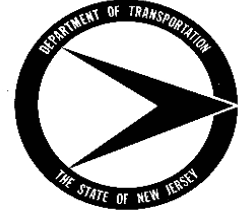


New Jersey Department of Transportation

1035 Parkway Avenue, PO Box 600, Trenton, New Jersey 08625-0600



Baseline Document Change Announcement

BDC97PR-006

October 22, 1998

Subject: Release of Revisions to the *NJDOT Procedures Manual*, Sections 3.1, 9.1 and 9.2

Attached for inclusion in your copy of the *NJDOT Procedures Manual* and for your use in Department Projects are revisions to the above mentioned sections. Replace pages 3.1-5,6 and 40 through 43 with the attached. Sections 9.1 and 9.2 are complete replacements. A summary of changes are as follows:

Section 3.1

Adds instructions as to purchasing a fee interest in lands beneath structures

Section 9.1

Changes include name changes to reflect current organizational structure and small clarifications

Section 9.2

MAP FILING LAW (MFL):

- ROW parcel maps must be signed and sealed by a licensed Land Surveyor.
- Proposed parcels must have a metes and bounds description.
- There must be a certification that all monuments have been set or will be set.
- ROW parcel maps must be filed in the proper county. The NJDOT will file the General Property Parcel Map (GPPM).

IPMs:

- Model descriptions have been rewritten and new samples added.
- IPMs are only to be folded, as shown in the attachment, when requested for condemnation.
- Access limits that are denied administratively or by regulation, must be shown. The Office of Access Design will supply this information for the designer.

DESCRIPTIONS:

- Replaces the agreement, which are no longer a part of any ROW submission.

SUBMISSION TABLE:

- A chart (see Attachment) replaces the previous section.
- All submissions go to : Manager, Technical, except for material for Right of Way Engineering (ROWE), which goes directly to that unit.

- Does not include any documents for the Project Manager, they must request his own material if he desires them.
- Does not include final mylars for filing.

RETAINING WALL POLICY CHANGE:

- Acquire all property that includes any part of the retaining wall (structure) in fee, when possible. Proposed ROW Line at the out extremity of the footing.
- Alternate scheme places the Proposed ROW line at the back face of the retaining wall, when it is determined not to be economically feasible to acquire the property as described in paragraph #1. Above
- Two attachments have been added depicting the new policy.
- Also. Acquire all property under structures in fee, if possible.

ACCESS:

- Denial of Access has been separated out as a special type of parcel and has its own section.
- Limit of Grading (see Attachment) and Right of Entry (ROE) Letter procedure is described.
- Right of Entry statement must be placed on the GPPM.
- Site Parcel procedure, when no ROE letter is signed, is described.

FILING OF PLANS:

- Plans must be filed in the proper county as required by the Map Filing Law.
- The designer must provide two sets of signed and sealed final mylars of the GPPM to the Engineering Documents Unit (EDU) for filing, when requested by the EDU after submission of the Final ROW Plans.

NEW PARCEL DESIGNATIONS:

- Servient Estate (SP parcels) and Dominant Estate (DE parcels) are described.
- See attachments for examples of use.

RIPARIAN GRANT APPLICATIONS:

- A new form (expansion of the previous form) is included along with more comprehensive explanation of the procedure.

EASEMENTS:

- Do not require a metes and bounds description (see exception). Station and offset to be used (see exceptions).

STANDARD LEGEND:

- Includes Map Filing Statement (MFS).
- Must include note on the first GPPM that the MFS is on the Tab Sheet when a combined Standard Legend/Tab Sheet is used (Final sheet).
- Includes statement that there may be difference in the systems used (See Attachment).

OTHER NEW SECTIONS:

- Table of Contents.
- Definitions and abbreviations.
- ROW Engineering Process.

- Eliminating parcels.
- Revising parcels
- Condemnation procedure.
- Dedications.

Instructions to Designers

Projects advertised after July 1, 2001 will have to conform to the Map Filing Law (see the summary of changes above - Section 9.2 - MAP FILING LAW), even if parcel acquisition is scheduled to be completed before July 1, 2001. Projects scheduled to be advertised before this date do not have to conform to the MFL requirements.

Distribution

This BDC announcement and the associated revised pages of the *NJDOT Procedures Manual* can be viewed or downloaded on the DOT Web Site at <http://www.state.nj.us/transportation>. Click on Capital Program Management, then on Table of Contents (set a bookmark here), then on Announcements, Notices and Advisories, then on BDC Announcements.

This memorandum can also be downloaded from the NJDOT's Electronic Bulletin Board System (BBS) under conference number 10 - "Highway Design", File Area 56 - "Baseline Document Change memorandums", and the revised Procedures Manual can be downloaded from the BBS file area 63 - "Procedures Manual".

The hard copy distribution may be at least one month after date of this. This announcement along with the revisions will be mailed to all *NJDOT Procedures Manual* holders. Please make additional copies as needed. Extra copies of the *NJDOT Procedures Manual* revisions can be obtained by contacting:

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Phone: (609) 530-5587 -- Fax: (609) 530-6626

Recommended By:

Original signed by Brian Strizki

Brian Strizki
Manager, Quality Services

Approved By:

Original signed by Russell D. Tong

Russell D. Tong
Assistant Commissioner,
Capital Program Management

attachment
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