

Project: _____
 Designation: _____
 Project No.: _____

Checklist for Final Plans

Items for Checking:

Recorded Retracement Survey (unless on DMS in PDF format)
Title Commitment Electronic Files with Vesting Deeds(s)/Schedule B items (check expiration dates)
Vesting Deed Electronic Files
Ownership Survey and Subdivision Plat Electronic Files
Existing County Road Documentation
Signed R/W Design Exceptions
DMS CADD Files (strip map, area, title, ownership, plan, ascii, gpk, route description, cpb)

All Sheets of Project:

Project ID
Designation
Project No.
Sheet Numbers
Identification Block for Ownership Sheets (title and plan sheets)
Advance Acquisition and/or Appraisal Dates
Access Control Information
Correct Scale on Each Sheet
State Plane Coordinate Paragraph and Retracement Survey Note
County Listed on Each Sheet
ASCII Note (ownership sheet)
Township, Range and North Arrow on Each Sheet (plan sheets)
Location Labels (city and limits, roadway, waterway, reservation and limits)

Title Sheet:

Legend
Length of Project
Location Map With "Beg. Project" and "End Project"
Project Location Arrow
Associated Projects
Related Projects

Section Information:

Placement of Section Lines
Subdivision of Sections
Placement of Section Corners
Government Lot and Quarter Callout Labels

Existing R/W:

Accurate Placement
Fee or Easement Identified
Dimensioned
Existing Access Control
County Road Easements
Placement of Calculated and Found Monuments

Ownership:	
	Placement of Ownership Boundaries
	Property Labels (i.e. lot/block, C.O.S. No., railroad r/w and dimensions, reservation allotment nos.)
	Parcel Numbers
	Names
	Addresses
	Sheet No's. Parcel Located On
	DNRC Riverbed Parcelization
	Off Premise Sign Parcelization
	Irrigation Parcelization
	Railroad Lease Parcelization
Centerline:	
	Correct Stations/All Equations Stations Shown
	Bearing on Each Sheet
	Curve Data Shown
	Begin/End Project on First and Last Sheet
	R/W Centerline Coordinates (ASCII File)
	Section Corner Ties
R/W Design:	
	R/W Widths, Construction Permits and Easements
	Design Exceptions
	Conflicts with existing features (buildings, utilities, wells, etc.)
	Clear Zone
	Acquisition Callouts
	Existing R/W Monument Callouts
	Begin/End Acquisition RT/LT Callouts
	R/W and Construction Permit Break Coordinates (ASCII File)
Special Requirements	
	DNRC Quarter Section Breakdown
	United States of America
	U.S. Forest Service Information Requirements
	Railroad
Access Control:	
	Resolution Listed (title sheet)
	Proposed Access Control Location
	Road Approach Information Complete
Areas:	
	Total Areas
	Right-of-Way/Easement/Construction Permit
	Owner Notification/Negotiations/Access Control Only
	Advance Acquisition
	Remainders LT and RT
	Special Requirements Noted (to be acquired in the name of the county, etc.)
CADD Files:	
	R/W Level Compliance
	Reference File Naming
	Compliance to Road Design Plan Area Clip Boundaries
	Compliance to R/W Standard Cells
	Compliance to R/W File Building Routine
Miscellaneous:	
	Route Description