



DESIGN MEMORANDUM NO. 02- 08

TO: Chief District Engineers
Design Engineers
Active Consultants

FROM: Steve Damron, Director 
Division of Right of Way & Utilities

David Kratt, P.E., Director 
Division of Highway Design

DATE: June 4, 2008

SUBJECT: Submission of Right-of-Way Plans

Effective with this memorandum, the process of submitting Right-of-Way plans will change to the following:

The project manager will submit the following items to the Division of Right-of-Way along with a memo stating the final plans are located in ProjectWise in PDF Format at //KYTC/Documents/Projects//District#/Project Item No./Milestones & Submittals -> Right of Way -> (Current) ROW Plan Set. The project manager should carbon copy the district planning engineer with the right-of-way submittal memo.

1. Original Mylar layout sheet signed by the project manager
2. A completed TC 61-12E form.

Documents identified on this form should accompany the letter to Right-of-Way at the time of submittal.

3. Deed descriptions of the acquiring property

All deed descriptions (in a Microsoft Word document file or equivalent) shall be placed electronically at //KYTC/Documents/Projects//District#/Project Item No./Milestones & Submittals -> Right of Way -> (Current) Deed Descriptions. Any revisions should be merged into the original document and updated here in a combined document.

Copies of source deeds and plats (in Adobe PDF files) shall be scanned and placed electronically in ProjectWise at //KYTC/Documents/Projects//District#/Project Item No./Milestones & Submittals/Right of Way/Source Deeds (PDF only).

4. A copy of the environmental checklist, if required.

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When a revision occurs, the project manager will send a memorandum to the Central Office Division of Right of Way and Utilities stating the revision number and the location in ProjectWise where the revised plans are stored in PDF format.

Also effective with this memorandum, the attached Right-of-Way Summary Sheet will be utilized in plan sets. An electronic version of this sheet cell can be found in our cell library, KYTC_Sheet.cel, located at <http://transportation.ky.gov/CADDstandards/>.

Any questions regarding this memorandum should be directed to this office.

SD:DK:JDJ:CW