

ePM SPREADSHEET GUIDE

The Right of Way Module of the Electronic Program Management (aka ePM) is an Oracle databased computer program. It is the backbone of Right of Way Division's acquisition work. With this system, a user can do the following: create documents, print reports, track assignments, and enter data.

A key component to our system is the Excel E-Summary spreadsheet. It is the vehicle whereby property ownership information is entered into our system. The spreadsheet contains all the basic ownership information. From an E-Summary, the basic information is electronically transferred into ePM. The spreadsheet is one of the first information sources that the Right of Way Division receives on a project and an ownership. Without a quality spreadsheet, Right of Way Division's work becomes less effective.

The E-Summary is a mixture of text and numbers. To transfer the ownership information from the spreadsheet to the system, the spreadsheet cells must be in the Excel General Format. The system will not accept a separate numeric or text cell format.

E-Summary Rows

The spreadsheet has white and green colored rows and cells. In Excel, the rows have a numeric designation.

The white colored rows and cells contain the information that is entered into the system. As shown in the sample spreadsheet, each individual parcel is entered on their own white row.

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The Green Line Row is reserved for any parties of interest. A party of interest is those who have an ownership interest in a property. No data is entered in a green colored cell the exception being the Green Line's white colored cells. The spreadsheet example shows the type of data that is entered in a green row's white cell. A green line row is used as the dividing line between different ownerships.

The spreadsheet's top row is the instructional line. The instructions within each cell states what type of information is required in the column and they state the maximum characters a column can hold.

E-Summary Columns

In Excel, the columns have an alphabetical designation.

Note: The asterisk, *, means required field; **those designated cells must have the prescribed information.**

Column Data Parameters

- A **Summary No.*** It is the summary number from the RW-53 form, i.e.: First and Original Partial Summary (Correct Formats Examples: First Partial = 1P, First Supplemental = 1S, Final = F).
- B **PIN***. The PIN is a four digit number. (4321) The Pin number and the Project Number must match. PIN and Project Numbers can be verified on ePM Project Management 710 screen. For verification and help, you may call the Region Right of Way Engineer or Central Right of Way's Surveyor.

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- C **Proj No*** UDOT's Project Number (Example CM-0068(38)52)
- D **Parcel No*** The parcel number column contains one parcel number per cell. The exception is the green bar line's white colored cell where multiple parcel numbers can be entered. Do not enter the Route Parcel number as described in the Right of Way Manual of Instructions, for special numbering see the Region or Central Right of Way Engineer. (Example: 2, 2: A, 2: E, 2: ST,)
- E **Type of Deed** This column should reflect the type of deed being prepared for UDOT Acquisition. (Warranty Deed, Perpetual Easement, etc.)
- F **Ownership Name*** The Grantor's name is shown as it is on vesting deed. If the Grantor's name is extremely large, it may be shortened.
- If an ownership name for example is Thomas Wilson, Jr. or Howard William Barrows, in the system a semi-colon is entered between the last name and the suffix or between the middle name and the last name of an individual. A semi-colon is used when a name has more than one space the sections of an individual's name. It is used for the person to identify what part of the name is the first name and last name.
- G **Owner Contact Name/Party of Interest Name*** Owner's contact name, SIMPLIFY FIRST NAME LAST NAME format. (Use upper and lower case letters) (Example: John J. Doe **not** John J. Doe and Jane M. Doe as Tenants in Common) The parties of interest are entered in the green bar line's white colored cell. The names

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should be listed below the Owner contact name with their corresponding percentage of interest in Column J and address information in Columns K, L, M and N.

H **Owner Is Company*** If yes, just enter a Y in this column. Only use this column if the owner is a company.

I **Company Contact Name** The contact name for the Company. If column H has a Y, a contact name must be entered in this column.

J **Ownership Percentage*** Must enter the percentage amount on the green bar line' white cell. The cell on the main ownership line is blank. This column is important if there are multiple owners or parties of interest.

K **Owner Address*** Address for the property owner or the owner's contact as shown on the county records.
Note: Columns K, L, M, and N are the property owners contact and mailing address.

L **Owner City*** The cell contains a MAXIMUM 50 characters. The City should be all capital letters.

M **Owner State*** Use the US Postal Service state abbreviations. (Example: UT=Utah. AZ=Arizona).

N **Owner Zip*** Use the US five or nine digit Zip Code. (Example 84010 or 84010-4120)

O **Vesting Instrument Type*** From the ownership record, enter the type of vesting deed or instrument, Warranty, Quit Claim etc.

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- P **Vesting Entry** County Recorders Entry Number Some Utah Counties only use an entry number and the current year as their recording information. (101922:2010) When the entry number method is used, the book and page cells are blank.
- Q **Vesting Book** County Recorders Book Number.
- R **Vesting Page** County Recorders Page Number.
- S **Site County Tax Id*** County Tax ID Number of the parcel being acquired. The system is set up for one Tax ID No.
- T **Site Section*** Section Number of the parcel being acquired.
- U **Site Township*** Township Number (example - T.3S.) NO SPACES.
- V **Site Range*** Range Number (example - R.5E.) NO SPACES.
- W **Site Latitude*** Latitude and Longitude location should be at or near the front center of the property to be acquired. (41.98765)
- X **Site Longitude*** Latitude and Longitude location should be at or near the front center of the property to be acquired. (This must be a negative number -111.234567)

Note: Columns W and X, the latitude and longitude columns are entered in a Google compatible format, a decimal type format. The system will not accept the traditional latitude and longitude format of degrees, minutes and seconds. The Google format allows a

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user to go into our ePM system and to use the Google Map feature in viewing and finding a proposed right of way taking location.

- Y **Parcel Size*** Parcel size as shown on deed. The excel format for this column must be General and not numeric. The system will not accept a comma between the numbers. (12345 Yes ;12,345 No)
- Z **Size Units*** The units designation for the parcel size in column Y. SQFT, Acres are the only allowable size values. **Use SQFT if the property less than 1 acre and Acres if the property is more than 1 acre.**
- AA **Property Type*** Use the following property types, "Residential", "Commercial", "Agriculture", "Church", "Special use property", "Recreational", "Government".
- AB **Site Address** Address of the parcel being acquired if possible
Maximum 50 Characters.
- AC **Site City*** Mailing City of the parcel being acquired. The city should be all capital letters. (PARK CITY, MONROE, FILLMORE)
- AD **Site Zip Code** Zip Code for the address of the parcel.
- AE **Site Parcel County** The County where the parcel is being acquired.
- AF **Site Region*** Show the UDOT Region where the property is being acquired. (Region 1, Region 2, Region 3, Region 4)

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- AG **No data in this column.**
- AH **Void & Retain** (Y if yes) An easement is prepared for an ownership that will be acquired in total and that an easement is being held until it is needed in the future. Later the excess property is sold and the easement is activated for its designate purpose.
- AI **Void & Replace** (Y if yes) A parcel is voided and replaced by a new instrument with the same parcel number.
- AJ **Void** (Y if yes) Voids a parcel with same the exact number without that parcel being replacing or retaining.
- Note: Columns AH, AI, and AJ, are the Void and Retain, Void and Replace and Void columns. You do not need to put an “N” in the columns. If you are doing a Void and Retain, Void and Replace and Void, you must enter a “Y” in the cell.
- AK **Survey Company Name** Name of Survey Company or UDOT Region preparing documents.
- AL **Survey Company Phone** Phone Number of Survey Company or UDOT Region preparing document.
- AM **Surveyor in charge** Name of the Licensed Surveyor in charge of the Right of Way Design.

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The accompanying E-Summary spreadsheet shows the various types of ownerships that are usually submitted. They are a mixture of individual owners and corporations.

Parcel 735: A shows a one parcel ownership with a single owner.

Parcels 3: A and 3B: A is an example of two separate properties being owned by the same owner. These two parcels are usually contiguous and adjacent to each other. However, they have separate vesting deeds and property tax ID numbers.

3: A and 3B: A should be entered as separate ownerships.

Parcels 735: A and 735: E is an example of a corporation ownership with a two parcel taking— a fee simple and an easement.

Parcel 4: A is an example of a property having more than one owner. This type of ownership is common in right of way work.

Parcel 735: A and 735: AREF is an example on how to do an ownership with a reference parcel. Because of our system's design, it does not accept UDOT's standard designation for a reference deed. (REF 735: A)

Parcel 102: A is an example of void and replace parcel. It shows an individual owner with more than one parcel, a fee taking and easements.

Parcel 100 is an example of an ownership being voided.

Parcel 155: A shows a void and retain ownership. Void and retain parcels are usually done when an ST parcel being acquired.