

LPO GUIDELINES

APPRAISAL MAP CHECKLIST DEFINITIONS

Accepted Base Map

The requirements for the Base Map are listed in *LPO Guidelines: Base Map Checklist* and *LPO Guidelines: Base Map Checklist Definitions*. The review of the Appraisal Map will not begin until the Base Map is accepted.

Assessor's Parcel Numbers

Assessor's Parcel Numbers (APNs) may be shown on the Appraisal Map as supplements to the Ownership Information and Parcel and Lot Numbers.

Benchmark Statement (Hide)

Benchmark Statements are not shown on the Appraisal Map.

Coordinates

Coordinates are not shown on the Appraisal Map. However, the **Grid** is shown on Appraisal Map Individual Sheets. (See *LPO Guidelines: Base Map Checklist Definition*).

Design Lines

The main design line and other key design lines are shown and labeled on the individual sheets. Design lines for overcrossings, undercrossings, and separations are always shown. Individual station ticks are all numbered on the individual sheets, except in cases of unavoidable overcrowding. Stationing for the design lines is shown at all BCs, ECs, angle points, and points of intersection with other design lines. Design lines on the Right of Way Engineering mapping precisely match those shown on the PS&E.

Easements (Individual Sheets)

See **Encumbrances**.

Encumbrances (Individual Sheets)

The Appraisal Map shows all known encumbrances that might affect the appraisal of a parcel or sub-parcel, including those enumerated in the Preliminary Report. Encumbrances that might impact the design of the highway are also shown. Easements that are listed in the Preliminary Report but are far removed from the project can be identified with an Easement Statement. (See *LPO Guidelines: Easement Statement*).

If a sub-parcel is encumbered by one or more existing easements, the area of each easement within the limits of the sub-parcel is noted in the Remarks column in the Grantor Box. The objective is to inform the appraiser of potential devaluation of property values due to existing easements. (See *LPO Guidelines: Grantor Box*).

If a sub-parcel is encumbered by one or more other sub-parcels, the overlap area is calculated and shown in the Remarks column of the Grantor Box. The objective is to provide information for the appraiser to use to correctly determine the values of the properties.

Grantor Box

Historically, each map sheet of the Appraisal Map contained a Grantor Box. This format of presenting Grantor information could, at times, limit the amount of drafting space available for mapping. On a crowded map sheet a solution was have a separate sheet for the Grantor Box. In the case of multiple crowded map sheets, the Grantor Boxes of the affected sheets were combined and placed onto a separate sheet. Notes were placed on the affected map sheets to direct the researcher to the appropriate Grantor Box sheet.

The new standard for Local Project Oversight mapping is to remove the Grantor Boxes from all the separate map sheets and consolidate the Grantor information into one Grantor Box on a stand-alone sheet. This Grantor Box sheet will be placed in the map set to follow the last page of the map sheet index and will be numbered with the next alpha character designation of the map index sheet(s) (eg. 12345.00a).

The Appraisal Map Grantor Box will contain the necessary information for all of the parcels acquired by the Transit Authority/Local Agency for the project. The parcels shown will include the parcels to be ultimately transferred to the State, the parcels to be retained by the Transit Authority/Local Agency, the parcels to be transferred to a third party (eg. utility company), the parcels where state jurisdiction will be acquired via Section 83 of the Streets & Highways Code and the necessary Temporary Construction Easements (TCEs) which may be unrecorded and contain an expiration date.

For additional requirements, see *LPO Guidelines: Grantor Box-Appraisal Map*.

Map Sheet Number (All Sheets)

The initial alpha character in the sheet number is "A". Thus a Base Map that was designated H-12346 is changed to A-12346.

Monument Box (Hide)

Monument Boxes are not shown on the Appraisal Map.

Monuments

Monuments are shown on the Appraisal Map only in the rare case that the monument is called in the legal description.

Ownership (General)

Ownership is defined in Section 6.02.02.01 of the Caltrans Right of Way Manual as “an area of land that meets all of the following four requirements: 1) Unity of title; 2) A single perimeter; 3) Not separated by a city street or alley, county road, or State highway (fee, easement or prescriptive right); 4) Totally within one R/W EA.”

Parcel Index

Historically the Parcel Index was located on the Index Sheet of the map set and consisted of rows of parcel numbers sorted by map sheet number. The information for each sheet was either arranged in a table or placed below the graphically outline that represented the limits of the appropriate sheet.

The new standard for Local Project Oversight mapping is to create a grid matrix with Parcel Numbers listed on one side (rows) and the Map Sheet Numbers listed along the top (columns). The cells in the grid are filled in or otherwise appropriately marked when a parcel is shown on a map sheet.

In addition, the format of the grid matrix allows the Map Sheet Numbers to be lined up and appended to the right side of the existing Appraisal Map Grantor Box.

See *LPO Guidelines: Appraisal Map Parcel Index* for more information and examples.

Parcel List Spreadsheet

The parcel list spreadsheet contains the information that is to be shown in the Grantor's Box on the Appraisal Maps and the Record Maps. The spreadsheet will serve as a "one-stop" source for verifying information provided by the consultant. Once verified, the data can be readily imported into the Grantor Boxes. See *LPO Guidelines: Parcel List Spreadsheet* for more information.

Parcel Numbers (General)

Each parent parcel is assigned a five-digit parcel number. The request for a block of parcel numbers is made to the LPO Project Surveyor and, as nearly as possible, is an exact count of the parent parcels. (Also see **Sub-Parcel Numbers**). Note: Parcel numbers and sub-parcel numbers cannot be reassigned after the number has been entered into the State's Right of Way Management Information System (ROWMIS). The assignment of individual parcel numbers to parent parcels is made in a logical sequence.

Parent Parcel (General)

“Parent parcel” is the term commonly used for an ownership that will be transferred in whole or in part to the State, Transit Authority, or Local Agency as a project requirement.

Parent Parcel Labels (Individual Sheets)

In addition to the data shown on the Base Map, each parent parcel is labeled with the five-digit parcel number, the owner’s name, and the recording information of the vesting deed.

Political Boundaries

City limits and county boundaries are shown on the Appraisal Map.

Property Lines

In addition to the property lines and street right of way lines that are shown on the Base Map, the boundaries of parent parcels, sub-parcels, and political boundaries are shown on the Appraisal Map.

Property Line Annotation

Property line annotation is included in the Appraisal Maps for parent parcels, all sub-parcels, street right of way lines, pertinent political boundaries, and property lines that are used to establish the land net. See *LPO Guidelines: Base Map Checklist Definitions: Annotations* for more information.

Record Document References

In addition to the parcel and lot numbers shown on the Base Map, the Appraisal Map includes the name of the property owner and the recording information of the vesting deed. The Appraisal Map contains all the information needed to write the legal descriptions. Therefore, all maps, deeds, and other documents that will be cited in the descriptions must be shown and labeled on the Appraisal Map.

Usually, one or more courses of a sub-parcel are along the existing pre-project right of way line. In these cases, the recording data for the document that created the existing right of way line is also shown. A document thus listed might be a Grant Deed, Final Order of Condemnation, Director's Deed, or Relinquishment.

Right of Way – Pre-Project Record Dimensions

Pre-project record dimensions are generally not shown on the Appraisal Map.

Right of Way - Post-project (General)

The post-project right of way is made up of two parts. The first is the “new” right of way or, in other words, the right of way line that is being created to meet the project requirements. The second part of the post-project right of way is the pre-project right of way that is not being changed.

Right of Way - Post-project (Index Sheets)

The pre-project right of way shown on the Base Map is replaced with the post-project right of way on the Appraisal Map. See **Right of Way - Post-project (General)**.

Right of Way - Post-project (Individual Sheets)

Both the pre-project and post-project right of way lines are shown on the Appraisal Map. In locations where the pre-project right of way is superseded, the lines, annotation, and access control ticks are still shown, but are changed to appear similar to the landnet. The post-project right of way is added and graphically emphasized. (See *LPO Guidelines: Base Map Checklist Definitions: Right of Way Line Weight and Annotation (All sheets)*).

Sub-parcel (Individual Sheets)

A sub-parcel is a portion of a parent parcel that will be transferred in whole or in part to the State, Transit Authority, or Local Agency as a project requirement.

Sub-parcel Numbers (General)

The sub-parcel number is the five-digit parcel number followed by a hyphen and an integer. The integer starts at 1 and increases sequentially for each addition sub-parcel. Sub-parcels to be transferred in fee are assigned the lowest sub-parcel numbers. Easements are assigned the next block of sub-parcel numbers, and Temporary Construction Easements (TCEs) are assigned the highest sub-parcel numbers.

Sub-parcel Labels (Individual Sheets)

Each sub-parcel is labeled with its sub-parcel number. If the sub-parcel is an easement, the type of easement is indicated. If the sub-parcel is a Temporary Construction Easement, the type of easement is indicated to be a "TCE". The expiration date of TCE's is also indicated.

Topographic Mapping (No Contours)

Contours are not shown on the Appraisal Map. However, the planimetric features, screened to 30%, are shown.