



Public Works, Engineering Division
Right-of-Way Review, Development Services

Date: April 8, 2004

Subject: Right of Way Review Checklist for Projects involving Acquisition (**not** involved in Condemnation)

General: This signed checklist of requirements must accompany all submittals for Right-of-Way services review of deeds, easements, grades, and vacations.

PROJECT NAME: _____

PROJECT LOCATION: _____

PROJECT NUMBER: _____

DOCUMENTS NEEDED FOR REVIEW

Right-of-Way for Street Projects and Sanitary and Drainage Easements;

- _____ A. Title or Ownership and Encumbrance report. (Dated within 180-days of the beginning of the review process)
- _____ B. Plan, profile and cross section, ownership sheets, individual tract maps (8.5" x 11" sheets showing the entire tract without dimensions, except as needed to show the location and follow the legal description of easements).
- _____ C. City approved ("Boiler Plate") deeds or easements. (See www.kcmo.org/pubworks.nsf/web/pwestandards)

Vacation of Right-of-Way;

- _____ A. Legal description.
- _____ B. Map showing vacation area hatched, not shaded. (Recorded plats, 40 acre, 160 acre sheets are acceptable.)
- _____ C. Petition for vacation.
- _____ D. Consent to vacation.
- _____ E. Utilities approval forms (if releasing easements).

Easement releases;

- _____ A. Letter petitioning release of easements containing owner information.
- _____ B. A correct description of the easement to be released, including the recording data for the document creating the easement. (*hard copy & e-copy*)
- _____ C. A scale map showing the easement, containing the dimensions and angles stated in the easement description.
- _____ D. Executed Utilities Approval forms.

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All plan sheets shall be full size. The plans should be drawn on 24" x 36" sheets (the drawing area can be 22" x 34") and shall contain the following:

1. Cover Sheet;

- _____ A. Project Title, City Project Number, place for the City File Number, and Federal Aid Project Number (if applicable).
- _____ B. Location Map.
- _____ C. Sheet index, general notes, legend, etc.

2. Plan Sheet(s);

- _____ A. Show ownership boundaries and sufficient information to follow the ownership descriptions, such as lot number(s), block number(s), name of plat(s) (as given in the written information). Label lot lines and property lines. If metes and bounds description is used then show the POB, dimensions (measured and platted, recorded if different), bearings, and curve data used to define the size and shape of the property.
- _____ B. Provide tract numbers, e.g. 1, 2, 3, 4...and ownership names.
- _____ C. Show easement areas or boundaries per the guidance document.
- _____ D. Hatch easements in a manner that easily differentiates one easement from another and allows text to be easily read and reproduced for microfilming purposes.
- _____ E. Show easement legend.
- _____ F. Show all existing utility and drainage easements.
- _____ G. Show all trees 6" in diameter and larger within the easement areas and label size and species, and remove or save.
- _____ H. Signature and seal of a Professional Engineer, or Land Surveyor registered in the State of Missouri .

3. Profile View (for projects establishing or changing street grades);

- _____ A. Show existing street grade(s) including side street affected by the project.
- _____ B. Show any previously established street grade(s) with ties to P.I.s and vertical curve data as given in City of Kansas City, Mo. Public Works Ordinance or as shown on subdivision plat.
- _____ C. Show proposed street grade(s) including ties to P.I.s from intersecting streets or land lines and vertical curve data as required to describe the grade in a City Ordinance.
- _____ D. Show street grade legend and label grades. Proposed street grade(s) to be labeled centerline of street or top of curb, etc.
- _____ E. Street grade data is to be shown in English units with conversion chart and factor from metric if the use of metric is necessary.
- _____ F. All vertical data is to be referenced to NAVD 88.
- _____ G. Cross section sheets showing the easement and right-of-way limits.
- _____ H. Signature and seal of a Professional Engineer, or Land Surveyor registered in the State of Missouri .

For information concerning any of the above requirements, please refer to the guidance document or contact Rodney.Wallace@kcmo.org, or call at (816)513-2555.

