ROW MAPPING PROCEDURE MANUAL

Chapter 3 Abstract Request Map

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ABSTRACT REQUEST MAP

CHAPTER 3

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ABSTRACT REQUEST MAP

3.1 Chapter Overview

This chapter describes the procedure for preparing and processing the Abstract Request Map. The purpose of the Abstract Request Map (ARM) is to identify those properties, within the limits of a project, from which the New York State Department of Transportation (NYSDOT) expects to acquire land to provide a Right-of-Way for transportation facilities. A Right-of-Way (ROW) parcel may be acquired either temporarily or permanently to accommodate the transportation facilities.

An ARM is required for most projects with fee or easement takings. It must be complete before advancing the project to final design. The ARM is prepared to assist New York State’s Department of Law (DOL) in gathering title data and identifying the owners from whom property parcels must be acquired to provide the Right-of-Way. The ARM should provide the Department of Law with the best possible leads toward the correct title. It also provides NYSDOT’s Office of Right of Way with information needed to appraise property values and the deed information is used to produce accurate Highway Boundary Plans.

Those responsible for the design of the project shall request the preparation of the ARM from those responsible for the ROW Mapping. The Project Designer assists in the process by providing specific data regarding the project limits but ROW Mapping or the survey consultant is responsible for preparing the ARM. It should be noted that the Office of Right of Way cannot process NYSDOT’s request for title data from the Department of Law until the funding for the Right-of-Way incidentals phase of the project has been approved by the Regional Program and Project Management Bureau.

(See Section 1.2.2 of Chapter 1 for the Abstract Request Map Processing Steps)
(See Appendix “E” for examples of Abstract Request Maps)
ABSTRACT REQUEST MAP

3.2 Abstract Request Map Requirements

The Project Designer, during the preliminary design phase, should consult with the Regional Land Surveyor or Consultant Land Surveyor, when the Abstract Request Map (ARM) is being prepared by Consultants, to decide which type of map would serve best as a base map for the preparation of the ARM on a particular project. This map should depict the preliminary take lines and the preliminary tops and toes of slope that cover all feasible alternatives. Listed below are types of base maps that might be available and suitable (but will need to eventually be in a digital format):

- Topographic Maps from field surveys
- Photogrammetric Maps
- Composite Maps made from property surveys
- Tax Maps
- Record Plans

The base map must be clearly reproducible. The optimum scale of the map will depend on the size of the properties affected and the extent of the project limits. When using Topographic or Photogrammetric Mapping NYSDOT finds that the optimal size for the ARM is the “B” size – which is the 11” x 17” sheets. It is important to the New York State Department of Law (DOL) that the type of plan and plan scale used depict enough data to enable the DOL to accurately and fully identify the affected properties with respect to deeds and other title record documents.

The information below must be shown on the ARM:

- Title block stating official names and numbers of all State Highways within project limits

  If there is more than one State Highway on a project, highway limits must be shown. The Office Right of Way requires that this information be accurate for funding purposes. From this information the DOL assigns a Proceeding Number (DOL’s internal filing system) to each individual State Highway for which title data is required. Inaccuracies in this information will cause lost time and effort by everyone concerned.

- Property owner’s full names, as shown on the last Real Property document which includes the proposed area to be acquired (Deed, Will, etc.).

- Approximate location of Highway Boundaries, Property Lines and Deed Division Lines

  The location of property lines on the ARM need not be refined to the same standard as required on acquisition maps. Deed plots provide good property line information, but property line locations taken from Tax Maps are also acceptable. Where a single property owner has acquired several properties involving more than one deed, the dividing lines between the various deeds must be shown. The New York State’s Department of Law cannot use the ARM for certification purposes.
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- Temporary Reference Numbers (TRN)

The TRN is an identification number assigned to a parcel of Right of Way which is expected to be acquired. The TRN is used until the parcel is assigned a permanent Map and Parcel number. The TRN is used to identify the title data and is also shown on the Acquisition map.

- New York State Department of Transportation’s Project Identification Number (PIN)

- The type of takings and approximate limits for each property that is potentially impacted. Limits are determined from approximate toe of slope and/or top of fill as estimated at that time.

- Centerline or Baseline stationing of project limits.

- Centerline or Baseline stationing of Federal-Aid limits to specify title data for which FHWA will reimburse the State.

- North Arrow and Scale Data

- County and Town boundaries and the boundaries of incorporated cities and villages

- Names of intersecting roads and governmental jurisdiction (i.e., state, county, town, village, city)

The information listed below may help the Abstractor, but is not required on the ARM:

- Utility line data

- Miscellaneous topography, such as: buildings, streams, tree lines and fences

3.3 Assignment of Temporary Reference Numbers

Contiguous parcels of land owned by the same party, regardless of the source of the owner’s title, shall be assigned their own individual Temporary Reference Number (TRN). Noncontiguous parcels of land owned by the same party and acquired under separate titles, should each be assigned a unique TRN. A property split by one or more streams, highways, or other types of rights-of-way are considered to be one property and, therefore, assigned only one TRN. TRN’s should not be assigned to properties owned by the State of New York, nor shown in streambeds or within “beds of streets”. Properties owned by the Federal Government require special consideration. Regional Right of Way TRN’s groups must be consulted about relative to Federal property.

If the project involves more than one State Highway, then each State Highway will have its own set of TRN’s assigned to properties within or abutting the highway’s right-of-way. TRN’s are assigned, in numerical order, as noted in the paragraph above, starting with the number 1. When all the TRN’s required on the first highway have been assigned the numbering of properties on the next highway will begin with the next hundred numbers. For example if there are between 1 and 210 TRN’s required on highway “A” they will be numbered #1 to #210. TRN’s required on the next
highway, highway “B”, will be numbered starting with #300. If there are 26 TRN’s required on highway “B” they will be numbered #300 to #325. If there is another highway, “C”, the TRN’s required on “C” will be numbered starting with #400. Projects overlapping county lines require that separate blocks of TRN’s be assigned. TRNs must not be repeated on any project.

3.4 Table of Temporary Reference Numbers

A table of all properties affected by the project must be provided with the Abstract Request Map. The table will be a separate listing. Specifically the table will have columns that list the type of taking by which the property is to be acquired, the property owner’s name(s), the last Real Property document (Deed, Will, etc.) which includes the proposed area to be acquired, Tax Mapping Data (section, block, and lot) associated with each TRN, and the approximate area of the proposed take in order to decide the extent of Title Data required (Abstract of Title, Certificate of Twenty-Year Search, or Last Owner Search). When more than one State Highway is within the project area, the State Highway No. associated with each TRN shall also be noted.

(See Appendix “E” for examples of Tables)

3.5 Submission of Abstract Request Map

ROW Mapping Unit will transmit at least four (4) prints of the ARM, and 1 digital copy, to the Regional Right of Way Group. The Regional Right of Way Group will review the ARM and determine which type of title search will be done (Abstract of Title, Certificate of Twenty-year Search, or a Last Owner Search) for each property, based on the estimated cost of the proposed acquisitions. If a project affects a large number of properties, the review process may be expedited if ROW Mapping Unit submits the ARM in two or more parts. The parts may be divided either into sections consisting of approximately twenty-five properties or into groups of properties bounded by geographical break points such as highway intersections. ROW Mapping Unit will also provide a cover letter, with the prints, which will include the following:

- A statement as to the number of prints transmitted.
- A statement whether the ARM requests title data for all properties affected by the project or if further requests will be made.
- If more requests are expected, the letter will state the total number of properties to be affected and when title data for the remaining properties will be requested.
- The PS&E and Letting dates for the project.

(See Appendix “D” for an example of a cover letter transmitting an Abstract Request Map (ARM)
ABSTRACT REQUEST MAP

3.6 Supplemental Abstract Request Map

Whether the Abstract Request Map is prepared and submitted in sections or if additional title data is needed after the first ARM is submitted, subsequent Supplemental Abstract Request Maps should refer to the first ARM and be labeled “Supplemental Abstract Request Map No.1, ““Supplemental Abstract Request Map No. 2,” …. etc. Supplemental ARM’s are processed in the same manner as the originals.

Previous TRN numbers will be crossed out on the associated table

*(See Appendix “E” for example of a Supplemental Abstract Request Map)*