

**2.70 RELEASE OF TEMPORARY EASEMENT (Right of Way Form 636-069)**

Property that the Department requires temporarily for the construction of a highway construction project is acquired by means of a "Temporary Easement." Temporary easements are typically acquired for the construction of driveways, borrow pits, or right of entry. The temporary easement will be acquired by the Office of Right of Way and documented on a Right of Way Contract.

Most acquisition contracts are written so that the termination of temporary easements occurs when the construction project is completed and action to release the easement is not required of the project engineer.

On selected Right of Way contracts (i.e. temporary easement only or borrow agreements), the release of temporary easement is not automatic. In these instances, the temporary easement is released in accordance with the following instructions:

After the temporary easement is acquired, the Office of Right of Way will prepare the "Release of Temporary Easement" (Form 636-069) and forward it to the project engineer. The form will be retained in the project engineer's office until the temporary easement is released.

When the temporary easement is no longer needed for highway construction, the easement should be "released." While it is important that easements be released as soon as possible after completion of the project in order to minimize the Department's responsibility of the property, the project engineer should consider needs of future projects. For example, a grading project may be completed, but a borrow pit may be needed on the subsequent paving project.

To release a temporary easement, the project engineer shall:

- Sign and date the completed "Release of Temporary Easement" form
- Obtain notarization of Notary Public
- Submit signed "Release of Temporary Easement" (Form 636-069) and "Order Claim" (DOT Form 635037) to the County Recorder (county in which temporary easement exists)

After the release of easement is recorded, the County Recorder will send the "Release of Temporary Easement" and "Order Claim" to the Office of Right of Way. The Office of Right of Way will retain the release and process payment to the County Recorder for the recording fees.

**2.71 BRIDGE INVENTORY REPORT**

A "Bridge Inventory Report" is required to be completed for all new Iowa DOT bridges constructed. This report is also required to be completed for all new culverts constructed when the culvert has an overall span length of 20 feet (6.1 meters) or greater. The report serves as a permanent record of design, construction, and maintenance data of the structure. The information provided in this report and from future maintenance inspections is used to develop sufficiency ratings for the structures and determine apportionments of bridge funds.

The Resident Construction Engineer should have a copy of the Federal Highway Administration's "Recording and Coding Guide for the Structure Inventory and Appraisal of the Nation's Bridges" to assist in filling out the form.

The Office of Bridges and Structures initiates the report with additional information included by the Project Engineer following completion of construction. A "Bridge Inventory Database" was developed in Microsoft Access 2000. This database is maintained by the Office of Transportation Data with design data input by the Office of Bridges and Structures and construction data input from the Project Engineer administering the project.

The "Bridge Inventory Report" database is located in the following server address:

U:\idot\access\prod\bridge2000.mdb                      At password prompt enter: bridge

The "Bridge Inventory Reports" are processed through this database as follows:

- Office of Bridges and Structures will initiate the report by completing the Section A portion. Once completed the Section A portion is submitted into the "Bridge Inventory Database" in "Access" and is available to users.
- The Project Engineer shall complete Section B portion of the report within 90 days of completion of the bridge or culvert project. Once completed, the Section B portion is submitted into the "Bridge Inventory Database" in "Access" for final processing by the Office of Transportation Data. **NOTE:** All data entries for both Section A and Section B shall be in English units whether the project was in English or Metric Units.

For situations where the Project Engineer is unable to locate a completed Section A in the "Bridge Inventory Database", contact the Office of Bridges & Structures for assistance. You will need to provide the county, project number, and structure design number when requesting assistance.

**NOTE: The Office of Bridges & Structures has a policy that initial bridge inspections are conducted within 90 days of completion of a bridge or culvert project. It is very important that the Project Engineer completes and submits the Bridge Inventory Report Section B within 90 days of project completion for this information to be available at the time of the initial bridge inspection.**

## 2.72 PREPARATION OF "AS-BUILT" PLANS

The project engineer shall have one set of "as-built" plans prepared for construction projects as soon as possible after project completion either by manual methods or electronically using Spicer Imagination software through the Citrix environment.

At the time of letting, the project engineer will receive two sets of full-size plans for the construction project. One set is to be reserved for the "as-built" plan when using the manual method, while the second set is intended to be used during the construction project. If an electronic as-built is completed, the second set can be recycled or used during construction.

When revising information on the plan with "as-built" information, the voided information should be lined out manually or electronically.

The "as-built" plan shall include the actual quantities included in the project, as well as items added to the project by Contract Modification that change physical features of the project.

It is not necessary to change wording in the "as-built" plan from future tense to past tense.

The title page of all as-built plans should include the certification block (Form 370-520003) with the name of the contractor, year of project completion, project engineer's signature and certification.

The project engineer shall forward the manual completed as-built plans to Records Management in Ames with a copy of the transmittal letter to the District Office. Electronic as-built plans should be saved in ERMS according to ERMS guidelines. A For manual plan submission, a cover letter is to accompany the plans describing the size and number of plans which are to be reproduced.

The following adhesive-backed standard formats are available from the Office of Construction:

As-Built Certification Block	370-520003
As-Built Change Order Log	370-520004
As-Built Estimated Project Quantities (100-0)	370-520007
As-Built Estimated Project Quantities (100-1)	370-520008

Samples are included in [Appendix 2-37](#).

### Types of Work

Changes in the following types of work should include the listed items in the "as-built" plan:

#### A. Grading, Paving, Subdrains, Fencing, Erosion Control

The "as-built" plan should include the following:

- Control points - marked and referenced
- Land section corners - marked and referenced
- Vertical and horizontal alignment
- Corrections and adjustments in stationing
- Elevation of final bench marks and deletion of abandoned bench marks
- Planned drainage, for example: pipe location, sizes, and flowlines, subdrains, backslope and letdown drains, etc.
- Field Tile Crossings, including size and location
- Subgrade treatment areas
- Locations, type, and width of accesses, driveways, and street connections
- Include location of overhead and underground utilities, if known
- Utility permit number and filing location
- Planned location, sizes and flow lines of storm and sanitary sewers and intakes
- Location and type of fence
- Erosion control ditch treatment and let-down treatment
- Guardrail and other safety appurtenances

#### B. HMA Resurfacing

Wedge and strengthening courses and other items such as guardrail, culvert extensions, etc.

#### C. Structures

Items to include for structures and bridges converted to culverts:

- Flow line and footing elevation
- Elevation of bench mark

- Log of piling
- Excavation limits (Class 21, 22,23, and 24)
- Weep hole locations

#### D. Lighting, Signing, and Traffic Signals

Lighting, Signing, and Traffic Signal projects should include:

- Location of underground conduit
- Location of pole and handhole
- Mounting heights and lengths of mast arms
- Log of piling for tower lighting projects
- Location of sign footing, post size and length
- Vertical clearance of sign truss
- Detector Loop type, size, and location

#### E. Bridge Deck Repairs and Pavement Patching

“As-Built” plans are not required for bridge deck repair and pavement patching projects, unless safety items such as; guardrail or barrier rail have been changed. The repair projects for replacing bridge beams do not require an “as-built” plan.

#### Wetlands

Corps of Engineers’ Section 404 Permits require that “Wetland Mitigation As-Constructed Drawings” be submitted to the Corps within 30 days of the completion of the mitigation sites. These drawings are separate from the usual DOT “As-Built” plans.

“Wetland Mitigation As-Constructed Drawings” are more detailed site maps that are used to confirm compliance with mitigation agreements and to monitor future performance of the wetland. The information varies with the permit, but typically includes before/after cross-sections, location and elevation of water control structures, monitoring sites, final boundary of constructed wetlands, list of plant species, photos, depth of transplanted topsoil, geometry and treatment of buffer areas, ditch plugs, drain tiles and boundary markers.

The Office of Location and Environment (Wetlands Section) will retain a consulting engineering firm to complete the “Wetland Mitigation As-Constructed Drawings” for wetland projects to comply with the 404 Permit requirements. Once completed, two full-size copies should be sent, with a cover letter to the Office of Location and Environment and to the Resident Construction Engineer. If a consulting firm is administering the project, copies will be sent to the District Office.

#### Right of Way

All right-of-way lines should be darkened and the station and offset included for all right-of-way breakpoints. Location of right-of-way corners should be identified. If the plan and profile sheets become too crowded when the right-of-way information is included, this information may be included on a separate plan sheet.

Information regarding access should be included on the "as-built" plan, including the limits of access rights purchased and location of constructed and deleted entrances.

As a minimum, the parcel information should include the owner’s name and parcel number. Temporary easements do not need to be shown on the "as-built" plan.

**Land Section Corner Ties**

During “as-built” plan preparation, the final land section corner ties information shall be reviewed with the District Land Surveyor. A plan sheet of the corrected land section corner ties shall be included in the “as-built” plan.

**Tied Projects**

Tied projects should include references on the “as-built” plan title sheet that list other projects included in the contract. Project quantity item numbers should correspond to the item numbers shown in the contract, by plan. “As-builts” for each plan should be completed separately, as they will be filed individually in the Records Center.

**As-Built Plans Checklists**

See [Appendix 2-37.5](#) for checklists to use in developing As-Built plans.

**2.73 RELOCATION OF WATER STOP BOXES**

The Department will be responsible for relocating water stop boxes on projects that require a property owner to be responsible for the cost of relocating their water stop box.

The relocation of water stop boxes will be included as a contract item on the construction project. If the plans do not include relocation of water boxes, the item should be added to the contract by change order.

The basis of payment for relocation of water stop boxes shall include disconnecting, relocating, and reconnecting to the existing service line. The property owner shall be responsible for the cost of installing a new service line from the water stop box to the building.

**2.74 PRECONSTRUCTION PROJECT AGREEMENTS**

*Iowa DOT Policy No. 500.05, "Preconstruction Project Agreements,"* establishes the responsibilities for obtaining project agreements.

The policy assigns the following responsibilities to the District Office:

- Implements the terms of the project agreement and monitors completion of the project (*PPM 500.05 IV. A*)
- Tabulates the actual quantities of items for which the city or county is obligated to reimburse the Department. The district office staff shall submit a list of the items and quantities as a separate attachment with the final payment voucher. (*PPM 500.05 IV. C*)

