MEMO

May 3, 2016

To: Administration
District Engineers
Division Directors
Office Directors

From: Gus E. Cannon, CTCM
Director, Right of Way Division

Subject: New Requirements for Right of Way Mapping

In an effort to reduce the amount of time to deliver a ROW projects, effective the date of this memorandum, the ROW Division will no longer require the creation or submission of a ROW Map sheets (paper and MicroStation files) as a requirement for the 'Authority to Proceed'.

The Right of Way maps as currently used are being replaced by the a web based mapping application known as the 'TxDOT Real Property Asset Map' that is available to internal users and the public on ROW Division's txdot.gov webpage.

The two main requirements to start the acquisition process for a project will be an ArcGIS geo-database populated with parcel features and a signed and sealed Property Description. The geo-database template and submission standards are presently available on txdot.gov for internal users and Consultants.

Some parts of the acquisition process (title and appraisal) can proceed with only the ArcGIS geo-database populated with schematic footprint. The final signed and sealed Property Description will be needed in the later stages of acquisition for the title policy, certified appraisal and as part of the deed.

Under the new standards, the ArcGIS geo-database and Property Descriptions can be submitted as they are completed, instead of waiting for the submission of a complete ROW map.

Elimination of the ROW map currently used will reduce the time and cost of ROW mapping by approximately 25%. It will also reduce technical review time at the District level by approximately 35% and administrative processing time at the Division level by 50%.

Changes to the ROW Manual will be forthcoming to reflect the new policy.

Please contact Daniel L. (Dan) Erwin, RPLS, R/W Land Surveyor/GIS Coordinator at Dan.Erwin.txdot.gov or (512) 416-2925 for any questions concerning the technical aspects of the new form of ROW Mapping.