



OREGON DEPARTMENT OF TRANSPORTATION
RIGHT OF WAY ENGINEERING TRAINING

**THE REVIEW PROCESS
REVIEWING THE MAP AND
DESCRIPTIONS**



THE REVIEW PROCESS

The review process of the right of way map and legal descriptions is an important and critical stage of the acquisition process. This is the point at which blunders can be caught and corrected before the descriptions go out, the property takings appraised and deeds prepared. Changes after submittal to the Right of Way Section require a revision which is time consuming as the acquisition clock starts over with the danger of a project being delayed.

There is no “one way” by which a review takes place. How a Reviewer approaches the review depends on the project, the Right of Way Designer/Drafter/Writer and the Reviewer. The review could involve as little as scanning the documents for obvious discrepancies, grammatical errors and blunders, or the review could be so involved that the Reviewer is checking every small detail. The Reviewer should work with the Right of Way Designer/Drafter/Writer as the documents are being prepared. Every review should start with a quality control check of the documents.

A check list is helpful to document the review.

The ODOT Right of Way Engineering Manual has 2 review check lists to aide in this process.



THE REVIEW PROCESS

Light Review

Project Information			
Project Section Name			
Highway Name			
County Name			
Map Number	Field Book Number		
R/W Project Number	Key Number		
CAD File name			
Drafter			
Writer			
Reviewer			
Drafter	Writer	Reviewer	N/A
<ul style="list-style-type: none"> Right of Way Acquisition Drawing - Design Model <ul style="list-style-type: none"> Roll Map titles complete, front and end of drawing. Title Block complete for IR sheet drawings. Bas Tie Tie des Non 3 fe Con Highway right of way, existing access control and property lines drafted. Street and Road names placed. Subdivisions drafted and labeled. Property owner names and deed recording references placed per county standards. GLO lines drafted. State, County, City lines properly labeled. Township/Range lines properly labeled. Donation Land Claims properly labeled. Existing topography features referenced and displayed, Gray shaded on drawing. Proposed Right of Way layout drafted with correct symbology. Access control lines shown. Easements labeled correctly. Parcels number correctly. Parcel and remainder areas placed. 			
<ul style="list-style-type: none"> Right of Way Descriptions: Addendum Page <ul style="list-style-type: none"> Right of Way File Number. Right of Way Drawing Number. Author's initials and date. Project Section Name, Highway Name & County Name. Throughway or Non-Throughway. 			

	Drafter	Writer	Reviewer	N/A
<ul style="list-style-type: none"> Right of Way Descriptions: Addendum Page (Cont) <ul style="list-style-type: none"> Grantor's Name. Number of Parcels. Parcel access language statement for each parcel. Location of parcel by Section. Location of parcel by Tax Lot Map. Remainder area. Prior files, recorded documents, and access control statement. Conversion table (metric descriptions only) Descriptions: Exhibit A <ul style="list-style-type: none"> Right of Way File Number. Right of Way Drawing Number Date Pages numbered correctly. 				
<ul style="list-style-type: none"> Check that legal descriptions and Right of Way Acquisition Drawing match. <ul style="list-style-type: none"> Owner name and deed reference. Right of Way File Number. Number of Parcels. Types of parcel acquisition; fee and easement. Access control lines. Station/Offset calls. Parcel and Remainder areas. 				
Comments:				

Light Review Checklist
Does not go into great detail on CAD and descriptions



THE REVIEW PROCESS

RW Engineering Manual

Appendix C

Detailed Review Checklist

Project Section Name	
Highway Name	
County Name	
Map Number	
R/W Project Number	
CAD File name	
Drafter	
Writer	
Reviewer	

CAD FILE (design model)

- Is CAD active scale set correctly for the map plot scale
- Check tied monuments and descriptions against field notes
- Check the basis of bearing
- Check Alignments
 - In/offset alignment (alg) files
 - Does alignment track correctly
 - Are cardinal stations stationed correctly
 - Beginning and ending stations and PT's

- Northing and Easting correct
- Bearings on Tangent
- Curve data shown
- Alignments and

- ### Government Lines
- Check Township and DLC lines
 - Check State, County
 - Are Government
 - Are Government

- ### Monuments
- Check monument survey
 - Monuments cells and text on correct symbology
- ### Existing Right of Way
- Check existing right of way against recovery survey
 - Are right of way lines at offsets stated
 - Check existing access rights
 - Are right of way lines shown with correct symbology
 - Check deed references and properties
 - Are Ownership names drafted as they appear on map
 - Is ownership text the correct symbology
 - Does property on map match deed calls
 - Is there a corresponding County Survey
 - Does property match tax lot on assessors map

Oregon Department of Transportation - Geometrics
July 2012

Appendix C RW Engineering Manual

CAD FILE (design model) cont.

- Are property books used correctly
- ### Subdivisions
- Check subdivisions against plat
 - Subdivision names correct
 - Subdivision lines and text on correct symbology
 - Road and Street names correct
- ### Proposed Right of Way layout
- Do Station and Offset calls track correctly from alignment
 - Are easements labeled
 - Are right of way file numbers by new taking
 - Are parcel and remainder areas correct
 - Are access control lines shown
 - Is acquisition deed references recorded next to Right of Way file numbers (for "Final" copy of map only)
 - Has all CAD drafting been done to correct symbology (level, color, weight, text)

Appendix C

	Yes	No	N/A
one to correct symbology (level, color, weight, text)			
enu			
ity correct			
ighway			

RW Engineering Manual

	Yes	No	N/A
te for each file			
parcel lines and parcel text showing			

Detailed Review Checklist
 Detailed check on all aspects of the CAD file, plotted drawing and written descriptions

- Scale bar
- Was basis of bearing insert used
- Alignment(s) shown
- Tie to PLSS corner(s)
- Bearing basis indicated
- Tied highway and property monuments
- Adjoining map references
- Prior map references
- Township/Range/Section, Drawing No., Project No. reference every three feet along top edge of map
- North arrows spaced approximately every three feet along map
- Are match lines used on map
- Is existing topography shown
- Is topography gray shaded (half-toned) on hard copy
- Reversed title on beginning and end edges of roll map
- Do titles indicate multiple maps
- Does map have "Active Copy" stamp at front and end of map
- If final map, does it have "Final Copy" stamp

A-12 Oregon Department of Transportation - Geometrics
July 2012

- parcels
- e/Section, Donation Land Claim, Subdivision

- auses
- ily
- of Way map
- nce

- fee and easement

Comments:

Oregon Department of Transportation - Geometrics
July 2012

A-13

A-14

Oregon Department of Transportation - Geometrics
December 1, 2014

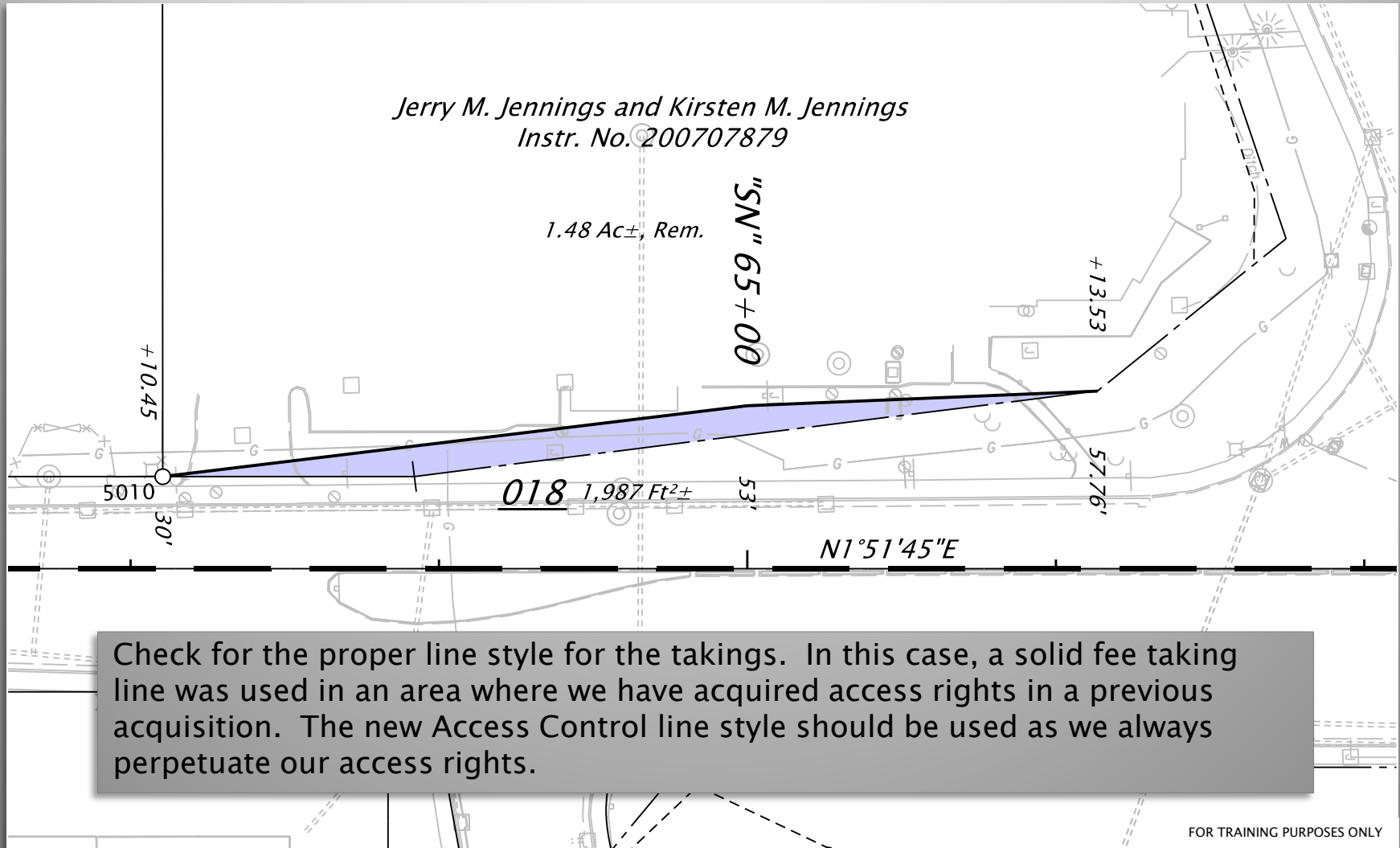


THE REVIEW PROCESS

The primary purpose of the right of way drawing is to provide a visual guide and assist in the acquisition of property for our highway projects. The standards for drafting the right of way drawing have been developed to clearly depict this information in a clear and concise way and it is imperative that these standards be adhered to. In reviewing the right of way drawing, focus on consistency and clarity in the drafting, and that the proper graphical elements have been placed.



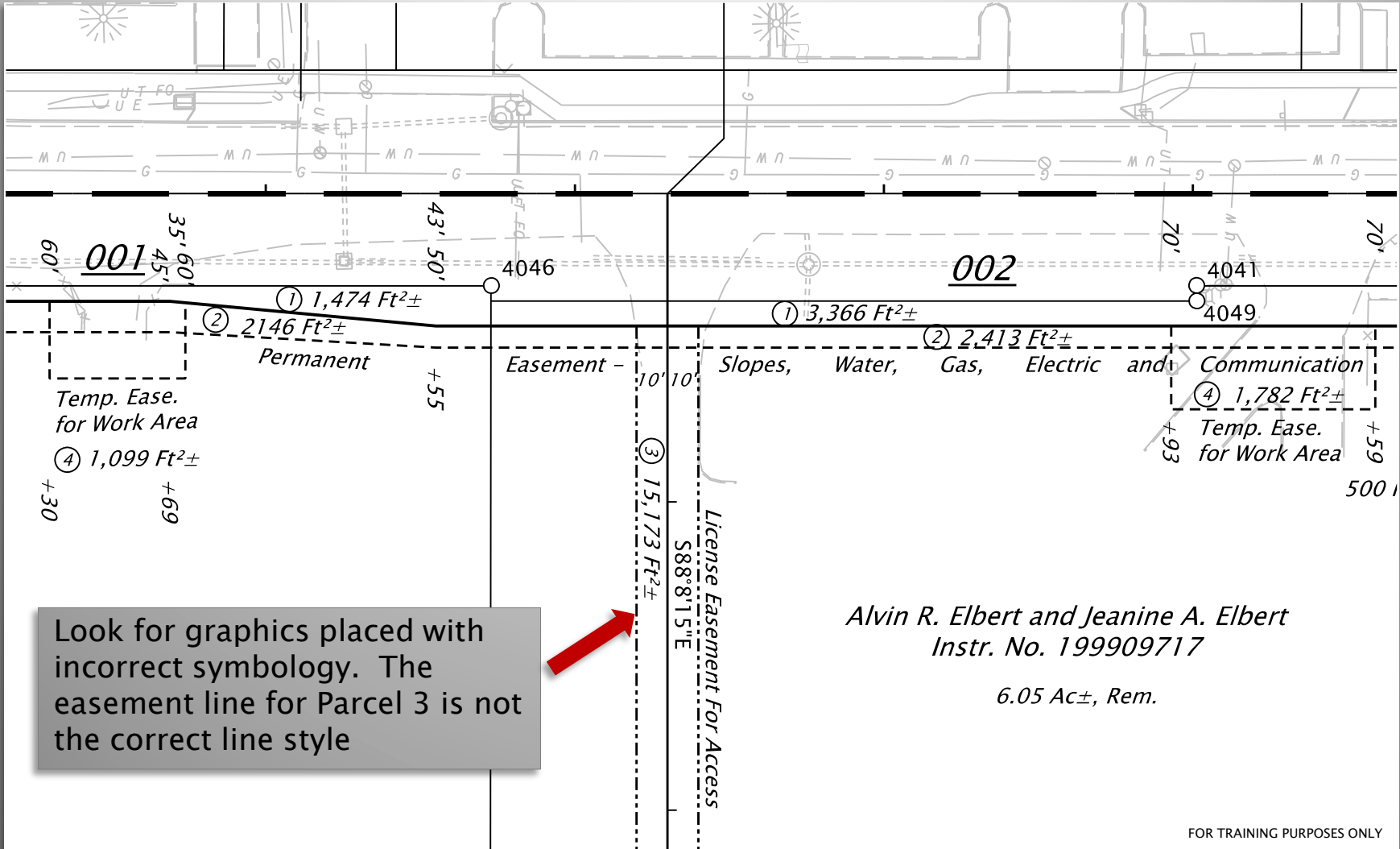
THE REVIEW PROCESS



Check for the proper line style for the takings. In this case, a solid fee taking line was used in an area where we have acquired access rights in a previous acquisition. The new Access Control line style should be used as we always perpetuate our access rights.



THE REVIEW PROCESS



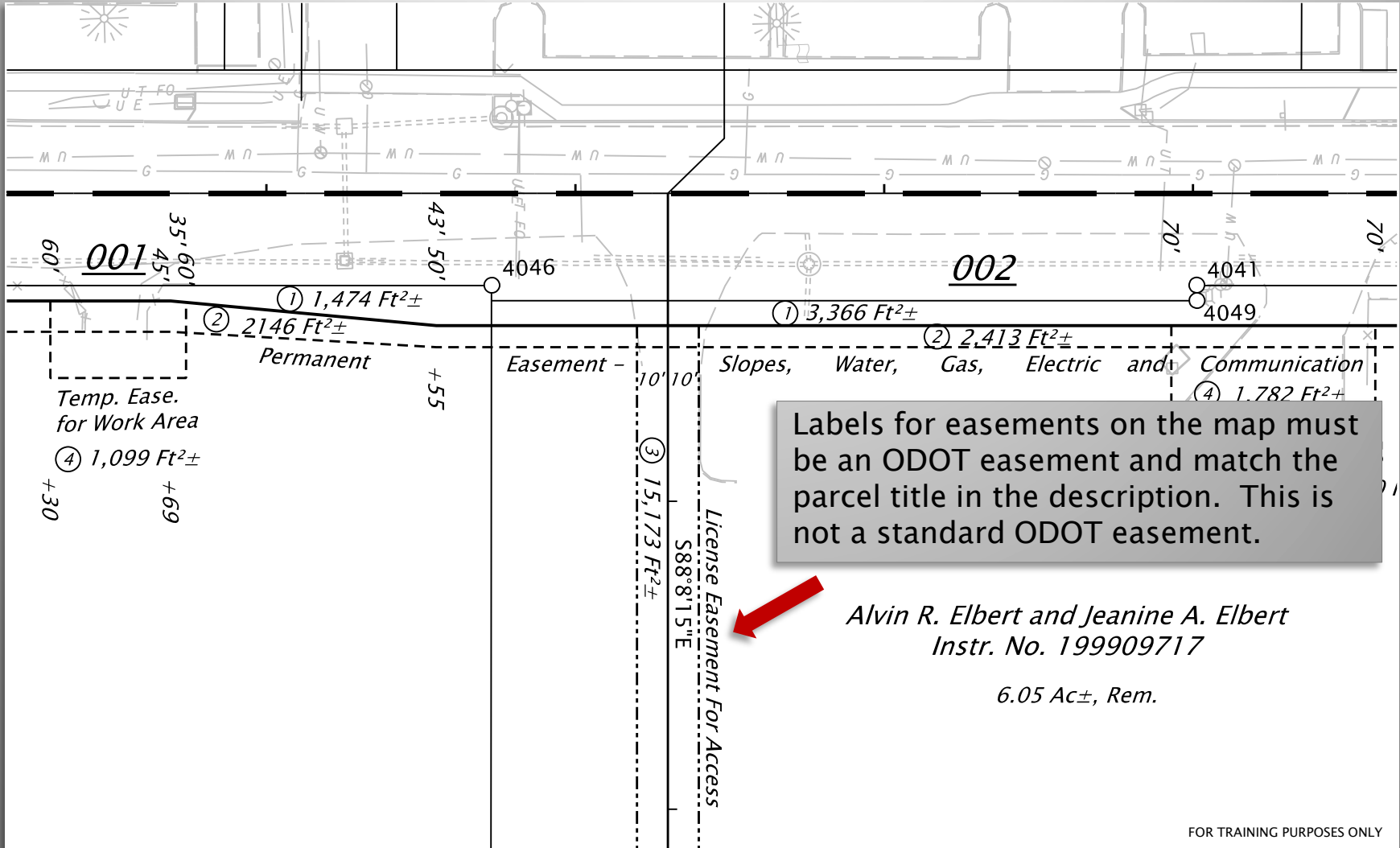
Look for graphics placed with incorrect symbology. The easement line for Parcel 3 is not the correct line style

Alvin R. Elbert and Jeanine A. Elbert
Instr. No. 199909717

6.05 Ac±, Rem.



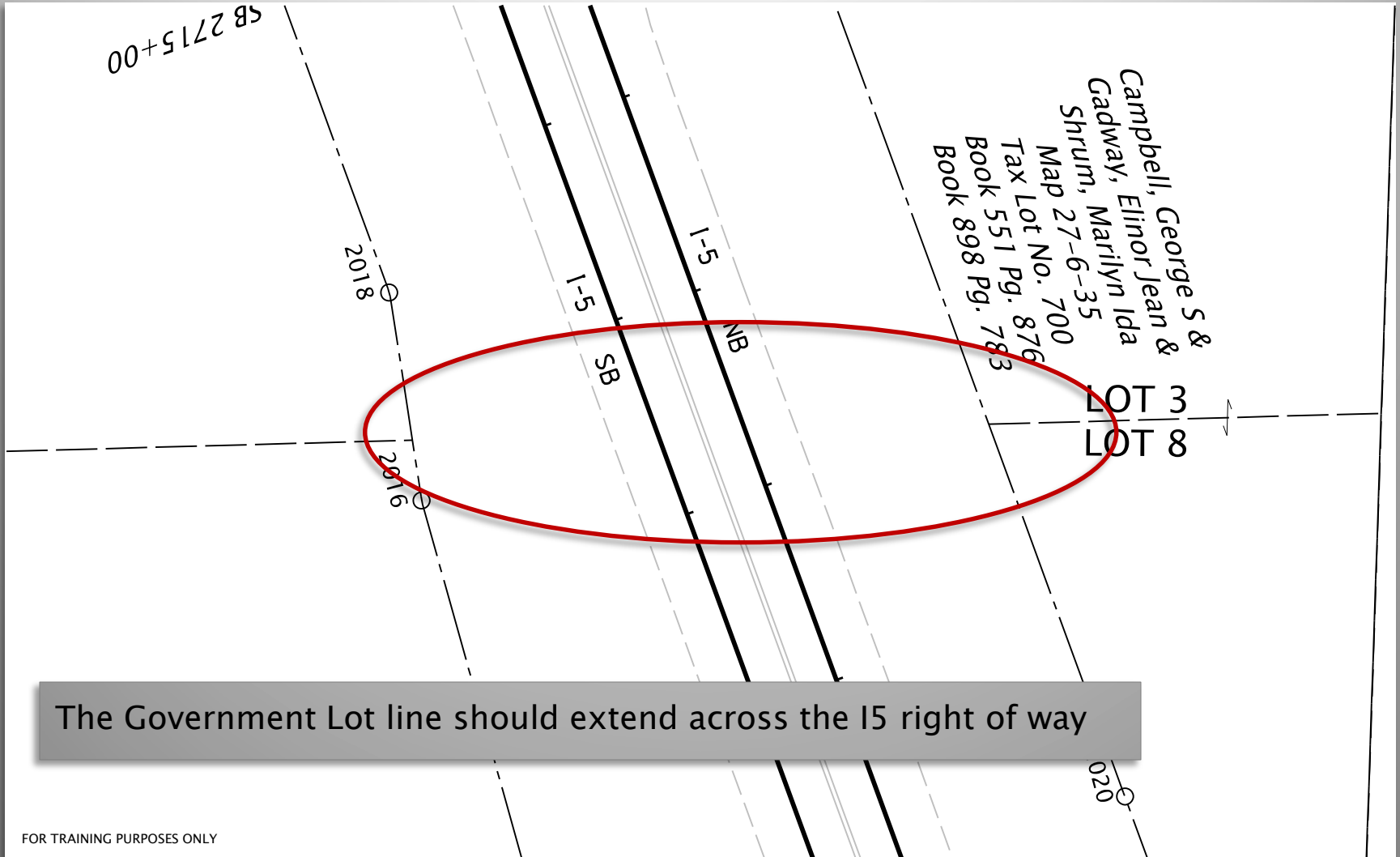
THE REVIEW PROCESS



FOR TRAINING PURPOSES ONLY



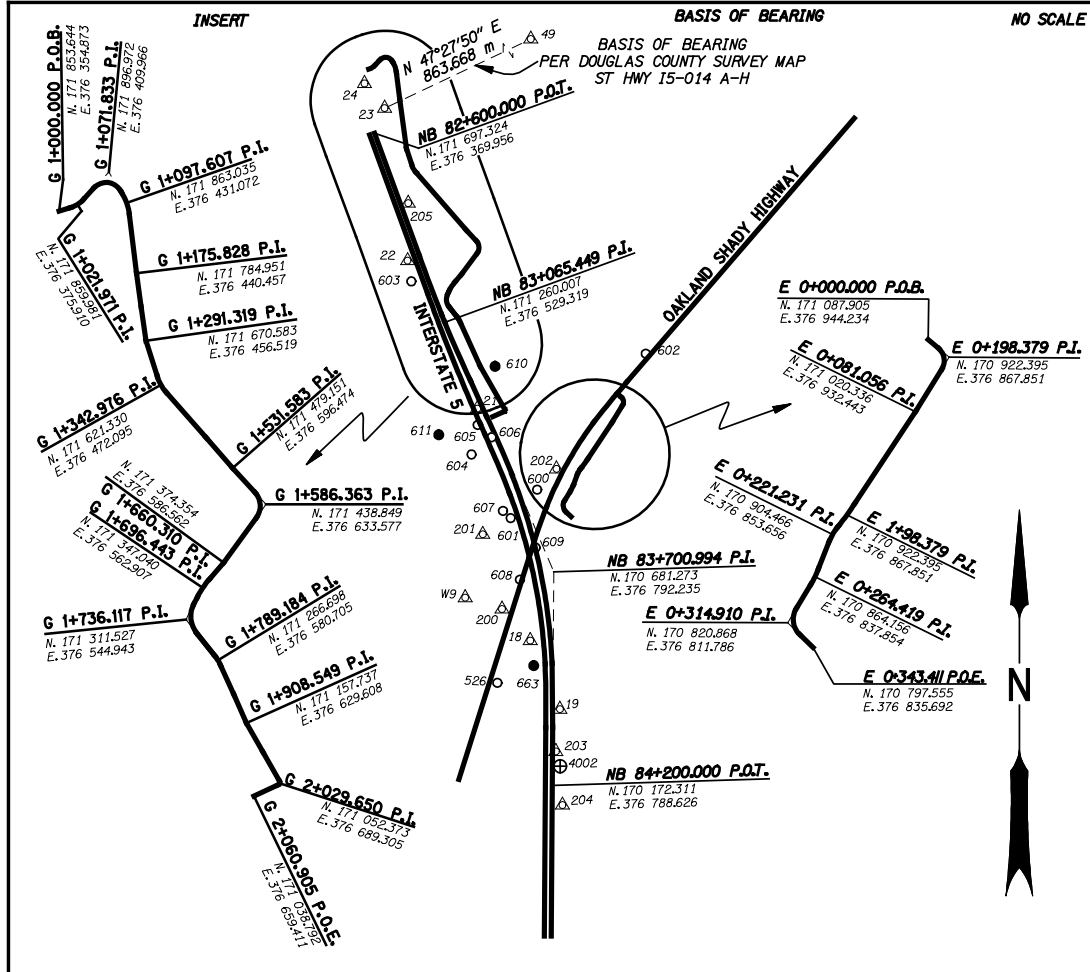
THE REVIEW PROCESS



The Government Lot line should extend across the I5 right of way



THE REVIEW PROCESS

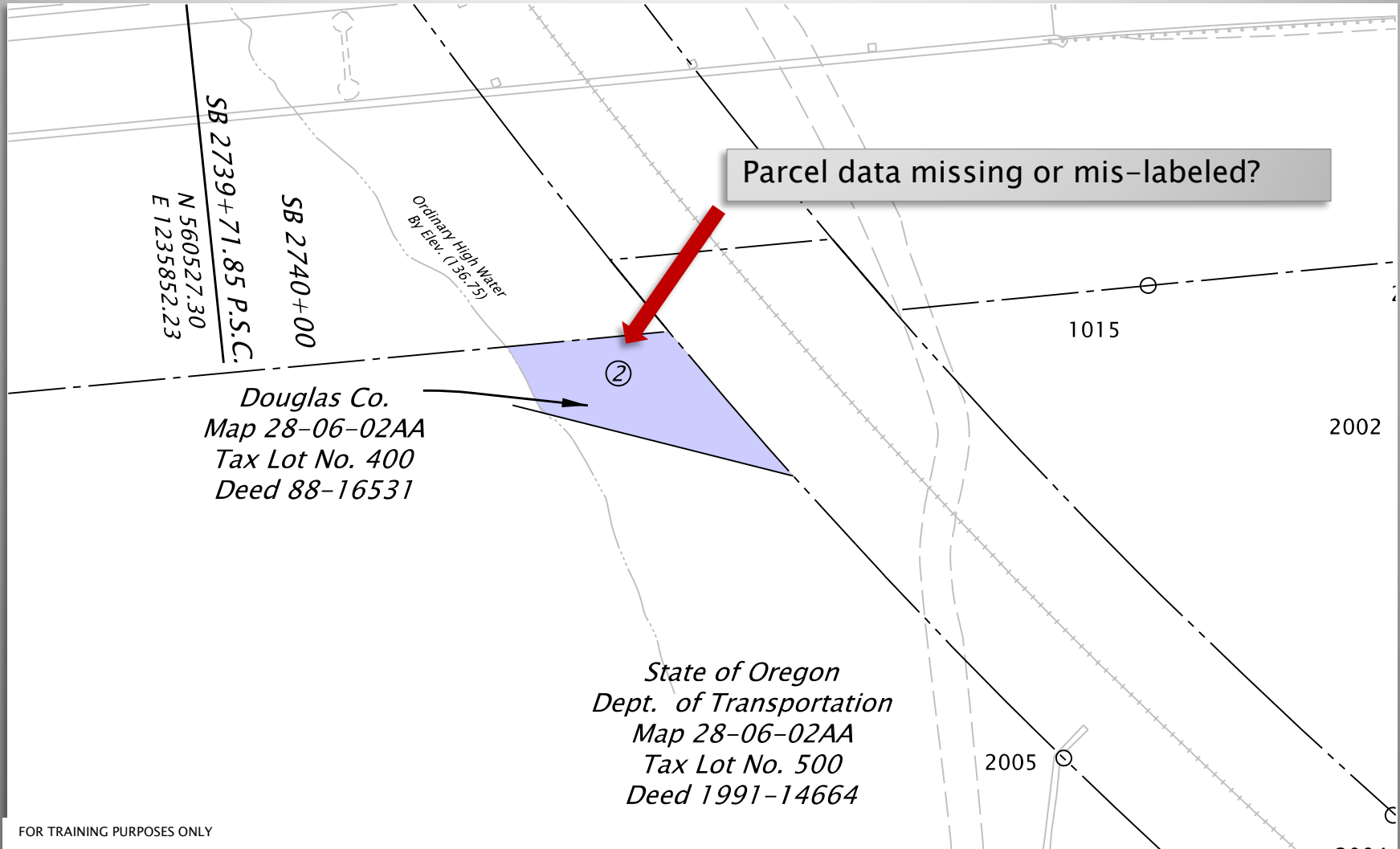


Do not lose sight of the intended purpose of the drawing. A Basis of Bearing Insert is a general relationship of the bearing basis with the project as a whole. Don't get immersed in details. Remember the KISS principle.

FOR TRAINING PURPOSES ONLY



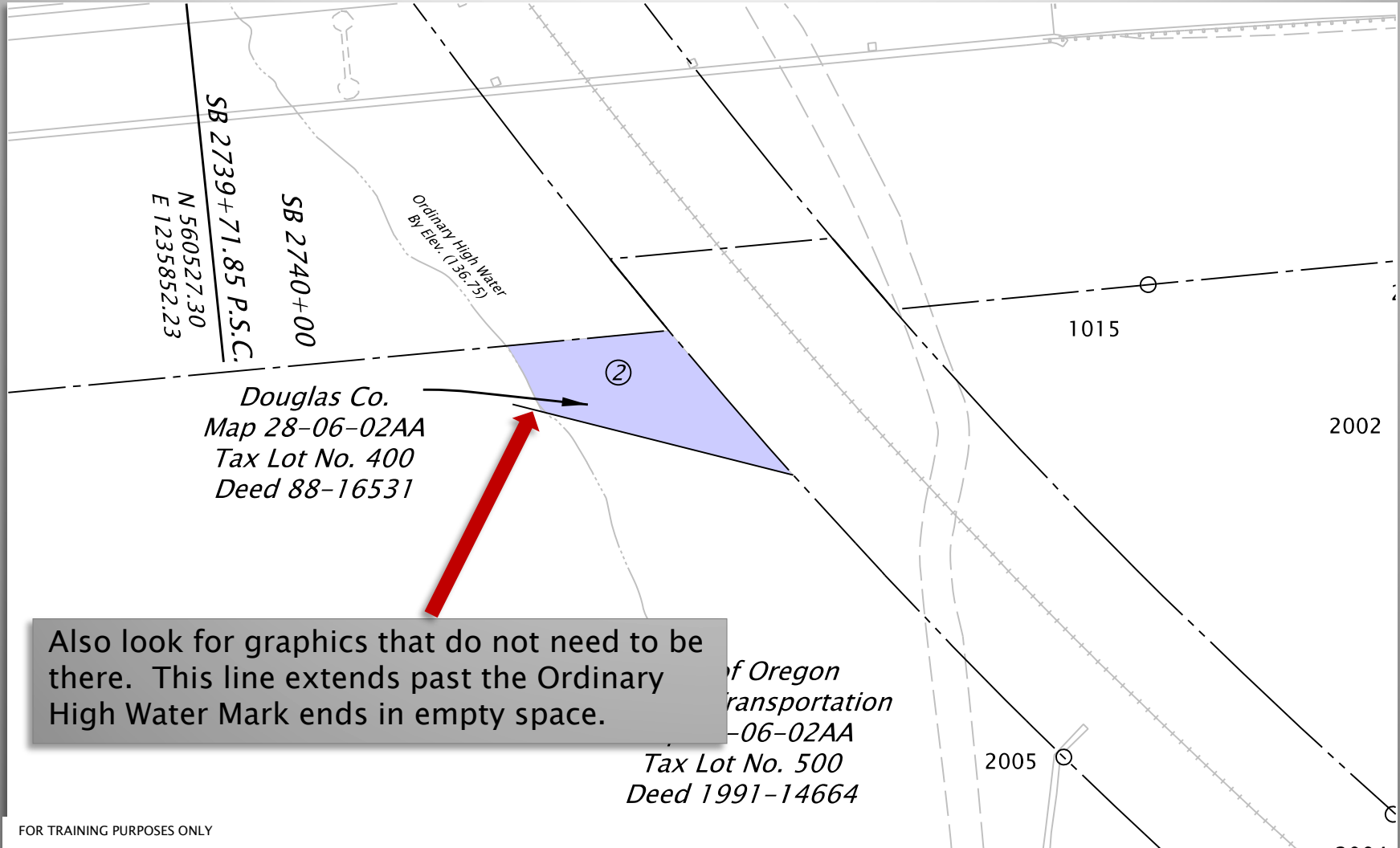
THE REVIEW PROCESS



FOR TRAINING PURPOSES ONLY



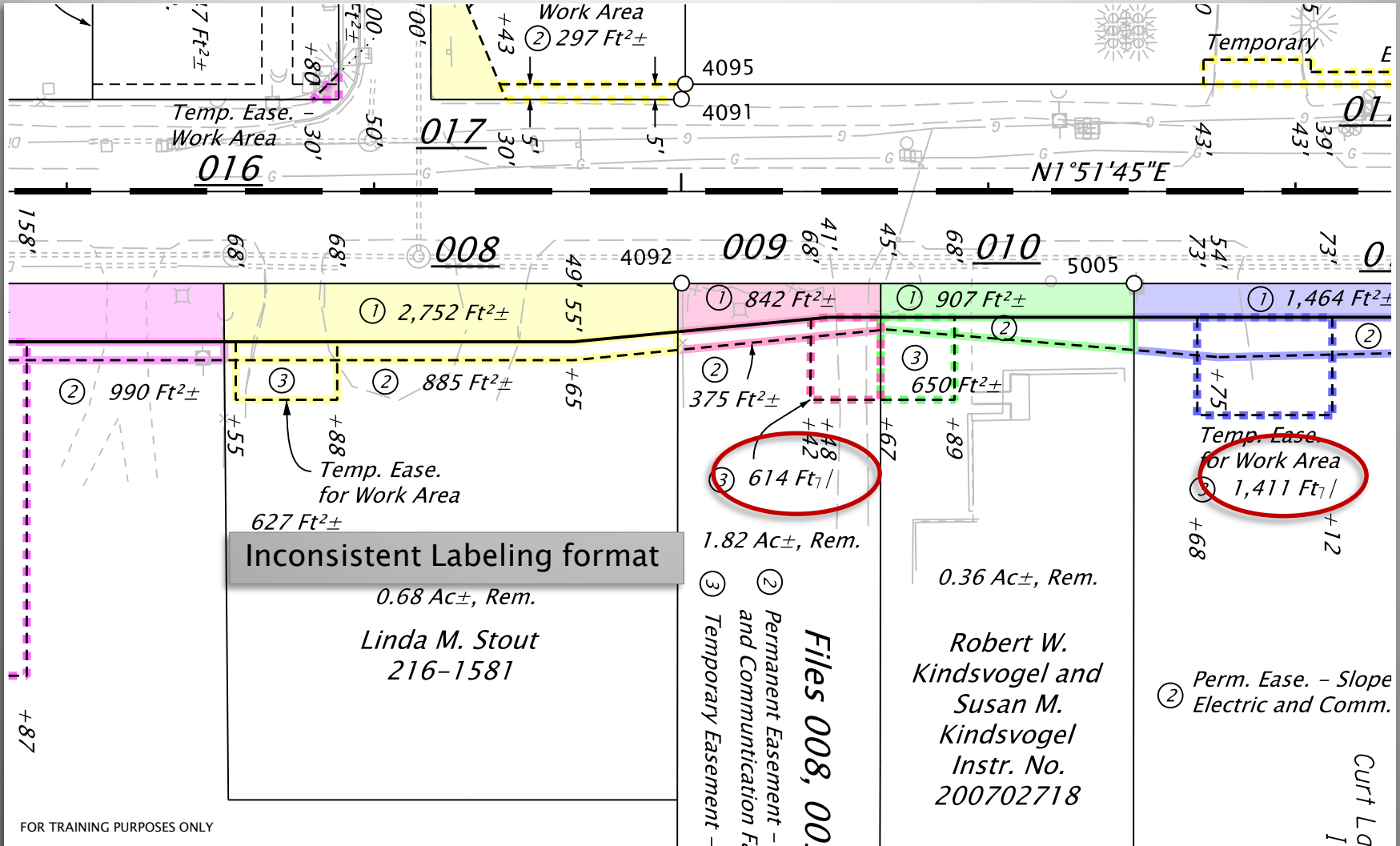
THE REVIEW PROCESS



Also look for graphics that do not need to be there. This line extends past the Ordinary High Water Mark ends in empty space.

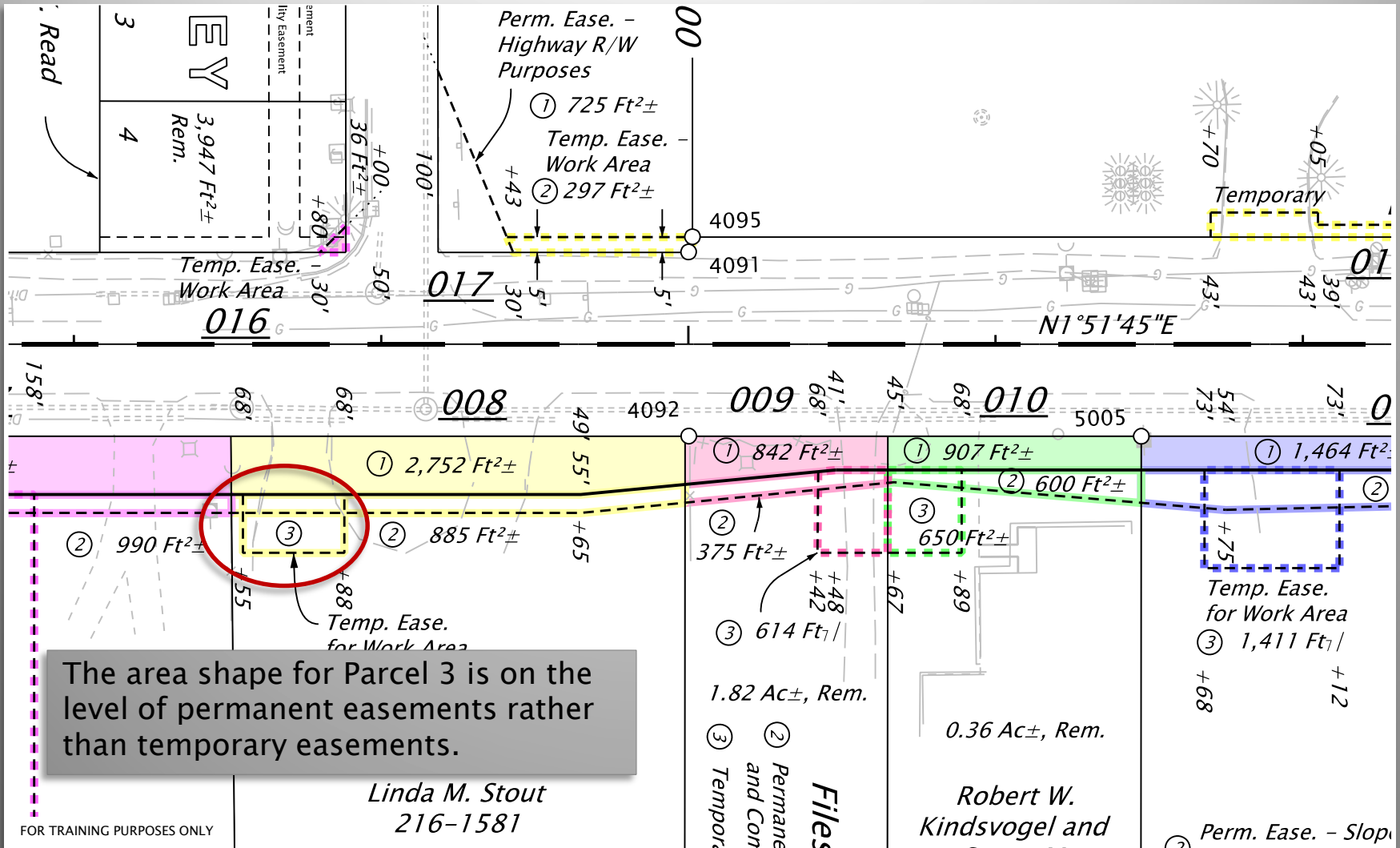


THE REVIEW PROCESS





THE REVIEW PROCESS



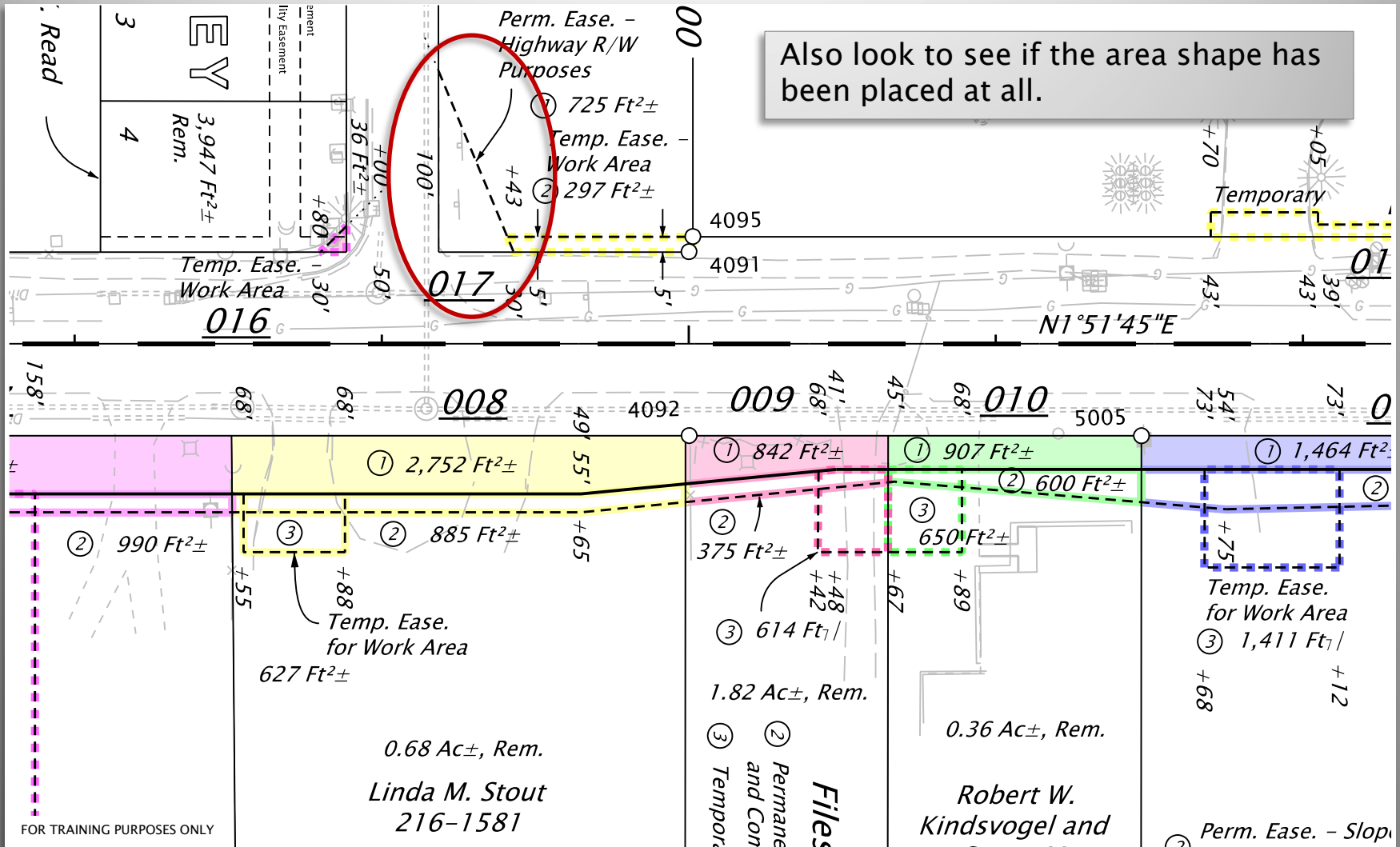
The area shape for Parcel 3 is on the level of permanent easements rather than temporary easements.

Linda M. Stout
216-1581

FOR TRAINING PURPOSES ONLY

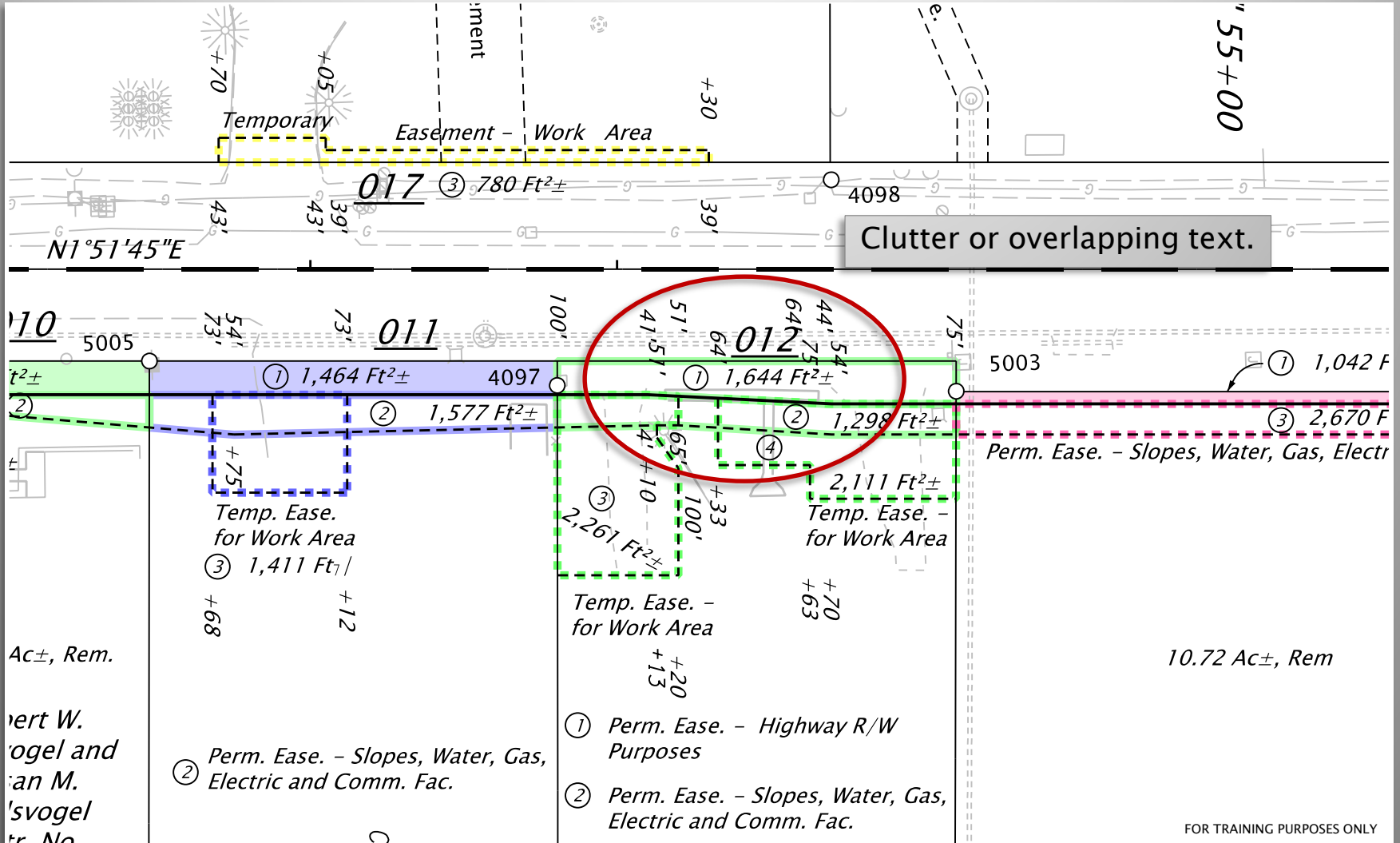


THE REVIEW PROCESS





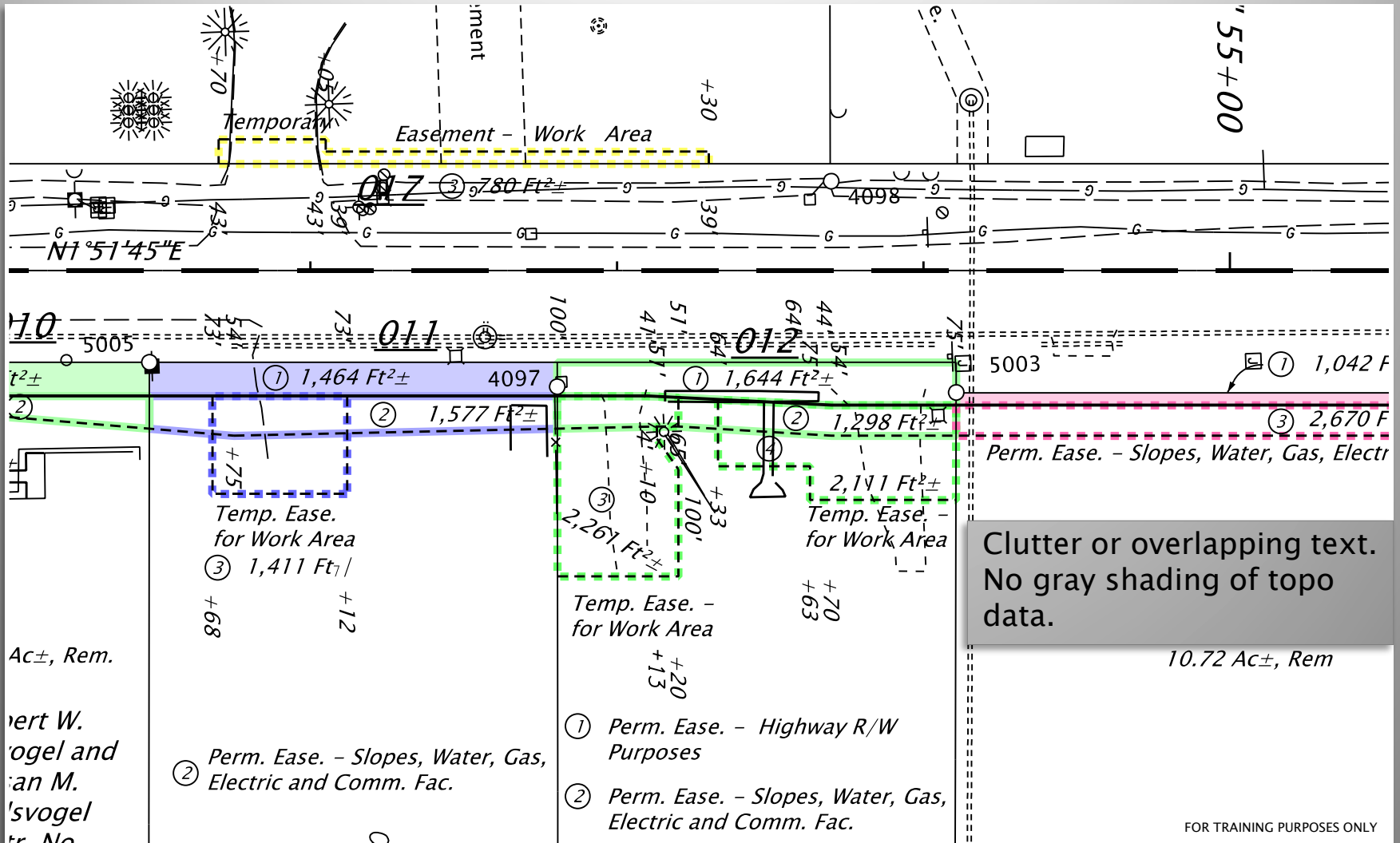
THE REVIEW PROCESS



FOR TRAINING PURPOSES ONLY



THE REVIEW PROCESS



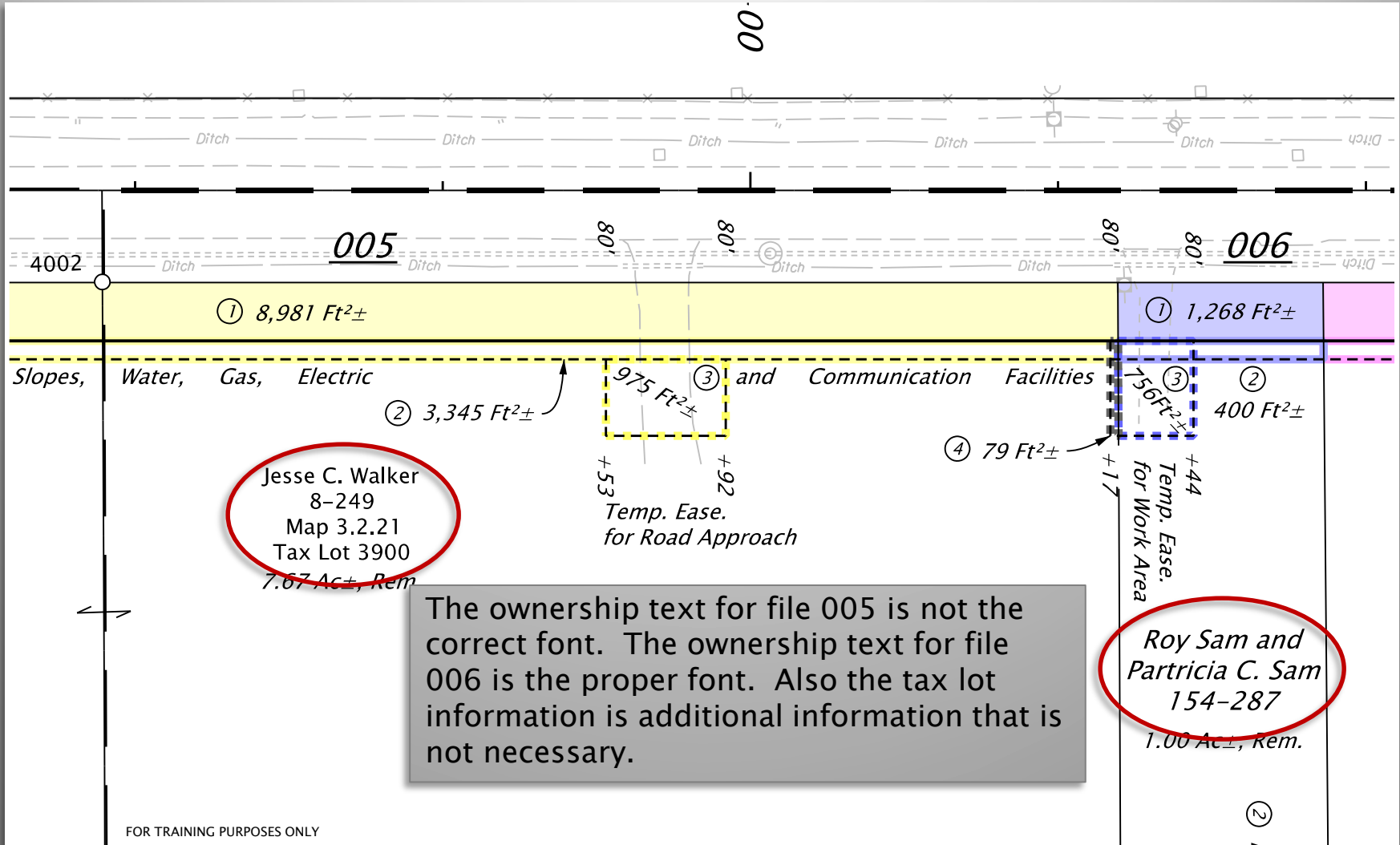
Clutter or overlapping text.
No gray shading of topo data.

10.72 Ac±, Rem

FOR TRAINING PURPOSES ONLY



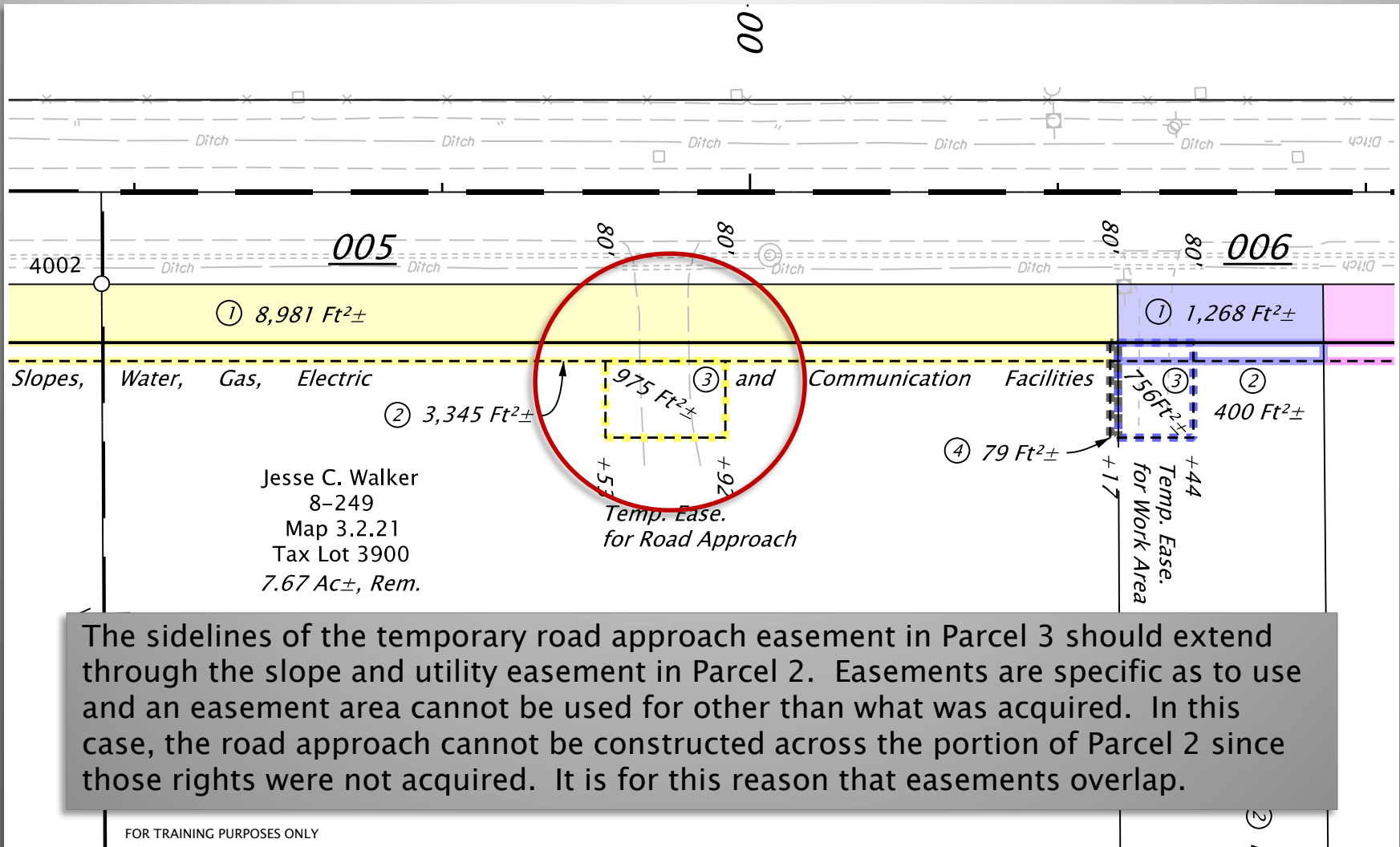
THE REVIEW PROCESS



The ownership text for file 005 is not the correct font. The ownership text for file 006 is the proper font. Also the tax lot information is additional information that is not necessary.



THE REVIEW PROCESS



The sidelines of the temporary road approach easement in Parcel 3 should extend through the slope and utility easement in Parcel 2. Easements are specific as to use and an easement area cannot be used for other than what was acquired. In this case, the road approach cannot be constructed across the portion of Parcel 2 since those rights were not acquired. It is for this reason that easements overlap.



THE REVIEW PROCESS

The file addendum is an information sheet with meta data about the acquisition file and is generated and uploaded within the Right of Way Information Tracking System (RITS). The information shown on the document is automatically propagated from the data that has been entered in various fields in the RITS environment. This document is used by others during the acquisition process and should be checked for missing or incorrect information as this is an indication that a field was not filled out in RITS or data incorrectly entered. Once these fields in RITS have been corrected a new addendum should be generated.

FILE ADDENDUM

(NOT to be included with Exhibit A)

File 9533-001

Drawing RW9533M

Rob Churchill, PLS, ODOT - August 27, 2019

US97: S Century Drive to USFS boundary
004 - THE DALLES-CALIFORNIA
Deschutes County
Throughway

Parcel 1

Access Key Phrase: Controlled to HWY Tax Lots: 100 & 101, Map 20S-11E
Owned by: USDA Deschutes National Forest Approach Description: Reservation
of Access: 35 feet wide located at Mile Point 157.46 Left (East), Eng. Sta.
933+90 (R/W Map 98-12-13). Forest Service Road located at the Reservation of
Access. Presumed to be permitted approach 25 feet wide. Physically constructed
25 feet wide. Proposed Action: Close approach with wildlife fence. Extinguish
the Reservation of Access through the appropriation process.

These parcels lie within the of Section 3, T 20S, R 11E, of Section 4, T 20S, R
11E, of Section 9, T 20S, R 11E, of Section 16, T 20S, R 11E, of Section 21, T
20S, R 11E, and of Section 20, T 20S, R 11E.

These parcels lie within Tax Lots 20110000000-100 of Deschutes County.

Remainder: 100 Acres

[Note: Remainder area is all of grantor's property lying outside any fee takings.
All easements being acquired are included within the remainder area]

Note: 933+40 (R/W Map 98-12-13) 35 feet left

Access Control Notes

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Prior files:
7412-001

(EXHIBIT A - NEXT PAGE)



THE REVIEW PROCESS

The Throughway/Non-Throughway status is project related and is the same with every file of the project even if a particular acquisition file falls within an excepted portion of a designated Throughway highway.

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7412-001

(EXHIBIT A - NEXT PAGE)



THE REVIEW PROCESS

Pay special attention to the parcel access notes. The correct access language entered affects the remaining parcel. This language in the acquisition is critical as this language will be in the final deed.

When a taking is the entirety of the Grantor's property the Parcel access note should be "None" since with an entire taking we acquire all the rights. Specific access control language will be addressed in the future if the property or a portion of the property is sold. "None" is also used if there is no Access Control on the section of highway. This language is entered by the RW Agent on the project level side of RITS and ports over when you generate the addendum. Always verify with the RW agent.

FILE ADDENDUM

(NOT to be included with Exhibit A)

File 9533-001

Drawing RW9533M

Rob Churchill, PLS ODOT - August 27, 2019

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[Note: Remainder area is all of grantor's property lying outside any fee takings. All easements being acquired are included within the remainder area]

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Prior files:
7412-001

(EXHIBIT A - NEXT PAGE)



THE REVIEW PROCESS

Be sure that any overlapping easement area is stated. This is necessary for the appraiser to correctly value the takings.

FILE ADDENDUM

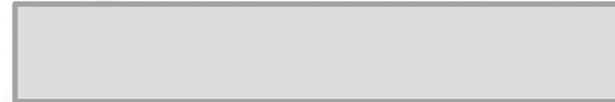
(NOT to be included with Exhibit A)

File 9563-016

Drawing 11B-9-9

Scott Morrison, PLS - ODOT 5/22/2017

OR221: Wallace Road @ Glen Creek Road (Salem) Section
Salem - Dayton Highway
Polk County
Non-Throughway



160 square feet, more or less, of Parcel 3 lies within Parcel 2.

These parcels lie within the SE $\frac{1}{4}$ NE $\frac{1}{4}$ of Section 21, T 7 S, R 3 W, W.M.

These parcels lie within Tax Lot 7-03-22CB-2200 of Polk County.

Remainder:
19,090 square feet

Note: Remainder area is all of grantor's property lying outside any fee takings. All easements being acquired are included within the remainder area.

Prior files, recorded documents, and access control:
File 36662 (RW 26699) - Warranty Deed recorded September 2, 1965 in Book 197, Page 261 of Polk County Record of Deeds; includes all rights of access to the highway but with reservations of access at Engineer's Stations 14+50 and 15+20.

(EXHIBIT A - NEXT PAGE)

FOR TRAINING PURPOSES ONLY



THE REVIEW PROCESS

There will always be a remainder area, unless the acquisition is an entire taking. The added statement of where this remainder was calculated from is a preferred format.

FILE ADDENDUM
(NOT to be included with Exhibit A)

File 9563-016
Drawing 11B-9-9
Scott Morrison, PLS - ODOT 5/22/2017

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Per Assessor's Map.

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Per Deed calls.

(EXHIBIT A - NEXT PAGE)

FOR TRAINING PURPOSES ONLY



THE REVIEW PROCESS

This space lists a previous ODOT acquisition on this property. It is important that any prior acquisitions of access rights be stated here as this information will have an impact on the appraisal of the property.

OLD FORMAT

FILE ADDENDUM

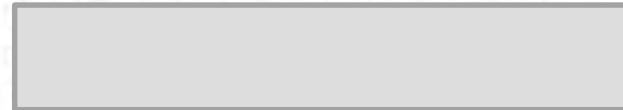
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Scott Morrison, PLS - ODOT 5/22/2017

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(EXHIBIT A - NEXT PAGE)

FOR TRAINING PURPOSES ONLY



THE REVIEW PROCESS

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NEW FORMAT as of August 2019.

FILE ADDENDUM

(NOT to be included with Exhibit A)

File 9533-001

Drawing RW9533M

Rob Churchill, PLS ODOT - August 27, 2019

US97: S Century Drive to USFS boundary
004 - THE DALLES-CALIFORNIA
Deschutes County
Throughway

Parcel 1

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Remainder: 100 Acres

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Note: 933+40 (R/W Map 98-12-13) 35 feet left

Access Control Notes

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Prior files:
7412-001

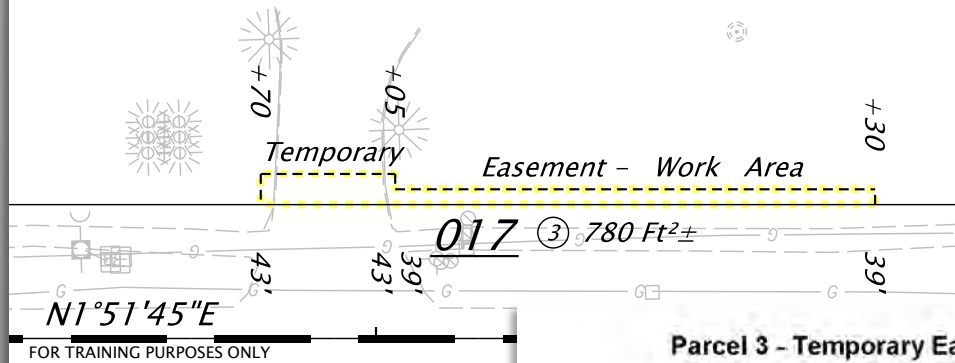
(EXHIBIT A - NEXT PAGE)



THE REVIEW PROCESS

John W. Spencer and Janelle L. Spencer

6.21 Ac±, Rem.



The variable width table below is written as if the taking was by a described line and is not correct. It is important to understand that the purpose of a variable width table is to define the width of a taking bounded by the stations.

Parcel 3 - Temporary Easement for Work Area (3 Years of duration of project, whichever is sooner)

A parcel of land lying in Parcel 2, Partition Plat 93-57, Yamhill County, Oregon; the said parcel being that portion of said partition lying between lines at right angles to the center line of South Normandy Road at Engineer's Stations "SN" 51+70.00 and "SN" 53+30.00 and included in a strip of land, variable in width, lying on the Westerly side of said center line which center line is described in Parcel 1.

The width in feet of said strip of land is as follows:

Station	to	Station	Width on Westerly Side of Center Line
"SN" 51+70.00		"SN" 51+70.00	35.00 in a straight line to 43.00
"SN" 51+70.00		"SN" 52+05.00	43.00 in a straight line to 43.00
"SN" 52+05.00		"SN" 52+05.00	43.00 in a straight line to 39
"SN" 52+05.00		"SN" 53+30.00	39.00 in a straight line to 39.00

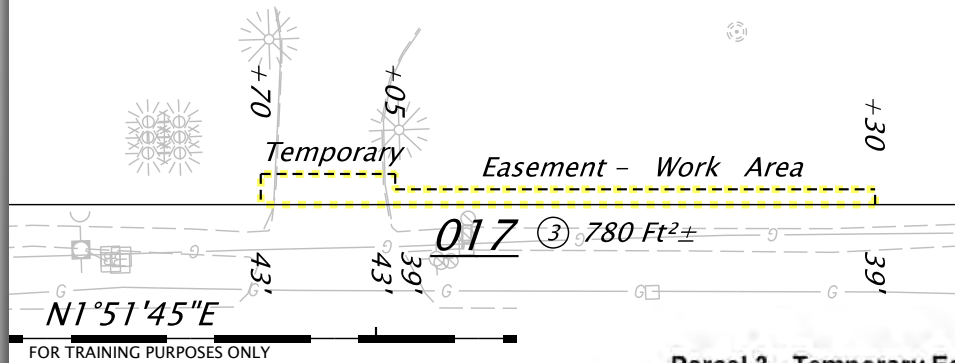
This parcel of land contains 780 square feet, more or less, outside the existing right of way.



THE REVIEW PROCESS

John W. Spencer and Janelle L. Spencer

6.21 Ac±, Rem.



The correct table for this acquisition is cleaner and simpler.

Parcel 3 - Temporary Easement for Work Area (3 Years of duration of project, whichever is sooner)

A parcel of land lying in Parcel 2, Partition Plat 93-57, Yamhill County, Oregon; the said parcel being that portion of said partition lying between lines at right angles to the center line of South Normandy Road at Engineer's Stations "SN" 51+70.00 and "SN" 53+30.00 and included in a strip of land, variable in width, lying on the Westerly side of said center line which center line is described in Parcel 1.

The width in feet of said strip of land is as follows:

Station	to	Station	Width on Westerly Side of Center Line
"SN" 51+70.00		"SN" 52+05.00	43.00
"SN" 52+05.00		"SN" 53+30.00	39.00

This parcel of land contains 780 square feet, more or less, outside the existing right of way.



THE REVIEW PROCESS

Parcel 1 – Fee

A parcel of land lying in Government Lot 1, Section 21 and in the Sebastian Brutscher Yamhill County, Oregon and being a portion of that property described in that Indenture Deed to Jesse C. Walker and Irene M. Walker, recorded November 6, 1959 in Film Volume 8, Page 249, Records of Yamhill County; the said line is described as follows:

Beginning at Engineer's center line Station "SN" 10+00.00, said station being at the Southeast corner of the Richard Everest Donation Land Claim No. 52, Township 3 South, Range 2 West, W.M.; thence along the East line of said D.L.C. South 1°51'45" East 5,818.56 feet to Engineer's center line Station "SN" 68+18.56.

The width in feet of said strip of land is as follows:

Station	to	Station	Width on Right (West) Side of Center Line
"SN" 41+01.29		"SN" 41+46.00	92.20 in a straight line to 41.00
"SN" 41+46.00		"SN" 42+27.00	41.00 in a straight line to 49.00
"SN" 42+27.00		"SN" 47+00.00	49.00

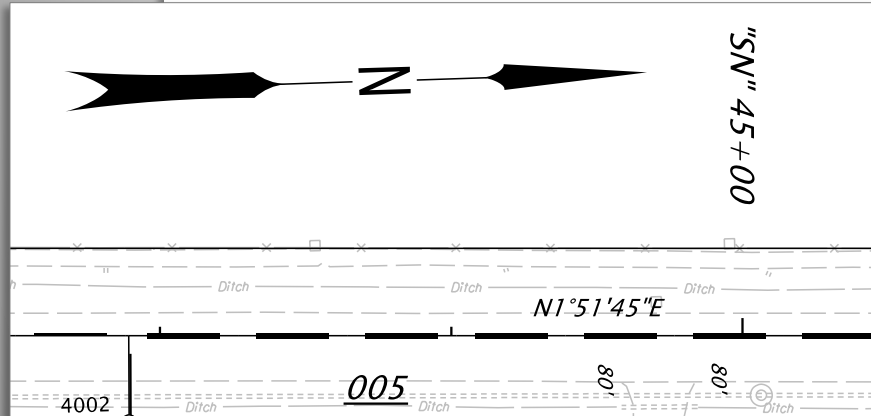
Bearings are based on County Survey No. 12330, filed October 1, 2007, Yamhill County, Oregon.

This parcel of land contains 8,981.057 square feet, more or less, outside the existing right of way.

FOR TRAINING PURPOSES ONLY



THE REVIEW PROCESS



Section 21 and in the Sebastian Brutscher
 Range 2 West, W.M.; thence along the East line of said D
 Walker and
 249, Record
 included in a strip of land variable in width, lying
 located South Normandy Road, which center

Look for scrivener's errors in the center line description.

SN" 10+00.00, said station being at the
 Southeast corner of the Richard Everest Donation Land Claim No. 52 Township 3 South
 Range 2 West, W.M.; thence along the East line of said D
 5,818.56 feet to Engineer's center line Station "SN" 68+18.00.

North 1°51'45" East

The width in feet of said strip of land is as follows:

Station	to	Station	Width on Right (West) Side of Center Line
"SN" 41+01.29		"SN" 41+46.00	92.20 in a straight line to 41.00
"SN" 41+46.00		"SN" 42+27.00	41.00 in a straight line to 49.00
"SN" 42+27.00		"SN" 47+00.00	49.00

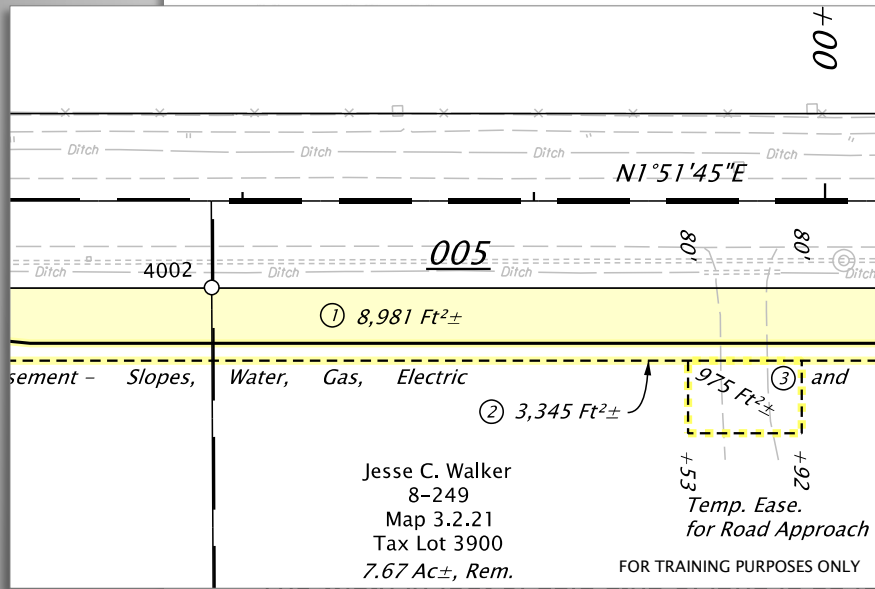
Bearings are based on County Survey No. 12330, filed October 1, 2007, Yamhill County, Oregon.

This parcel of land contains 8,981.057 square feet, more or less, outside the existing right of way.

FOR TRAINING PURPOSES ONLY



THE REVIEW PROCESS



Pay close attention to the direction call on a variable width table. It is common for a writer to copy a table from another description and edit it and the direction call will be incorrect. Sometimes you may see a writer call the direction as "Right" or "Left" which also is incorrect. The standard is to use cardinal calls for the direction the strip lies.

"SN" 1
nation
line of said D.L.C. South 1°51'45" East
on "SN" 68+18.56.

llows:

Station	to	Station	Width on Right (West) Side of Center Line
"SN" 41+01.29		"SN" 41+46.00	92.20 in a straight line to 41.00
"SN" 41+46.00		"SN" 42+27.00	41.00 in a straight line to 49.00
"SN" 42+27.00		"SN" 47+00.00	49.00

Bearings are based on Co
Oregon.

In this case, not only is the wrong terminology used (Right) the direction also is incorrect stating West instead of East.

This parcel of land contains 8,981.057 square feet, more or less, outside the existing right of way.

FOR TRAINING PURPOSES ONLY



THE REVIEW PROCESS

Parcel 1 – Fee

A parcel of land lying in Government Lot 1, Section 21 and in the Sebastian Brutscher D.L.C. No. 51, both of Township 3 South, Range 2 West, W.M., Yamhill County, Oregon and being a portion of that deed to Jesse C. Walker and Irene M. Walker, recorded November 6, 1959 in Film Volume 8, Page 249, Records of Yamhill County; the said parcel being that portion of said property included in a strip of land variable in width, lying on the Easterly side of the center line of relocated South Normandy Road, which center line is described as follows:

Beginning at Engineer's center line Station "SN" 10+00.00, said station being at the Southeast corner of the Richard Everest Donation Land Claim No. 52, Township 3 South, Range 2 West, W.M.; thence along the East line of said D.L.C. South 1°51'45" East 5,818.56 feet to Engineer's center line Station "SN" 68+18.56.

The width in feet of said

Station	to	Center Line
"SN" 41+01.29		.00
"SN" 41+46.00		.00
"SN" 42+27.00		

The area of the taking only has to be stated to sufficient accuracy to provide just compensation to the land owner. State the area to the nearest square foot or hundredth of an acre

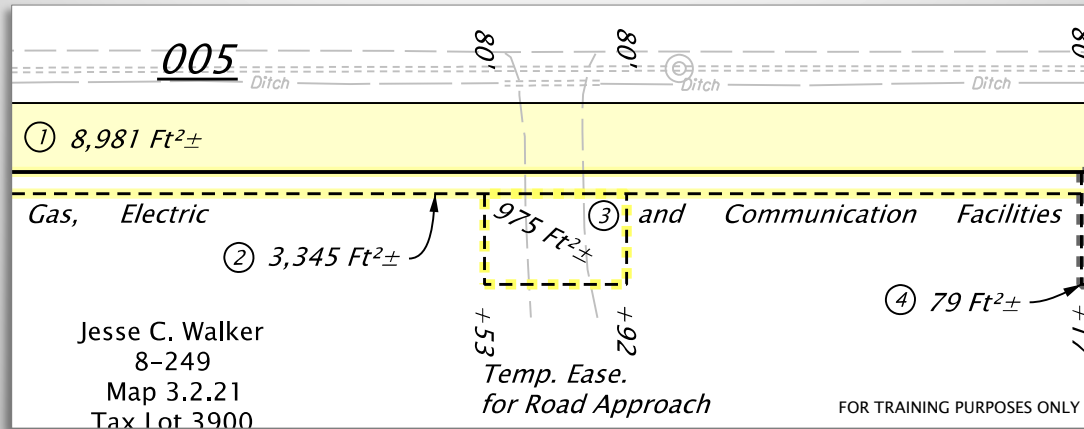
Bearings are based on County Survey No. 12330, filed October 1, 2007, Yamhill County, Oregon.

This parcel of land contains 8,981 square feet, or less, outside the existing right of way.

FOR TRAINING PURPOSES ONLY



THE REVIEW PROCESS



Parcel 3 – Temporary Easement for Work Area (3 years or duration of Project, whichever is sooner)

A parcel of land lying in the Sebastian Brutscher D.L.C. No. 51, Township 3 South, Range 2 West, W.M., Yamhill County, Oregon and being a portion of that property described in that Indenture Deed between G. Walker and M. Walker, recorded November 6, 1959 in Film Volume 8 of said property being that portion of said property located South Normandy Road, Tax Lot 3900 and included in a strip of land 80.00 feet in width, lying on the Eastern side of said center line, which center line is described in Parcel 1.

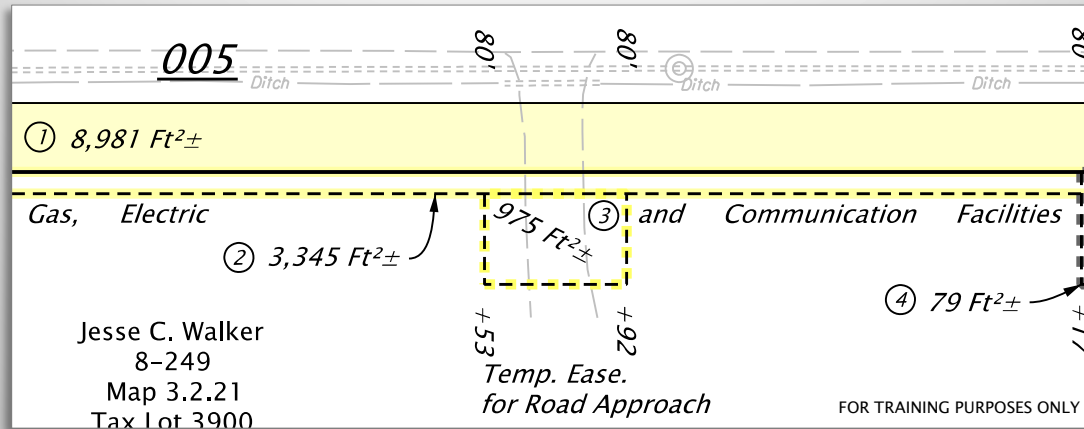
Incorrect title for the easement.
The easement is for a road approach, not a work area.

EXCEPT therefrom Parcel 2.

FOR TRAINING PURPOSES ONLY



THE REVIEW PROCESS



Parcel 3 – Temporary Easement for Work (whichever is sooner)

A parcel of land lying in the Sebastian Brutsch 2 West, W.M., Yamhill County, Oregon and that Indenture Deed to Jesse C. Walker and in Film Volume 8, Page 249, Records of Yamhill County of said property lying between lines at right angles to Normandy Road at Engineer's Stations "SN" a strip of land 80.00 feet in width, lying on the center line is described in Parcel 1.

EXCEPT therefrom Parcel 2.

The writer excepted Parcel 2 from Parcel 3 when the two parcels should have overlapped. Since Parcel 2 is for slopes and utilities only, the area of Parcel 2 lying between the station bounds for Parcel 3 cannot be used for construction of the road approach. Parcel 1 should have been excepted from Parcel 3, not Parcel 2 and the area of taking increased by 234 square feet for Parcel 3.

FOR TRAINING PURPOSES ONLY



THE REVIEW PROCESS

Parcel 1 - Fee

A parcel of land lying in Lot 1 of Section 24 and the NE¼NE¼ of Section 25, Township 5 South, Range 2 West, W.M., Marion County, Oregon and being a portion of that property described in that Statutory Bargain and Sale Deed to Janie L. Lent, recorded November 21, 2001 on Reel 1885, Page 365 of Marion County Records; the said parcel being that portion of said property included in a strip of land variable in width, lying on the Northwesternly side of the center line of the relocated Pacific Highway East, which center line is described as follows:

Beginning at Engineer's center line Station 232+16.26, said station being 823.91 feet North and 694.52 feet West of the Northwest corner of the George M. Baker D.L.C. No. 44, Township 5 South, Range 1 West, W.M.; thence South 61° 30' 21" West 1,659.71 feet; thence on a 16,404.20 foot radius curve right (the long chord of which bears South 62° 10' 56" West 388.68 feet) 387.30 feet; thence on a 16,404.20 foot radius curve left (the long chord of which bears South 62° 10' 56" West 387.29 feet) 387.30 feet; thence South 61° 30' 21" West 596.16 feet to Engineer's center line Station 262+46.72.

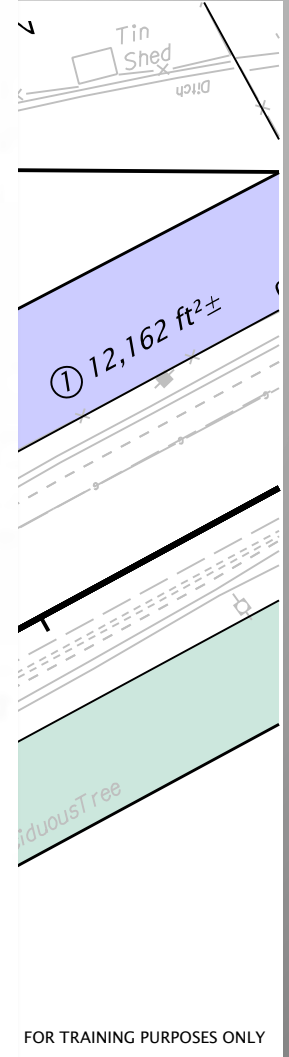
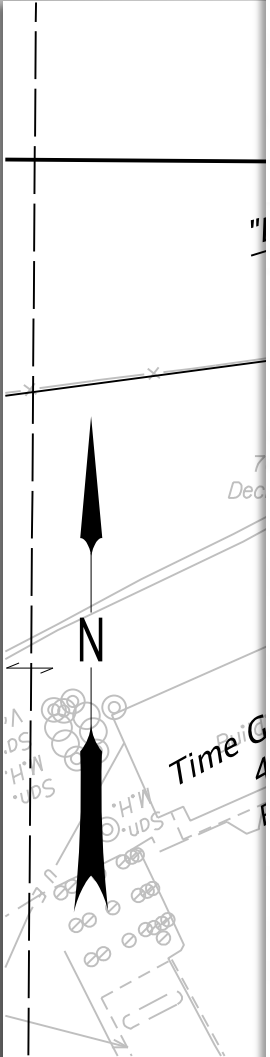
The width in feet of said strip of land is as follows:

Station	to	Station	Width on Northwesternly Side of Center
235+75.00		244+65.00	75.00 in a straight line to 90.00
244+65.00		245+83.56	90.00 in a straight line to 76.50

EXCEPT therefrom that property described in that Warranty deed to the State of Oregon, recorded March 28, 1933 in Book 216, Page 54 of Marion County Record of Deeds.

Bearings based on the Oregon Coordinate System of 1983(91), north zone.

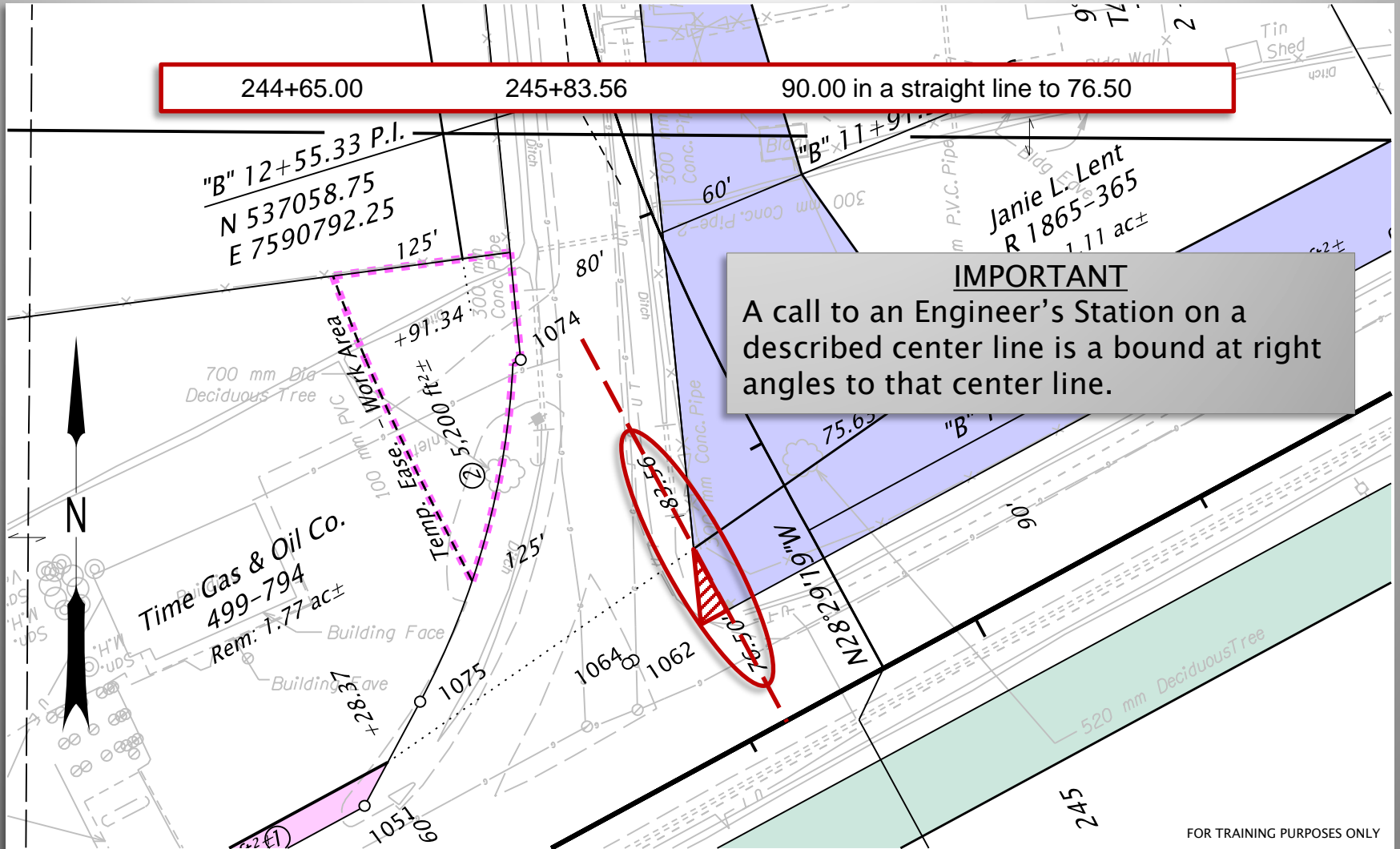
This parcel of land contains 12,162 square feet, more or less.



FOR TRAINING PURPOSES ONLY



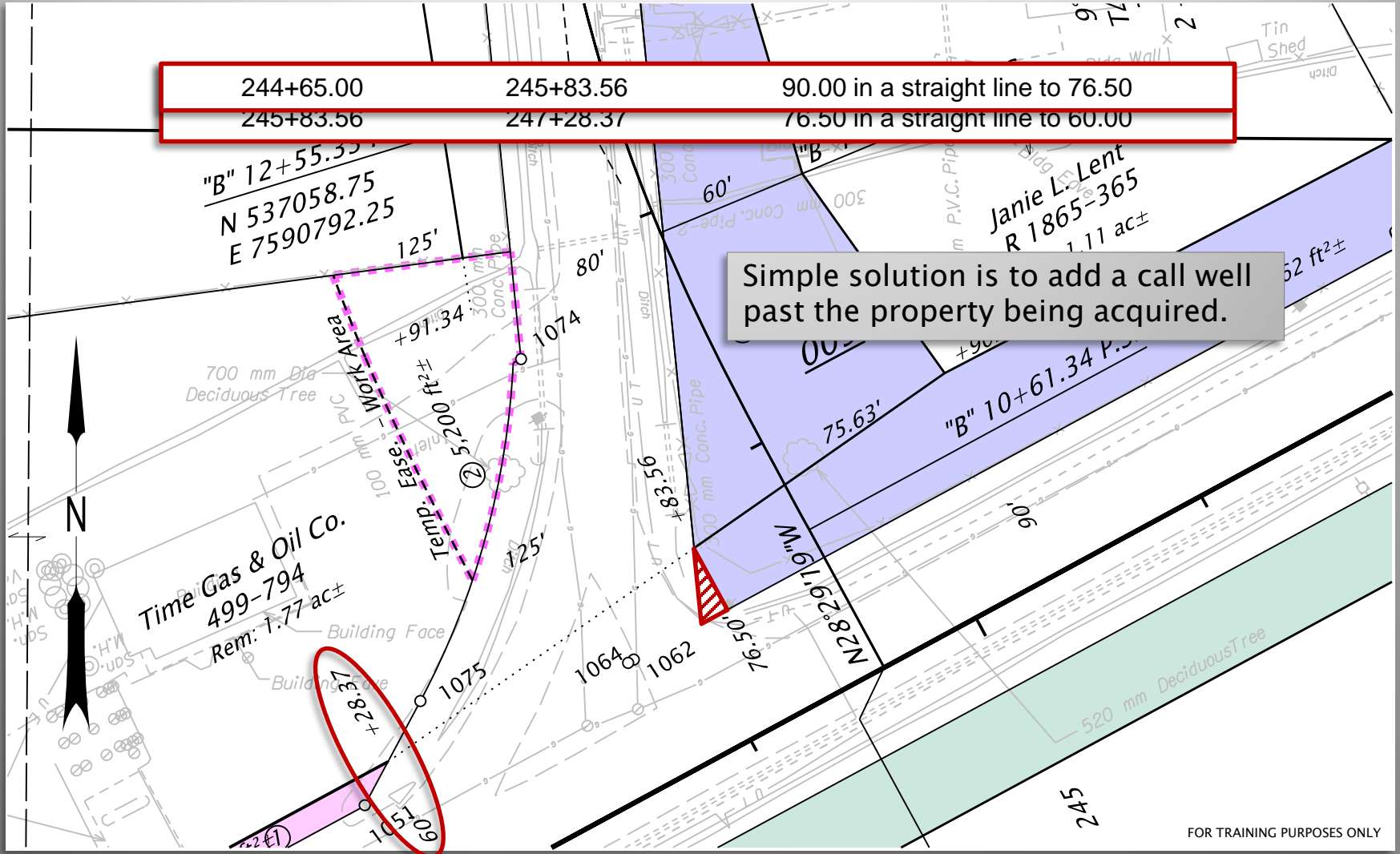
THE REVIEW PROCESS



FOR TRAINING PURPOSES ONLY



THE REVIEW PROCESS



FOR TRAINING PURPOSES ONLY



THE REVIEW PROCESS

Parcel 2 - Fee

A parcel of land lying in Lot 1 of Section 24 and the NE¼NE¼ of Section 25, Township 5 South, Range 2 West, W.M., Marion County, Oregon and being a portion of that property described in that Statutory Bargain and Sale Deed to Janie L. Lent, recorded November 21, 2001 on Reel 1885, Page 365 of Marion County Records; the said parcel being that portion of said property included in a strip of land variable in width, lying on the Easterly side of the center line of relocated Market Road No. 38 (Boones Ferry Road), which center line is described as follows:

Beginning at Engineer's center line Station "B" 10+00.00, said station being 192.06 feet North and 1,858.52 feet West of the Northwest corner of the George M. Baker D.L.C. No. 44, Township 5 South, Range 1 West, W.M., thence North 28°29'19" West 61.34 feet; thence on a spiral curve right (the long chord of which bears North 26°32'19" West 129.94 feet) 130.00 feet; thence on a 636.62 foot radius curve right (the long chord of which bears North 17°03'09" West 123.94 feet) 124.13 feet; thence on a spiral curve right (the long chord of which bears North 7°33'59" West 129.94 feet) 130.00 feet; thence North 5°37'00" West 407.48 feet to Engineer's center line Station "B" 18+52.95.

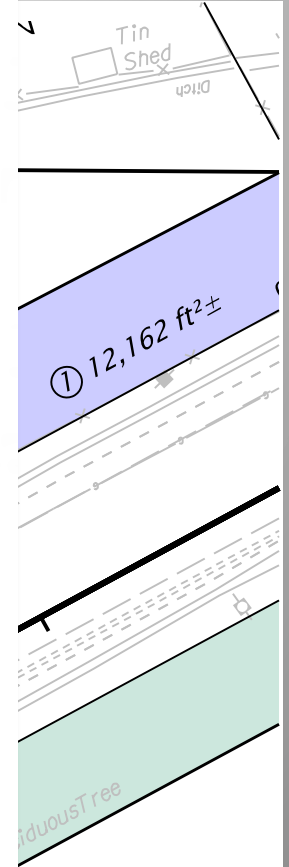
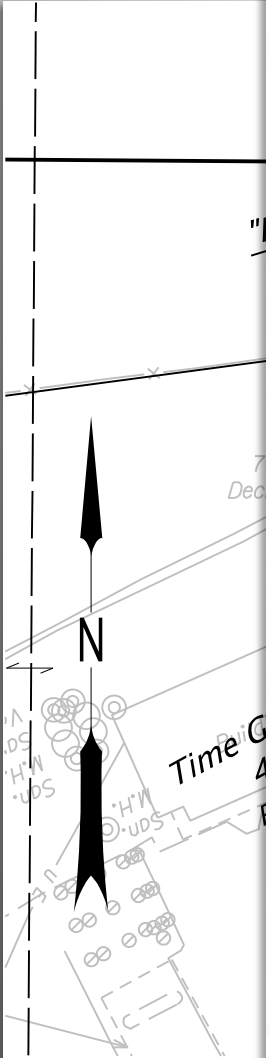
The width in feet of said strip of land is as follows:

Station	to	Station	Width on Easterly Side of Center Line
"B" 10+61.34		"B" 10+90.39	75.63
"B" 10+90.39		"B" 11+91.34	75.63 in a straight line to 60.00
"B" 11+91.34		"B" 14+00.00	60.00 in a straight line to 50.00

EXCEPT therefrom Parcel 1.

Bearings based on the Oregon Coordinate System of 1983(91), north zone.

This parcel of land contains 16,733 square feet, more or less.

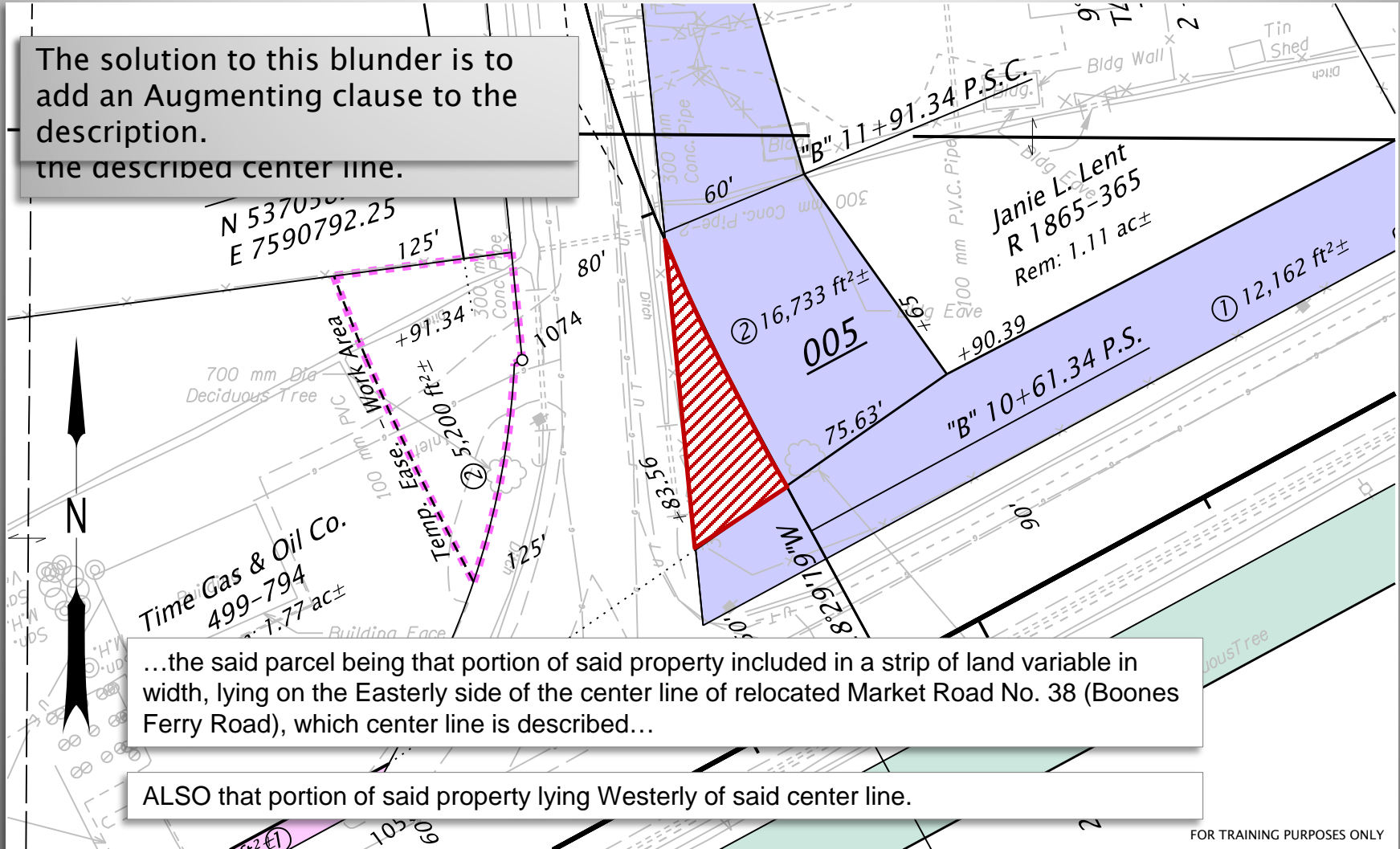


FOR TRAINING PURPOSES ONLY



THE REVIEW PROCESS

The solution to this blunder is to add an Augmenting clause to the description of the described center line.



...the said parcel being that portion of said property included in a strip of land variable in width, lying on the Easterly side of the center line of relocated Market Road No. 38 (Boones Ferry Road), which center line is described...

ALSO that portion of said property lying Westerly of said center line.

FOR TRAINING PURPOSES ONLY



THE REVIEW PROCESS

Parcel 1 - Fee

A parcel of land lying in Lot 4 of Block 1, HIGHWAY SUBDIVISION SECOND ADDITION TO ONTARIO, ACCORDING TO THE CORRECTED PLAT OF OREGON AND WESTERN COLONIZATION COMPANY SUBDIVISION SECOND ADDITION, Malheur County, Oregon, being Parcel No. 1 of those two parcels of land conveyed to Minnie Lee Baker, Trustee of The Minnie Lee Baker Trust, U/A/D 06-01-98 by Bargain and Sale Deed recorded June 8, 1998 as Instrument No. 98-4259 of Malheur County Record of Deeds.

Th Since these two tax lots are contiguous with each other and are described in the same deed to the Grantor, they can be combined in one fee parcel. However, circumstances, such as continuity of use, may dictate that they be split. Check with your Right of Way Agent.

Parcel 2 - Fee

A parcel of land lying in Lot 4 of Block 1, HIGHWAY SUBDIVISION SECOND ADDITION TO ONTARIO, ACCORDING TO THE CORRECTED PLAT OF OREGON AND WESTERN COLONIZATION COMPANY SUBDIVISION SECOND ADDITION, Malheur County, Oregon, being Parcel No. 2 of those two parcels of land conveyed to Minnie Lee Baker, Trustee of The Minnie Lee Baker Trust, U/A/D 06-01-98 by Bargain and Sale Deed recorded June 8, 1998 as Instrument No. 98-4259 of Malheur County Record of Deeds..

This parcel of land contains 29,368 square feet, more or less.



THE REVIEW PROCESS

Fee

A parcel of land lying in Lot 17 of Block 5, CORRECTED PLAT OF OREGON AND WESTERN COLONIZATION CO. SUBDIVISION SECOND ADDITION, Malheur County, Oregon, being that parcel of land conveyed to Poole Real Estate Corp. by Statutory Warranty Deed recorded April 14, 2003 as Instrument No. 2003-2878 of Malheur County Record of Deeds.

This parcel of land contains 15,020 square feet, more or less.

These two tax lots are also contiguous with each other and have the same owner. They can be combined in one fee parcel in the same deed. However, circumstances, such as continuity of use, may dictate that they be split. Check with your Right of Way Agent.

FOR TRAINING PURPOSES ONLY

Fee

A parcel of land lying in Lot 17 of Block 5, CORRECTED PLAT OF OREGON AND WESTERN COLONIZATION CO. SUBDIVISION SECOND ADDITION, Malheur County, Oregon, being that parcel of land conveyed to Poole Real Estate Corp. by Warranty Deed recorded March 19, 2004 as Instrument No. 2004-1873 of Malheur County Record of Deeds.

This parcel of land contains 15,021 square feet, more or less.

FOR TRAINING PURPOSES ONLY



THE REVIEW PROCESS

A parcel of land lying in Lots 7 and 8, Block 7, RAILROAD ADDITION TO THE TOWN OF GRANTS PASS...

Lot 5, Block 63, AN ADDITION TO THE RAILROAD ADDITION TO THE TOWN OF GRANTS PASS...

A parcel of land lying in Lot 22, Block 5, CORRECTED PLAT OF OREGON AND WESTERN COLONIZATION CO SUBDIVISION SECOND ADDITION, Malheur County, Oregon...

A parcel of land lying in Lot 2, NORFOLK HEIGHTS...

A parcel of land lying in Lots 1, 2, 3, 4, 5 and 6, NORFOLK PARK ...

Make sure that a reference to a subdivision in a description is the full official name of the subdivision as it was platted. Avoid abbreviations in the subdivision name, unless the abbreviation is a part of the official name. Abbreviations may be used in the subdivision name on the right of way map due to space concerns.



THE REVIEW PROCESS

"Parcel 1" and "Parcel 4" are designators for the descriptions of the two parcels in the deed. The proper method to word this is "...designated as Parcel 1 and Parcel 4 and described...".

EXCEPT therefrom that property described as Parcel 1 and Parcel 4 in that Warranty Deed to Malheur County, recorded October 11, 2001 in Instrument No. 2001-7255 of Malheur County Record of Deeds.



THE REVIEW PROCESS

Except therefrom that property described in that Warranty Deed to the **State of Oregon,** recorded January 17, 1997 in Book M-97, Page 1595, of the Klamath County Record of Deeds.

Also Except therefrom that property described in that Warranty Deed to the **State of Oregon,** recorded August 6, 1975 in Book M75, Page 9139, of the Klamath County Record of Deeds.

The Grantor's name needs to be stated in its entirety as it appears on the deed. In this case, just "State of Oregon" is ambiguous. It could be Forestry, Parks and Recreation, Fish and Wildlife, Division of State Lands, etc. However, in some early acquisition deeds were conveyed with the "State of Oregon" as the Grantee.



THE REVIEW PROCESS

When an acquisition is a single parcel, do not label it in the description as “Parcel 1”. This is unnecessary and ambiguous as it implies that there are more parcels in the description. The proper label is strictly the type of taking: “Fee”, “Permanent Easement – Slopes”, etc.

EXHIBIT A - Page 1 of 1

File 7588018
Drawing 11B-7-4
6/15/2017

Parcel 1 - Fee

A parcel of land lying in the Richard Everest D.L.C. No. 52, Township 3 South, Range 2 West, W.M., Yamhill County, Oregon and being a portion of that property described in that Statutory Warranty Deed to Jerry M. Jennings and Kirsten M. Jennings, recorded April 11, 2007 as Instrument No. 200707879, Records of Yamhill County; the said parcel being that portion of said property lying Westerly of a line at right angles to the center line of relocated South Normandy Road at Engineer's Station "SN" 66+13.53 and included in a strip of land variable in width, lying on the Westerly side of said center line, which center line is described as follows:

Beginning at Engineer's center line Station "SN" 10+00.00, said station being at the Southeast corner of the Richard Everest Donation Land Claim No. 52, Township 3 South, Range 2 West, W.M.; thence along the East line of said D.L.C. North 1°51'45" East 5,818.56 feet to Engineer's center line Station "SN" 68+18.56.

The width in feet of said strip of land is as follows:

Station	to	Station	Width on Westerly Side of Center Line
"SN" 63+10.45		"SN" 65+00.00	30.00 in a straight line to 53.00
"SN" 65+00.00		"SN" 66+13.53	53.00 in a straight line to 57.76

Bearings based on County Survey No. 12330, filed October 1, 2007, Yamhill County, Oregon.

This parcel of land contains 1,987 square feet, more or less.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

DIGITALLY SIGNED

OREGON
JULY 19, 1994
SCOTT RICHARD MORRISON
2674

RENEWS: 12/31/2018

FOR TRAINING PURPOSES ONLY



THE REVIEW PROCESS

the NE $\frac{1}{4}$ of the NE $\frac{1}{4}$ of Section 25,

Our standard for referencing aliquot parts of a Section is to abbreviate them in the description such as "NE $\frac{1}{4}$ NE $\frac{1}{4}$ ". Referencing them as "Northeast Quarter of the Northeast quarter", NE $\frac{1}{4}$ of the NE $\frac{1}{4}$, or NE $\frac{1}{4}$ NE $\frac{1}{4}$ is not acceptable and should be avoided.

EXHIBIT A - Page 1 of 3

File 7113006
Drawing 10B-19-5
6/15/2017

Parcel 1 - Fee

A parcel of land lying in Lot 1 of Section 24 and the NE $\frac{1}{4}$ of the NE $\frac{1}{4}$ of Section 25, Township 5 South, Range 2 West, W.M., Marion County, Oregon and being a portion of that property described in that Statutory Bargain and Sale Deed to Janie L. Lent, recorded November 21, 2001 on Reel 1885, Page 365 of Marion County Records; the said parcel being that portion of said property included in a strip of land variable in width, lying on the Northwesterly side of the center line of the relocated Pacific Highway East, which center line is described as follows:

Beginning at Engineer's center line Station 232+16.26, said station being 823.91 feet North and 694.52 feet West of the Northwest corner of the George M. Baker D.L.C. No. 44, Township 5 South, Range 1 West, W.M.; thence South 61° 30' 21" West 1,659.71 feet; thence on a 16,404.20 foot radius curve right (the long chord of which bears South 62° 10' 56" West 388.68 feet) 387.30 feet; thence on a 16,404.20 foot radius curve left (the long chord of which bears South 62° 10' 56" West 387.29 feet) 387.30 feet; thence South 61° 30' 21" West 596.16 feet to Engineer's center line Station 262+46.72.

The width in feet of said strip of land is as follows:

Station	to	Station	Width on Northwesterly Side of Center
235+75.00		244+65.00	75.00 in a straight line to 90.00
244+65.00		245+83.56	90.00 in a straight line to 76.50

EXCEPT therefrom that property described in that Warranty deed to the State of Oregon, recorded March 28, 1933 in Book 216, Page 54 of Marion County Record of Deeds.

Bearings based on the Oregon Coordinate System of 1983(91), north zone.

This parcel of land contains 12,162 square feet, more or less, outside the existing right of way

FOR TRAINING PURPOSES ONLY



THE REVIEW PROCESS

EXHIBIT A - Page 1 of 3

File 7113006
Drawing 10B-19-5
6/15/2017

EXCEPT therefrom that property described in that Warranty deed to the State of Oregon, recorded March 28, 1933 in Book 216, Page 54 of Marion County Record of Deeds.

This parcel of land contains 12,162 square feet, more or less, outside the existing right of way.

Since we have had a prior acquisition of right of way from this property, the phrase "outside the existing right of way" is not necessary. The road is held under other title and there is no portion of the Grantor's property within the existing right of way.

the NE¼ of the NE¼ of Section 25, Marion County, Oregon and being a portion of a Warranty Deed to Janie L. Lent, recorded November 21, 2001 on Reel 1003, Page 365 of Marion County Records; the said parcel being that portion of said property included in a strip of land variable in width, lying on the Northwestern side of the center line of the relocated Pacific Highway

Station 262+16.26, said station being 823.91 feet from the corner of the George M. Baker D.L.C. North 61° 30' 21" West 1,659.71 feet; thence on a 16,404.20 foot radius curve right (the long chord of which bears South 62° 10' 56" West 388.68 feet) 387.30 feet; thence on a 16,404.20 foot radius curve left (the long chord of which bears South 62° 10' 56" West 387.29 feet) 387.30 feet; thence South 61° 30' 21" West 596.16 feet to Engineer's center line Station 262+46.72.

The width in feet of said strip of land is as follows:

Station	to	Station	Width on Northwestern Side of Center
235+75.00		244+65.00	75.00 in a straight line to 90.00
244+65.00		245+83.56	90.00 in a straight line to 76.50

EXCEPT therefrom that property described in that Warranty deed to the State of Oregon, recorded March 28, 1933 in Book 216, Page 54 of Marion County Record of Deeds.

Bearings based on the Oregon Coordinate System of 1983(91), north zone.

This parcel of land contains 12,162 square feet, more or less, outside the existing right of way.

FOR TRAINING PURPOSES ONLY



THE REVIEW PROCESS

For more information on the review process and right of way engineering in general, refer to the Right of Way Engineering Manual, available on the ODOT web site.