

Right of Way Acquisition Tables

The Excel right-of-way acquisition table is created by the Survey Office as part of the original survey. The **ROWAcqTable.xlsm** Excel file can be generated by Survey personnel using the **Create Acq. Table** function in **Survey_Contact_Acq_Create.xlsm**. These Excel templates are available at the T.D.O.T. Design Division Standard CADD Files and Documents web page.

Right-of-Way Acquisition Worksheets:

There are five worksheets in the **ROWAcqTable.xlsm** template file. The **SUR IN** and **DES IN** worksheets are used to build the **ACQ TABLE** worksheets. The **Add Sheets** worksheet has buttons to run the R.O.W. acquisition table macros. The **OWNERS** worksheet is used by the Survey Office to create a Geopak COGO input file for adding owner names to the parcels (tracts) stored in the project GPK file. Instructions are included to the right on all worksheets except for the tables.

SUR IN

The Survey Office fills in the SUR IN worksheet. This sheet has tract and owner information. The total feet square (column I) is calculated from the left and right square feet or acre inputs. Note that if acres are used, the number must be followed by the letters **ac** (Example: 1.158 ac).

INPUT SURVEY DATA										INFORMATION REQUIRED FOR A	
TRACT NO.	PROPERTY OWNERS	TAX MAP NO.	PARCEL NO.	DEED DOCUMENT REFERENCE		INPUT AREA IN SQUARE FEET			STREET ADDRESS	CITY	
				BOOK NO.	PAGE	LEFT <small>(To enter acres, put number, ex: 1.158)</small>	RIGHT	TOTAL FEET SQUARE <small>ADD AUTOMATICALLY</small>			
1	JACK ATKINS AND WIFE FRANCES M.	87	33.08	1036	1990		293965.12		293965	2701 PIGEON RIDGE RD.	CROSSVILLE
2	CLAYTON HALL AND WIFE NOLA	87	76	54	58			53165.17	53165	547 WOODLAWN RD.	CROSSVILLE
3	MORRIS EUGENE TURNER AND WIFE ELLA K.	87	77	489	615			30432.89	30433	157 LANTANA RD.	CROSSVILLE
4	JOANN RICHARDSON	87	33.07	1035	1204	66769.4			66769	3895 HUNTER TOWN RD.	VERSAILLES
5	GLENN FARR AND WIFE CHRISTINE	87	78	134	420			28896.13	28896	503 WOODLAWN RD.	CROSSVILLE
6	CITY OF CROSSVILLE	87	82	502	800		2091770.29		2091770	99 MUNICIPAL AVE.	CROSSVILLE
7	LIGHTHOUSE BAPTIST CHURCH	87	33.06	1033	941	130895.88			130896	P.O. BOX 3631	CROSSVILLE
8	NICHOLAS G. MAYROMATIS AND OTHERS	87	33.05	1027	1062	201713.62			201714	4989 CARDINAL TRL.	PALM HARBOR
9	WILLIAM G. COOKE AND WIFE LENA A.	87	79	60	598			44013.21	44013	P.O. BOX 143	CROSSVILLE
10	SUE SANDERS WRIGHT	87	80	269	623			34992.95	34993	379 WOODLAND RD.	CROSSVILLE
11	CHARLES F. KING AND WIFE E. GALE	87	33.04	1064	515	89862.37			89862	1649 WOODS DR.	DAYTON
12	DELBAR PRODUCTS, INC.	87		NO DEED				485826.68	485827		
13	E. F. SILVEY, INC.	87	33.03	506	316	90293.51			90294	P.O. BOX 1425	HARRIMAN
14	JOHN D. GOLDSTON AND WIFE SANDRA S.	87	81	459	199			36412.57	36413	357 WOODLAWN RD.	CROSSVILLE
15	R. F. MAY	87	32.05	209	224	45573.05			45573	P.O. BOX 1149	CROSSVILLE
16	PLATEAU PRIDE PRODUCE, LLC.	87	83	1034	212			42517.88	42518	P.O. BOX 767	CROSSVILLE
17	JERRY R. RANDOL AND WIFE MOREAN E.	87	83.01	179	734			37872.16	37872	285 WOODLAND RD.	CROSSVILLE
18	WAYNE F. JONES SR.	87	32.08	526	130	104889.03			104889	278 DEEP DRAW RD.	CROSSVILLE
19	RICKEY LYNN NEELY	87	84.01	373	421			43254.96	43255	211 WOODLAND RD.	CROSSVILLE

DES IN

This worksheet is used by the Design Office. Areas acquired for right of way and easements are entered on this sheet in square feet. An error flag will appear in column D for areas to be acquired that exceed the total area for that tract.

The screenshot shows an Excel spreadsheet with the following structure:

INPUT DESIGN DATA								INSTRUCTIONS	
TRACT NO	* AREA TO BE ACQUIRED IN SQUARE FEET		FLAG **	VALUES OBTAINED FROM SURVEY TOTAL AREA SQUARE FEET		* EASEMENT (S.F.)			
	LEFT	RIGHT		LEFT	RIGHT	PERM. DRAINAGE	SLOPE	CONST.	
1	8856			293965.12	0				
2		4398		0	53165.17				
3		5743		0	30432.89				
4	9642			66769.4	0				
5		3429		0	28896.13				
6		6307		0	2091770.29				
7	12784			130885.98	0				
8	9451			201713.62	0				
9		8402		0	44013.21				
10		7459		0	34932.95				
11	4289			89862.37	0				
12		5190		0	485626.68				
13	3769			90233.51	0				
14		7429		0	36412.57				
15	5396			45573.05	0				
16		9348		0	42517.88				
17		13692		0	37872.16				
18	12673			104889.03	0				
19		10563		0	43254.96				
20	14903			131462.48	0				

INSTRUCTIONS

- * INPUT DATA IN SQUARE FEET.**
THE R.O.W. ACQUISITION TABLE WILL MAKE CONVERSIONS.
- ** A red flag "X" will appear if the area right or left is greater than the total area right or left.**
- If the values do not appear correct:**
Automatic calculation may be turned off -
To turn automatic calculations back on: Go to **Formulas > Calculation Options > Turn Automatic Calculations On**

Links may be incorrect -
Use the macro button to rebuild the links.

Rebuild links to SUR IN

ACQ TABLE(*)

The ACQ TABLE(*) worksheets are used by the Design division to display on the project plan sheets. The R.O.W. Acquisition Table is displayed in MicroStation by creating an OLE attachment. See the “Link Excel to MicroStation” section for details on attaching the Excel R.O.W. Acquisition Table to MicroStation. If the correct information is entered on the SUR IN and DES IN worksheets, there are no direct entries needed on the ACQ TABLE(*) worksheets.

TRACT NO.	PROPERTY OWNERS	COUNTY RECORDS				TOTAL AREA ACRES			AREA TO BE ACQUIRED ACRES			AREA REMAINING ACRES		EASEMENT (SQUARE FEET)		
		TAX MAP NO.	PARCEL NO.	DEED DOCUMENT REFERENCE		LEFT	RIGHT	TOTAL	LEFT	RIGHT	TOTAL	LEFT	RIGHT	PERM. DRAINAGE	SLOPE	CONST.
				BK.	PAGE											
1	JACK ATKINS AND WIFE FRANCES M.	87	33.08	1036	1930	6.743		6.743	0.193		0.193	6.550				
2	CLAYTON HALL AND WIFE NOLA	87	76	54	58		1.221	1.221		0.101	0.101		1.120			
3	MORRIS EUGENE TURNER AND WIFE ELLA K.	87	77	483	615		0.639	0.639		0.102	0.102		0.537			
4	JOHN RICHARDSON	87	33.07	1025	1014	1.533		1.533	0.221		0.221	1.312				
5	GLENN FARR AND WIFE CHRISTINE	87	78	134	420		0.663	0.663		3423 S.F.	3423 S.F.		0.584			
6	CITY OF CROSSVILLE	87	82	502	800		48.020	48.020	0.145		0.145		47.875			
7	LIGHTHOUSE BAPTIST CHURCH	87	33.06	1039	341	3.005		3.005	0.293		0.293		2.712			
8	NICHOLAS G. MAYBROMATIS AND OTHERS	87	33.05	1027	1062	4.631		4.631	0.217		0.217		4.414			
9	WILLIAM G. COOKE AND WIFE LENA A.	87	79	60	588		1.010	1.010		0.193	0.193		0.817			
10	SUE SANDERS WRIGHT	87	80	263	623		0.803	0.803		0.171	0.171		0.632			
11	CHARLES F. KING AND WIFE E. GALE	87	33.04	1064	315	2.063		2.063	4289 S.F.		4289 S.F.		1.965			
12	DEBAR PRODUCTS, INC.	87		NO DEED		11.153		11.153		0.119	0.119		11.034			
13	E. F. SILVEY, INC.	87	33.03	506	316	2.073		2.073	3763 S.F.		3763 S.F.		1.886			
14	JOHN D. GOLDSTON AND WIFE SANDRA S.	87	81	453	193		0.836	0.836		0.171	0.171		0.665			
15	R. F. MAY	87	32.05	209	224	1.046		1.046	0.124		0.124		0.922			
16	PLATEAU PRIDE PRODUCE, LLC.	87	83	1034	212		0.376	0.376		0.215	0.215		0.761			
17	JERRY R. RANDOL AND WIFE MOREAN E.	87	83.01	179	734		0.863	0.863		0.314	0.314		0.555			
18	WAYNE F. JONES SR.	87	32.08	526	130	2.408		2.408	0.291		0.291		2.117			
19	RICKY LYNN NEELY	87	84.01	373	421		0.933	0.933		0.242	0.242		0.751			
20	MAYFIELD DAIRY FARMS, INC.	87	32.09	238	430	3.018		3.018	0.342		0.342		2.676			
21	CARL L. NEELY AND WIFE AMITA L.	87	84	163	175	1.017		1.017		0.193	0.193		0.824			
22	DEWEY JONES PRODUCE, LLC.	87	36.12	1004	214	3.082		3.082	0.154		0.154		2.928			
23	RICKY LYNN NEELY	87	86	373	421	3.082		40.247		0.113	0.113		40.134			
24	JEFF PROFFITT AND WIFE CYNTHIA	87	32.11	474	253	3.207		3.207	2301 S.F.		2301 S.F.		3.140			

To delete unneeded rows from the table or if direct entries must be made, the worksheet needs to be “unprotected”. To unprotect the worksheet, go to the Office 2010 ribbon under the **Review** tab in the **Changes** section and select **Unprotect Sheet**.



After making any changes it is recommended that you use the **Protect Sheet** option to prevent accidental changes to the formulas defined on this worksheet.

Add Sheets

This worksheet has macro buttons to:

- 1) Create or recreate the R.O.W. acquisition tables. Each R.O.W. acquisition table holds up to 50 tracts. Larger projects may require additional worksheets besides the one that is provided by default.
- 2) Calculate all the formulas in the workbook and turn the gridlines off. Sometimes the automatic calculation gets turned off and the cells will not reflect changes from the other worksheets. If additional windows are opened, the gridlines will be displayed. This macros turns off gridlines in all of the windows.
- 3) Rebuild links on the **DES IN** and **ACQ TABLE** worksheets. The links to the other worksheets can become lost and a **#VALUE** will appear in the cells. The worksheet names must have the original names: **SUR IN**, **DES IN** and **ACQ TABLE(*)** for the program to work correctly.

The screenshot shows the Microsoft Excel interface for the file 'CU298-18AcqTable.xlsm'. The 'Review' tab is active, showing options like 'Show/Hide Comment', 'Show All Comments', 'Show Ink', 'Unprotect Sheet', 'Protect Workbook', 'Share Workbook', and 'Track Changes'. The worksheet 'AG1' is selected, and the formula bar is empty. The main content area contains the following instructions and buttons:

Notes:

1. Do **NOT** delete or change the name of the 'SUR IN' or 'DES IN' worksheets. The links and programs will no longer work correctly if the names are changed.
2. If any of the original worksheet names are changed, the relinking programs will not work correctly.

Buttons for adding ACQ TABLEs:

- Recreate ACQ TABLE(1) SUR IN Line #'s 1-50
- Add ACQ TABLE(2) SUR IN Line #'s 51-100
- Add ACQ TABLE(3) SUR IN Line #'s 101-150
- Add ACQ TABLE(4) SUR IN Line #'s 151-200
- Add ACQ TABLE(5) SUR IN Line #'s 201-250
- Add ACQ TABLE(6) SUR IN Line #'s 251-300
- Add ACQ TABLE(7) SUR IN Line #'s 301-350
- Add ACQ TABLE(8) SUR IN Line #'s 351-400
- Add ACQ TABLE(9) SUR IN Line #'s 401-450
- Add ACQ TABLE(10) SUR IN Line #'s 451-500

Buttons for other macros:

- Calculate Worksheets Grid lines OFF
- Rebuild the DES IN Links to SUR IN
- Rebuild the ACQ TABLE links to SUR IN and DES IN

Instructions:

1. Run macro **Calculation Worksheets - Grid lines OFF**
 - a. If the values do not update when changes are made or if values do not appear correct. Automatic calculation may be turned off.
 - b. Gridlines are turned on in views. When more than one window is opened, gridlines are turned on in the additional views.
2. Use the **Rebuild the DES IN Links to SUR IN** and **Rebuild the ACQ TABLE links to SUR IN and DES IN** if links become broken or incorrect.
3. The worksheets have 'freeze panes' on after the header lines so that the column headings will stay visible when scrolling down the worksheet. To turn off 'freeze panes', first Unprotect the worksheet and then go to **View > Freeze Panes > Unfreeze Panes**.
4. The worksheets are 'protected' with no password. If changes are required, go to **Review > Unprotect Sheet**.

The bottom status bar shows 'Ready' and '80%' zoom.

OWNERS

This worksheet and its associated macro creates a Geopak COGO input file for adding owner names to the parcels (tracts) stored in the project GPK file. This sheet is used by the Survey Office.

The screenshot shows a Microsoft Excel window titled "CU298-18AcqTable.xlsm". The ribbon includes File, Home, Insert, Page Layout, Formulas, Data, Review, View, Developer, Add-Ins, and Acrobat. The Review ribbon is active, showing options like Show/Hide Comment, Show All Comments, Show Ink, Unprotect Sheet, Protect Workbook, Share Workbook, and Track Changes. The worksheet has columns A through R and rows 1 through 27. The data in the worksheet is as follows:

	A	B	C
1	Owner Input File	Create Geopak owner input file and save to the project working folder	
2	Filename:	Owners001.ISU	
3	001	Geopak job number	
4	SU	Operator initials	
5	OWNER PAR	1	JACK ATKINS AND WIFE FRANCES M.
6	OWNER PAR	2	CLAYTON HALL AND WIFE NOLA
7	OWNER PAR	3	MORRIS EUGENE TURNER AND WIFE ELLA K.
8	OWNER PAR	4	JOANN RICHARDSON
9	OWNER PAR	5	GLENN FARR AND WIFE CHRISTINE
10	OWNER PAR	6	CITY OF CROSSVILLE
11	OWNER PAR	7	LIGHTHOUSE BAPTIST CHURCH
12	OWNER PAR	8	NICHOLAS G. MAVROMATIS AND OTHERS
13	OWNER PAR	9	WILLIAM G. COOKE AND WIFE LENA A.
14	OWNER PAR	10	SUE SANDERS WRIGHT
15	OWNER PAR	11	CHARLES F. KING AND WIFE E. GALE
16	OWNER PAR	12	DELBAR PRODUCTS, INC.
17	OWNER PAR	13	E. F. SILVEY, INC.
18	OWNER PAR	14	JOHN D. GOLDSTON AND WIFE SANDRA S.
19	OWNER PAR	15	R. F. MAY
20	OWNER PAR	16	PLATEAU PRIDE PRODUCE, LLC.
21	OWNER PAR	17	JERRY R. RANDOL AND WIFE MOREAN E.
22	OWNER PAR	18	WAYNE F. JONES SR.
23	OWNER PAR	19	RICKEY LYNN NEELY
24	OWNER PAR	20	MAYFIELD DAIRY FARMS, INC.
25	OWNER PAR	21	CARL L. NEELY AND WIFE ANITA L.
26	OWNER PAR	22	DEWEY JONES PRODUCE, LLC.
27	OWNER PAR	23	RICKEY LYNN NEELY
28	OWNER PAR	24	JEFF PROFFITT AND WIFE CYNTHIA
29			
30			
31			
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33			
34			
35			
36			
37			

The right side of the worksheet contains a text box with the following text:

Procedure for Entering Property Owners Name from ROW Table to Geopak
In Excel
1. Enter the Geopak job number in cell A3
2. Enter the operator initials into cell A4.
2. If the owner names are not showing as they appear on the "SUR IN" worksheet, then use the **Recreate Links** command above.
3. Run the **Owner Input File** command. When prompted, save the Geopak owner input file to the project working folder.
In Microstation
After the the parcels have been stored in Geopak without the owner names:
4. Open the survey dgn file and Geopak cogo.
5. Read in the owners names as a Geopak input file.
a. In the cogo pulldown menu window select **File> File Utility**.
b. Select the owner input file, **Load> Apply**.
c. On the cogo pulldown menu window, select **Edit> Editor**.
d. If everything looks good, select **Edit> Read All**, and then close the window.
Notes:
1. Enter the owner names one time only. Doing this more than once will cause the names to be assigned multiple times. This should be one of the last things done before job turn-in.
2. If you edit a parcel after doing this you must restore the owner's name.
3. Geopak disregards blank lines and extra blanks spaces.

Link Excel R.O.W. Acquisition Table to MicroStation

See [2ndSheetsV8.pdf](#) for more detailed instructions for linking Excel worksheets to MicroStation.

In Excel

1. Select the right-of-way acquisition table in Excel. Select an extra row and column on each side of a tabulated block so that the width of the border lines on the edges of the tabulated block are not cut in half.
2. Go to the ribbon menu at **Home > Clipboard** and choose **Copy** or right click on your mouse and pick Copy from the choices given. This puts the selected information into the Windows Clipboard.

CU298-18AcqTable.xlsm - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Developer Add-Ins Acrobat

Spelling Research Thesaurus Translate New Comment Delete Previous Next Show/Hide Comment Show All Comments Unprotect Sheet Protect Workbook Share Workbook Protect and Share Workbook Allow Users to Edit Ranges Track Changes

A1

R.O.W. ACQUISITION TABLE																
TRACT NO.	PROPERTY OWNERS	COUNTY RECORDS				TOTAL AREA ACRES			AREA TO BE ACQUIRED ACRES			AREA REMAINING ACRES		EASEMENT (SQUARE FEET)		
		TAX MAP NO.	PARCEL NO.	DEED DOCUMENT REFERENCE		LEFT	RIGHT	TOTAL	LEFT	RIGHT	TOTAL	LEFT	RIGHT	PERM.	SLOPE	CONST.
				BK.	PAGE											
1	JACK ATKINS AND WIFE FRANCES M.	87	33.08	1056	1990	6.749		6.749	0.199		0.199	6.550				
2	CLAYTON HALL AND WIFE NOLA	87	76	54	58		1.221	1.221		0.101	0.101	1.120				
3	MORRIS EUGENE TURNER AND WIFE ELLA K.	87	77	483	615		0.639	0.639		0.132	0.132	0.507				
4	JOANN RICHARDSON	87	33.07	1035	1204	1.533		1.533	0.221		0.221	1.312				
5	GLENW FAIR AND WIFE CHRISTINE	87	78	144	420		0.663	0.663		3429 S.F.	3429 S.F.	0.584				
6	CITY OF CROSSVILLE	87	82	502	800	48.020		48.020		0.145	0.145	47.875				
7	LIGHTHOUSE BAPTIST CHURCH	87	33.06	1033	341	3.005		3.005	0.233		0.233	2.772				
8	NICHOLAS G. MAYROMATIS AND OTHERS	87	33.05	1027	1062	4.631		4.631	0.217		0.217	4.414				
9	WILLIAM G. COOKE AND WIFE LENA A.	87	79	50	538		1.010	1.010		0.193	0.193	0.817				
10	SUE SANDERS WRIGHT	87	80	263	623		0.803	0.803		0.171	0.171	0.632				
11	CHARLES F. KING AND WIFE E. GALE	87	33.04	1064	515	2.063		2.063	4283 S.F.		4283 S.F.	1.965				
12	DEBAR PRODUCTS, INC.	87	NO DEED				11.153	11.153		0.119	0.119	11.034				
13	E. F. SILVEY, INC.	87	33.03	506	316	2.073		2.073	3769 S.F.		3769 S.F.	1.986				
14	JOHN D. GOLDSTON AND WIFE SANDRA S.	87	81	453	199		0.836	0.836		0.171	0.171	0.665				
15	R. F. MAY	87	32.05	203	224	1.046		1.046	0.124		0.124	0.922				
16	PLATEAU PRIDE PRODUCE, LLC.	87	83	1034	212		0.376	0.376		0.215	0.215	0.161				
17	JERRY R. RANDOL AND WIFE MOREAN E.	87	53.01	179	114		0.869	0.869		0.314	0.314	0.555				
18	WAYNE F. JONES SR.	87	32.08	526	130	2.408		2.408	0.231		0.231	2.177				
19	RICKEY LYNN NEELY	87	84.01	313	421		0.993	0.993		0.242	0.242	0.751				
20	MAYFIELD DAIRY FARMS, INC.	87	32.09	238	430	3.018		3.018	0.342		0.342	2.676				
21	CARL L. NEELY AND WIFE AMITA L.	87	84	163	175	1.017		1.017		0.193	0.193	0.824				
22	DEWEY JONES PRODUCE, LLC.	87	32.12	1034	214	3.082		3.082	0.154		0.154	2.928				
23	RICKEY LYNN NEELY	87	86	313	421		40.247	40.247		0.113	0.113	40.134				
24	JEFF PROFFITT AND WIFE CYNTHIA	87	32.11	474	253	3.207		3.207	2901 S.F.		2901 S.F.	3.140				

Ready | SUR IN | DES IN | ACQ TABLE(1) | Add Sheets | OWNERS | Count: 457 | 60%

In MicroStation

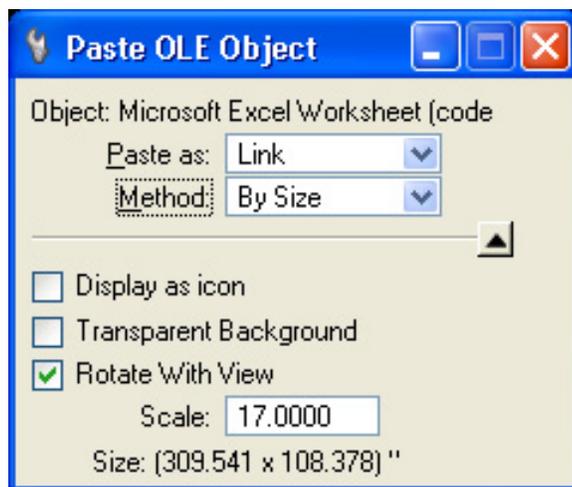
The Excel link will be placed on the active level in MicroStation.

1. On the MicroStation menu bar, go to **Edit > Paste Special...**

Select the **Linked Microsoft Office Excel Worksheet** option and click the **Paste** button,

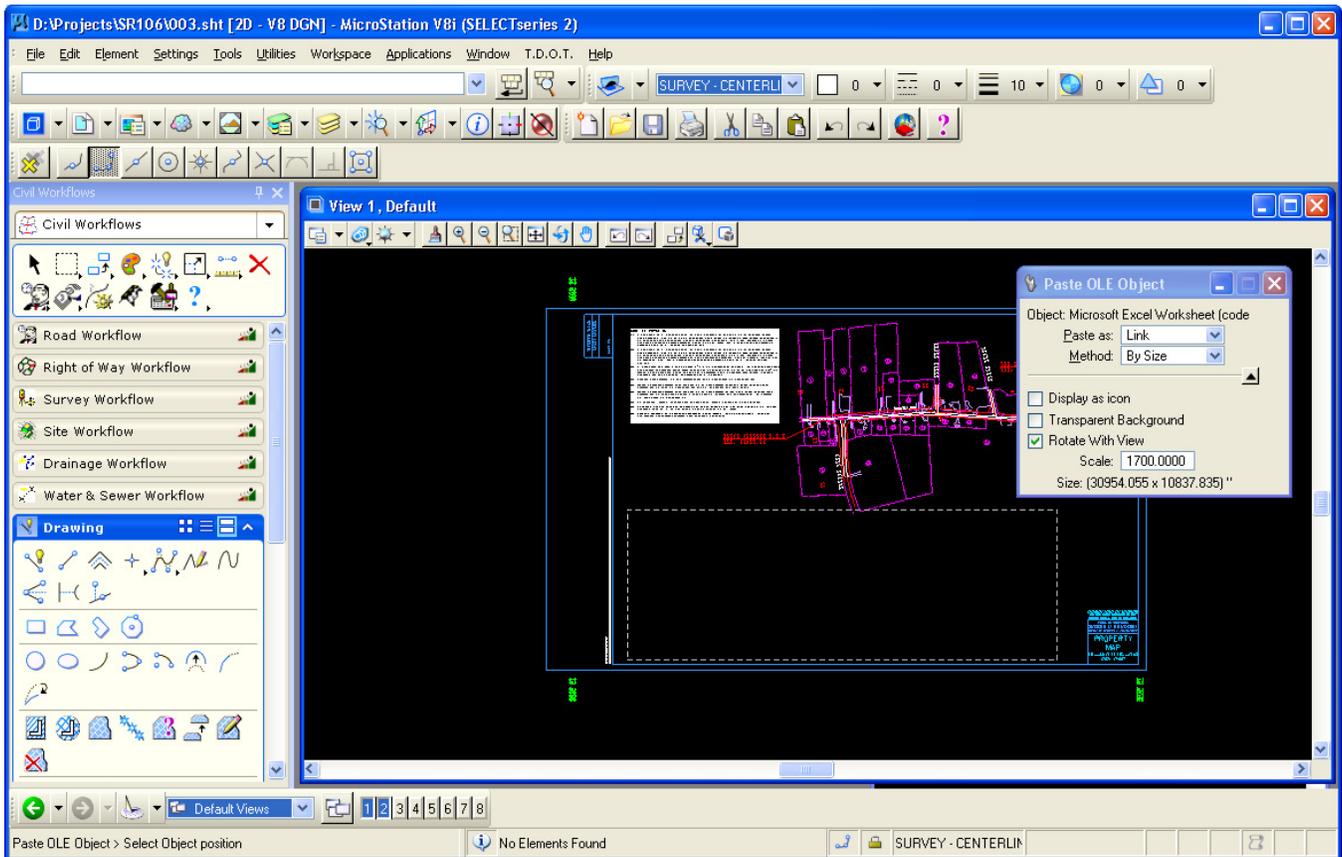


2. In the Tool Settings dialog, Set Paste as: **Link** and Method: **By Size**. Under the extra options, click on **Rotate With View**.



3. Set the **Scale** value to 17 for a 1 scale sheet. Multiply the 17 times the plot scale for other plot scales. For a 100 scale property map sheet you would use 1700 (17 X 100).

4. You are prompted to **Select Object Position**. Data point to place the link.



After placement, the OLE attachment can be manipulated as a graphic element. It can be moved, copied and scaled as needed.

