

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