

Legal Description Essential Requirements Checklist

Idaho Transportation Department – Right of Way



Project Number	Project Name	Key Number
Parcel Number	Parcel ID Number	Date

Legal Descriptions – One required for each description
 Initial each item that has been reviewed. Mark N/A for items that are not applicable.

	1 st Dist. Reviewer	2 nd Dist. Reviewer	
1.	_____	_____	Heading: Project Number, Key Number, Parcel Number, Parcel ID Number and date prepared (not an autofill date.) Titled fee acquisition or permanent easement, etc.
2.	_____	_____	Preamble: State, County name, Township and Range, ¼ ¼ sections or government lots designated, section, subdivision name, lots, blocks, and tracks
3.	_____	_____	Points of commencement and beginning shown on plans (must be a found Public Land Survey System (PLSS) corner or a found Corner Perpetuation & Filing (CP&F) recorded point)
4.	_____	_____	Multiple requirement areas within a parcel use the same point of commencement
5.	_____	_____	Curve data contains: radius, arc length, delta/central angle, curve direction (right or left) long chord (bearing and distance)
6.	_____	_____	Centerline stations for beginning and end of parcel
7.	_____	_____	Closing tolerance within State Standard (minimum 1:5,000)
8.	_____	_____	All calls and acreage match the plans exactly
9.	_____	_____	Bearing expressed in degrees, minutes, and whole seconds
10.	_____	_____	Acreages carried to four decimal places and rounded to three places
11.	_____	_____	Distances carried to three decimal places and rounded to two places
12.	_____	_____	Parcel requirement legal description lies within the boundaries of the property described within the title report
13.	_____	_____	Existing non-fee title prescriptive highway RW described with separate acreage - can be described separately or encompassed within description of the new RW requirement parcel, with acreage data broken out for both existing RW and new RW
14.	_____	_____	Stamped, dated, and signed by a professional land surveyor registered by the State of Idaho
15.	_____	_____	Electronic and original (not a copy) of legal description, typed in font size 12

I have reviewed and accepted this legal description.

District Right-of-Way Supervisor's Signature	Date
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Headquarters Right-of-Way Signature	Date
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Printed Name	Title
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Distribution: District Right-of-Way