PREFACE

1971 the ROW Mapping Procedure Manual was prepared to set guidelines for determinations of existing and proposed highway boundaries and the procedures to follow in the preparation of Abstract Request Maps, ROW Plans, and Acquisition Maps. At that time, Acquisition Maps were prepared on 11 x 36 linen and in most cases the map and description was all on one sheet.

In 1988 the Row Mapping Procedure Manual was revised to incorporate the change from the past larger format to maps prepared on our current “B” size format. The major change was that the map and description would now be shown on separate sheets.

In 2002 the ROW Mapping Procedure Manual was revised as follows:
1. Chapter One was revised to remove information duplicated in other procedural manuals, and it lists the specific responsibilities of all groups involved in ROW processing and acquisitions.
2. Chapter Two was refined to clarify the responsibilities of a Consultant who provides ROW Mapping services to the Department for the acquisition or transfer of Highway ROW.
3. Chapter Three was streamlined to simplify the Abstract Request Map.
4. Chapter Four was expanded to encompass more in depth information on the laws and practices of highway boundary determination.
5. Chapter Five incorporated a new ROW Acquisition Map format.
6. Chapter Six revised the purpose and information required on a “Highway Boundary Plan”. (The name of the former “ROW Plan” is no longer in use.)
7. Chapters Seven and Eight reflected the new ROW Map format and address current mapping needs.
8. The manual was modified to reflect DOT’s use of the metric system and the use of CADD for the production of ROW Mapping products.
9. Examples of current mapping standards and techniques replaced outdated versions.

In 2006 the ROW Mapping Procedure Manual was revised as follows:
Chapter 1 Introduction to the Right of Way Mapping Process
Section 1.3.3 Design - Added an additional responsibility
Section 1.3.9 Construction Group - Added an additional responsibility

Chapter 2 Consultant ROW Mapping Services
Section 2.8 Added the following information “If the parcel to be acquired and/or conveyed to NYSDOT has an existing utility line easement running through the parcel and the utility line is not going to be allowed to exist, the developer would be required to extinguish the easement.” Wherever needed changed “Design Procedure Manual” to Project Development Manual

Chapter 3 Abstract Request Map
Section 3.6 Supplemental Abstract Request Map – Added note regarding previous Temporary Reference Numbers

Chapter 5 Acquisition Maps
Section 5.2.2 Mapping Beds of Streets and Beds of Streams – Added statement regarding the need for full descriptions, ability to acquire beds on more than one road on a single map, statement regarding intersecting roads, and statement indicating the laws the map should be pursuant to.
Section 5.2.4 Mapping projects of other State Agencies for which the Department of Transportation is the Acquiring Agency – Added information regarding the Statement of Necessity.
Section 5.2.6 New section “Additional maps required during Construction”
Section 5.5 Map Elements With Example Map depicting Element Locations – Changed Example map to meet current mapping standards
Section 5.8.5.2 Tax Map Reference Number (Element 2h) – added statement regarding use of Tax Map Reference Number and the need for a full description when there is no Parcel Number.
Section 5.8.5.3 City, Village (Element 2i) – Added statement regarding the need to indicate on the map and description all municipalities in which the parcel is located.

5.11.2 Permanent Easement Preambles (Element 5b) - Section 2a Railroad Right of Way – added description of Operating Railroad Right of Way

5.11.2 Permanent Easement Preambles (Element 5b) - Section 2g. Wetlands Mitigation – added reference to additional laws that may be Used and added reference to the addition of a note to the map as requested by the United States Army Corps of Engineers.

5.11.3 Temporary Easement Preambles (Element 5c) – Section 1 Standard Temporary Easement Preamble - Temporary Easement For Excavating And Removing Earth And Other Material And Work Area - added the words And Work Area and modified the insert by adding "... for the purpose and the exclusive right to excavate and remove earth and other material.

5.11.4 Reservation Clauses (Element 5d) – Section A. Reservations on Fee Appropriations – Number 14. Special Reservations - took out Sight Distance item, also the Reservation has been removed Also modified the Permanent and Temporary Easement Preambles to add the words “with access”.

5.12.1 Fee or Fee Without Access Preamble (Element 6a) – Added preamble for fee without access appropriation map and fee with access with a fee without access appropriation map that do not require a full written description.

5.14.2 Project Certification (Element 8b) – Added to section on Local Projects that this is applies to other State Agencies.

5.16 Statement Of Necessity And Authority (Element 10) Item N - Section 10, Subdivision 34-A, of the Highway Law – Added additional information.

5.16 Statement Of Necessity And Authority (Element 10) – Special Statements of Necessity and Authority - Section 1.Grade Crossing Eliminations – added the following to the statement "Map of property which the Commissioner of Transportation deems necessary to be acquired by appropriation in the name of the People of the State of New York.

5.16 Statement Of Necessity And Authority (Element 10) – Special Statements of Necessity and Authority – Section 4.Appropriations for Off State Systems – this is a new Statement of Necessity and Authority that was added.

5.18.2 Certification Of "True Copy" (Element 12b) – added the word "State" to the certification.

Chapter 7 Transfer of Jurisdiction Maps

Section 7.1 Chapter Overview – Added additional information regarding Canal Lands and requirement of full descriptions on all maps refered to in this chapter.

7.2 General Information – Section 2. Lands Directly From Other Agencies –Revised section description and added reference to example maps.

7.2 General Information – Section 3 Intra D.O.T. Transfer of Use – added reference to example map.

7.3.4 Canal Lands – Added reference to example map

7.3.5 Lands Underwater – added description of use of T-Map for acquiring Lands Underwater. Added reference to example map.

7.4.3 Forest Preserve Lands - Adirondack & Catskill State Parks – added reference to Section 212 of the Highway Law. Description of special features regarding the Exchange of Jurisdiction.
7.4.4 Reforestation Areas (within sixteen counties) – Added reference to Section 212 of the Highway Law.
7.4.5 Concurrent Use and Occupancy – added an exception and Specific use by the Department of Environmental Conservation. Added reference to example map.
7.5.1 Transfer of Use – Added reference to example map and example Official Order.
7.6 Transfer From D.O.T. to Another Agency – Added reference to submittal procedure for T-Map. Added reference to example map

Chapter 8
Miscellaneous Special Maps
8.1 Chapter Overview - Added reference to Correction Map and Break in Access Sections.
8.2 Deed Maps (“D” Maps) – Added information to the Section.
8.2.1.2 Remnant Parcels – Added information to the Section.
8.2.1.3 Scenic Enhancement – Added additional statement
8.2.1.5 Lands of Mary W. Harriman Estate – added statement on ownership
8.2.1.6 Urban Renewal Agencies – added statement about deed necessary to acquire property
8.2.1.7 Maintenance Sites – added additional information one new statement is about disposal of property.
8.2.1.8 Power Authority of the State of New York – New section added to the manual.
8.2.2 Map Preparation – Added statement regarding exception on remnant parcel Deed maps.
8.2.2.1 Parcel Description – Added information on statement of intent.
8.2.2.4 Standard Element Alteration – Most of the information in this section was revised.
8.3.1 Authorization and Use – Added statement that begins with "If not prohibited…"
8.4.1 Necessity and Use – Added statement about property line errors on Claim Maps.
8.5.1 General Comments (Conveyance Maps) – Added a description of the various laws used for conveying property.
8.5.3.3 Map Delineation (Conveyance Maps) – Modified comment “b” and added comment “g”
8.5.3.5 Parcel Description (Conveyance Maps) – Added statements regarding conveyance of county owned property.
8.5.3.6 “Subject To” Reservation and Reverter Clauses – added comment on if property to be conveyed is encumbered by an easement. Also added section on reverter clauses along with modifications to the other portions of this sections.
8.6 Abandonment Maps - Disposal of Property – In subsection “a” there is a statement indicating that a full description is needed on Abandonment Maps. Subsections “b” and “c” are new.
8.6.2 Standard Element Alteration (Abandonment Maps) – Added additional alterations when property is to be abandoned to a city, town or village.
8.7.2 Bankruptcy Clause – modified the Bankruptcy Clause
8.7.3 Standard Element Alteration (Bankruptcy Maps) – This section was added to define the differences in the standard element information.
8.8 Correction Maps – This new section in the manual defines the necessity and preparation of Correction Maps.
8.9 Access – This new section in the manual defines the process for creating a break in access to a highway and the process for prohibiting access to a highway
Added new sections in the Manual to the Index
List of Abbreviations of Terms - Included additional Abbreviations
Glossary of Terms - Included additional Terms

Appendices

All the current example maps in Appendix “Q” have been revised to the Microstation Version 8 Format. Also there have been 12 new examples added to the list of example maps. Most of the new example maps define mapping procedures located in Chapters 7 and 8 of the manual.

The format of this manual is similar to the 2006 version. The main purpose of this revision is to convert the ROW Manual from Metric units to US Customary units. See the Table of Revisions for additional changes.

It is the Departments goal to establish uniform ROW mapping practices throughout the New York State Department of Transportation (NYSDOT). The purpose of this manual is to set standards and provide guidance for Right of Way (ROW) Mapping procedures and policies.

The objectives of the manual are to provide department employees, consultant surveyors, and designers with standardized map formats and approval procedures used to produce ROW maps. The manual is also intended to provide guidance to department employees, consultant surveyors, and designers on the processes used to determine highway boundaries and the appropriate use of land transfers.

This manual does not replace other departmental references. Official issuances of the Department of Transportation should be referenced for further information. These references include the following:

- Highway Design Manual
- Surveying Standards & Procedures Manual
- Project Development Manual
- Design Consultant Manual
- Real Estate Division Right of Way Manual
- Consultant Instructions
  Engineering Instructions
- Engineering Bulletins.

When situations not addressed in this manual arise or if an interpretation of this manual is needed please contact DOT’s Regional Land Surveyor for assistance.