

LPO GUIDELINES

TRAVERSE REPORTS

Traverse Reports are required for each of the following elements: design lines, pre-project right of way lines, post-project right of way lines, parent parcels, sub-parcels, CCUAs and JUAs, relinquishments, excess land parcels, and any other closed or open figure with dimensions and/or areas that are shown on the map or used in the Legal Descriptions. The format requirements for Traverse Reports follow:

1. Traverse Reports are of the “inverse” type, not the “closure” type.
2. Traverse Report bearings are shown to the nearest second, distances to the nearest hundredth of a foot (2 places), coordinates to the nearest thousandth of a foot (3 places), square feet areas to the nearest square foot, and acreage areas to the nearest thousandth of an acre (3 places).
3. Traverse Reports are submitted in PDF format only. The PDF file created for each parent parcel also includes the Traverse Reports for each associated sub-parcel. Each individual Traverse Report starts at the top of a new page.
4. File names for Traverse Reports begin with the letters “trav” and end with the most recent revision date. Examples of the file naming conventions follow:
 - a. trav_62498_2012-06-05.pdf;
 - b. trav_A-Line_2012-01-27.pdf;
 - c. trav_pre-ROW_East_2012-02-14.pdf;
 - d. trav_post_ROW_West_2012-05-15.pdf.
5. The design line Traverse Reports start at the lowest station on the alignment, regardless of orientation to North. Lines and curves in the alignment normally must be tangent to each other. Station computations are submitted in a separate report
6. In general, the direction of the Traverse Reports for the right of way lines on both sides of the highway is up-station. Obviously, in the case of interchanges, some of the right of way calculations will go down-station. No rule of thumb is used other than to be consistent. All inverses for the right of way lines should be for the overall or total length.
7. The Traverse Reports for the fee and easement parcels start at the Point of Beginning for the associated legal description and proceed in the same direction as the legal description.
8. Right of way design often creates non-tangent curves that are unavoidable and acceptable. However, curves that are out of tangent by a few seconds are mistakes.
9. Area calculations for very large parent parcels are not necessarily required. In cases where the area of the new right of way and easements is trivial in comparison to the whole parcel, the area may be taken from Assessor's Maps, Tract Maps, Parcel Maps, etc. By similar reasoning, the area of large and complex parent parcels may be listed as “Very Large.” Use “Indefinite” for parent parcels such a street system vested in a City or County.