and the permanent right to perform maintenance and repairs."

NOTE: The designer shall confer with the utility companies and the Utility and Railroads Engineering Unit for the specific rights to be acquired.

21) TEMPORARY CONSTRUCTION EASEMENT

“the temporary right to construct _____, (e.g. curb) and appurtenances within the limits of the "Temporary Construction Easement", as shown on the aforesaid map. This right shall begin from the date of notice from the State’s resident engineer, and shall terminate upon completion of said work, which shall be for a duration of ___ months. If the State, within its sole discretion, determines that the temporary easement or right needs to be extended in order to complete the Work, such right may be extended simply by written notice from the Resident Engineer to the owner or its assigns. The extension may be up to a period not to exceed ___ months from the originally projected ending time frame. In such event that this temporary right is extended, payment will be made semi-annually during the extended term of the temporary right, based upon the ‘per-monthly’ rate set forth in the State’s offer letter.”

NOTE: This clause to be used when there is no need to maintain the facility being constructed such as curbs to become property of remainder or “costs of cures in kind.” Facilities constructed on the remainder should, to the greatest extent possible, comply with intent of applicable zoning ordinances.

22) AERIAL UTILITY EASEMENT

“the permanent right to install aerial utility facilities and appurtenances and the right to provide maintenance, repair and replace such facilities and appurtenances over the remaining lands of the owner and its assigns along _____ contiguous to the above described property, as shown on the aforesaid map.”

23) PRIVATE EASEMENT

“Parcel PE (or PAE) _____, at about Station _____, consisting of the permanent right of ingress and egress for the owners of Lot ___ Block _____, _____, across lands of _____ in Lot ___ Block _____ as far as the line marked "Proposed Easement Line" as shown on the aforesaid map.”

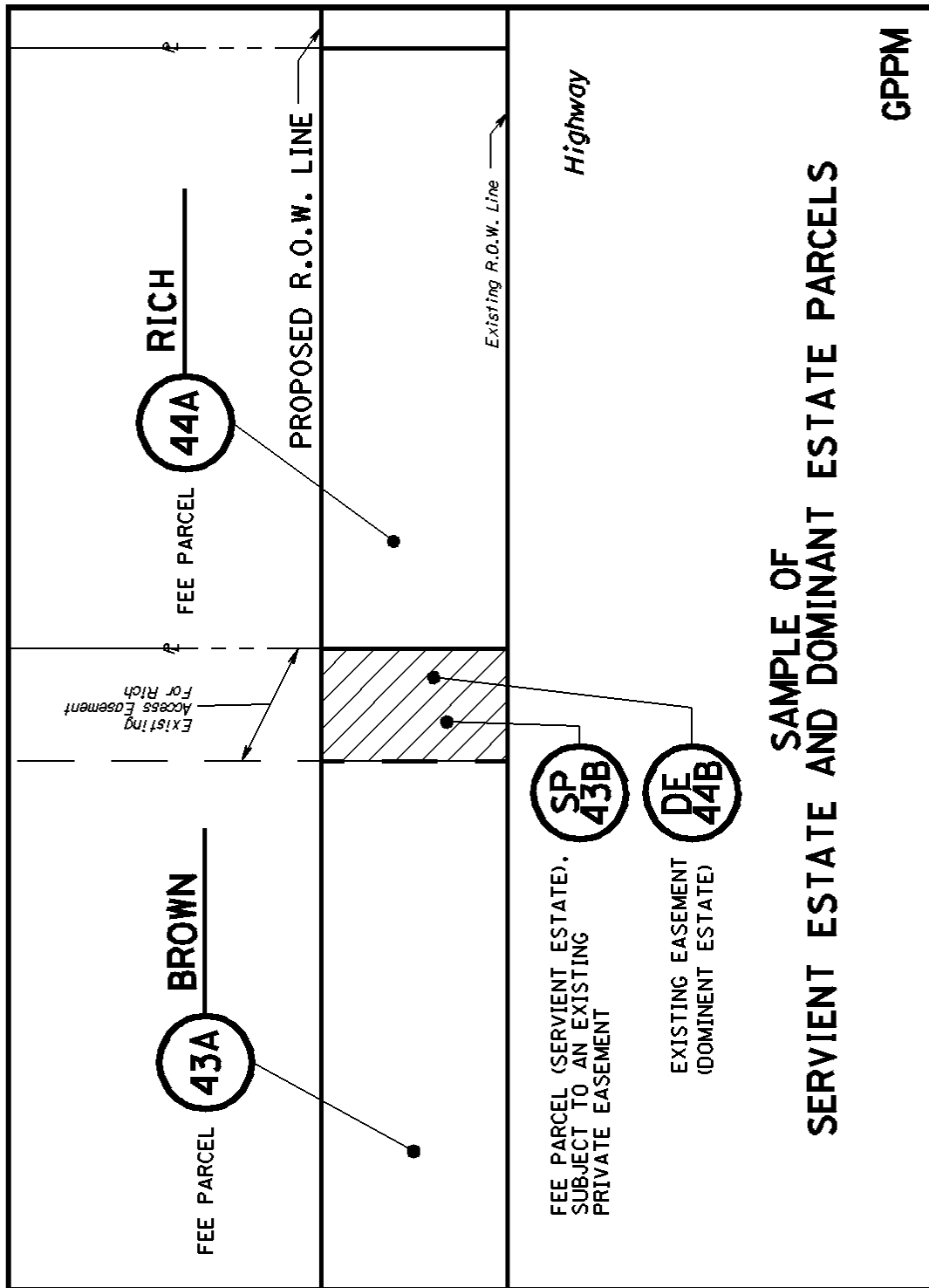
NOTE: This clause should reflect all properties that are to use or may use the private easement. This clause applies to easements being created to provide access to remainders or to properties where access was denied and is to be distinguished from existing private easements (DE Parcels). The PE clause should not be used where an access road for maintenance purposes is needed by the State. Instead a special clause would have to be drafted using PAE (Private Access Easement) as the pre-fix to the parcel, but using the same color as the PE parcel. The PAE pre-fix may be used where access is needed by the State on a permanent basis from a public roadway to a fee parcel under a bridge, viaduct, a drainage, utility, construction or maintenance easement. Where a specific access route is not feasible or will result in significant

damages to the remainder, a 'floating' easement may be used. This shall take the form of a general right to use a private ring road, parking lot, internal circulation road or driveway which connects or intersects with the easement or fee parcel to which access is sought. Use of such easements for the State's access to fee parcels or easements should be used only when necessary and should be flexible so as not to unreasonably restrain potential development of a RA. When no specific route is to be depicted, the pre-fix PAE should not be used, although the right may be described as a right of non-exclusive ingress and egress to (parcel or easement) and from (describe public road from which access is sought) for purposes of performing maintenance, repair and inspection across the remaining lands with personnel, equipment, and material. Because of the diversity of rights that may be needed, no standard clause is provided; the required language will be dependent upon the surrounding circumstances. Thus, consultation with ROWE shall be required in such instances and the particular clause chosen must be approved.

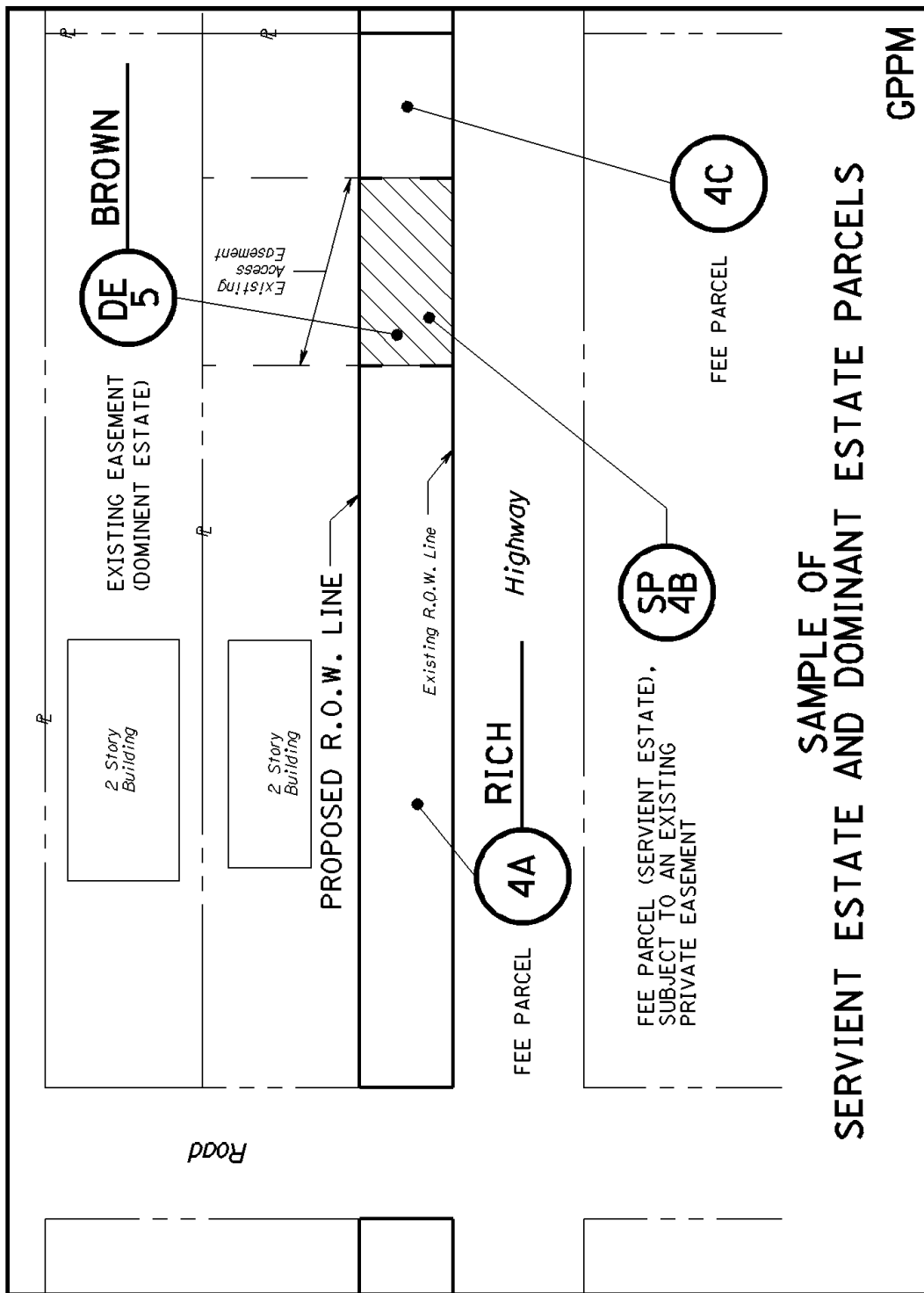
24) SIGHT TRIANGLE EASEMENT

"consisting of a permanent restriction against the use of any portion thereof for any structure, growth or physical impediment that would in any manner infringe upon a free and open line of sight over the same, to the extent shown on the aforesaid map."

ATTACHMENT A



ATTACHMENT B



SAMPLE OF
SERVIENT ESTATE AND DOMINANT ESTATE PARCELS

GPPM

ATTACHMENT C

SAMPLE OF G.P.P.M. TITLE BLOCK

SCALE : FULL SIZE (mm)

NEW JERSEY DEPARTMENT OF TRANSPORTATION

GENERAL PROPERTY PARCEL MAP

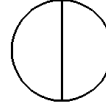
ROUTE U.S. 1 (1953) SECTION 5

From South of Deans Road
to North of Route 26

Showing Existing Right of Way
And Parcels To Be Acquired In The

Townships of South Brunswick
and North Brunswick

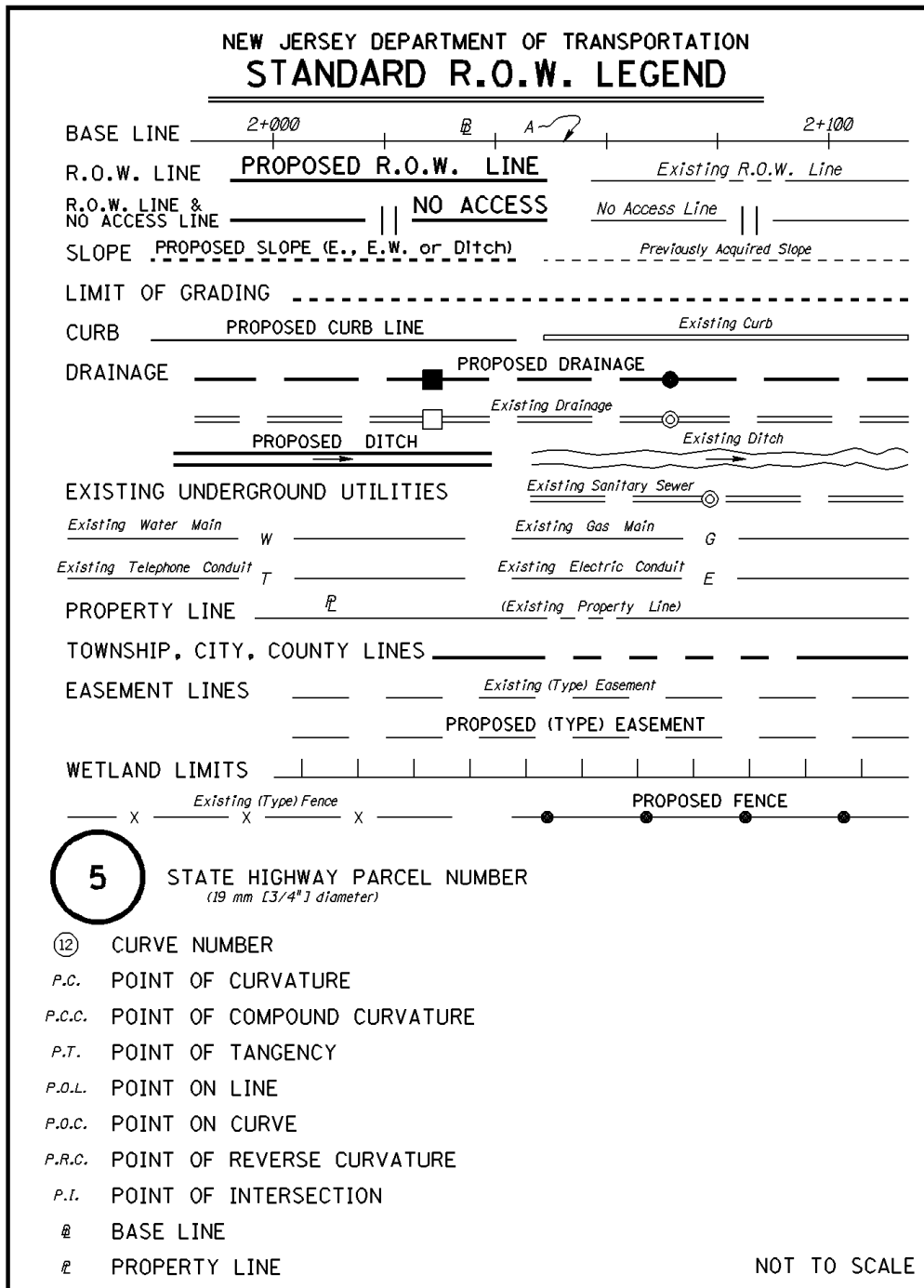
County of Middlesex
March 1994



LOWER RIGHT-HAND CORNER OF BORDER

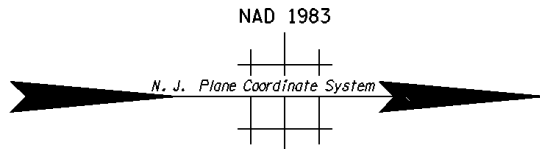
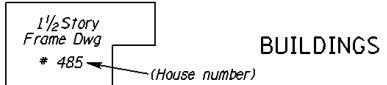
PROJECT: ROUTE U.S. 1 (1953)
SECTION 5E & 6S

ATTACHMENT D



ATTACHMENT E

- ⊕ CENTER LINE
- ⊕ SURVEY LINE
- (1) DEED COURSE NUMBER
- (m) MEASURED
- (c) CALCULATED
- (±) MORE OR LESS
- (D) DEED DATA
- (sur.) SURVEY DATA
- D.A. DEED AREA
- 94 TAX MAP BLOCK NO.
- 94 FILED MAP BLOCK NO.
- 21 TAX MAP LOT NO.
- 21 FILED MAP LOT NO.
- 6987 DEED BOOK
- 586 PAGE
- WATER GATE VALVE
- GAS GATE VALVE
- POLE
- Hyd. HYDRANT
- DECIDUOUS TREE
- SHRUB
- EVERGREEN TREE
- HEDGE
- SWAMP
- R.A. REMAINING AREA



IF NOT IN N.J. PLANE COORDINATE SYSTEM, REMOVE GRID AND NOTATION FROM NORTH ARROW

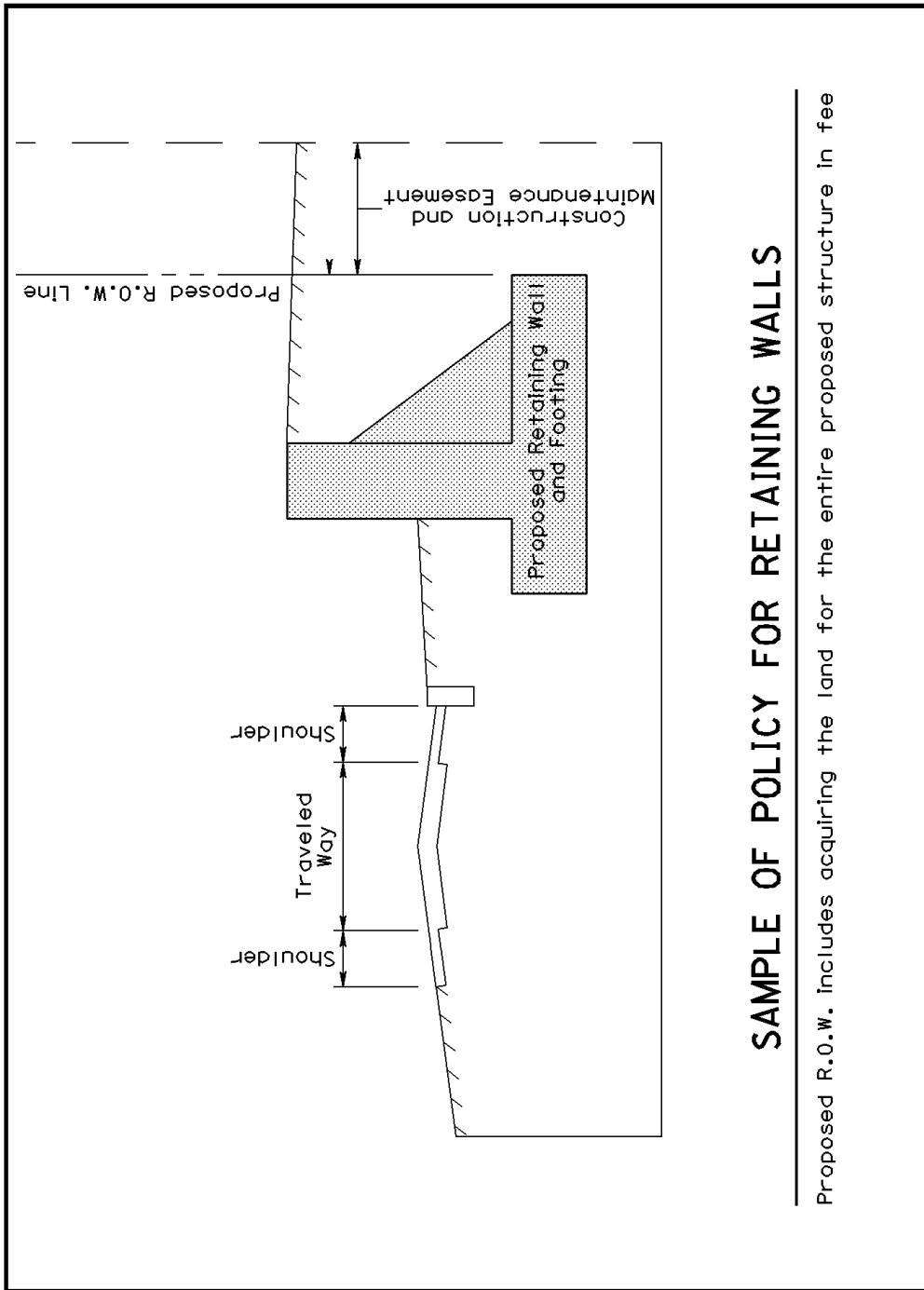
Note:
The proposed parcel courses and the north arrow depicted may differ from the system utilized to plot the deed distances and courses.

_____ SHEETS FILED IN THE OFFICE
OF THE _____ COUNTY CLERK

DATE :
FILE NO. :

NOT TO SCALE

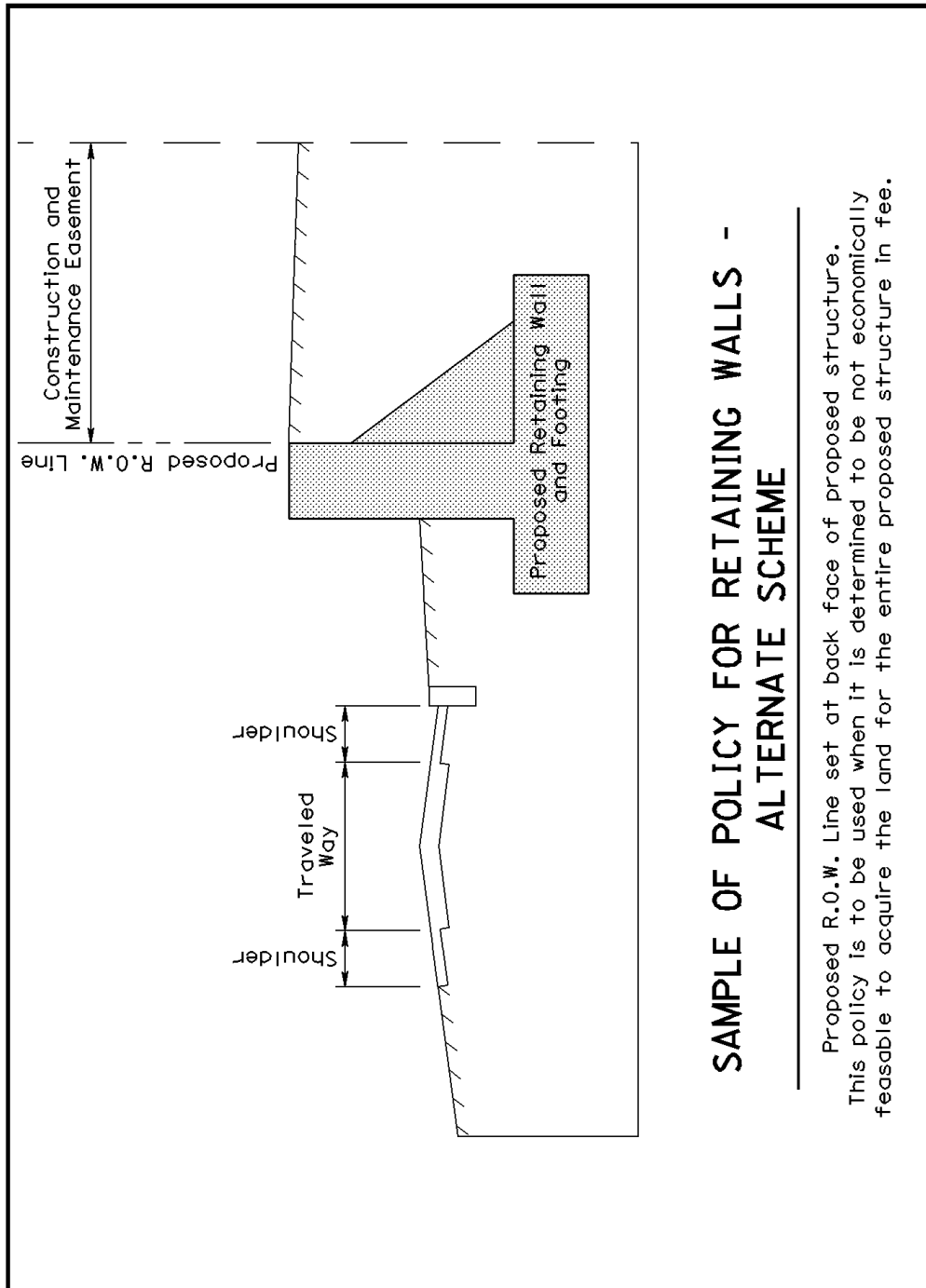
ATTACHMENT F



SAMPLE OF POLICY FOR RETAINING WALLS

Proposed R.O.W. Includes acquiring the land for the entire proposed structure in fee

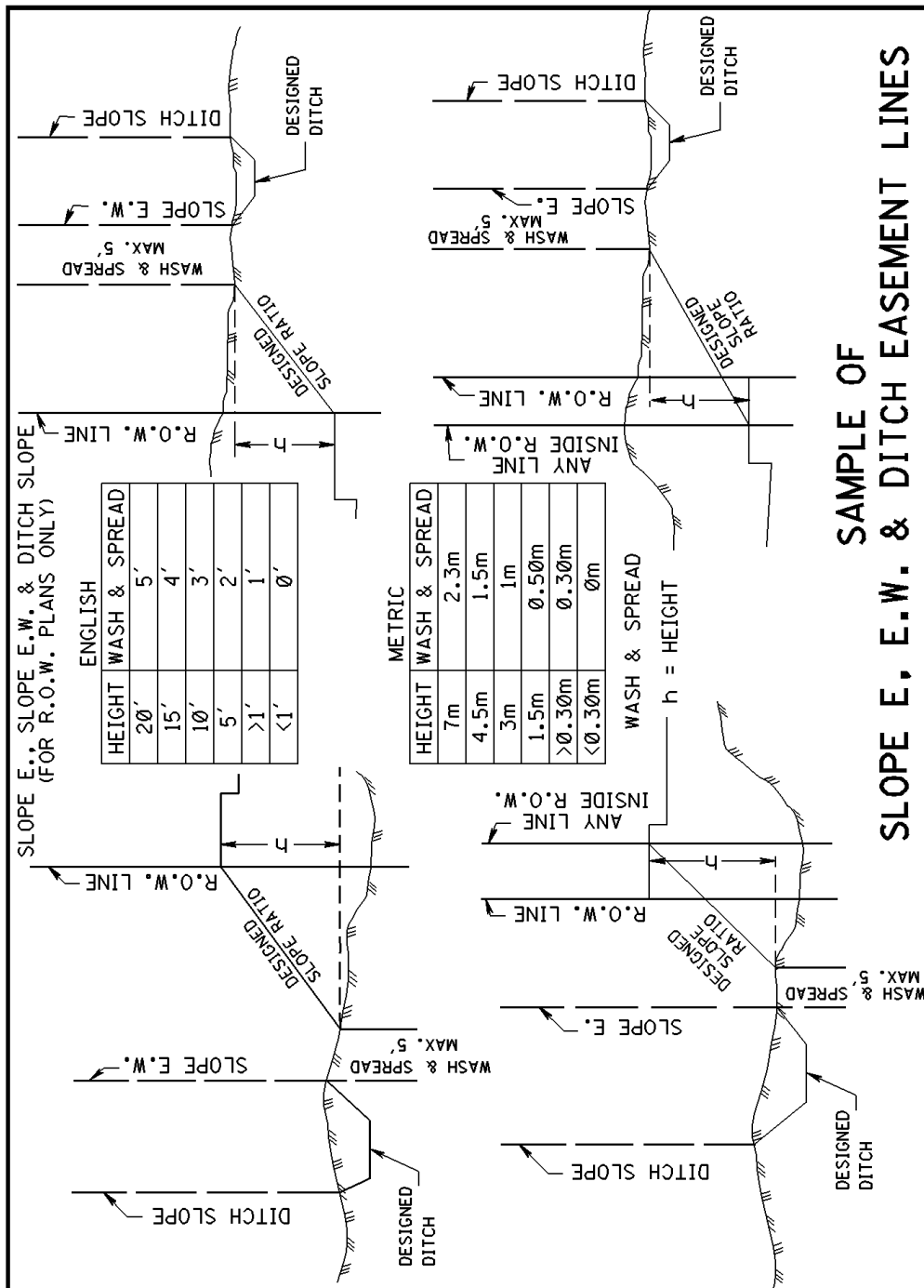
ATTACHMENT G



**SAMPLE OF POLICY FOR RETAINING WALLS -
ALTERNATE SCHEME**

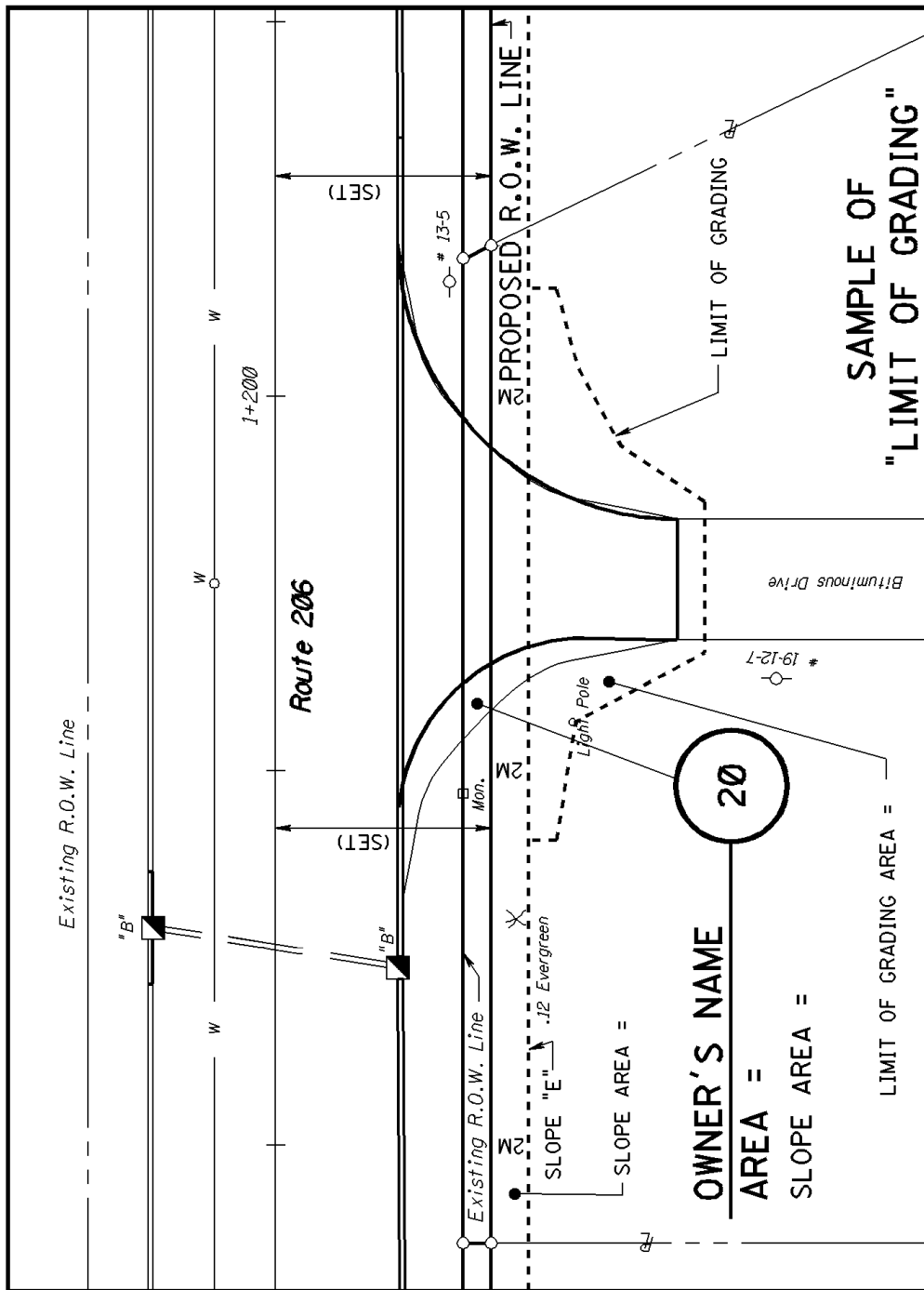
Proposed R.O.W. Line set at back face of proposed structure.
This policy is to be used when it is determined to be not economically
feasible to acquire the land for the entire proposed structure in fee.

ATTACHMENT H



SAMPLE OF SLOPE E., E.W. & DITCH EASEMENT LINES

ATTACHMENT I



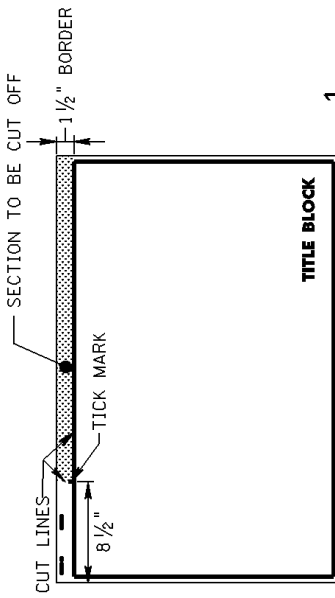
"LIMIT OF GRADING"

SAMPLE OF

ATTACHMENT J

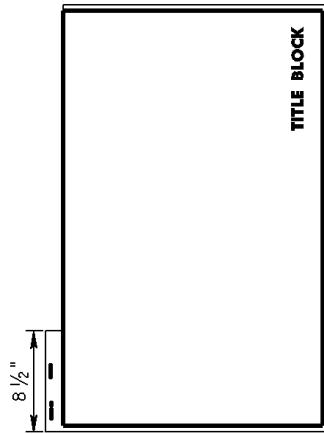
FOLDING PROCEDURE FOR IPM PRINTS

SEE NEXT PAGE FOR GENERAL NOTES

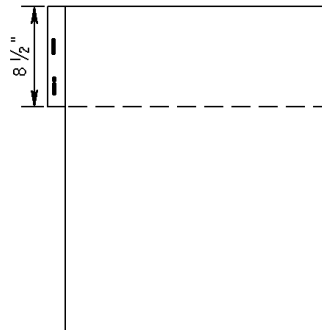


1

EXAMPLE: 36" X 24" IPM

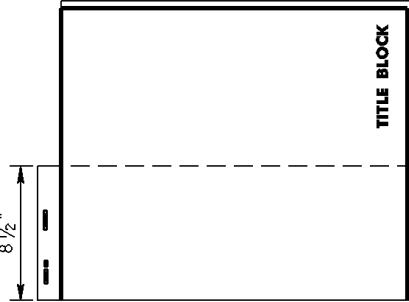


2



3

FIRST FOLD



SECOND FOLD

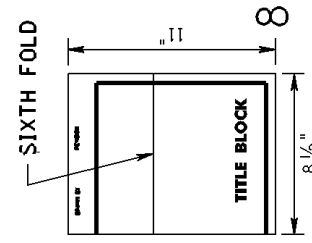
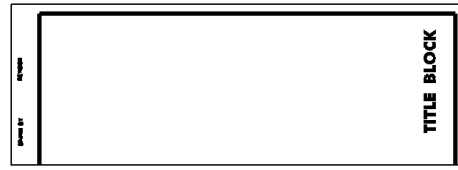
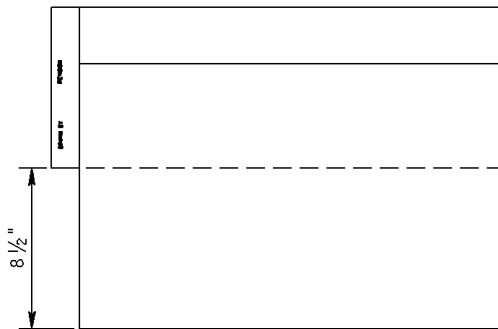
4

MAP AFTER TRIMMING

ATTACHMENT K

GENERAL NOTES

1. - WHEN THE MAP IS DRAWN, A SMALL TICK MARK SHOULD BE PLACED AT THE VERTICAL CUT POINT IN THE TOP BORDER, 8 1/2" FROM THE LEFT EDGE OF THE MAP AS SHOWN IN SEQUENCE 1.
2. - FOR MAPS OF SIZES OTHER THAN THE ONE SHOWN, FOLLOW THE SEQUENCE UNTIL A FINAL SIZE OF 8 1/2" x 11" IS ATTAINED. IT IS DESIRABLE THAT THE WHOLE TITLE BLOCK BE VISIBLE ON THE FOLDED MAP, BUT THIS IS NOT POSSIBLE ON ALL ALLOWABLE MAP SIZES. DO NOT MAKE EXTRA FOLDS TO DISPLAY ONLY A SMALL PORTION OF THE TITLE BLOCK.
3. - IF THE LAST HORIZONTAL FOLD IS LESS THAN 8 1/2" WIDE, THAT PORTION SHOULD BE FOLDED SO AS TO LIE ALONG THE RIGHT EDGE OF THE FOLDED MAP.
4. - FOLDING IS REQUIRED ONLY WHEN MAPS ARE TO BE USED FOR CONDEMNATION.



SIXTH FOLD

ATTACHMENT L

Circle size proportional to map size

The Latin abbreviations et ux, et vir and et al may be used

21

JOHN SMITH, ET UX

AREA = 316.0 sm ± (3398 SF ±)
 TOTAL SLOPE EASEMENT AREA = 194.5 sm ± (2091 SF ±)
 DRAINAGE EASEMENT AREA = 40.5 sm ± (436 SF ±)
 R. A. = 2191.5 sm ± (23564 SF ±)

Note:
 NF is to be used on IPM's

Note:
 All easement areas follow parcel area with total areas given when there are two or more easements of the same kind

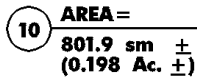
The parcel may be indicated by a line and arrow from the title circle to the parcel or by a smaller circle within or adjacent to the parcel. Parcels on the entire tract insert will be indicated with a small circle.

**SAMPLE OF
 TITLE AREA (ALL MAPS)**

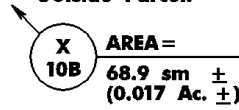
ATTACHMENT M

When two or more fee parcels are contiguous, each shall be indicated by a small parcel circle showing the area:

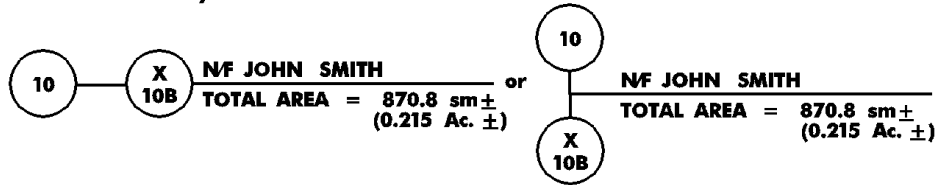
Inside Parcel:



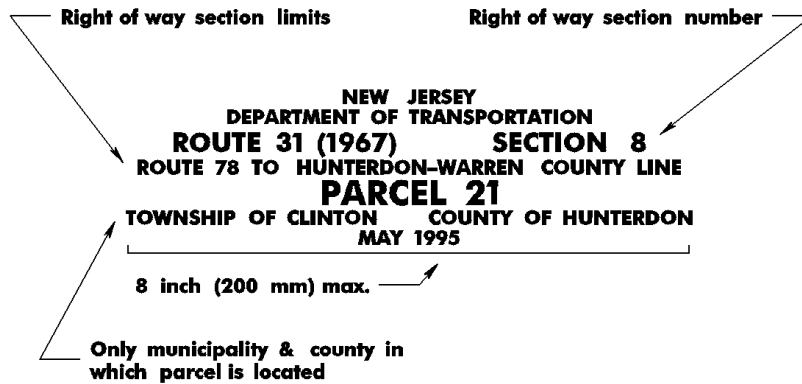
Outside Parcel:



and the main title will have the circles connected either horizontally or vertically and show the total area:



Contiguous fee parcels are the only parcels joined in the title because they will be described together in the description. Easement or utility easement parcels, even when they adjoin a fee parcel, require a separate title.



SAMPLE OF
I.P.M. TITLE BLOCK

9.2.10 Application of Upland Owner on Tidal Water for a Lease or Grant of Riparian Land

To the Bureau of Tidelands Management in the Land Use Regulation Program of the Department Of Environmental Protection:

WHEREAS, a State Highway designated as Route _____ Section _____, _____(ROW section limits) as heretofore been laid out and construction provided for pursuant to the provisions of Title 27 of the Revised Statutes of New Jersey; and

WHEREAS, portions of the said State Highway are over tidal lands, lands owned and/or claimed to be owned, pursuant to Titles 12 and 13 of the Revised Statues of New Jersey;

NOW, THEREFORE, I, _____, Manager of ROW, Department of Transportation of the State of New Jersey, acting for and in the name of the State of New Jersey, do hereby apply for a grant of tidelands as indicated on a map entitled: (insert Map Quote)

Parcel T (insert description) or TE (insert description).

THE STATE OF NEW JERSEY, Department of Environmental Protection, Division of Coastal Resources, Bureau of Tidelands, AT THE RECEIPT OF THIS APPLICATION, is requested to make the herein above described GRANT to the STATE OF NEW JERSEY, Department of Transportation in accordance with and subject to the provisions of an act of the New Jersey Legislature entitled: "A further supplement to an act entitled: 'An act to ascertain the rights of the State and riparian owners in the lands lying under the waters of New York Bay and elsewhere in the State', approved April eleventh, one thousand, eight hundred and sixty-four", which said supplement was approved March 16, 1916.

Applicant recognizes that the State is under no obligation to make the grant or lease desired and the issuance of same is within the sole and absolute discretion of the State.

Applicant recognizes that the action of the Tidelands Resource Council is subject to the approval of the Commissioner of the Department of Environmental Protection, the Attorney General and Governor, and that no grant is valid unless and until actually delivered.

We therefore request the State to consider this application and if in the State's discretion, decide to issue a grant or lease, to fix the fair consideration or annual rental for the conveyance and to designate the lands now or formerly under tidewater that may properly be included in the conveyance and to fix such other terms and consideration of said conveyance as may be deemed appropriate.

Date: _____

Manager of ROW
Department of Transportation

Witness:

9.2.11. ROW Documents Submission

A. GENERAL

1. All documents shall be completely checked before being submitted.
2. Plans shall be checked for compliance with this manual's checklists and procedures. The design of all ROW parcels, slopes, drainage, etc., including temporary features, shall facilitate the building of the highway to its complete and final design.
3. The ROW line shall only indicate what is required for highway purposes. The Office of ROW shall determine whether to acquire any additional property (for example, an uneconomic remnant).
4. A complete ROW submission shall include:
 - ETMs, with a Key Sheet
 - GPPMs, with a Tab Sheet
 - IPMs
 - Descriptions
 - Riparian application, if needed
 - Other documentation - Deeds, tax maps, etc.
5. The PM, in coordination with the ROWE Unit, may waive the requirement to include any of the above. The PM may request a copy of the ROW submission. This copy should be sent directly to the PM and is not part of the Preliminary or Final ROW Submission.
6. There shall be an explanation of the research done for each parcel, pertinent development maps, tax maps, deeds, vacations, abandonment, dedications and other municipal or corporate resolutions that could affect the ROW negotiation process.

B. SUBMISSION PACKAGING

1. The designer shall submit the ROW documents for the required submission, Preliminary or Final, to the units listed in Attachment N. All documents for a Preliminary Submission shall be stamped "Preliminary".
2. The consultant designer shall fill out and submit Attachment O to ROWE with the Preliminary and Final ROW Submissions.
3. The designer shall submit one set of final mylars of the GPPMs and ETMs, without signatures and seals, as per the specifications in Section 9.2.5, to the Engineering Documents Unit with the final design submission of the construction plans. The Designer shall provide and hold two sets of signed and sealed GPPM mylars, per each county, and submit them when notified by the Engineering Documents Unit. (see Section 9.1.1, Final Design)

ATTACHMENT N

SEND TO LABELED FOR		Manager, ROW Technical Support; Attn: Project Coordination and Funding									
		Distric	Headquarters	Title Section	* R.O.W. Engineering	Railroad & Utility, DEP Owned Parcels If Utility, RR	Engineering Document Unit	FHWA	Bureau of Environmental Services	TOTALS	
ROW PLANS (PRINTS)	SUBMISSION PRELIMINARY	2	1	1	2	1	1	1	1	10	
	FINAL	2		2		9		1	1	15	
IPM'S (PRINTS)	SUBMISSION PRELIMINARY	3		1	10%					10%	
	FINAL					2				6	
DESCRIPTIONS	SUBMISSION PRELIMINARY	1	1	1	1	2				6	
	FINAL	4		1		2				7	
CURRENT DEEDS	SUBMISSION PRELIMINARY			2	1					3	
	FINAL										
TAX OR DEVELOPMENT MAPS	SUBMISSION PRELIMINARY				1					1	
	FINAL	1		2						3	
1/2 SCALE ROW PLANS (PRINTS)	SUBMISSION PRELIMINARY										
	FINAL				1					1	
ROW PLANS (SEPIA MYLARS)	SUBMISSION PRELIMINARY										
	FINAL	1			1		1			3	
CONSTRUCTION PLANS (PRINTS)	SUBMISSION PRELIMINARY	1			1					2	
	FINAL	1								1	
APPLICATION FOR RIPARIAN GRANT	SUBMISSION PRELIMINARY				1			1		2	
	FINAL	1						3		4	
DESCRIPTIONS ON 90mm DISKETTES	SUBMISSION PRELIMINARY										
	FINAL	1			1					2	

* SEND ALL MATERIAL LABELED FOR R.O.W. ENGINEERING DIRECTLY TO THAT OFFICE. ALL OTHER MATERIAL IS TO BE SUBMITTED AND LABELED AS NOTED ABOVE.

ATTACHMENT O

**CONSULTANT QUALITY CONTROL CHECKLIST
ROW DOCUMENTS**

Route _____ Section _____

 Federal Project _____ County _____
 State Project No. _____

() Preliminary Submission () Final Submission

	<u>YES</u>	<u>NO</u>	<u>NA</u>
1. All right-of-way plans (ETMs, GPPMs & IPMs), and descriptions have been prepared in accordance with the requirements outlined in Section 9.2 of the NJDOT Procedures Manual.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. All right-of-way lines and easement lines have been identified and are consistent between the right-of-way plans and construction plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The access control has been established in accordance with direction from the Project Manager/other offices within NJDOT and is in accordance with all applicable laws, regulations, FHWA and NJDOT policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. All comments regarding the right-of-way plans and descriptions have been addressed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. A field check was conducted on _____ to verify that all buildings and other important features are accurately shown on the ROW plans (<u>final submission only</u>).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: Any item checked **NO** shall be explained in the space provided below.
 Attach additional sheets if needed.

Item No. _____

Consultant _____
 Project Manager _____ Date _____
 Sub-consultant* _____
 Project Manager _____ Date _____

* If applicable

9.2.12 ROW Engineering Process

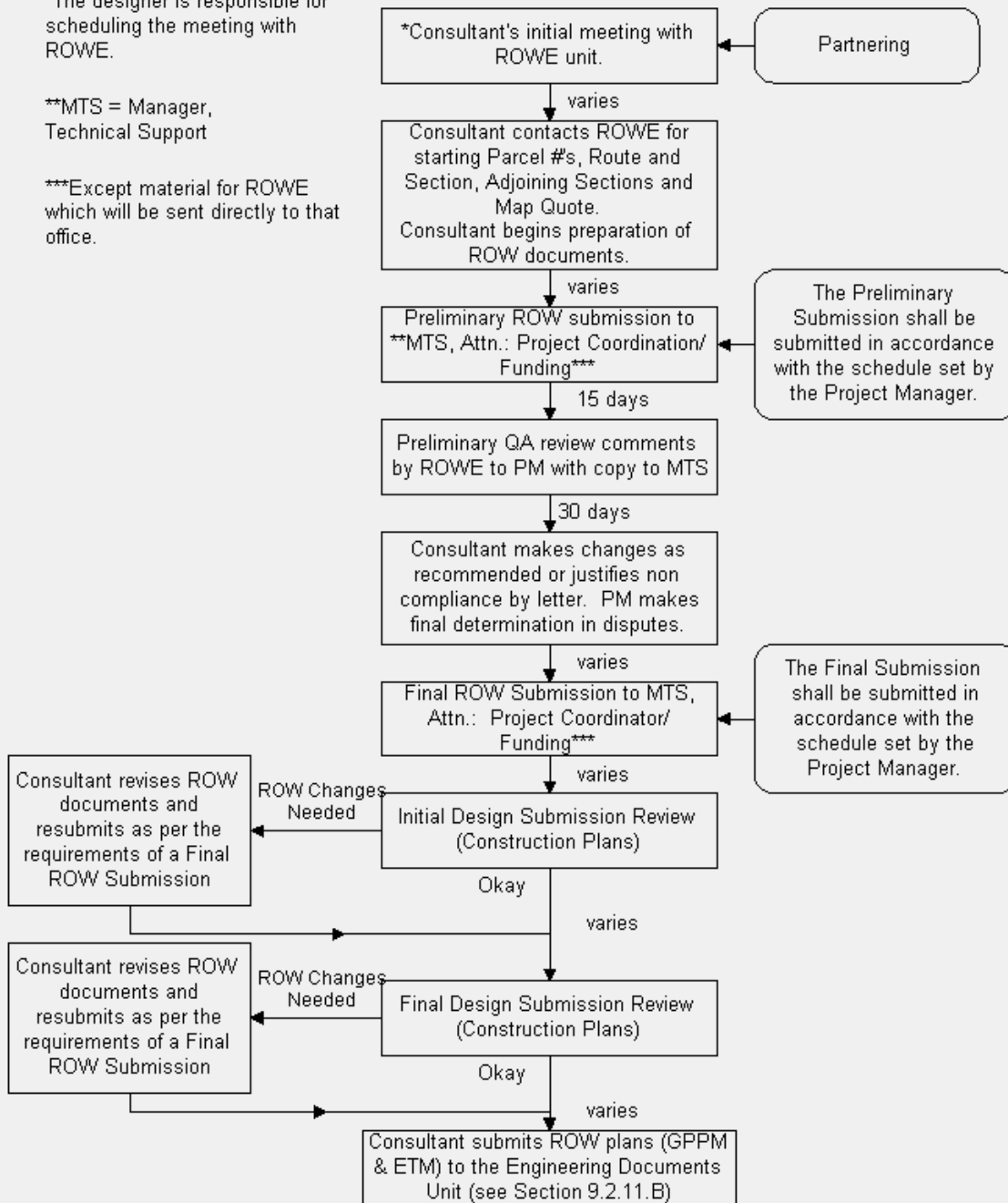
NOTES:

*The designer is responsible for scheduling the meeting with ROWE.

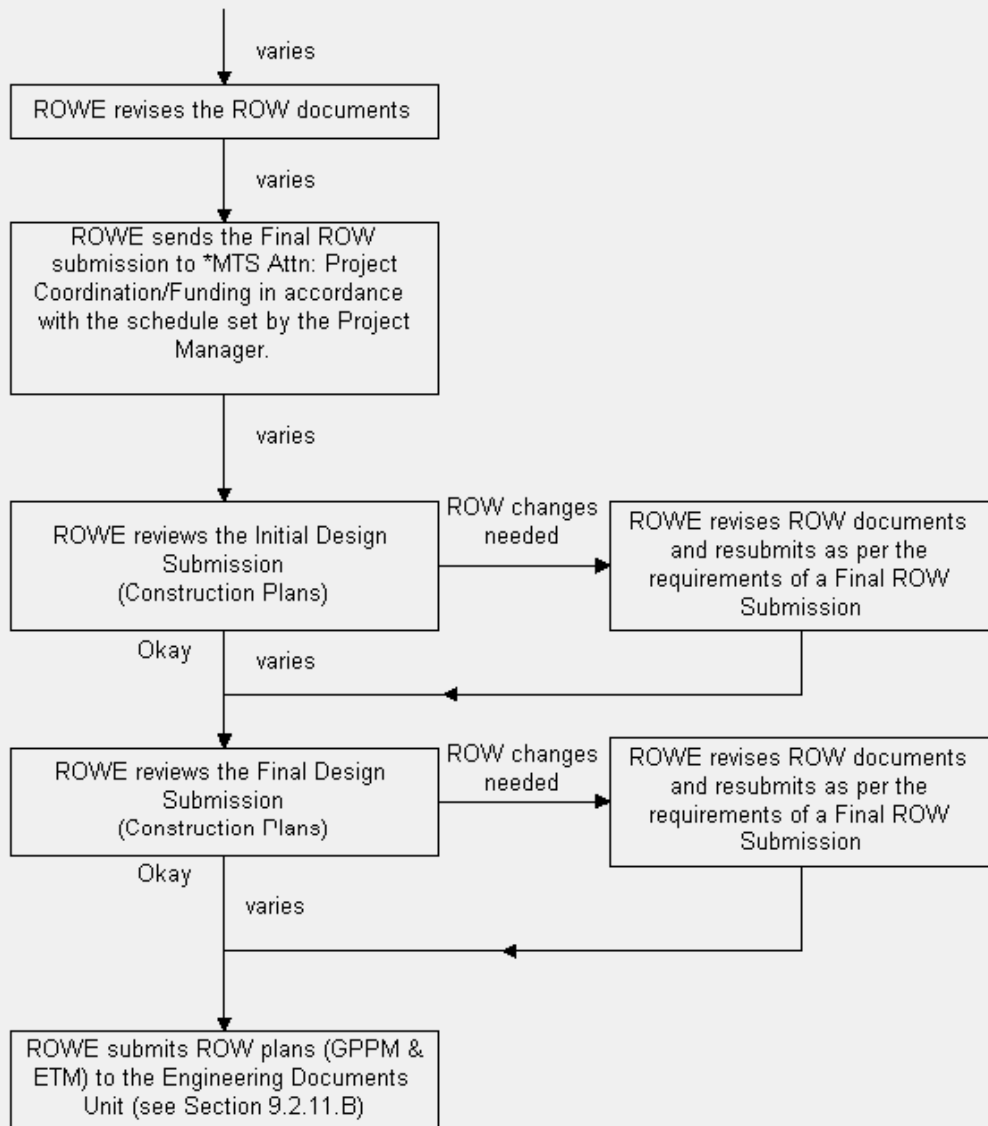
**MTS = Manager, Technical Support

***Except material for ROWE which will be sent directly to that office.

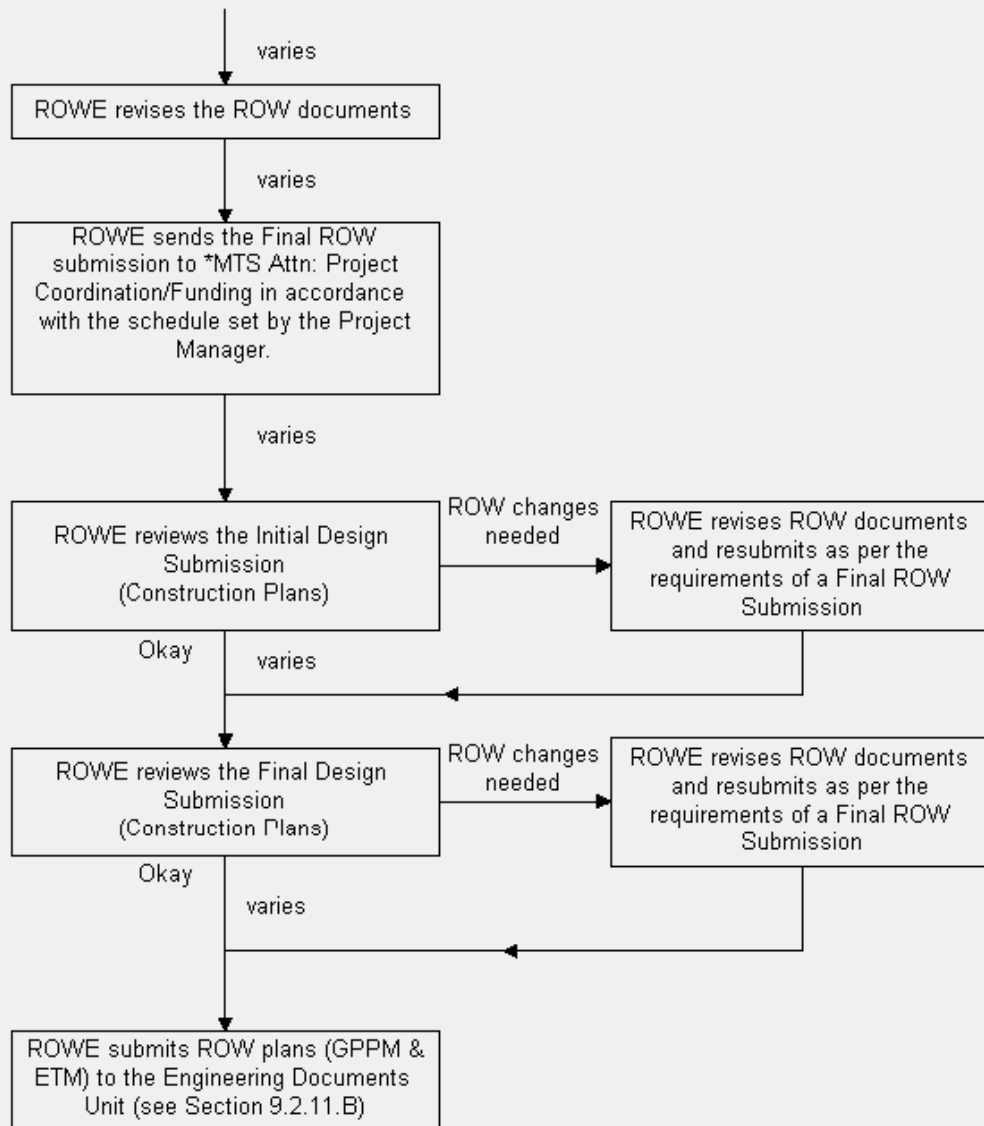
A. CONSULTANT DESIGNER



B. IN-HOUSE DESIGNER -- continued



B. IN-HOUSE DESIGNER -- continued



9.2.13 Process For Eliminating A Parcel

- A.** The PM contacts the Project Coordination/Funding Unit within ROW Technical Support, by memorandum or e-mail, with a copy to ROWE, requesting the acquisition status of a parcel to be eliminated.
- B.** After the parcel acquisition status is determined, Project Coordination/Funding will advise the PM whether the parcel can be eliminated. A parcel cannot be eliminated if the NJDOT has already taken possession of it. However, a parcel may be eliminated after a Declaration of Taking is filed, but only if the property owner agrees.
- C.** If the parcel can be eliminated, the PM will contact the design consultant or ROWE, if the PM desires the work to be done in-house. The designer will update the ETM and GPPM, showing the parcel elimination using the following procedure:
 - 1. Draw an "x", through the parcel number. Print "Eliminated" on the GPPM and ETM near the affected parcel number. Place the parcel number, date and "Eliminated" in the revision block.
 - 2. Draw a line through the parcel on the Tab sheet and place "Eliminated" and the date in the remarks column.
- D.** The designer shall submit the revised ETM and GPPM to ROW Technical Support, Project Coordination/Funding as outlined in Attachment I, Final Submission.

9.2.14 Process For Revising A Parcel

- A.** The designer shall notify the PM that a revision is necessary. Consultant designers are advised to contact ROWE before beginning any work on a revision. The PM then requests the acquisition status of a parcel to be revised from the Project Coordination/Funding Unit within ROW Technical Support by memorandum or e-mail, with a copy to ROWE. All revisions made to ROW plans after the Final Submission must be made only with the authorization of the PM.
- B.** After the parcel acquisition status is determined, Project Coordination/Funding will contact the PM and advise whether the parcel can be revised. A parcel cannot be revised if the NJDOT has already taken possession of it. However, a parcel may be revised after a Declaration of Taking is filed, but only if the property owner agrees.
- C.** If the parcel is already owned by the NJDOT, a new parcel will have to be added to include whatever rights are needed for that parcel.
- D.** If the parcel can be revised, the PM will place that parcel "on hold" with the Office of ROW and will contact the design consultant or ROWE (if the work is to be done in-house), who will revise the ROW documents.

E. Changes to the ROW after the final ROW submission that would necessitate another appraisal shall require a revision number (e.g. area changes, adding or removing slope, drainage, denial of access, limit of grading, etc.).

F. The following procedure shall be followed for revisions to the ROW documents:

1. Change the parcel number on the ETMs, GPPMs, IPMs, and descriptions. For example:

	Original	1 st . Revision	2 nd Revision
Parcel	8	R8	2R8
Easement Parcel	E8	ER8	E2R8
Utility Parcel	U8	UR8	U2R8
Utility Easement Parcel	UE8	UER8	UE2R8
Tideland Parcel	T8	TR8	T2R8
Tideland Easement Parcel	TE8	TER8	TE2R8
Landscape Parcel	L8	LR8	L2R8

2. Specify all revisions in the revisions block of the ETMs (not including the Key Sheet) and the GPPMs. Show the parcel number, date and, under the revisions column, the revised parcel number and the revision. For example:

Parcel	Date	Revision
48	01-02-98	Parcel 48 to parcel R48; Revised parcel area
R35	02-15-98	Parcel R35 to 2R35; Slope area added
E20	03-06-98	Parcel E20 to ER20; slope area revised

G. The design consultant or ROWE shall submit the revised ROW documents to ROW Technical Support, ATTN: Project Coordination/Funding, as outlined in Attachment N, Final Submission. Specify all revisions in the revisions block, showing date, parcel affected, and the reason for the revision.

9.2.15 Process For A Condemnation Case

A. When negotiations have reached an impasse, the District Office Supervisor contacts the supervisor of the Acquisition Section (AS) of ROW Technical Support to advise that this case must go through the condemnation process.

B. The supervisor of the AS is responsible for obtaining the proper number of condemnation maps (IPMs) and descriptions. The number of copies is based on the number of parties having an interest in the subject parcel and the number required by NJDOT personnel (the average is 30 copies).

C. The supervisor of the AS must contact the PM, who decides who will supply the condemnation documents. NOTE: The decision by the PM as to who supplies the condemnation map is based on the designer’s contract/proposal, time considerations,

where the existing color copies of the IPM's are located and whether any revisions to the IPMs are required. **The PM should have the designer supply the condemnation material for consultant designed projects.**

- D.** If the PM chooses the consultant and authorizes him to supply the condemnation material, then the consultant is responsible for supplying all the condemnation material (including properly folded IPMs) to the AS, while copying the PM on all transmittals. The PM may request that the consultant and the AS deal directly with each other on any questions that arise.
- E.** If the PM chooses to have ROWE supply the condemnation material, ROWE will be responsible for making the color copies of the IPM. The AS will be responsible for providing ROWE with a color copy of the IPM and a copy of the complaint description (both supplied to the AS at the Final ROW Submission).
- F.** If the project is being designed in-house, ROWE will be responsible for supplying the required number of copies of the description and IPM, properly folded, to the AS.
- G.** The AS is responsible for the proper distribution of the condemnation material.

9.2.16 ROW Parcel Dedication Requirements

The requirements and process for a ROW dedication package can be found in N.J.A.C. 16:47-4.20. Any dedicated (donated) parcel, including parcels involved in standard ROW projects, shall follow this process.