

MassDOT ROW would like to thank all the consultants for taking time to participate in the survey questionnaire about the Plan Preparation Guidelines for Consultants Preparing ROW Plans, and the subsequent ACEC/MA session. We are excited to incorporate the feedback received into the next issued set of guidelines. We hope that we were able to provide an improved understanding of the ROW process and reinforce the Departments' expected standards. Below responses are provided to the open-ended questions from the survey.

1. One of our top concerns is the liability for updating the basemap prepared by others. What is the protocol for projects where the record surveyor is a different company than the design engineer? What is expected of each party in terms of process and deliverables?

MassDOT recommends surveyors prequalified in the category S3 participate in the development and preparation of the ROW plans. We recommend the consultant bring in early the surveyor that will prepare the layout/easement documents. This will ensure the survey information on the survey baseplan is brought up to date. The PLS needs to accept the previous survey work under the provision in 250CMR Section 5.03(4).

2. One of our top concerns is the requirement that ROW plans should be developed by prequalified surveyors. Many civil/highway firms possess the institutional knowledge required and are highly qualified in the preparation of ROW Plans. There is a concern that a surveyor may not fully understand the proposed impacts and therefore required easements. We agree that the Layout/Easement Plans need to be prepared by a PLS.

MassDOT currently recommends surveyors prequalified in the category S3 participate in the development and preparation of the ROW plans. Many survey issues are discovered from the development of the ROW plans to the Layouts plans. The geometry and parcel configurations shown on the ROW plans should be seamlessly utilized in the preparation of the Layout/Easement plans.

3. It would be helpful to define the responsibility of the surveyor (as compared to the prime consultant/designer/engineer). If the requirements of the surveyor are clearly laid out in this document, then prime consultants can directly refer to this document when retaining the services of a survey sub-consultant.

Responsibilities of the PLS participating in the preparation of the ROW plans should include:

- Confirmation that the survey baseplan is complete and accurate before the designer begins the proposed design.
- Ensure that the geometry and parcel configurations on the accepted/approved ROW plans can be seamlessly utilized in the preparation of the Layout/Easement plans.
- Update the property owner information and existing conditions throughout the design process, especially before the 25% and 75% submission.
- Confirm land restrictions are properly identified on the ROW plans.

- Review the title package when it becomes available from State ROW or the municipality to ensure:
 - Abutter property frontages are within an acceptable tolerance per the deed and record plan.
 - Parcels shown on the location plan have the proper geometry per the deed and record plan.
 - All existing easements are properly shown.
 - Property owner information is shown correctly on the parcel summary sheet, location plan and property plan.

4. One of our top concerns is the site visit requirement.

This is a critical task that the Department has always expected. It will result in more accurate appraisals and eliminate changes later in the ROW acquisition process. When the ROW plans are accepted/approved the information provided by the consultant is expected to accurately depict the actual in-the field conditions.

5. One of our top concerns is that more stringent requirements for ROW will increase design costs for new and existing projects.

The work product on some ROW plans have not been to our standard of quality. The ROW guidelines offer a concise document for consultants to utilize in the preparation of ROW plans. The guidelines are based on current manuals, standards, policies, etc. Numerous consultants have already been following the procedures outlined in the guidelines.

MassDOT is recommending that surveyors prequalified in the category S3 participate in the development and preparation of the ROW plans. This work is required for the development and preparation of the subsequent Layout/Easement plans and instrument. We would not expect additional costs to be incurred by the prequalified surveyor participating in the development and preparation of the ROW plans, they will just be involved earlier in the process.

6. We would like to suggest instituting a submission of only the survey baseplan, prior to 25%, for review by the ROW Bureau to ensure accuracy and consistency with the guidelines. In this submission the accuracy of layout lines, property lines, etc. can be denoted on the plan for confirmation by all parties before moving forward with ROW plans. We suggest that this submission be the only one requiring the stamp/signature of a registered MA PLS. This process may also aid in reducing the frequency of issues presented on Page 20 & 23

Survey consultants are required to prepare survey baseplans in accordance with the Departments' requirements and standards for survey baseplan preparation. Baseplans that are prepared by survey consultants under contract with the Department are reviewed and approved by the Survey Section in Boston before passing along to the design consultant. There are relatively few or no issues regarding accuracy for these survey baseplans. The issues seen are for some of the baseplans prepared by companies not contracted directly by the Department. These companies should do a better job of following the Departments' requirements and standards for survey baseplan preparation.

7. One of our top concerns is overall timelines. For longer term projects (for instance, those that may encounter a 5-year design process) it may not be appropriate to begin title examination using the 25% design plan package. Property ownership can change even within a year and then the title examination will need to be re-done.

For State ROW, the project advertisement date and date we need accepted plans by are considered before the title package is requested from our Conveyancing section. It is the consultant's responsibility to keep the property ownership current throughout the design process.

For Community Compliance the title work needs to be completed early, since the municipality needs to try to obtain the correct legal names for the Town Meeting approval language and to determine if there is protected (government/A97) properties. Title exams would only need a run down from the date of the previous title exam, they do not restart.

8. One of our top concerns is that we would like to obtain the title research prior to the 75% design submission.

For State ROW, requesting/obtaining the title research package is a critical task that needs to be handled with care. The ROW Engineering section requests the title examination package from our Conveyancing section once the plans meet a certain standard of quality. If plans are not adequate when the title package should be requested, essential time from the project schedule will be lost. Before requesting the titles, we consider the project advertisement date and the date we need accepted ROW plans by. If titles are requested too early in the process, they may become stagnant.

Additionally, if utility poles are being relocated as part of the project, we need to request titles after the DUCE walk. Since utility issues and relocations are usually not

clear until the DUCE walk, these conflicts have a major impact on the type of right of way acquired as well as the amount of land acquired, significantly changing the ROW plans.

For Community Compliance the title work needs to be completed earlier, since the municipality needs to try to obtain the correct legal names for the Town Meeting approval language and to determine if there is protected (government/A97) properties. We would like to see the DUCE walks done earlier and lock down the cross section at the 25% design level.

9. One of our top concerns in the ROW process is having the DUCE walk after the 25% submittal. The utility companies nearly always change the proposed utility relocations, which then changes the proposed easements shown. The new guidelines should address and rectify this situation. Perhaps have the DUCE walk prior to the 25%.

ROW does not have any authority in determining the schedule of the DUCE walk. On **page 42** of the guidelines we encourage early coordination between the DUCE, designer, and utility company. Early coordination will require more upfront work but will ultimately streamline the process and help maintain the project advertisement date.

10. One of our top concerns is the restrictions in place to use of GIS/accessor's information regarding property lines. We are torn regarding this. In the interest of saving the communities money, many base condition surveys illustrate the existing roadway layout based on record plans and field survey while illustrating individual property sidelines via GIS or accessor's information. In this manner, until the 25% design is approved, the funds will not need to be expended to field survey each individual property perimeter (and not just the sidelines) along the corridor until the design process moves closer to 75%. At that point, the surveyor can do the additional research and field survey only those properties that will have ROW actions.

Property lines of abutters to State Highway and other roadways are required to be established on the plans by compiling information from the best available source. The best available sources include the deed for the property, record plans of the property, subdivisions plans, land court plans, etc. By utilizing this process there is an expected degree of accuracy on the placement of the property lines. Even though they are approximate, the accuracy of the property lines should be within an acceptable tolerance. GIS data and assessor's map information are not drawn with the accuracy required for acquiring the needed rights for transportation projects.

11. It would be helpful to address the process if topographic survey is not in the scope of work and the consultant is directed to use GIS.

Consultants should **NEVER** be directed or use GIS on projects with ROW.

12. What are the expectations on updating the information on the base map? For instance, is it expected that the surveyors research all the property owners for every PROW submission? How often should the existing conditions be verified by a site visit?

At minimum, the property owner information and existing conditions should be checked and updated before the 25% and 75% design submission.

Depending on the project duration, size, and location this may be increased during the ROW plan development process.

13. Why are property frontage dimensions required on property plans now? They are already shown on the location plan.

If we are acquiring a TE from the owner, then location plans do not show any information for that easement. Our legal team needs to confirm the property frontage. Also, the property owners typically do not see the location plans and want to verify the frontage themselves.

Showing the frontage on the property plans has already proven to be extremely beneficial in our process.

14. Please provide guidelines for situations where ROW sidelines do not agree with deed/ plan of record dimensions.

The location lines on the ROW plans should agree with the plan of record. If there is an error on the recorded layout plan, the Layout Section should be contacted immediately.

The property lines on the ROW plans should agree or be within an acceptable tolerance of the frontage reported on the deed description. There is not a specific guideline when trying to resolve discrepancies in record information. Each issue is resolved differently based on the circumstances. Key differences are urban areas compared to suburban or rural areas of the state. Deficiencies in levels of discrepancies are looked at differently.

These circumstances are encountered routinely by experienced land surveyors. Abutters property lines should be placed during the preparation of the survey baseplan. The frontages are a result of a thorough evaluation and analysis of record deeds and plans. We realize some abutters property information may sometimes need to be analyzed during the preparation of the ROW plans which in part is why we recommend having a PLS participate in the preparation of the ROW plans.

15. One of our top concerns is design changes on the ROW plans that will affect easement sizes.

Design changes that affect the ROW plans specifically after the plans are accepted is also one of the Departments' top concerns. To deliver a project on time it is vital that the design outside of the existing ROW is locked down and is not changed after the ROW plans are accepted.

When easements sizes change after the plans are accepted delays in project advertisement should be expected.

16. One of our top concerns is that this dispositions on the Highway and ROW plans do not match.

ROW did not update the dispositions with these newly issued guidelines. This has always been our standard, but this may be the first time we are acknowledging there is a difference between ROW Plans and Highway Plans.

Throughout our review process we often have many comments about incorrect dispositions that need to be updated on the ROW plans. We believe there are some designers who were not aware that we had our own disposition guidelines that differed from the Highway plans.

Unfortunately, the dispositions on the ROW plans and Highway plans are not able to match.

To ROW, **REM** means that the property owner will likely be compensated. **REM** is not an acceptable disposition on construction plans because the contractor needs to know what to do with the item once it is removed.

If the ROW plans show a disposition that is **REM**, the construction plans will show either **R&S** or **R&D**. To ROW, **R&S** and **R&D** means the item is trespassing and the property owner will not be compensated.

17. One of our top concerns is that in the past there have been discrepancies between State ROW and community compliance comments (i.e. how certain things need to be shown) which make it difficult to develop plans that meet both reviewing groups requirements. This becomes more difficult when project is along both State and City/Town layouts.

While working on the guidelines State ROW and Community Compliance tried to identify the different requirements and eliminate as many differences as possible. However, there are physical and jurisdictional differences between MassDOT and other acquiring agencies which may result in different types of design comments.

18. One of our top concerns is that such a specific ROW appearance has caused consultants to develop separate ROW plans that are not linked to their construction plans and may not be updated as the design progresses from one design stage to another. We understand the need to show a clear and concise plan and showing everything within an easement area. However, this at times has proven difficult. To ensure consistency, there is significant time that needs to be devoted ensuring callouts required on construction plans and those on ROW plans do not conflict or overlap and ensuring everything is updated accordingly.

The ROW plans are a specialized plan set. They are an essential part of the Construction documents, that is developed as a separate entity. The construction plans should never be unlinked from the ROW plans. It is vital that the ROW plans are updated as the design progresses. If the ROW plans are not updated as the design progresses delays in project advertisement should be expected. Layers from the construction plans can be frozen on the ROW plans to create a legible, readable plan. Blow-up details are encouraged and should be provided if the area is too crowded. The ROW plans must be presented in a way that those who do not have developed plan reading skills can understand what is being proposed adjacent to the existing public ROW.

19. In the next issued guidelines, we would like to see a little more information regarding the transition from ROW Plans to recordable documents and orders of taking.

The Department expects the parcel configuration, dimensions, and areas to be consistent on the ROW plan and the layout/easement plan. If there are differences, there will be significant delays to the project schedule and advertisement.

20. In the next issued guidelines, we would like to see guidance for setting bounds/monumentation.

The location lines of the State highway and Town way altered and laid out are to be defined by bounds set thereon at angle points, points of curvature, and at the beginning and ending thereof, where feasible. The actual bound type specifications and setting of the bound should follow the construction standards.

21. In the next issued guidelines, we would like to see more project milestones such as advertising and award.

An important milestone that should have been mentioned in the guidelines is that the ROW Certificate needs to be issued 2 weeks before the advertising date.

22. One of our top concerns is contacting property owners about any land restrictions.

Please see **page 20-21** of the guidelines. It reads:

“The consultant shall make a diligent effort to determine if a property has restrictions or covenants that may affect the ROW process... The consultant shall coordinate with the respective entity who has jurisdiction or ownership over the property to determine if it is subject to Article 97 restrictions or other covenants.”

It is the consultant’s responsibility to identify all property’s with land restrictions, in coordination with title work. If a property has restrictions, the type of restriction along with the legal reference (if applicable), shall be noted underneath the owner information on the survey baseplan and on the parcel summary under the “land restrictions” column.

23. One of our top concerns is identifying controlling individuals of trusts and listing them as owners.

If the property is recorded land (Deed Book and Page Number) name of the trustees is not required, if the property is registered land (LCC and Cert Number) name of the trustees are required.

For registered land, we must show on our instrument(s) the owner of record exactly as stated on the Certificate of Title issued by the Land Court. The Certificate of Title always names the individual trustee(s) and the name of the trust. If not shown on our instrument exactly as shown on the Certificate of Title, we run the risk that the land court department of the registry will not accept the instrument for recording. Conversely, for recorded land, we have the flexibility to just show the name of the trust on the instrument and have no concern whether it will be accepted for recording.

24. In the next issued guidelines, we would like tree trimming limits for overhead wires and PUEs.

If tree trimming is required, we will need that shown on the ROW plans. The PUE will cover the tree trimming inside of the PUE limits. The PUE should be extended enough to accommodate the future maintenance required at the location. If additional tree trimming is required for construction, but does not require future maintenance, then the work should be covered within a TE.

We will add guidance for tree trimming limits in the next issued guidelines.

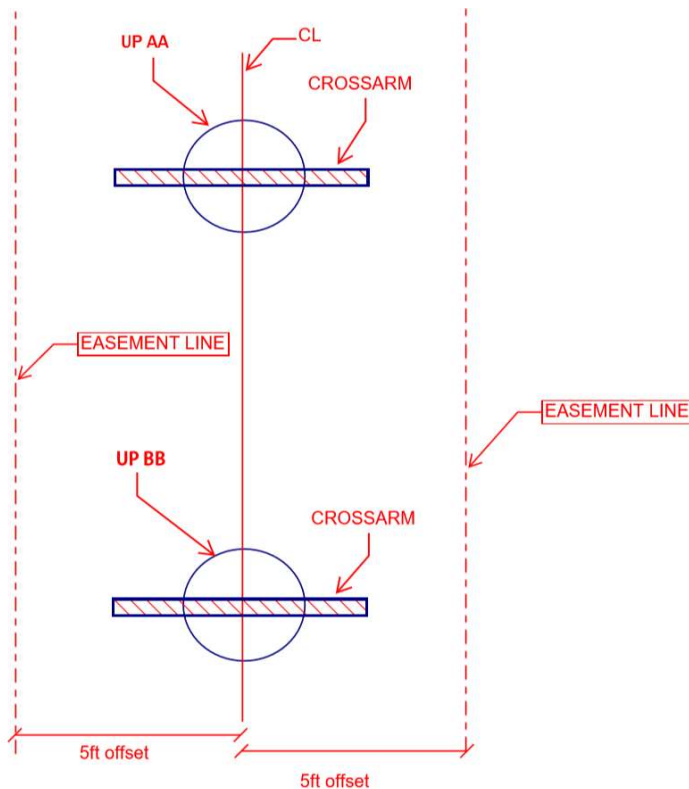
25. In the next issued guidelines, we would like to see dimensions and/or restrictions for overhead wires and guy wires.

Please see **page 41-42** of the guidelines. The paragraph says:

“In general, public utility easements are 5’ offset and parallel to the pole-to-pole center line for cross arm construction and 3’ offset and parallel to the pole-to-pole center line for offset construction (ie. the overhead wires are on one side of the pole only).”

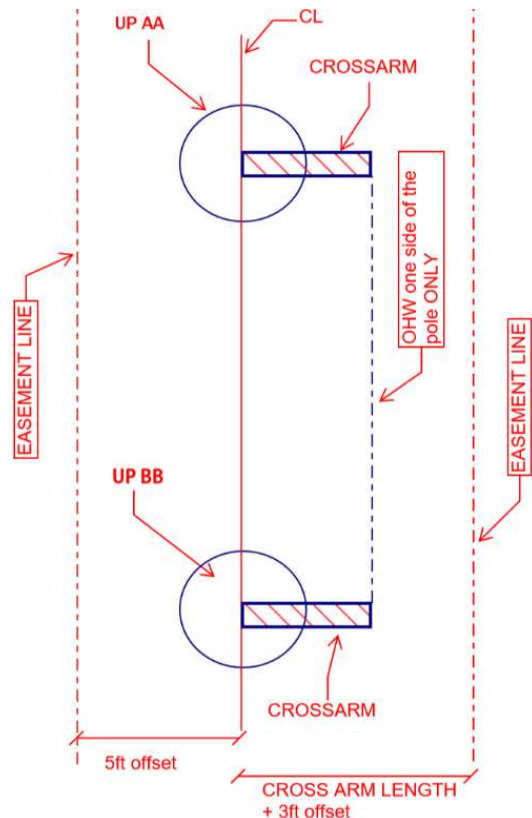
For guy wires, the PUE shall be centered upon and parallel to the guy wire and 6’ feet in width. The PUE shall extend approximately 3’ beyond the guy wire anchor. If the guy wire is perpendicular, or nearly perpendicular to the layout/alteration, the PUE should be offset parallel from the layout/alteration.”

The sketches below were created by the ROW Engineering Section to explain the language in the guidelines. They should be considered approximate.



DETAIL 1:

PUE’s are 5’ offset and parallel to pole-to-pole center line for cross arm construction



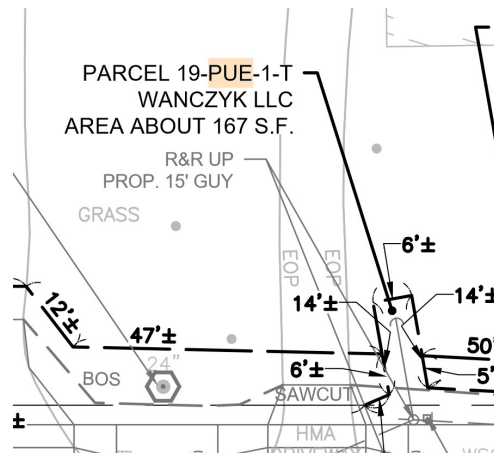
DETAIL 2:

PUE’s are 3’ offset and parallel to the pole-to-pole center line for offset construction (ie. the overhead wires are on one side of the pole only)

26. Page 42 - Public Utility Easement - could there be a little more explanation of what is meant with the two options mentioned in the first sentence of this paragraph?

For guy wires, the PUE should be 6' wide (3' on each side of the wire).

The PUE shall extend approximately 3' beyond the guy wire anchor. If the guy wire is perpendicular, or nearly perpendicular to the layout/alteration, the PUE should be offset parallel from the layout/alteration.



27. One of our top concerns is that many of the layers and styles called for in the guide do not appear in the current MassDOT CAD template. All styles referenced in the guide should be coordinated with the CAD template provided by MassDOT.

We are sorry about this. We thought the template would be updated in February, but we checked with the CAD Standards Section and the current MassDOT CAD template does not yet include the additional layers and styles. The CAD Standards Section anticipates all updates will be rolled out in a month.

Also, there will be one discrepancy that should be noted when the MassDOT CAD template is updated. **Page 53** of our guidelines reads:

*“Half-size crow’s feet can be added using the label style
MassDOT_LO_Crows_Feet_Small for both lines and curves.”*

The corrected label name that will be found in the updated CAD template:
MassDOT_LO_EX_Crows_Feet_Small.

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28. In the next issued guidelines, we would like to recommend using Civil 3D parcel creating instead of fields, this way styles and dimensions all come in together along with the areas.

When it comes to CAD methods, there are many ways to setup a drawing to produce an accurate and readable set of plans. Ultimately, the Department wants the parcel area calculation to be linked so if the area calculation changes throughout the design process, the square footage will be updated accordingly.

Civil 3D parcel creating is a more advanced feature of AutoCAD that some engineers may not be familiar with. Civil 3D parcel creating provides a linked area calculation, so the designer is welcome to use that method if desired.

29. In the next issued guidelines, we would like to see a label style that combines a dimension and crow's feet. Labeling twice for each is time consuming.

We investigated this with our CAD Standards Section and unfortunately the dimension and crow's feet will need to be labeled separately.

We use DOT-LO text for the parcel dimensions, which is a bolded text. The crow's feet cannot be added to the labels using DOT-LO because you would also get bolded crow's feet.

The dimensions are part of the ROW information which is why we need the text to be bolded. This is also consistent with how the dimensions should be shown on the Layout plans.

30. In the next issued guidelines, we would like to see the standards for the colors for shading ROW action areas. Seems it would be most beneficial if there were a standard color legend for each type of ROW action.

State ROW creates the sketches internally. We do not think including the standard colors in the guidelines would be beneficial to the designers.

The Community Compliance/LPA Section of ROW does NOT create internal sketches.

31. One of our top concerns is that CAD file management to have all sheets in one file is not practical. Because these files can become very large, this approach can cause significant working delay and inefficiency for those working in the file. Also, only one person would be able to work on the ROW plans at a time.

Please see [page 49](#) of the guidelines. It reads:

“Each file should contain all sheets relevant to that section stored as individual drawing layouts. Different sections may optionally be combined as long as the names clearly indicate what can be found in each file, for instance, 60XXXX_RW(Title-Legend-Notes).dwg. On the other hand, a section can be broken up to prevent cumbersome files if more than ten sheets are required, for instance, 60XXXX_RW(Property-Plans-1-10).dwg and 60XXXX_RW(Property-Plans-10-20).dwg.”

32. In the next issued guidelines, we would like to see how different easements are shown (i.e. hatches, if necessary, for different easement types for consistency between firms) and also what level of existing conditions should be shown (existing curb cuts, trees “shrubs” existing buildings/driveways, etc.

Hatches should not be shown for easements. For correct line types please see [Appendix D.1 – CAD Standard \(Layers, Text Style and Label Style\)](#) and [Appendix D.2 – CAD Standard \(Layer and Plot Style Guidelines\)](#).

On [page 54 of guidelines](#) you will find a summary of all existing conditions that should be shown on the property plans.

33. In the next issued guidelines, we would like to see a summary table for the types of easements with a brief description.

Please see [Appendix A.1 – Parcel Abbreviations and Designations \(State ROW\)](#) and [Appendix A.3 – Parcel Abbreviations and Designations \(Muni ROW\)](#).

On [pages 38-46](#) of the guidelines a description of each type of easement can be found. This would be too much information to have on a summary table.

34. In the next issued guidelines, we would like to see sample ROW plans with different level of acquisitions and an example of a bridge relocation.

We will try to include additional examples in the next issued guidelines. Consultants are always welcome to reach out to us on an as-needed basis if the content they are looking for is not included in the guidelines.

35. In the next issued guidelines, we would like to see a sample included of the PS&E Construction and Utility Plans to show how the ROW information should be displayed.

We would not include a sample PS&E of Construction & Utility plans with these guidelines. The Department expects the parcel configuration, dimensions, and areas to be consistent on the ROW plan and Construction and Utility plans.

36. Can the appraisal process begin before the NEPA process is cleared? We have heard conflicting responses in the past.

Yes, appraisals can begin before NEPA is cleared. Once appraisals are complete, our process is on hold if NEPA is still not cleared. We cannot send offers to property owners until NEPA is cleared.

37. Per the ROW Plan Plan Preparation Guide, Appendix A.2, the disposition of a flagpole that is not trespassing but impacted changes from R&R (BO) on the ROW Plans to R&S on the Highway plans. Please clarify as these differences imply the pole will be R&R on the property based on the ROW plan note but removed based on the highway plan note.

Thank you for pointing this out. The correct disposition on the Highway Plans should be R&R(BO). We will correct this in the next issued guidelines.

	ROW PLANS				HIGHWAY PLANS			
	Yes		No		Yes		No	
Is item Trespassing?	No	Yes	No	Yes	No	Yes	No	Yes
Is item Impacted?	No	Yes	No	Yes	No	Yes	No	Yes
Fence or Guardrail	RET ¹	R&S	RET	REM or R&R ³	RET ¹	R&S	RET	R&S or R&R ³
Flag Pole	RET ¹	R&S	RET	R&R (BO)	RET ¹	R&S	RET	R&S
Irrigation System	RET ¹	R&S	RET	REM	RET ¹	R&S	RET	R&S
Light Pole	RET ¹	R&S	RET	R&R (BO)	RET ¹	R&S	RET	R&S

Should be R&R(BO)

38. Per the ROW Plan Plan Preparation Guide, Appendix A.2, a section of fence that is not trespassing, but impacted, is noted to be REM on the PROW plans but a section of fence that is trespassing is noted to be R&S. Recommend review of this approach as it seems it should be the opposite.

The disposition shown for fences is correct. If the fence is not trespassing, the disposition would be **REM** and the property owner would be compensated. If a section of the fence is trespassing it would be **R&S**, and the property owner would not be compensated through the acquisition process.

	ROW PLANS				HIGHWAY PLANS			
	Yes		No		Yes		No	
Is item Trespassing?	No	Yes	No	Yes	No	Yes	No	Yes
Is item Impacted?	No	Yes	No	Yes	No	Yes	No	Yes
Fence or Guardrail	RET ¹	R&S	RET	REM or R&R ³	RET ¹	R&S	RET	R&S or R&R ³

39. Per the ROW Plan Plan Preparation Guide, Appendix A.2, walkways that are trespassing and impacted are to be R&S. If a property has a walkway from its front door to the sidewalk and the layout line is located say 1-2 feet behind the sidewalk, and that portion of the sidewalk is then R&S, then there will be a gap between the sidewalk and the private walk. Please clarify the intent of this disposition as a continuous ADA accessible route should be maintained within the street layout that connects to adjacent walks

The **R&S** disposition communicates to the appraisers that the walkway is a trespassing item and the property owner should not be compensated through the acquisition process. If the walkway needed to be removed because it was being impacted by the design, there will be a design feature in place of the walkway.

Please note if the walkway is trespassing and not impacted by design it should be retained.

Is item Trespassing?	ROW PLANS				HIGHWAY PLANS			
	Yes		No		Yes		No	
Is item Impacted?	No	Yes	No	Yes	No	Yes	No	Yes
Walkway	RET	R&S	RET	REM or R&R ⁵	RET	R&S	RET	R&S or R&R ⁵

40. Guidance on Page 44 and the Figures on Page 45 seem to indicate that if the proposed improvements are completely contained within an existing ROW that no temporary easement would be necessary/required. In our opinion this is misleading as additional space is often required for construction access which would mandate a temporary easement be obtained in these situations. Please clarify the intent of this section.

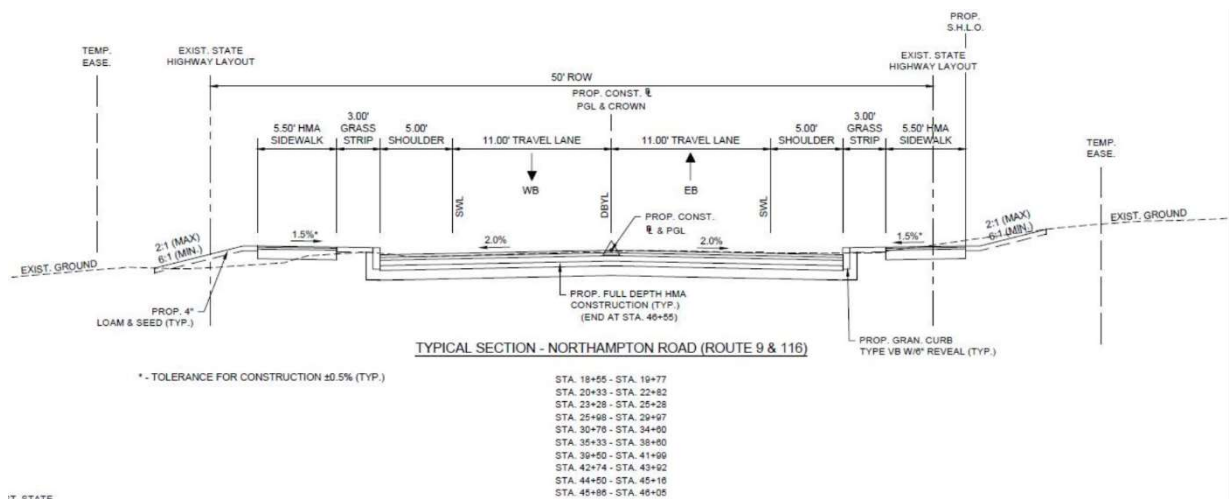
Please be aware this section of the guidelines applies to State ROW only. In the designer’s professional opinion, if the contractor can build entirely within the Public LO, a TE should not be provided. If the contractor needs additional space, then a TE should be provided.

For municipal ROW projects, the guidelines specify a minimum of 5’ beyond the limit of grading. Municipal roadways have different physical features than state highways and are typically narrower, so the requirements are different.

41. Showing permanent and temporary easements on the Typical Sections is not practical-- permanent and temporary easements can vary significantly throughout the length of a corridor.

Typical sections are important to facilitate the understanding of the impacts to properties affected by the proposed work. They show representative cross-sections of existing conditions and proposed work within station limits.

If the temporary/permanent easement vary significantly within the cross-sections, typical sections must be shown with the ROW information of the first station listed. For example, although difficult to read, the screenshot below shows the ROW information of the proposed alteration and temporary easement at STA 18+55, which is the first station listed.



42. Page 30 - Chapter 634 and 690 Bridges. Paragraphs 2 and 4 are a little confusing - is there an example depicting what is mentioned here?

An example on [page 31](#) has been provided and shows a Chapter 634 bridge.

Chapter 634 and 690 bridges became state highway by legislation. If no record Department documents exists formal layout plans and instruments should be prepared.

The geometry of the layout should include all permanent parts of the bridge. If the proposed geometry of the layout is within the existing public way or railroad, we do not need to show any proposed parcel callouts. If the proposed geometry of the layout is on private property, a proposed parcel callout is required. The private property owner will be compensated. This is displayed in the example on [page 31](#).

43. Page 42-43 – We have recently been directed to create slope easements for 2:1 slopes which seems to contradict the greater than 2:1 slope criteria on page 43. Could there be a little more clarity on slopes which will require a permanent slope easement?

Slope easements should be created when the slope is steeper than 2:1. As long as the designers are truly following the 2:1 and not rounding to avoid a permanent easement or when it creates a lack of utility for the land owner who should be compensated.

44. What are MassDOT's expectations and what they believe to be a good process for consultants to take to create additional consistency and quality. For open discussion, what are the pros and cons of this process as viewed by MassDOT? As viewed by other consultants. If they are different, why?

The process that the consultants take is not necessarily important if the result is good quality plans. Good quality plans are plans that adhere to the guidelines.

45. When are the new requirements expected to be implemented?

The new cosmetic requirements in the guidelines are expected to be incorporated for projects set to advertise in FY22 and beyond.

Depending on the size and plan status, some of these new cosmetic requirements should be incorporated into FY21 project but will be handled on a case by case basis.

For State ROW, the consultants preparing ROW plans for FY21 should have received an email that specifies which requirements are expected for your designated project. The Community Compliance has been working with the designers on expectations for projects in FY21.

If there are any questions remaining for specific projects please reach out directly to the contacts listed below.

46. Please provide a direct contact for Q&A on specific projects.

State ROW Projects:

Jess Leone – ROW Engineering Administrator - Jessica.Leone@dot.state.ma.us

Tim Ymeri – ROW Engineering Supervisor - Shpetim.Ymeri@dot.state.ma.us

Municipal ROW Projects:

Pam Marquis - Pamela.Marquis@dot.state.ma.us