



STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION
DESIGN DIVISION
NASHVILLE, TENNESSEE 37243-0348

INSTRUCTIONAL BULLETIN NO. 07-10

REGARDING PRELIMINARY RIGHT-OF-WAY ESTIMATE FROM PRELIMINARY
FIELD REVIEW PLANS

Effective immediately, Design will provide preliminary acquisition areas and slope easement areas to the Right-of-Way Division so that a preliminary right-of-way estimate can be developed. Design managers will be responsible for furnishing a copy of the R.O.W. Acquisition Excel File with acquisition areas and slope easement areas prior to scheduling the preliminary field review.

Designers shall calculate preliminary areas using the following procedure:

- Calculate acquisition areas and slope easements with MicroStation's Measure Area tool using the Points or Flood methods.

It is not necessary to store areas in the GEOPAK GPK file nor should time be spent defining shape elements in MicroStation for area calculations.

- In the **R.O.W. Acquisition Excel File** provided by Survey and includes owner and tract information, enter the calculated square foot areas on the "DES IN" worksheet.
- Make a copy of the Excel file and rename it using the State Route Number, County and Pin Number followed by the extension .xls. **Example: SR1Knox405132.00.xls**
- Consultants shall provide the Excel file to the Design Manager. For projects developed in-house, the designer should submit the excel file to the e-mail address listed below with a copy of the e-mail being sent to the Design Manager.
- Submit the Excel file via email as an attachment to **Preliminary.AcquisitionTable@state.tn.us**. Subject line for email should be Preliminary Areas–State Route #, County, Pin. No. **Example: Preliminary Areas, SR 1, Knox County, Pin No. 405132.00.**

For bridge replacements, intersection improvements, and other projects not requiring a preliminary field review, submittal of preliminary acquisition and slope easements will not be required. For these projects, the preliminary right-of-way estimate will be made from the acquisition table in the right-of-way field review plans when required.

Original signed by Jeff C. Jones
Jeff C. Jones, Civil Engineering Director
Design Division

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JCJ:MJA:mja