

Municipal ROW QA/QC Form

Project File Number	City/Town	Street name / Route Number
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I am submitting the required documents for review to the MassDOT Highway Division ROW Community Compliance Section: (PE)

Phase	Revision (if applicable)
<input type="checkbox"/> Pre-25%	_____
<input type="checkbox"/> 25%	_____
<input type="checkbox"/> 25/75%	_____
<input type="checkbox"/> 75%	_____
<input type="checkbox"/> 75/100%	_____
<input type="checkbox"/> 100%	_____
<input type="checkbox"/> Other: _____	

Project Personnel

I, _____, a Massachusetts Professional Engineer,
(print name) (PE license no.)

employed by _____, am in direct charge and supervision of the design
(company name)

plans, including the development and preparation of the right of way plans.

I, _____, a Massachusetts Professional Land Surveyor,
(print name) (PLS license no.)

employed by _____, prequalified by the A&E Review Board in Category
(company name)

“S3 – Layout Document Preparation”, am in direct charge and supervision of assisting the designer in the development and preparation of the right of way plans.

Project Schedule	Yes	No	N/A	If No, Explain
1. I am submitting the ROW plans in accordance with MassDOT’s most recent design schedule template. If any deviations occur from the ROW portion of the design schedule template the changes have been approved by the ROW Federal Aid Administrator. (PE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Review Comments (Not applicable for first submission)	Yes	No	N/A	If No, Explain
2. I have addressed all the review comments provided to me by the ROW Community Compliance engineering section. (PE and PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. I provided a written response to all comments in either Bluebeam or Adobe. I have provided a PDF version of the plan which include the response to comments (rather than only the summary table). (PE and PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Title Sheet and Index	Yes	No	N/A	If No, Explain
4. The 250 CMR 6.01 and 6.02 note is written, dated, signed, and stamped by the Massachusetts PLS in charge. (PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. I have included the base map notes and the content in each note has been updated for this submission. (<input type="checkbox"/> PE or <input type="checkbox"/> PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. I have included a revision box and have shown any updated new parcels, altered parcels and deleted parcels that differ from the previous submission. (<input type="checkbox"/> PE or <input type="checkbox"/> PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Please refer to **Appendix B.1** in the Plan Preparation Guidelines for Consultants Preparing ROW Plans for additional information on the Title Sheet and Index.

Legend, Abbreviation and Project Description	Yes	No	N/A	If No, Explain
7. I have included all symbols and abbreviations that have been used on the property plan sheet. (PE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Please refer to **Appendix B.2** in the Plan Preparation Guidelines for Consultants Preparing ROW Plans for additional information on the Legend, Abbreviations and Project Description.

Typical Cross-Sections	Yes	No	N/A	If No, Explain
8. I have included the typical cross-section sheet in the ROW plan set. (<input type="checkbox"/> PE or <input type="checkbox"/> PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Please refer to **Appendix B.3** in the Plan Preparation Guidelines for Consultants Preparing ROW Plans for additional information on Typical Cross-Sections.

Critical Profile	Yes	No	N/A	If No, Explain
9. I have included the critical profile sheet in the ROW plan set. (<input type="checkbox"/> PE or <input type="checkbox"/> PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Please refer to **Appendix B.4** in the Plan Preparation Guidelines for Consultants Preparing ROW Plans for additional information on Critical Profiles.

Parcel Summary Sheet	Yes	No	N/A	If No, Explain
10. I have provided a space (blank row) to separate all individual property owners, including the properties with the same titleholder but different title reference. (<input type="checkbox"/> PE or <input type="checkbox"/> PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. I have grouped together properties with the same titleholder and title reference. (<input type="checkbox"/> PE or <input type="checkbox"/> PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. I have provided a book and page number, per the registry of deeds, as a title reference for all recorded land. (PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. I have provided a LCC No. and Cert No., per the registry of deeds, as a title reference for all registered land. (PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. No "Owner Unknown" is shown on the ROW plans. (PLS) If this is not the case, please provide justification below as to why you were unable to provide a title reference:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. I have verified that the titleholder and title reference are shown as accurately as possible based on a diligent review of records at the registry of deeds, and the information on the parcel summary sheet matches the location plan and the property plan. (<input type="checkbox"/> PE or <input type="checkbox"/> PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. I have verified that the "area" column matches the area provided on the property plan, and has been updated with this submission. (<input type="checkbox"/> PE or <input type="checkbox"/> PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. I have verified the frontage on the ROW plans is calculated as direct access to the public layout and the calculated frontage is consistent between the location plan and property plan for each property. (PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

18. I have verified that the “Frontage on ROW Plan” column matches or is within an acceptable tolerance to the frontage reported in the deed or record plan. (PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. I have verified that the “remarks” column has been filled out and updated as the design progresses. (PE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20. I have verified that the “land restriction” column has been filled out as accurately as possible based on a diligent review of records at the registry of deeds and other publicly available records. (PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21. I have included the projects total table. The count of the affected properties, fee takings parcels, permanent easement parcels and temporary easement parcels are accurate and have been updated for this submission. (□ PE or □ PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22. I have included a separate parcel summary sheet for State ROW and Municipal ROW. (□ PE or □ PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23. I have included a separate project total table for State ROW and Municipal ROW. (□ PE or □ PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Please refer to **Appendix B.5** and **Appendix B.6** in the Plan Preparation Guidelines for Consultants Preparing ROW Plans for additional information on the Parcel Summary Sheet.

Location Plan	Yes	No	N/A	If No, Explain
24. I have verified that all properties impacted by a fee taking or permanent easement have their entire perimeter shown and dimensioned, based on the deed or plan of record, at a scale that the entire property is shown clearly on one sheet. (□ PE or □ PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25. I have verified that the current titleholder’s name and total property area is shown as accurately as possible based on a diligent review of records at the registry of deeds and other record sources. This information matches with the same as shown on the parcel summary sheet. (□ PE or □ PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26. I have verified that the proposed fee takings and permanent easements are all shown accurately and to scale. (□ PE or □ PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Please refer to **Appendix B.7** in the Plan Preparation Guidelines for Consultants Preparing ROW Plans for additional information on the Location Plan.

Property Plan – Survey Baseplan	Yes	No	N/A	If No, Explain
27. Highway layout baselines, layout lines, and railroad sidelines have been verified and shown in accordance with 250 CMR 6.01 (Elements Common to All Survey Work) and 250 CMR 6.02 (Survey Work Affecting Property Rights). (PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28. Municipal layouts have been verified and shown in accordance with 250 CMR 6.01 (Elements Common to All Survey Work) and 250 CMR 6.02 (Survey Work Affecting Property Rights). (PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29. I have verified that all public layouts are recorded. (PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30. I have verified that all streets shown are identified by name, route number and as public or private. (PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31. I have verified that abutter property lines are based on record deeds and plans. The frontage distances shown on the ROW plans match or are within an acceptable tolerance of the frontage reported in the deed description and/or other record information. (PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32. No GIS property line data was incorporated into the submitted plan. (PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
33. No property lines from Assessors Maps were incorporated into the submitted plan. (PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

34. I have verified current abutter ownership information per the registry of deeds and the up-to-date property owner information is listed on the parcel summary, location plan and property plan. (PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35. I have reviewed and updated the ROW plans based on the title examination package, if available. (PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
36. I have verified that all existing conditions shown on the plans represent to the best of my knowledge, information and belief, the actual conditions in the field. (<input type="checkbox"/> PE or <input type="checkbox"/> PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
37. I have verified existing permanent easements based on a diligent review of records at the registry of deeds. Easements are shown with book and page info where applicable. (PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
38. I have plotted all existing drainage in connection with private property, and plotted the direction of flow with arrows. (PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
39. Private drainage is being tied into the state drainage system and I have coordinated with the District office that the tie-in is acceptable. (<input type="checkbox"/> PE or <input type="checkbox"/> PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
40. I have verified to the best of my knowledge, information and belief if impacts are being made to a property with land restrictions. (PLS) Please list all properties subject to a land restriction that we are impacting along with the type of restriction: <hr/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
41. Based on a diligent review, I have verified any other elements in the survey baseplan that affects dispositions and land acquisitions. (PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
42. I am submitting research materials required (if any not previously submitted). (PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Please refer to **Appendix B.8** in the Plan Preparation Guidelines for Consultants Preparing ROW Plans for additional information on the Property Plan (Survey).

Property Plan – Highway Design	Yes	No	N/A	If No, Explain
43. I have evaluated the highway design to minimize impacts to private property to the greatest extent feasible. (PE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
44. To the best of my knowledge, information, and belief, the proposed design does not impact parking permanently. (PE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
45. To the best of my knowledge, information, and belief, the proposed design does not impact parking temporarily. (PE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
46. To the best of my knowledge, information, and belief, the proposed design does not impact commercial signs. (PE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
47. To the best of my knowledge, information, and belief, the proposed design does not impact a current or former gas station, nor a site with subsurface hazardous materials. (PE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
48. To the best of my knowledge, information, and belief, the proposed design does not go through existing buildings, structures, septic systems, or leach fields. (PE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
49. To the best of my knowledge, information, and belief, the proposed design does not require the taking of a large amount or all of a subject's property. (PE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
50. To the best of my knowledge, information, and belief, the proposed design does not temporarily or permanently eliminate access to and from property. (PE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
51. The proposed work is clearly plotted and labeled. (PE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
52. The proposed work on the ROW Plans matches the work shown on the construction plan. (PE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

53. The proposed design on the ROW plans represents the most up to date design. (PE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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Please refer to **Appendix B.9** in the Plan Preparation Guidelines for Consultants Preparing ROW Plans for additional information on the Property Plan (Highway Design).

Property Plan – ROW Information	Yes	No	N/A	If No, Explain
54. Based on a diligent review, the geometry of the proposed takings and easements has been determined by the proposed work shown on the ROW plans does not exceed the size or nature necessary for the project. (<input type="checkbox"/> PE or <input type="checkbox"/> PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
55. The perimeter of proposed parcels is dimensioned (+/-, to the nearest foot), with crow's feet at all changes in direction of the parcel lines. (<input type="checkbox"/> PE or <input type="checkbox"/> PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
56. E parcels (highway easements) have been provided in lieu of fee takings on registered land, railroad properties, or gas station properties. (<input type="checkbox"/> PE or <input type="checkbox"/> PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
57. The beginning or end of any proposed State/City/Town Alteration is at least 5' away from an approximate property line. (<input type="checkbox"/> PE or <input type="checkbox"/> PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
58. All privately owned items including existing infrastructure, landscaping, and ground features, within a proposed easement have the appropriate disposition on the ROW plans and Construction Plans in accordance with the MassDOT ROW Disposition Guidelines for Privately Owned Items. The Disposition Guidelines can be found in Appendix A.2 in the Plan Preparation Guidelines for Consultants Preparing ROW Plans. (<input type="checkbox"/> PE or <input type="checkbox"/> PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
59. All privately owned items encroaching in the layout have the appropriate disposition on the ROW plans and Construction Plans in accordance with the MassDOT ROW Disposition Guidelines for Privately Owned Items. The Disposition Guidelines can be found in Appendix A.2 in the Plan Preparation Guidelines for Consultants Preparing ROW Plans. (<input type="checkbox"/> PE or <input type="checkbox"/> PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
60. All privately owned items encroaching in the layout, not being impacted by the proposed design, have been coordinated with the appropriate municipal official to determine if the encroachment has been previously permitted or if it will be allowed to remain as an encroachment. This correspondence has been archived by the designer and sent to the ROW Bureau. (<input type="checkbox"/> PE or <input type="checkbox"/> PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
61. Utility relocations have been coordinated with the DUCE and Utility Company. (PE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
62. Parcel numbers have not been reassigned. If a parcel is eliminated from the plans, that parcel number has been discarded, and any subsequent new parcels created have been given a new (never previously used) parcel number. (<input type="checkbox"/> PE or <input type="checkbox"/> PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Please refer to **Appendix B.10** in the Plan Preparation Guidelines for Consultants Preparing ROW Plans for additional information on the Property Plan (ROW Information).

CAD and CAD Standard	Yes	No	N/A	If No, Explain
63. I am submitting a compressed folder containing all the ROW AutoCAD files to the ROW Engineering Section to accompany this submission. (<input type="checkbox"/> PE or <input type="checkbox"/> PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
64. The submitted plan was prepared in accordance with the current MassDOT CAD Standard. (<input type="checkbox"/> PE or <input type="checkbox"/> PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
65. The submitted plan was prepared in accordance with the current Plan Preparation Guidelines for Consultants preparing ROW Plans. (<input type="checkbox"/> PE or <input type="checkbox"/> PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
66. All files required for plotting of the plans are included in the package. (<input type="checkbox"/> PE or <input type="checkbox"/> PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

67. Any unused XREFs have been detached from the drawings. (<input type="checkbox"/> PE or <input type="checkbox"/> PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
68. I have created inset blowups as needed to improve readability. (<input type="checkbox"/> PE or <input type="checkbox"/> PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
69. I have minimized overlapping text to the greatest extent feasible. (<input type="checkbox"/> PE or <input type="checkbox"/> PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
70. I understand these plans are to be used by non-engineers and the plans are presented in a way that those who do not have developed plan reading skills can understand what is proposed adjacent to the existing public ROW. (<input type="checkbox"/> PE or <input type="checkbox"/> PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Please refer to **Appendix D.1** and **Appendix D.2** in the Plan Preparation Guidelines for Consultants Preparing ROW Plans for additional information on the CAD Standard.

Approved ROW Plans	Yes	No	N/A	If No, Explain
71. I understand the geometry, parcel configuration and proposed parcel area needs to be consistent between the taking documents and accepted ROW Plans. (PE and PLS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
72. I understand that it is critical that the design adjacent to the existing ROW is locked down at the time the ROW plans are accepted. (PE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
73. I understand that review comments after the ROW plans have been accepted should not change the ROW plans, including comments from DUCE, Complete Streets and Landscape. (PE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
74. I understand if there is a design changes that has been deemed unavoidable, the ROW Federal Aid Administrator and ROW Agent (also known as Community Compliance Officer) should be notified immediately. (PE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
75. I understand if the ROW Plans need to be reaccepted delays in the acquisition process is expected and the project's advertisement date will be jeopardized. (PE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Please use the space below to elaborate on any answer that did not fit in the boxes on prior pages. Include the number of the question in your response.