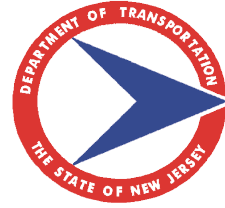


*New Jersey Department of Transportation*  
1035 Parkway Avenue, PO Box 600, Trenton, New Jersey 08625-0600



*Baseline Document Change Announcement*

**2005 Right of Way Engineering Manual**

**BDC04T-03**

**February 24, 2005**

**SUBJECT: 2005 Right of Way Engineering Manual (In US Customary English Units)**

**REFERENCE: Subsection 9.2 NJDOT Procedures Manual, BDC04PR-04 dated February 23, 2005**

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Enclosed is a copy of the 2005 Right of Way Engineering Manual. The information regarding preparation of ROW documents has been removed from the subsection 9.2 of NJDOT Procedures Manual, and included in this manual.

In this manual many of the typical description clauses have been revised and some new ones have been added. All references to the Office of ROW have been changed to the Division of ROW. A summary of the major changes to subsection 9.2 of the NJDOT Procedures Manual is provided below.

**Section**

**Changes**

- 1.0** The introduction has added language advising the ROW designer of the leeway that he may use to adjust the Proposed ROW line.
- 2.0** Definitions & Abbreviations: Changed to the SERVIENT ESTATE (SP) definition and minor typographical errors have been corrected in this section.
- 3.0** In ROW Document Preparation Schedule: Changed paragraphs B, C, D & E to conform to the new Pipeline terminology, reference to Division of ROW and minor language changes. Language added in paragraph A to include a representative from ROW Technical Support at the Initial Meeting.
- 5.0** Language has been added; stressing the permanency of the mylars to be submitted, especially the ink (The EDU has had some problems with this issue).
- 6.0** "Parcels To Be Acquired In Fee": Changed "Excess" to "Remainder Acquisitions" and defined this term. The use of the letter "X" in remainder (previously Excess) parcels is abolished.
- 7.0** "Common ROW Easements": Added "Temporary Site Mitigation Work" and "Temporary Site Alternative Access Work" to the list.

- 9.0** “ROW Document Preparation”: General Information: Added statement concerning a combined Map Filing Statement.

**ETM:**

Checklist changed; added Surveyor’s Title Block & Map Filing Statement. In “Procedure for ETM Preparation: Added information for the Survey’s Title Block & the combined Map Filing Statement.

**GPPM:**

- Enhanced the information on how & when to list the Board Date in the research references.
- Language added to the TOPOGRAPHY section to state requirements for the area beyond the 100’ survey limit.
- In “Parcels To Be Acquired In Fee”: Added language to stress the coordination with the Division of ROW in handling Remainder Acquisitions (Previously the X Parcel process.)
- Changed “Limit of Grading” for driveways to “Temporary Site Mitigation Work” or Temporary Site Alternative Access Work” Note: “Limit of Grading” in the section “Grading Rights” for 6:1 or flatter slopes is retained.
- Added information of Site Parcels.
- Changed the process for areas encumbered by “formerly flowed claims lines” in the RIPARIAN section.
- Language added to the ENVIRONMENTALLY SENSITIVE PARCELS section to note the Sensitive Parcel information on the IPM.

**IPM:**

- Stressed the importance of a clear and concise IPM.
- Added language and process for overlapping easements, which require a note for that area of overlap.
- Added information on existing easements.
- Added “Calculated Parcel Depth” to the “IPM Checklist”.

**DESCRIPTION SECTION:**

- Language has been added to “Description Clauses” (previously “Typical Clauses”) to stress Maintenance & access factors. Noted format change to the presentation of this section.
- Added a third clause to the DRAINAGE clause (Access to natural drainage area). New clauses have been added for PERMANENT EASEMENT ADD ON; TEMPORARY SITE MITIGATION WORK; TEMPORARY SITE ALTERNATIVE ACCESS WORK; SERVIENT ESTATE and DOMINANT ESTATE.
- The DENIAL OF ACCESS clause has had a major revision; they are now combined with the SLOPE clauses into one clause and added language for annulling that right.
- The RIGHT, TITLE AND INTEREST clause has been revised.
- Removed TEMPORARY from CONSTRUCTION & MAINTENANCE and rewrote the clause.

- Several other clauses have had minor wording changes.
- Most of the Attachments at the end of section 9.0 have been changed because of metric references, references to sections in the Manual.
- Attachments A & B have been changed to more clearly depict the SP & DE parcel treatment.
- Attachment D now shows the Temporary Site Mitigation Work line style (also to be used for Temporary Site Alternative Access Work Line).
- Attachment E has added a symbol for Proposed Monument and removed the Map Filing Statement, which will now go on the Key Sheet only as a combined statement.
- Attachments F & G have added an Existing ROW Line for clarity and correctness.
- Attachment N has been revised to reflect the latest distribution and to refer to terms in the new Pipeline system. The IPM requirement for the Preliminary ROW Submission has been increased to 20%.

- 10.0** Changed the application form to read “Director, Division of ROW”.
- 11.0 & 12.0** Have been revised to correspond to the new Pipeline and the Division of ROW.
- 13.0** No proposed changes
- 14.0** No proposed changes
- 15.0** No proposed changes
- 16.0** Information has been added on “donated” parcels.

In addition, some typographical errors have been corrected; some text has been deleted.

#### **Implementation Code R (ROUTINE)**

Changes must be implemented in all applicable Department projects scheduled for Final Design Submission at least one month after the date of the BDC announcement. This will allow designers to make necessary plan, specifications, and estimate/proposal changes without requiring the need for an addenda or postponement of advertisement or receipt of bids.

**Recommended By:**

**Approved By:**

*Original Signed by Lynn D. Rich*

*Original Signed by F. Howard Zahn*

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Lynn D. Rich  
Director,  
Quality Management Services

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F. Howard Zahn  
Assistant Commissioner,  
Capital Program Management

LDR:KS:FA  
Attachment: 2005 ROW Engineering Manual