



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

**Date:** DRAFT March 16, 2005

**Subject:** Right of Way Services Review Checklist for Condemnation Plans

**General:** This is a checklist of requirements for all submittals for Right-of-way Services review of Condemnation Plans.

**PROJECT NAME:** \_\_\_\_\_

**PROJECT LOCATION:** \_\_\_\_\_

**PROJECT NUMBER:** \_\_\_\_\_

**DOCUMENTS NEEDED FOR REVIEW**

**Condemnations: All sheets shall be 24"X 36" sheets (drawing area can be 22"X 34") with a legible scale, 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.
- \_\_\_\_\_ D. Condemnation block for condemnation ordinance, certification language and signatures for the City Engineer and Director of Public Works.

2. Plan sheet(s) and ownership sheets (May be incorporated in the cover sheet if space allows);

- \_\_\_\_\_ A. Show total ownership boundaries and sufficient information to follow the ownership descriptions, such as the lot number, block number, name of plat (as given in the written information) dimensions. 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/property boundaries and sufficient information to follow the descriptions, such as type of easements, the lot number, block number, name of plat (as given in the written information) dimensions (measured and platted, recorded if different). Total area of each easement. Label lot lines and property lines. If metes and bounds description is used then show the POB, dimensions, bearings, and curve data used to define the size and shape of the easement.
- \_\_\_\_\_ D. Hatch easements/property in a manner that easily differentiates one from another and allows text to be easily read and reproduced.
- \_\_\_\_\_ E. Show easement legend (if applicable).
- \_\_\_\_\_ F. Provide an ownership legend showing tract numbers, property owner names, areas of easements, total ownership, and remaining area after the permanent area has been subtracted, and plan sheet numbers.
- \_\_\_\_\_ G. Signature and seal of a Professional Engineer or Land Surveyor registered in the State of Missouri.

