

Table of Contents

Section I: Introduction...

The Road Inventory...	2
Database for Administering Changes to the Highway System (DACHS)	3
Roadway Inventory Management System (RIMS)	5
DACHS and RIMS in Action	6

Section II: Types of Road Changes

DACHS Addition	11
DACHS Abandonment	12
DACHS Discontinuance	13
DACHS Renumber	14
DACHS Data Correction	14
RIMS Miscellaneous ICR	15

Section III: Examples

Defining an Addition	17
The Scenario	17
Step [1] Reserve Route Numbers	25
Step [2] Create DACHS Assembly	30
Direction Matters	31
Add Street Records	36

Step [3] Create and Review the RIMS ICR	40
Opening RIMS	42
PI Detail	42
Inventory Sections	43
Adding an Attachment	55
The Redline Tool	59
Step [4] Check Data and Make Reserved Routes Active	60
Step [5] Update Map and Network	64
Step [6] TMPD Data Verification	65
Step [7] Finalize and Close Out the ICR	66

Appendix A

Appendix A will contain a summary of the RIMS inputs. The Appendix will have a table containing the inputs, an input definition, indicate if the input is required, and provide a list of valid responses for the input type, with definitions where necessary.

Appendix B

Appendix B will contain a summary of the Roadway Inventory items relevant to RIMS and DACHS. The Appendix will have a table of definitions, as well as a series of diagrams depicting the inventory items on the roadway.



Section I: Introduction

Welcome to the Virginia Department of Transportation (VDOT) Roadway Inventory Management System (RIMS) Tutorial. This guide is a companion to the *RIMS Business Guide* and the *RIMS User Guide*. This tutorial contains specific use cases and detailed examples that will introduce you to the tasks, screens, and data inputs necessary to successfully use RIMS.

This guide contains three sections. These are:

- 1. Section I: Introduction**
- 2. Section II: Types of Road Changes**
- 3. Section III: Examples**

The document Appendix includes additional information regarding the use of RIMS. The Appendix includes a description of the inputs required for DACHS and RIMS, as well as a diagram that shows the road inventory items and where they appear on the roadway.

The Road Inventory

What is the Road Inventory? The road inventory contains important information about the public roads in the state of Virginia. It includes data such as the road name, route number, length, and location. It also includes physical characteristics such as the number of lanes and pavement type. Road ownership and maintenance responsibility are also stored in the inventory.

What is the Road Inventory used for? The road inventory is crucial for project development, maintenance, and operations tasks. Some important tasks that might require the road inventory include highway safety analysis, traffic monitoring, and pavement management. External reporting requirements, such as reporting to the Federal Highway Administration (FHWA) and the Highway Performance Monitoring System (HPMS), also require the road inventory data. Fulfilling the road inventory requirements are crucial to securing Federal funding for VDOT.

What data are stored in the Road Inventory? The amount of data stored in the inventory is dependent on the agency that maintains the road. Only public roads that are maintained by VDOT are required to have detailed inventory data. The data include mapping data, physical characteristics, and administrative characteristics, such as ownership.

The road inventory also contains a mapping component, which links the inventory data to location data in the VDOT GIS map. The geospatial road inventory incorporates some road centerlines provided by the Virginia Geographic Information Network (VGIN). The map data are provided to GIS Integrator 2.0 to link the road inventory data to a geographic location and route number.

How does RIMS relate to the Road Inventory? In order to ensure the accuracy of the road network, VDOT continues to update the road inventory when new roads are constructed, changes are made to current roads, jurisdictional changes make roadway changes necessary, and/or roads are abandoned or discontinued. These functions require the use of RIMS.

For a complete list of data included in the road inventory, refer to **Appendix B**.

Database for Administering Changes to the Highway System (DACHS)

What is DACHS? DACHS is used to manage the legal roadway acceptance process.

What projects are initiated in DACHS? DACHS is used to input new roadways that require official acceptance or approval. Approval can be required by any one of three entities:

- Local Governing Bodies (LGBs);
- the Commonwealth Transportation Board (CTB);
- and/or the VDOT Commissioner (or his designee).

The primary function of DACHS is to assist staff with completing the necessary steps and forms to legally accept a road into the VDOT network. The projects that are typically entered through DACHS include:

- Additions;
- Abandonments;
- Discontinuances;
- Transfers;
- Route renumbering, and;
- Annexation and de-annexation

What information does DACHS require? DACHS requires the user to enter basic inventory data on the roadway, such as the project name, location, project type, street name and description, mileage, number of through lanes, and median type.

What is the final output from DACHS? When the required information has been entered, and the project has been reviewed and authorized, DACHS creates an Inventory Change Request (ICR). The ICR is then sent to the Roadway Inventory Management System (RIMS).

For more information on the road changes that are required to be initiated in DACHS, including information on the route designation and the necessary source of approval, refer to **Section II**.

For a complete list of the required data and valid inputs, refer to **Appendix A**.



Roadway Inventory Management System (RIMS)

What is RIMS? RIMS is used to manage road inventory data and to store the Official Roadway Data Inventory for Virginia. RIMS assists with managing the road inventory data, by making changes and adding data to the existing road network.

The major functions of RIMS are to:

- Maintain information in the **Road Inventory** including physical, administrative, and operational characteristics;
- Maintain the **Route Inventory** required for linear referencing;
- Assist in the process for **Inventory Changes**;
- **Integrate** with GIS Integrator 2.0 to maintain map data;
- and create **Reports**.

How do you open a project in RIMS? Projects are opened in RIMS using the Inventory Change Request (ICR). Note: the ICR is typically initiated in DACHS. Projects that do not require approval and are not initiated in DACHS can be created directly in RIMS with a “miscellaneous ICR”.

What data does RIMS require? In addition to the basic inventory data provided in the ICR, RIMS requires detailed roadway data. This includes information regarding the following:

- Inventory data
- Location data

In addition to location data, RIMS also requires a visual representation of the new roadway, sometimes called the “sketch”. The user should create one using the Redline tool, particularly for projects where no other sketches are available.

For more information on:

- The Redline tool, refer to **Page 59**.
- Submitting a project to TMPD, refer to **Page 62**.
- Reviewing and completing a project in RIMS, refer to **Page 40**.
- Reserving route numbers in RIMS, refer to **Page 26**.
- Querying data in RIMS, refer to **Page 60**.

This information provides the basis for the road centerline. To build the sketch, the user needs:

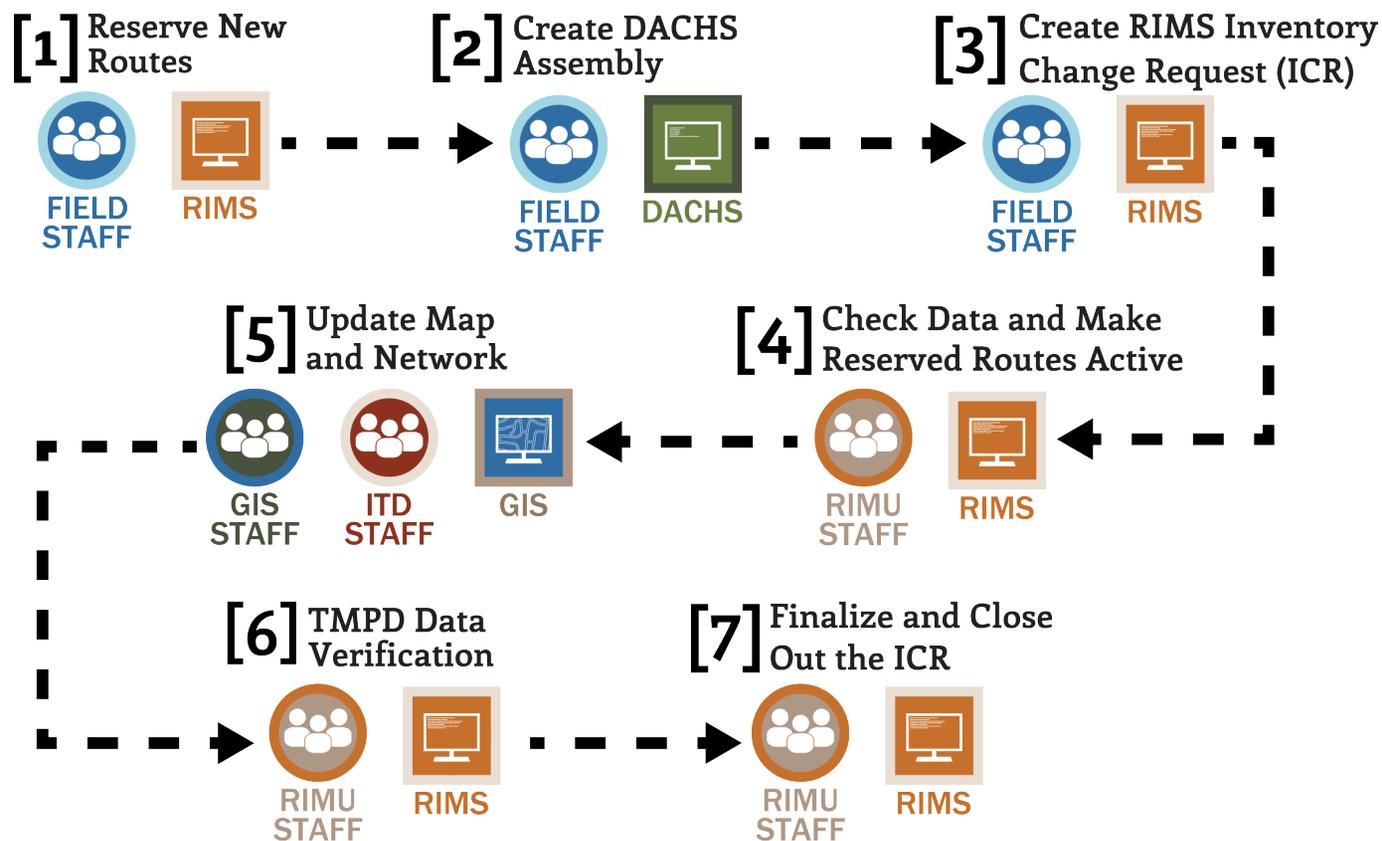
1. Project plans (from Falcon)
2. Most recent aerial photography (from Integrator)
3. Accurate road measures (collected by field staff)

What happens when an ICR is submitted for CET/LRS processing? When the appropriate data have been input in RIMS (complete with a drawing, road location, and route number) the data is sent to the Centerline Editors and RIMU Staff. The centerline editors add and/or modify route centerlines using the Centerline Editing Toolset (CET). When the road has been successfully added to the RCL with accurate mileage and location, the RIMU editors review the map. These steps ensure that the roadway has been accurately located on the map, as the route centerline will be linked to the corresponding inventory data.

What other tasks can RIMS perform? In addition to editing the road inventory, RIMS can be used to reserve route numbers. This function is particularly important for developers creating subdivisions and other large projects that will generate a number of new roadways. In this case, multiple route numbers can be reserved at one time to ensure continuity. RIMS can also be used to query the road inventory.

DACHS and RIMS in Action

To update the inventory using RIMS and DACHS, use the following workflow as a guide. This shows the basic steps that should be taken, the staff responsible for completing each tasks, and the software that will be utilized. **Section III:Examples** will elaborate on this workflow and specify the different processes for each type of edit to the road inventory.



Section II: Types of Road Changes

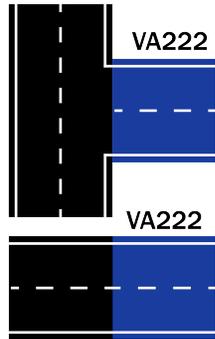
This section provides a basic example for the types of adjustments that can be made in RIMS. Each description provides additional resources for a more detailed understanding of the process.

The two companion guides referenced in this section are the *RIMS Business Guide* and the *RIMS User Manual*. The *Business Guide* provides an overview and processes for inventory updating, and general step-by-step instructions for performing basic tasks. The *User Manual* provides more detailed instructions for using each screen of the RIMS application.



The following shows each of the road change types that can be completed in RIMS. This diagram will be grouped by type (i.e. the categories used in the draft outline).

DACHS Addition



Addition (ADTN)

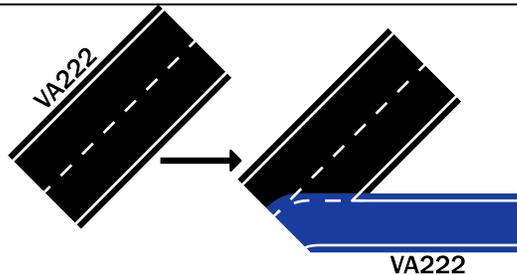
An Addition (ADTN) is used for a new route (using a new route number) or an extension to the end of a route (continuing the same route number).

*add an arrow to the directional diagrams (here and below)



Realignment:
Add (RALN)

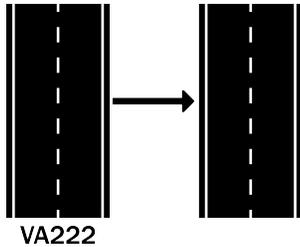
A Realignment: Add (RALN) is used for an extension to the beginning or middle of an existing route. A realignment uses the same route number but changes the length and/or the starting point of the route.



Realignment:
Add (RLAN)

A Realignment: Add (RLAN) is used for an extension to the beginning or middle of an existing route on a new alignment.

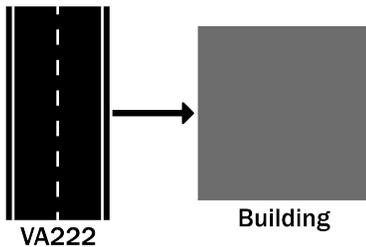
DACHS Abandonment



Abandonment
(ABAN)

An Abandonment (ABAN) is used if the roadway is:

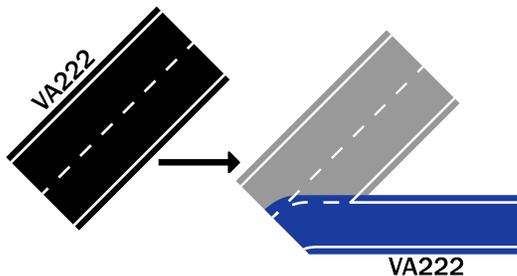
- Not being used and/or maintained,
- The abandoned section is not being replaced by a new road (called an isolated abandonment), and
- The road being abandoned still exists.



Delete (DELE)

A Delete (DELE) is used if the roadway is:

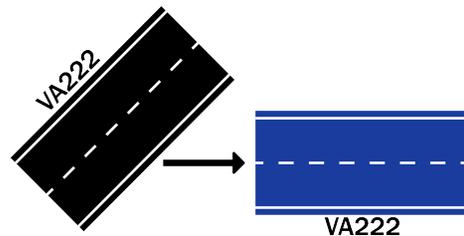
- Not being used and/or maintained,
- The abandoned section is not being replaced by a new road (called an isolated abandonment), and
- The road has been physically removed (for example, replaced by buildings).



Realignment:
Abandonment
(RABA)

Labeled as an “Abandon” in DACHS.

A Realignment: Abandonment (RABA) is used when an abandonment is happening at the same time as a realignment and the road being abandoned is still physically intact. This means that a route is being re-routed, although the initial route still exists.

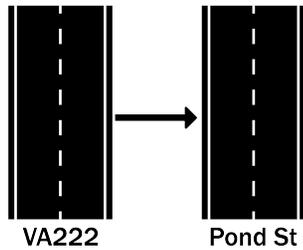


Realignment:
Delete (RDEL)

Labeled as an “Abandon” in DACHS.

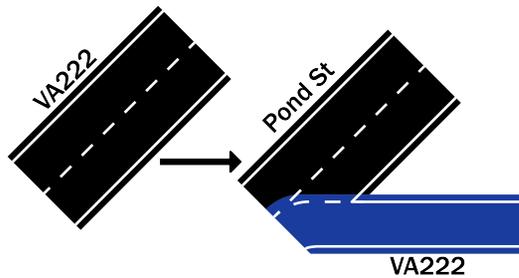
A Realignment: Delete (RDEL) is used when a abandonment is happening at the same tie as a realignment and the road has been physically removed. This means that the route is being re-routed and the initial route has been removed.

DACHS Discontinuance



Discontinuance
(DICO)

A Discontinuance (DICO) is used for an isolated discontinuance (the abandoned section is not being replaced by a new road). This means that the route number will be removed. This typically occurs when VDOT stops maintaining a roadway.

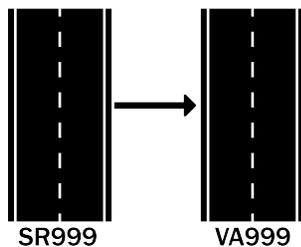


Realignment:
Discontinuance
(RDIC)

Labeled as a “Discontinuance” in DACHS.

A Realignment: Discontinuance (RDIC) is used when a realignment is taking place at the same time as a discontinuance.

DACHS Transfer

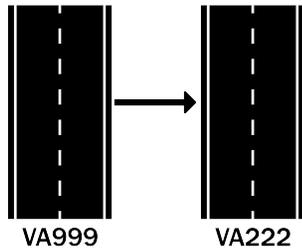


Renumber
(RENU)

A Renumber (RENU) is used for when a route is given a new route number. This can occur when a road changes classification or is transferred across highways systems.

Note: When a renumber occurs, the existing route is always removed from the centerline.

DACHS Renumber

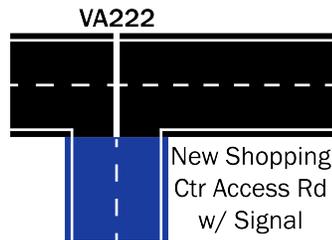


Renumber
(RENU)

A Renumber (RENU) is used for when a route is given a new route number. This can occur when a road changes classification or is transferred across highways systems.

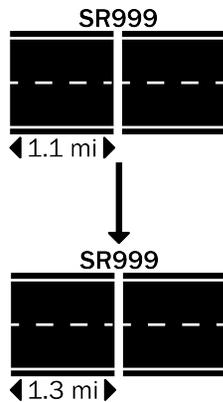
Note: When a renumber occurs, the existing route is always removed from the centerline.

DACHS Data Correction



Split (SPLT)

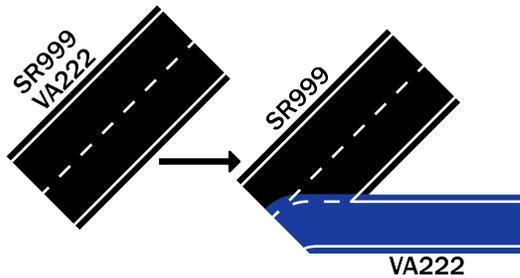
A Split (SPLT) is used if a new intersection is added to an existing road section.



Length
Correction
(LENC)

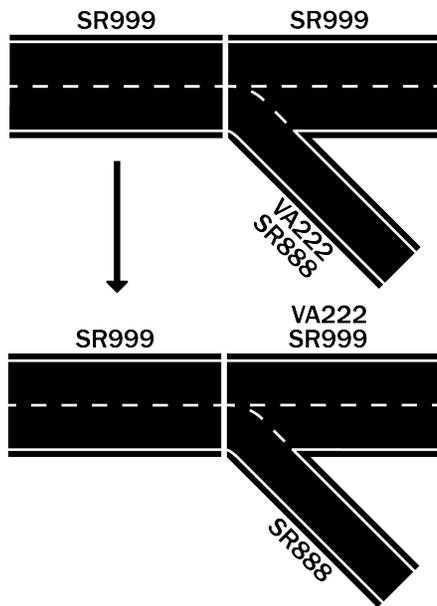
A Length Correction (LENC) is used if the only change being reported is a correction to the mileage of an existing road section.

RIMS Miscellaneous ICR



Realignment:
Remove (RREM)

A Realignment: Remove (RREM) is used to remove an existing overlapping route from a centerline as part of a realignment.

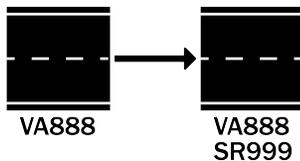


Assign Route
(ASSN)
(used to describe
the new location
for the route)

An Assign Route (ASSN) is used to assign a new overlap route to an existing centerline.

Realignment:
Remove (RREM)
(used to describe
the old location
for the route)

A Realignment: Remove (RREM) is used to remove an existing overlapping route from a centerline as part of a realignment.



Assign Route
(ASSN)

An Assign Route (ASSN) is used to assign a new overlap route to an existing centerline.

Section III: Examples

Addition

Defining an Addition

Additions to the road network are created as a result of new construction. Additions can be new roadways that will be assigned a new route number, or extensions to the **end** of existing routes. **It is important to note that extending either the beginning or the middle of an existing route is not considered an addition.**

The following are some examples of an addition to the road network:

- A town recently acquired land to create a public park. In order to encourage visitors and provide parking, a new road is built, perpendicular to an existing roadway, to provide access to the new parking lot built on the site.
- With the increasing demand for housing, a developer decides to extend an existing dead-end street in order to build more houses along the route.

The Scenario

For these instructions, we will establish a scenario to guide you through the process of creating an addition.

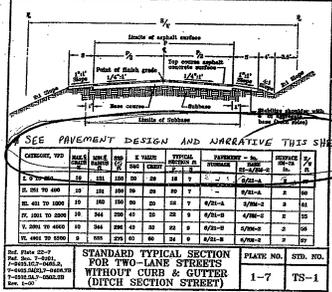
Assume that a developer is creating a new subdivision called Springvale Estates. The project will be completed in three phases and new housing will be added during each phase. In addition to the new homes, the developer will also be building roads to improve access to the neighborhood. When all three phases have been completed in January 2015, eight new roadways will be added to the inventory. During the first phase of construction, the developer will be adding a single road called Springvale Meadow Lane. When the road is completed, the responsibility for the road segment will be transferred to the county. In order to ingrate the road with the road inventory, the county will have to assign a new route number to Springvale Meadow Lane. The county will then be responsible for any future maintenance.

What makes this scenario unique? Every addition is slightly different depending on the scenario. The following factors are important elements of this scenario, but might not apply to all additions:

- Because the project will take place in three phases, and new roadways will be added during each phase, the locality should request reserved route numbers ahead of time to ensure that all of the new routes in Springvale Estates will be assigned route numbers that are sequential and contiguous (i.e. VA 889, VA890, VA891). This will make these roads easier to maintain in the future.
- Because the development is adding secondary roads to the road network, approval from the local Board of Supervisors will be required. The ICR will be initiated in DACHS.

When beginning a project it is important to consider all of the factors that make the project unique. **Appendix A** and **Appendix B** contain more information on all of the possible options for initiating a ICR, choosing the *PI* type, and the order in which tasks should be performed.

FAIRFAX COUNTY PUBLIC FACILITIES MANUAL



- STANDARD TYPICAL SECTION FOR TWO-LANE STREETS WITHOUT CURB & GUTTER (DITCH SECTION STREET)**
- PLATE NO. STD. NO.
1-7 TS-1
- VIOT STANDARD NOTES**
- METHODS AND MATERIALS USED SHALL CONFORM TO CURRENT COUNTY/TOWN AND VIOT STANDARDS AND SPECIFICATIONS.
 - ALL UTILITIES, INCLUDING ALL POLES, ARE TO BE RELOCATED AT THE DEVELOPER'S EXPENSE, PRIOR TO CONSTRUCTION.
 - OPEN CUTTING OF PAVED OR SURFACE TREATED ROADS IS NOT PERMITTED. ALL UTILITIES WHICH WILL BE PLACED UNDER EXISTING STREETS ARE TO BE BORIED OR JACKED. ANY EXCEPTIONS DUE TO EXTENUATING CIRCUMSTANCES, ARE TO BE ADDRESSED AT THE PERMIT STAGE.
 - THE DEVELOPER IS RESPONSIBLE FOR ANY DAMAGE TO EXISTING ROADS AND UTILITIES WHICH OCCUR AS A RESULT OF PROJECT CONSTRUCTION WITHIN OR CONTIGUOUS TO EXISTING RIGHT-OF-WAY.
 - A SMOOTH GRADE SHALL BE MAINTAINED FROM THE CENTERLINE OF THE EXISTING ROAD TO THE PROPOSED EDGE OF PAVEMENT TO PRECLUDE THE FORMING OF FALSE CUTTERS AND/OR THE FORMING OF ANY WATER IN THE ROADWAY.
 - STANDARD GUARDRAILS AND/OR HANDRAILS SHALL BE INSTALLED AT HAZARDOUS LOCATIONS AS DESIGNATED DURING FIELD REVIEW BY THE COUNTY/TOWN INSPECTOR OR VIOT.
 - ADDITIONAL DITCH LANDINGS OR SILTATION AND EROSION CONTROL MEASURES SHALL BE PROVIDED AT THE DEVELOPER'S EXPENSE, AS DETERMINED NECESSARY BY VIOT AND/OR THE COUNTY/TOWN DURING FIELD REVIEW. ALL COSTS SHALL BE ASSUMED BY THE DEVELOPER.
 - ALL ROW INDICATED TO PUBLIC USE SHALL BE CLEAR AND UNENCUMBERED.
 - OVERLAY OF EXISTING PAVEMENT SHALL BE A MINIMUM OF 1.25" DEPTH. ANY COSTS ASSOCIATED WITH PAVEMENT OVERLAY, OR THE MILLING OF EXISTING PAVEMENT TO OBTAIN REQUIRED DEPTH SHALL BE ASSUMED BY THE DEVELOPER.
 - THE DEVELOPER SHALL NOT COMMENCE CONSTRUCTION OF ANY PAVEMENT COURSE WITHOUT AN APPROVED STRIPPING PLAN.
 - SUBBASE DEPTH IS BASED ON AN ASSUMED CBR VALUE OF 10. SOIL DETERMINATION OF REQUIRED SUBBASE THICKNESS PRIOR TO SUBBASE PLACEMENT.
 - A 4" LAYER OF STONE IS REQUIRED BENEATH CURB AND GUTTER. (MAY BE SHOWN ON TYPICAL SECTION IN LIEU OF A NOTE)
 - DEVELOPER IS RESPONSIBLE FOR DESIGN AND CONSTRUCTION OF ANY TRAFFIC SIGNAL INSTALLATION OR MODIFICATION WHICH WILL BE NECESSARY AS A RESULT OF DEVELOPMENT OF THIS SITE.
 - THE COUNTY/TOWN SHALL OBTAIN A PERMIT FOR ALL SIDEWALKS WITHIN THE ROW THAT DO NOT QUALIFY FOR VIOT MAINTENANCE.
 - THE DEVELOPER IS RESPONSIBLE FOR ALL TRAFFIC CONTROL. THE DEVELOPER SHALL SUBMIT A SIGNING, STRIPPING AND/OR SIGNALIZATION PLAN TO VIOT LAND DEVELOPMENT SECTION A MINIMUM OF 30 DAYS PRIOR TO PERMIT APPLICATION.

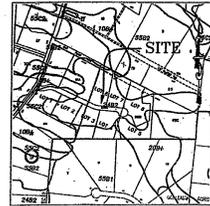
SITE TABULATIONS

1) ARE AREA	17.34 ACRES
2) NO. OF LOTS	7
3) AREA OF LOTS	11.8986 ACRES
4) HOMELOT AREA	1.8998 ACRES
5) AREA OF OUTLOT "C"	3.1998 ACRES
6) AREA OF OUTLOT "D"	0.2221 ACRES
7) AREA OF OUTLOT "E"	0.0722 ACRES
8) AREA OF OUTLOT "F"	0.0892 ACRES
9) AREA OF OUTLOT "G"	0.1000 ACRES
10) TOTAL AREA OF OPEN SPACE	
11) AREA OF STREET FRONTAGE	1.2616 ACRES
12) DENSITY (LOTS PER ACRE)	0.4655 DENSITY

OUTLOTS A, B, C, D, E & F WILL BE OWNED AND MAINTAINED BY HOME OWNERS ASSOC.

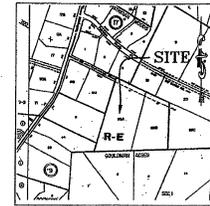


TOPOGRAPHY MAP
SCALE 1" = 500'



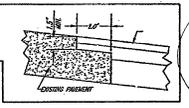
SOILS MAP
SCALE 1" = 500'

LOT No.	SOIL No.	NAME	PROBLEM CLASS	REPORT REQUIRED
7	10B	GLENVILLE	B	NO
4, 5, 6	20B	MEADOWLICK	B	NO
1, 2, 3, 4, 5, 6, 7, 8	24B2	ELDON	C	NO
1, 2, 3, 4, 5, 6, 7	35B1/32, C2	GLEGOLD	C	NO



TAX MAP
SCALE 1" = 500'

PAVEMENT DESIGN NOTE
TO BE USED IN CASE OF NECESSARY MODIFICATIONS TO THIS PLAN BY THE OWNER. ANY MODIFICATIONS SHALL BE MADE BY THE OWNER TO BE MADE BY THE OWNER.



NO.	DESCRIPTION	APPROVED	DATE
1	Second Payment		
	Survey		
	Willow		

REVISION APPROVED BY:
DIVISION OF DESIGN REVIEW

- GENERAL NOTES**
- THE PROPERTY DELINEATED ON THIS PLAN IS LOCATED ON FAIRFAX COUNTY ASSESSMENT MAP NOS. 007-4-00-009, 007-4-01-009-A, & 007-4-01-009-B AND IS ZONED R-E.
 - TOPOGRAPHY AND BOUNDARY SURVEY PREPARED BY HUNTLEY, NYCE & ASSOCIATES, LTD.
 - THIS PLAN IS A BY-RIGHT AND NOT SUBJECT TO PROCEED.
 - WATER SERVICES SHALL BE PROVIDED BY WELLS.
 - LOTS ARE TO BE SERVED BY SEPTIC FIELDS.
 - OUTLOTS A, B, C, D, E & F ARE TO BE OWNED AND MAINTAINED BY HOME OWNERS ASSOC. SWIMMING FACILITY IS PRIVATELY OWNED AND MAINTAINED. (BY HOA)
 - EXISTING UTILITY POLES AND OVERHEAD UTILITY ON SITE OR IN CONSTRUCTION AREAS AFFECTING THIS DEVELOPMENT WILL BE REMOVED OR RELOCATED, AT THE DEVELOPER'S EXPENSE.
 - ALL UTILITIES INSTALLED AS A PART OF THIS DEVELOPMENT SHALL BE PLACED UNDERGROUND.
 - CLEARING LIMITS ON FINAL CONSTRUCTION DRAWINGS MAY VARY SOMEWHAT FROM THOSE SHOWN ON THIS PLAN.
 - TO THE BEST OF OUR KNOWLEDGE, THERE ARE NO GRAVESTONES LOCATED IN THE SUBJECT PROPERTY.
 - THIS DEVELOPMENT WILL CONFORM TO ALL APPLICABLE, FAIRFAX COUNTY AND/OR VIRGINIA STATE ORDINANCES, REGULATIONS AND ADOPTED STANDARDS.
 - WASTE REMOVAL SHALL OCCUR TWICE WEEKLY BY A PRIVATE CONTRACTOR.
 - ALL EXISTING UNDERGROUND UTILITIES SHALL BE PHYSICALLY LOCATED BY THE DEVELOPER PRIOR TO THE BEGINNING OF ANY CONSTRUCTION IN THE VICINITY OF SAID UTILITIES.
 - WHEN DURING THE COURSE OF CONSTRUCTION ANY OBSTACLE OF A DUBIOUS NATURE IS ENCOUNTERED, THE CONTRACTOR SHALL CEASE WORK IN THAT AREA AND IMMEDIATELY NOTIFY THE PROPER AUTHORITY, FAIRFAX COUNTY AND/OR THE ENGINEER.
 - THE ENVIRONMENTAL HEALTH DEPARTMENT SHALL BE NOTIFIED PRIOR TO THE ABANDONMENT OR CLOSURE OF ANY WELL ON THE SUBJECT PROPERTY.
 - THE DEVELOPER IS RESPONSIBLE FOR ANY DAMAGE TO EXISTING ROAD AND UTILITIES WHICH OCCURS AS A RESULT OF THIS CONSTRUCTION PROJECT WITHIN OR CONTIGUOUS TO THE EXISTING RIGHT-OF-WAY.
 - NO SUB-SOIL INVESTIGATIONS HAVE BEEN MADE BY THE DESIGNING ENGINEER.
 - OPEN CUTTING OF PAVED OR SURFACE TREATED ROAD IS NOT PERMITTED. ALL UTILITIES THAT WILL BE PLACED UNDER EXISTING STREETS ARE TO BE BORIED OR JACKED. ANY EXCEPTIONS DUE TO EXTENUATING CIRCUMSTANCES ARE TO BE ADDRESSED AT THE PERMIT STAGE.
 - OUTLOTS A, B, C, D, E & F WILL BE OWNED AND MAINTAINED BY HOME OWNERS ASSOC.
 - ALL DRIVEWAY ENTRANCES SHALL BE D-6'S AS PER FAIRFAX COUNTY PPM PLATE # 22-7.

This plan is in conformance with the requirements of the Fairfax County Public Facilities Manual and the Virginia Department of Transportation Pavement Design Guide for Subdivision and Secondary Roads, and is submitted for approval under the Design Plans Review Program.

Good from #114

CRS TEST RESULTS & PAVEMENT DESIGN NARRATIVE

THE NORMALLY REQUIRED CURB PAVEMENT SECTION IS A 7" INTHICKNESS CONCRETE SUBBASE OR A 7" AGGREGATE SUBBASE BASED ON THE LOWEST CURB TEST RESULT OF 2.0, AND AS REQUIRED BY PPM SECTION 705.1.2, 8 INCHES OR AGGREGATE IS REQUIRED UNDER THE NORMALLY REQUIRED PAVEMENT SECTION. THIS PROVISION IS FOR A 48 INCHES OF TOTAL ASPHALT DEPTH ABOVE THE AGGREGATE WHICH IS IN EXCESS OF THE NORMAL REQUIREMENT RELATIVE TO PAVEMENT STRUCTURE. THE PROPOSED STREET SECTION FOR SPRINGVALE MEADOWS ROAD IS REVERSED AS FOLLOWS:

- 1 1/2" SMA-3 BIT. CONC. SURFACE
- 2" BM 10.0 BIT. CONC. BASE
- 8" 2 1/2" UNTREATED AGGREGATE SUBBASE

TAX MAP REFERENCE NUMBER	OWNER NAME	OWNER ADDRESS	PROPERTY ADDRESS	DEED BOOK AND PAGE	TAXAL DESCRIPTION
007-4-00-009	OND LLC	715 SPRINGVALE ROAD GREAT FALLS, VA 22066	715 SPRINGVALE ROAD GREAT FALLS, VA 22066	D.B. 1306, PAGE 0322	FORESTVILLE TRUSTS LOT 1 SECTION 2
007-4-01-009-A	OND LLC	715 SPRINGVALE ROAD GREAT FALLS, VA 22066	10400 OLD POST LANE GREAT FALLS, VA 22066	D.B. 1306, PAGE 0322	FIELDS ESTATES LOT 1
007-4-01-009-B	G. WILLIAM BETTY & MARLEA L. BETTY	10400 OLD POST LANE GREAT FALLS, VA 22066	10400 OLD POST LANE GREAT FALLS, VA 22066	D.B. 1306, PAGE 0292	FIELDS ESTATES LOT 2

APPROVED COUNTY OF FAIRFAX
LAND USE, PLANNING, ZONING & ENVIRONMENTAL AND THE DESIGN REVIEW

BY: *[Signature]*
DATE: 1/24/10

SEAL OF THE COUNTY OF FAIRFAX
PLANNING, ZONING & ENVIRONMENTAL AND THE DESIGN REVIEW

SEAL OF THE COUNTY OF FAIRFAX
PLANNING, ZONING & ENVIRONMENTAL AND THE DESIGN REVIEW

Huntley, Nyce & Associates, Inc.
10000 OLD POST LANE, SUITE 200
GREAT FALLS, VA 22066
TEL: 703-441-1111
FAX: 703-441-1112
WWW.HUNTLEYNYCE.COM

SEAL OF THE COUNTY OF FAIRFAX
PLANNING, ZONING & ENVIRONMENTAL AND THE DESIGN REVIEW

SEAL OF THE COUNTY OF FAIRFAX
PLANNING, ZONING & ENVIRONMENTAL AND THE DESIGN REVIEW

SPRINGVALE ESTATES
DRAWSVILLE DISTRICT
FAIRFAX COUNTY, VIRGINIA
SITE LOCATION MAPS - DOCUMENTS

SCALE: NA
DATE: 1-17-03
REVISIONS:

SHEET 2 OF 19
FILE NO. PP-3396

1890-500-001-C-1
Design Review
724/KS



Maintenance Division

Commonwealth of Virginia
Virginia Department of Transportation

2013 APR 25 AM 9 37

MEMORANDUM TO:
Maintenance Division
Attention: Joseph Williams

April 19, 2013
029 Springvale Estates
County of Fairfax

Central Office

Subject: Report of Changes to the VDOT Maintained Systems of State Highways
029 Springvale Estates LGOV 01/29/2013

The necessary Form(s) reporting changes to highway systems maintained by the Department are attached, including, if applicable, a resolution passed by the governing body of the locality for any addition or abandonment of a roadway of the secondary system of state highways.

A. New Additions		This assembly reports changes due to construction. Fees do not apply	
Cash Bond	Escrow Agreement	Surety Dates	Name and Address of Surety firm:
Letter of Credit	Performance Bond	Issued: 4/19/2013	Not Required
Other, approved by Maintenance		Expired: 4/19/2013	Not Required
Surety does not apply for this request		Recommended Expiration	Not Required
		April 19, 2013	Not Required

Surety, if required, is based on the Total Equivalent 1-Lane Mileage of this assembly: 0.48 assessed on the basis of 5 mileage tenths.

Instrument	Check number and Account Drawn Upon	Amount
Approved Surety	Not Required	
Maintenance Payment Inspection Fee	PNC Bank: 054000030; 5302606051; Check # 00399985; Amount \$1,250.00	\$750
Admin. Cost Recovery Fee	Included Above	\$500

B. Rural Additions

If Line G is greater than zero, the enclosed documentation includes proposed rural addition improvements.

Amounts on Line D are funds provided from other sources for this application, as more fully detailed in the attached Form LA-5.

If Line H is less than zero for either the funding or the mileage allowance(s), the proposed addition may not be added in the current fiscal year.

(Note: The term "RA Fund," in any form, means the accumulated allocation balance held to improve qualifying roads not previously added to the secondary system of state highways. RA Funding is limited to 5% of the current fiscal year's secondary construction allocation for the locality plus unobligated RA Funding funds, if any, from amounts budgeted for that purpose in the previous 3 consecutive fiscal years. The annual mileage allowance is limited to 1.25% of the total mileage in the locality's secondary system of state highways at the end of the previous calendar year.)

	Funding	Mileage
A. Beginning Balance, Current FY		
B. Carry Over Allowed From Prior Fiscal Years		
C. Beginning FY RA Fund Balance (A+B)		
D. Other Amounts From Non-RA Fund Sources		
E. Total Amounts Approved This Fiscal Year		
F. Balance Available For This Application (C+D-E)		
G. Cost Of Applications Enclosed		0.48
H. Balance After This Application (F-G)		

C. Other Changes See Form(s) AM4.2 enclosed.

Finlisp/CS Date	LGB Res. Date	Days for Resol.	Days Processing
10/19/2012	1/29/2013	102	-182

Joseph Williams
District / Residency Authorized Agent

cc: Fiscal Division Administrator (w. checks) via District Accountant



Maintenance Div.

Commonwealth of Virginia
Virginia Department of Transportation

Check List of Required Documents for Assemblies Reporting Changes to VDOT Maintained Highway Systems

Date: April 19, 2013
Project: Springvale Estates
Locality:
County: County of Fairfax

Governing Body Resolution Date: January 29, 2013

Shaded items may not be required for the change described in the column headings.

Mark the appropriate column to show all contents of the assembly. Assembly Document or Item	SYSTEM ADDITIONS			SYSTEM DELETIONS		
	New Sub-Div.	Rural Additions Town Streets School Bus Loops	Project Adjustments	Discontinuances	Abandonments	
Show "new subdivision streets" in towns as "new subdivision streets."	Streets	Project Adjustments		\$33.1-150	\$33.1-151	\$33.1-155
Resident Engineer's Transmittal Letter (if required to supplement Form LA-4)						
Form AM4.0 and AM4.1						
Form(s) AM4.2 (1 per change per roadway segment)						
Form(s) AM4.4 (HTRIS inventory input form)						
Resolution of the Local Governing Body						
Sketch depicting north arrow, arrangement of streets, distances between intersecting centerlines, split mileage along existing state roads to nearest intersecting state road or jurisdictional/corporate limit. (11 in x 17 in max)						
Public hearing transcript and recommendation of the Residency Administrator.						
Copy of Maintenance Fee (original deposited with District Accountant)						
Quitclaim Deed(s) Attached (ie. Power, Communications, Pipelines, Utilities etc.)						
Agreement - Storm Water Management						
Agreement - Crossing of Dam						
Agreement - County controlled grade separation structure						
Agreement - Miscellaneous						
Copy of recorded plat showing roadway geometrics						
Copy of recorded plat showing drainage and easements						
Confirm Drainage design has been checked by District Drainage						
Confirm Drainage and Streets are built in accordance with approved plans.						
Confirm Street(s) meet VDOT's minimum standards.						
Confirm Streets have been satisfactorily maintained since construction.						
Confirm Bridges/Drainage structures meet Structure and Bridge Div. Stds.						
Confirm As Built plans received for bridges, drainage structures and County controlled grade separation structures.						
Confirm All accounts receivables have been paid (testing, inspections, etc.)						
Confirmed signed permits for utilities (public or private) to occupy or cross the right of way are in hand awaiting notice of final acceptance.						
Project sketch (max 11 x 17) attached, showing street names and distances to all intersections and to existing intersections.						

Note: Some information in unshaded cells may not be required. If not required indicate N/A. If unsure, consult Maintenance Division.

- Assemble assembly documents in the following order:
- AM4.0
 - AM4.1
 - Surety (if applicable)
 - AM4.2s
 - Resolution
 - AM4.3 (Resolution Attachment) (next column)
 - Quit Claims
 - Copy Recorded Agreements
 - AM4.4 HTRIS Form and Codes Sketch (11 x 17 max)
 - Public Hearing Document for non-project Discontinuances
 - Miscellaneous documents

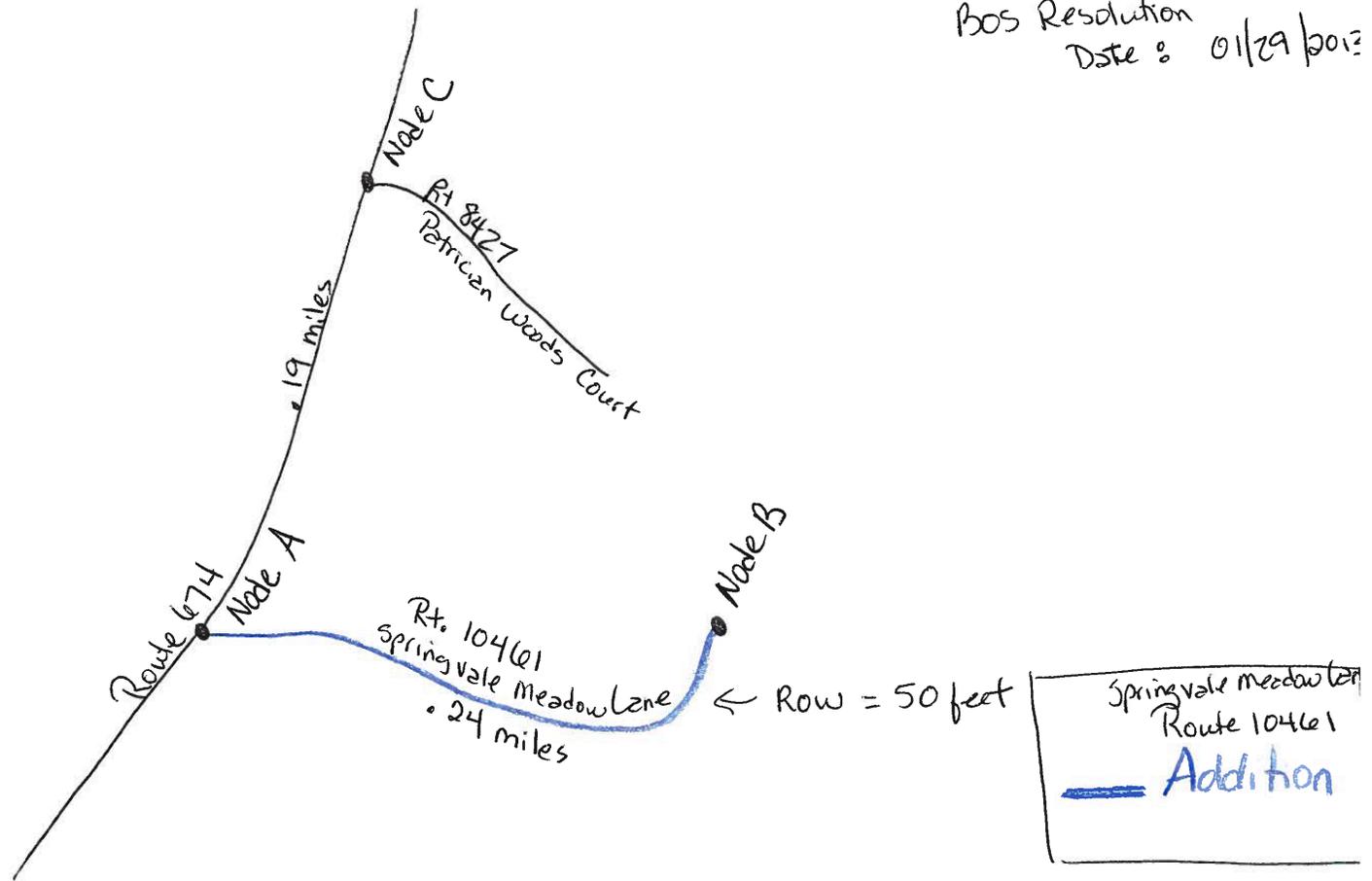
Complete this form manually

Assembly Prepared by: *Joseph Williams*
Phone Number: 703 254-2382

District = NOVA
Residency = Fairfax
AHG = 10

Springvale Estates

BOS Resolution
Date: 01/29/2013





**FIELD
STAFF**



RIMS

Step [1] Reserve Route Numbers

Before creating an ICR, even before the road is completed, field staff can reserve route numbers for planned routes. Route numbers are reserved using RIMS. Central Office staff in the Highway Inventory Change Management Unit is responsible for assigning route numbers. *It is important that the staff have Central Office clearance in order to reserve a route number.* It is particularly important to reserve route numbers when a single project will contain multiple routes, as it will help later with inventory and maintenance tasks to have consecutive route numbers. This step is not required of all additions.

In the case of Springvale Estates, it is important to reserve route numbers for the following reasons:

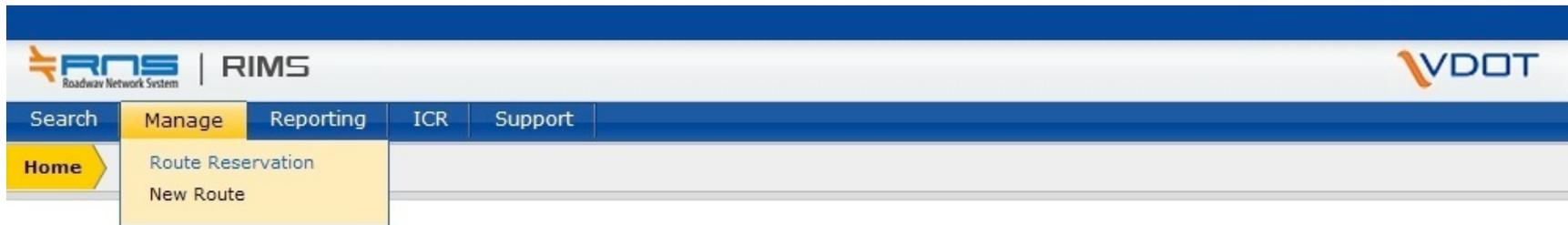
- The project is an addition, which means that the road segment is currently not assigned to a route number.
- The project will include multiple phases, resulting in multiple routes as part of a single project.

What is the protocol for reserving numbers?

Although any available route number can be reserved, VDOT has established a set of guidelines that determine what numbers can be applied to what road types. These requirements are shown on **Page 29**.

What are the steps for reserving a route number?

The following shows the steps for reserving a route number using the Springvale Estates scenario.



1.1 On the RIMS Menu Bar, select “Manage” and “Route Reservation.”



1.2 Select the maintenance jurisdiction using one of two methods: sorting by **Name** or by **Code**. The **Maintenance Jurisdiction** for Springvale Estates is “Fairfax, County of - 029” which can be found by using the name, Fairfax, or the code, 029.

Route Reservation

Select one or more criteria below to see the available route numbers.

Sort Jurisdiction By: Name Code

Maintenance Jurisdiction: *

1.3 Define the **Starting Route Number** Springvale Estates as “1000”, which, according to standard VDOT conventions, is the appropriate starting value for a Secondary subdivision addition.

Starting Route Number: *

Note: Subdivision streets begin with route 600.

The **Starting Route Number** is based on ranges that have been defined by VDOT. For more information on choosing a starting route number, refer to the graphic on **Page 29**.

1.4 Define the **Number of Routes** for Springvale Estates as “1”, as only a single roadway will be entered into the road inventory during this phase.

Number of Routes: *

1.5 Define the **Subdivision** as “Springvale Estates.”

Subdivision:

The subdivision will be used to ensure that the route number selected will be applied to the right project once an ICR has been created.

1.6 Select “No” to indicate that Springvale estates is not a school road.

Search School Roads: Yes No

Note: School roads are in the 9000 range only.

If the roadway in question is a school road, the route number must follow certain conventions. Therefore it is important to specify if a segment is part of a school road.

1.7 If the roadway is divided or has many lanes, it is possible to reserve two route numbers: one for each direction. In this instance, all of the roadways that are being built within the development are two lanes, one in either direction. Therefore, the roadways will only require one route (which is the equivalent of one centerline in GIS) and the **Reserve Opposite Route** should be selected as “Yes”.

Reserve Opposite Route: Yes No

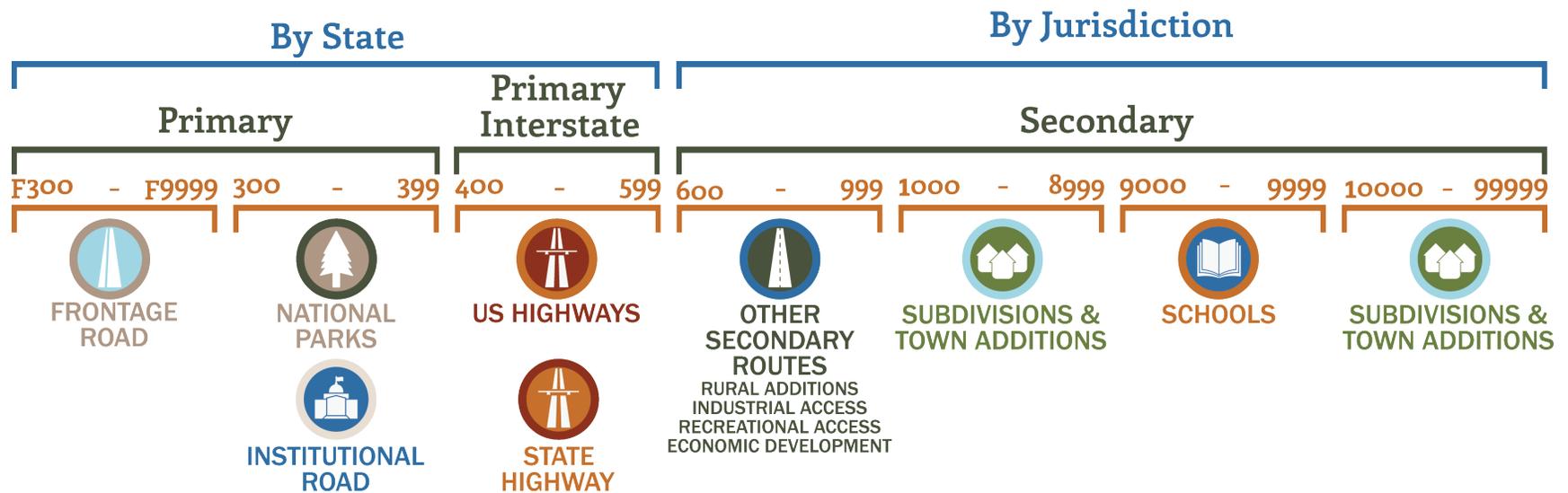
1.8 When the following steps have been completed, click “Next.”

[Next](#) | [Cancel](#)

When all the steps have been completed, RIMS will select a series of available route numbers based on the required number of routes and the “starting Route Number”. The numbers that appear on the screen are reserved.

For more information on reserving route number and a complete list of the characteristics that would require field staff to reserve a route number, refer to. **Page 29**.

Route numbers should be assigned based on the type of road. This figure shows different types of roads and the range the route number must fall between. Certain types of roads, including national parks, institutional roads, and primary roads, are unique by State. This means that the route numbers used to define these road types, the numbers 300 through 599, can only be used once in the Commonwealth of Virginia. Other road types, including secondary routes, school roads, and subdivisions are unique by jurisdictions. This means that the route numbers used to define these roads types, the numbers 600 through 99999, can be used multiple times within the state, but only once per jurisdiction. When route numbers are displayed, either the state or jurisdiction code should be included. Also note that any road can be labeled as a frontage road by adding the letter “F” before the route number.





**FIELD
STAFF**



DACHS

Step [2] Create DACHS Assembly

To begin making a change in the road inventory network, users should input initial data into the Database for Administering Changes to the Highway System (DACHS). This includes physical characteristics, number of through lanes, and median type in addition to ownership and maintenance responsibility for the new roadway. Primary and secondary additions require approval from either a local governing body or the VDOT Commonwealth Transportation Board (CTB), therefore DACHS is used to help manage the approval process. DACHS is also used to start an Inventory Change Request (ICR) that can be imported into RIMS.

In the case of Springvale Estates, DACHS should be used to initiate the ICR. This is because Springvale Meadow Lane is part of a subdivision, and therefore requires approval from the local board of supervisors and the VDOT Commissioner (or his designee). In addition to being used by field staff to coordinate with RIMS, DACHS will also be used by other staff members to expedite the approval process.

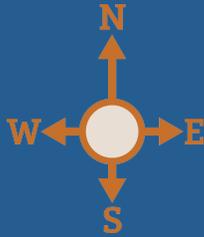
For a complete list of the project types that should be initiated in DACHS, refer to the descriptions on **Pages 11-15**.

What data are required in DACHS?

DACHS requires basic inventory data for each street record. The initial data inputs include:

- Change Type – the type of change that is taking place in the inventory.
- Street – the street name.
- Direction – the orientation of the route (primary directions are south to north or west to east).
- From and To – the streets that will be intersected by the new roadway.
- Length – the length of the new roadway (in miles).
- # Lanes – the total number of lanes that will be included in the roadway.
- Median Type – if the roadway will include a median, the median type should be specified.
- Local Governing Body Date – This is the date of the official resolution by the local governing body.

This inventory data will later be used in RIMS to automatically populate some of the inventory fields.



Cardinal Direction

Cardinal directions are the points on a compass: North, South, East and West.

Prime Direction

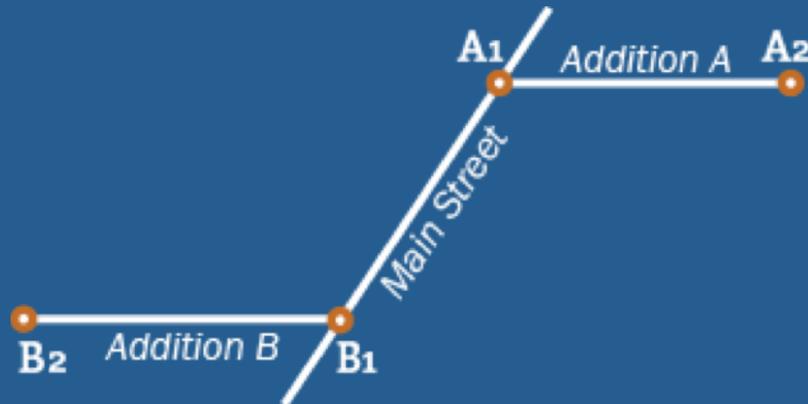
In the road inventory, location data is measured in the “Prime Direction,” either from West to East or South to North.

For new routes, data in DACHS is entered based on existing locations. This means that in DACHS, the start point for the roadway will always appear on an existing route.

The diagram below shows *Main Street*, and two new additions being built along the route. *Addition A* intersects with *Main Street* at point *A1*. The new street will continue to point *A2*. The cardinal direction from *A1* to *A2* is west to east, meaning *Addition A* is traveling in the Primary Direction.

Addition B intersects with *Main Street* at point *B1* and continues to point *B2*. The cardinal direction from *B1* to *B2* is east to west, meaning *Addition B* is NOT traveling in the Primary Direction.

When data in DACHS is entered in the Prime Direction, no additional work is required. If the data in DACHS does not appear in the Prime Direction, additional work will be required in RIMS to ensure that data is consistent between the two programs. In the *Main Street* example, *Addition A* will require no additional work in RIMS. For *Addition B*, however, the user will have to specify that the DACHS data was NOT entered in the primary direction.



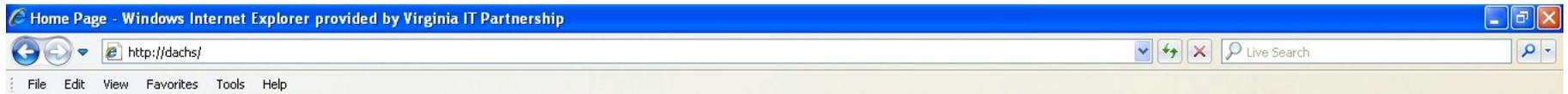
How does DACHS relate to RIMS?

When the data inputs have all been completed, click on **Open RIMS ICR**. This will automatically create an Inventory Change Request (ICR) in RIMS. The ICR will automatically be populated with the data from DACHS.

What are the steps for entering Inventory in DACHS?

The following shows the steps initiating an ICR in DACHS using the Springvale Estates scenario.

Opening DACHS



Register Project

2.1 On the **Main Menu** select **New Subdivision Streets**, followed by **Register Projects**. This will open up a "Special Crossing Advisory" which should be read before clicking **Continue**.

A screenshot of the DACHS web application interface. The header includes the "DACHS" logo and the tagline "Database for Administering Changes to VDOT'S Highway Systems", along with the "VDOT" logo. A left-hand navigation menu is visible, with "New Subdivision Streets" expanded to show "Register Projects". The main content area is titled "Special Crossing Advisory" and features a "Continue" button. Below the button, a notice states: "Notice: If a street segment crosses a bridge or culvert that normally requires a structure number, indicate under Remarks that the street includes a structure (include structure number if available) or, if a feature crossed requires a quit claim from a utility or pipe line company, or a rail road crossing agreement, or an agreement from the locality, indicate those requirements in the Remarks field as well." Below this notice are three examples: "(i.e.) Includes structure xxxxxx", "Crosses Lake _____ Dam - Agreement required", and "Quit claim required for Transmission Line". At the bottom of the main area, it says "Agreement required for County structure." and "Railroad Crossing Agreement with SCLRR required." On the right side, there is a "Registered Office" section and an "Info - Read Me" link.

2.2 Read and review the “Project Registration Guide” before clicking **Continue**.

Project Registration Guide

Print and Continue
Continue

Assembly Package Development

DACHS creates a unique Project name to identify all the streets or system changes reported with a project by adding the name of the Subdivision/Project to the Jurisdiction Code of the locality. For subdivision street assemblies, DACHS uses the date of the local governing body’s (LGB) Resolution to group streets into multiple addition assemblies for the subdivision.

DO enter ALL streets within a subdivision as soon as a Land Use Permit is issued to connect the subdivision streets to the VDOT maintained network.

DO submit street addition assemblies when the streets are ready for addition when requested by developers.

DO NOT defer acceptance solely on the basis of adding 100% of the streets within a subdivision or a lack of public service.

Project Naming – Rural Additions and Non-project Abandonments and Discontinuances

Certain types of recurring projects, like rural additions and abandonments or discontinuances that are not related to projects, may be registered only once in a County.

Using a "generic" naming convention on such projects, such as: "Rural Addition," "County Abandonment," or "Discontinuance" will group all such actions under one "project name" and the resolution date will define the assembly and the route number and/or street name will distinguish the action record.

"Forest Lane (Rte 2345) Abandonment" is also an acceptable form.

Subdivision Assembly Acceptance Fees

Acceptance fee amounts are based on the lane miles of new subdivision streets included in a given addition assembly and not the overall subdivision. If a developer elects to bring in streets from adjacent, separately registered projects (Ph 1 and Ph 2) at the same time, streets must be combined into one project, otherwise multiple assemblies will inflate the developer’s total fees to an amount greater than if all the streets were combined into one assembly.

When possible, if only one developer is involved use only the root of the subdivision name (such as Cedar Brook rather

2.3 Indicate that Fees Apply to This Type Assembly by checking the box for “New Subdivision Street Project.” User the default for Rate Schedule, “SSAR.”

Indicate if Fees Apply to This Type Assembly

Fees DO NOT apply to this assembly, (VDOT Projects, Rural Additions, Access Program Additions, Non-project related abandonments, discontinuances, route re-numberings. Transfers to/from the secondary system.)

NEW SUBDIVISION STREET PROJECT (One or more streets is subject to a maintenance payment or other fees.)

Rate schedule : SSR SSAR

Email Addresses of Local Government Officials:

2.4 Chose the Locality Code from the dropdown menu as “029 – County of Fairfax.”

Locality Code

Date of C5 or Loc Gv't Resolution

CN Project Termini

Beginning	Ending
<input type="text" value="Disabled and No Input."/>	<input type="text" value="Disabled and No Input."/>

DACHS will default to the Secondary Street Acceptance Requirements (SSAR) regulations for the rate schedule at less otherwise specified. This should only be changed if the plats and plans were submitted to the local governing body and VDOT prior to July 1st, 2009, before the Subdivision Street Requirements (SSR) expired.

2.6 Enter the Project or Subdivision Name as “Springvale Estates.” From the dropdown menu, select the Maintenance Area HQ as “Area 9 – McLean.” During this step the Developer and Design Engineer must be selected from the dropdown menus. In this case, select “Example” for each.

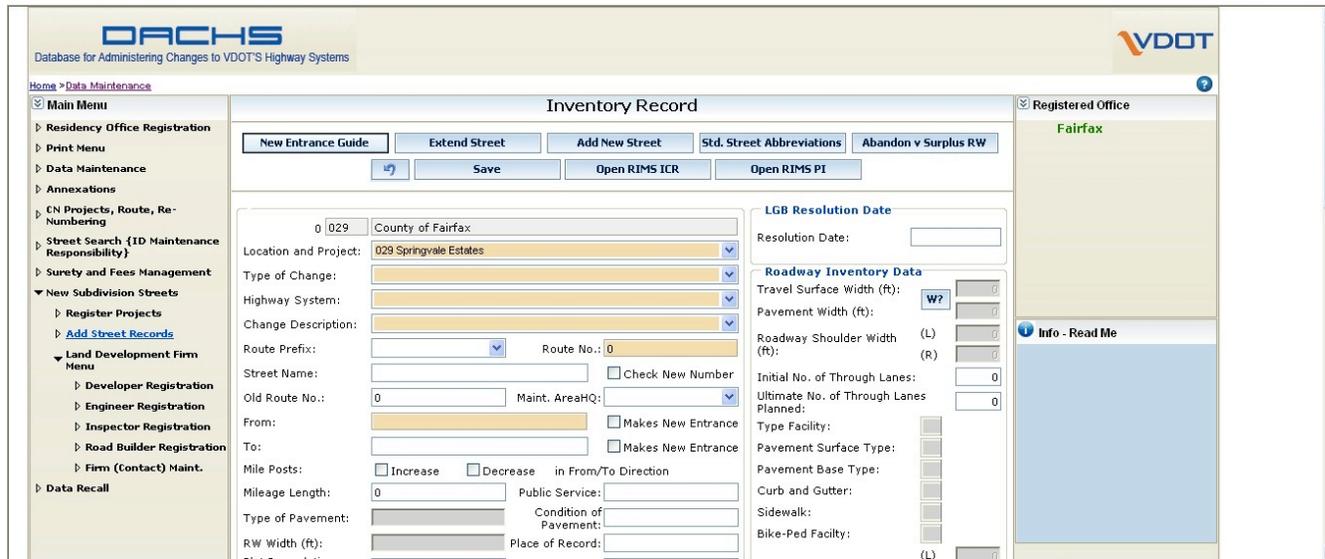
Project or Subdivision Name	Use Registration Buttons (right) to Add Firm Not In Lists		
<input type="text" value="Springvale Estates"/>	<input type="text" value="Example"/>	<input type="button" value="Developer"/>	
Maintenance Area HQ	<input type="text" value="Example"/>	<input type="button" value="Design Engineer"/>	
<input type="text" value="Area 9 - McLean"/>	<input type="text"/>	<input type="button" value="Road Builder"/>	
	<input type="text"/>	<input type="button" value="Inspector"/>	

2.7 When all relevant data has been entered, click **Save** then **Start Street Records**.

Project Registration			
<input type="button" value="Start Street Records"/>	<input type="button" value="Print Contact Sheet"/>	<input type="button" value="Save"/>	<input type="button" value="↶"/>

Add Street Records

2.8 Review the data that has been automatically entered in the Inventory Record form. This includes the header (for Springvale Estates “029” “County of Fairfax”) and “Location and Project” (for Springvale Estates “029 Springvale Estates”).





2.9 Select the Type of Change from the dropdown menu as “Addition.”

Type of Change:

2.10 Select the Highway System from the dropdown menu as “2- Secondary system.”

Highway System:

2.11 Select the Change Description from the dropdown menu as “21 - Addition - New subdivision street.”

Change Description:

2.12 Type in the Route No. "10461."

Route No.:

2.13 Type in the **From** and **To** locations for Springvale Meadow Lane. The From location is "CL Springvale Rd (RTE 674) - 1,915' NE Dogwood Farm Ln (RTE 8188)" and the To location is "1,271' E to Beginning of Temp. Turnaround Easement."

From: Makes New Entrance
To: Makes New Entrance

"Makes New Entrance" should be selected only if the project will require an additional (or upgraded) entrance to an existing state maintained road.

2.14 Check if the mile posts are traveling in an Increasing or Decreasing Lotion in From/To Direction. For Springvale Estates, check "Increase."

Mile Posts: Increase Decrease in From/To Direction

For more information on Increasing and Decreasing mile points, refer to "Directon Matters" on **Page 31**.

2.15 Type in the **Mileage Length** as "0.24."

Mileage Length:

2.16 Type in the **Resolution Date** as “01/29/2013.”

Resolution Date:

In some cases, this form will be completed before the resolution date has been established. If entering data before the resolution date, enter the date as January 1st of the expected year of resolution.

2.17 Enter the **Initial No. of Through Lanes** as “2” and the **Ultimate No. of Through Lanes Planned** as “2.”

Initial No. of Through Lanes:
Ultimate No. of Through Lanes Planned:

2.18 When the following steps have been completed, click “Next.”

Inventory Record				
<input type="button" value="New Entrance Guide"/>	<input type="button" value="Extend Street"/>	<input type="button" value="Add New Street"/>	<input type="button" value="Std. Street Abbreviations"/>	<input type="button" value="Abandon v Surplus RW"/>
<input type="button" value="↩"/>	<input type="button" value="Save"/>	<input type="button" value="Open RIMS ICR"/>	<input type="button" value="Open RIMS PI"/>	

Clicking “Next” will cause a new window to appear, opening RIMS. At this point, the work in DACHS has been completed. Continue to **Page 40** to find out more about entering data in RIMS.



Step [3] Create and Review the RIMS ICR

Once an ICR has been created in DACHS, it can be accessed in RIMS by clicking the **Open RIMS ICR** button. When this link has been clicked, a window automatically opens in RIMS displaying the ICR. The ICR will already be populated using the inventory data that has been entered in DACHS.

What components of the ICR are edited in RIMS?

RIMS is used to enter more detailed inventory data for each ICR. While DACHS includes basic information, RIMS is used to coordinate with other departments, including TMPD and Centerline Editors who will have to review the data and make changes to the roadway inventory and official maps. This means that the data inputs should be as detailed and thorough as possible. In addition to inventory data, RIMS allows users to upload attachments and write comments as part of individual ICRs. These are beneficial for sharing additional information across all of the staff that will be responsible for reviewing the ICR.

What information should be included in the ICR description?

When an ICR is opened in RIMS, it is populated with the data entered in DACHS. In the **ICR Summary** tab, enter a detailed description of the change being made and click **Save** when finished. The ICR description should include information that the RIMU editors might need when processing the ICR. This may include, but is not limited to:

- The timing of acceptance,
- The relationship of the road segments in the ICR to existing or future assemblies, or
- Any additional issues to note.

In the case of Springvale Estates, it would be important to note the project completion date, which is __/__/__. It would also be beneficial to include that Springvale Meadow Lane is part of a larger development that will be completed over three phases. The user should also note the total number of roads that will be constructed as part of the Springvale Estates project.

What inventory data is required in RIMS?

Additional data should be input in under the **Inventory Sections** tab. The following shows the steps for adding or editing inventory data for an ICR in RIMS, using Springvale Estates as an example.

3.1 From DACHS, the ICR for Springvale Estates will open in a new window in RIMS. Review the automatically populated fields (Name, type, Status, Created By, Assigned to Division) to ensure that the information has been correctly entered. For Review Required, check “No.” Assign the ICR to a _____ by setting the Assigned to dropdown menu as “Test.User1.” Add a text Description of the ICR. When these steps have been completed, click **Save**.

RNS | RIMS | **VDOT**

Search | Manage | Reporting | ICR | Support

Home > **Springvale Estates**

DACHS Assembly: Springvale Estates
Resolution Date: 1/29/2013

ICR ID: 10151412
Jurisdiction: Fairfax, County of

ICR Summary | Attachments | Comments | Inventory Sections | History

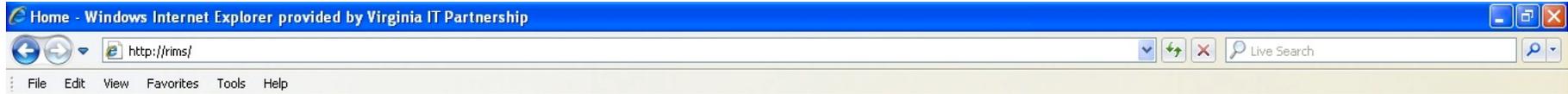
Name: Springvale Estates
Type: DACHS Assembly
Status: Draft
Review Required: Yes No

Created By: Katherine Lawrence on 7/1/2013
Assigned Division: RIM.FieldEditor on 7/1/2013
Assigned To: Test.User1
UPC Code:

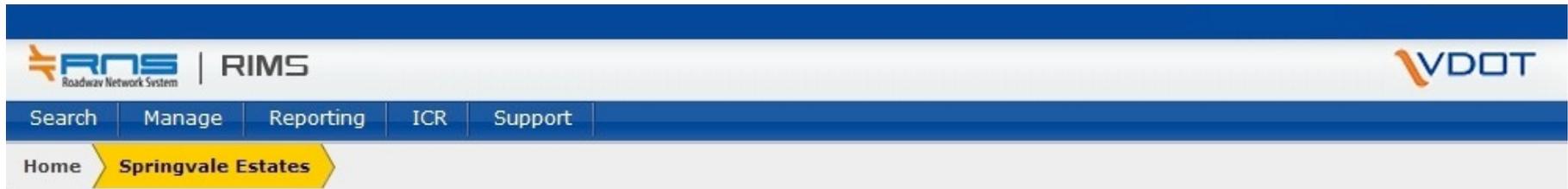
Description: This is the first of three phases on the Springvale Estates project. One road will be added during this phase. The entire project will add eight new roads and be completed in January 2015.

[Save](#) | [Process/Forward](#) | [Delete](#) | [Redline](#)

Opening RIMS



PI Detail



3.2 Click **Inventory Sections** and find the Springvale Meadow Lane Route Segment. Under the “Action” section, click on the pencil icon to edit the Addition.

ICR Summary Attachments Comments Inventory Sections History								
<input type="button" value="New Inventory Section"/> <input type="button" value="Check for Redlines"/> <input type="button" value="Validate Selected Items"/> <input type="button" value="Activate Selected Items"/> <input type="button" value="Refresh"/>								
*drag and drop the inventory sections to change their order								
<input type="checkbox"/>	PI Type	DACHS Type	Location Description	RNS Location	Review Req.	RDI	Redlines	Action
Route 10461 : SC-10461U RES (Fairfax County)								
<input type="checkbox"/>	Addition	Addition	FROM: CL Springvale Rd (RTE 674 TO: 1,271' E to Beginning of Temp LENGTH: 0.24	FROM: Route Offset: 0 TO: Route Offset: 0 LENGTH: 0 ❌	No			

At this stage, be sure to check that the **FROM** and **TO** locations are ordered in the primary direction. If this is not true, return to DACHS and edit the inputs. Then resave and reimport the ICR. For more information on determining the primary direction, refer to **Page 31** in the Introduction.

Inventory Sections

Inventory Sections								
ICR Summary	Attachments	Comments	Inventory Sections	History				
<input type="button" value="New Inventory Section"/> <input type="button" value="Check for Redlines"/> <input type="button" value="Validate Selected Items"/> <input type="button" value="Activate Selected Items"/> <input type="button" value="Refresh"/>								
*drag and drop the inventory sections to change their order								
<input type="checkbox"/>	PI Type	DACHS Type	Location Description	RNS Location	Review Req.	RDI	Redlines	Action
Route								
<input type="checkbox"/>	Addition	Addition	FROM: TO: LENGTH:	FROM: TO: LENGTH:	No	↑	↓	

The Inventory Sections in RIMS contains the following information.

PI Type – For a definition of PI types, refer to the table on Pages 11-15.

DACHS Type – For a definition of DACHS types, refer to the table on Page 11-15.

Location Description – Contains From, To, and Length sections to define the location of the route.

RNS Location – The RNS location contains From, To, and Length sections for the route’s location in the LRS.

Review Req. –

RDI –

Redlines –

Action – Two symbols should appear in the Action section. The pencil allows the user to edit the data for the inventory section. The red shape allows the user to create or edit a redline sketch for the section.

3.3 Under “Show Sections,” make sure that “All Sections” has been selected.

PI ID: 10151415 ICR ID: 10151412

Resolution Date: 1/29/2013

Jurisdiction: Fairfax, County of

Show Sections: All Sections Required Sections Only

Copy From

Save | Activate | Validate PI | Check Redlines | Delete | Cancel

Paste To

3.4 In the Proposed Inventory (PI) Information section perform the following tasks:

- Review the DACHS change type.
- Select the Inventory Change Type from the dropdown menu as “Addition.”
- Check “Yes” to indicate that Springvale Meadow Lane Requires Centerline Editing/LRS Build.
- Check “No” to indicate that no review is required.

Note that all roads that are not already part of the system require centerline editing and an LRS build.

Changes are different in DACHS and RIMS. For a complete list of change types in DACHS, including diagrams and corresponding RIMS change types, refer to **Pages 11-15**.

Proposed Inventory Information

DACHS Change Type: Addition
 Inventory Change Type: Addition
 Requires Centerline Editing / LRS Build: Yes No
 Review Required: Yes No

3.5 In the Location Description Section enter the following information:

- a) Enter the Street Name as “Springvale Meadow Lane.”
- b) Review the Route Number.
- c) Review the From text to ensure it has been properly copied from DACHS.
- d) Review the To text to ensure it has been properly copied from DACHS.
- e) Review the Length (mi) to ensure it has been properly copied from DACHS.

Data sources for this information include:

- AM-4.2
- Project Sketch

Location Description

Street Name:

Route Number: 10461

From:

To:

Length (mi.):

3.6 In the RNS Location field review the data for the Route number. Click the Span Opposite Route to indicate that the route traveling in the opposite direction will contain the same data.

RNS Location

Route: SC-10461U RES (Fairfax County) [edit](#)

From: Route Offset - 0.000

To: Route Offset - 0.000

LRM Date: 7/1/2013 02:34:01 PM

Span Opposite Route

The “Span Opposite Route” box should be checked by default. When this box is checked, it means the data entered applies to both directions of the route being entered. The only reason to uncheck this box is if the route is a one-way street or if the data entered reflects only one direction of a roadway (e.g. Interstate).

3.7 In the Miscellaneous Field enter any Comments that might be relevant to the addition. In this instance, the comments reflect that Springvale Estates is located in the southeastern corner of the county, approximately one half-mile south of the intersection of Route 1 and Route 250.

Comments are typically entered to add additional information to the PI that might help centerline editors property locate or define the new road segment.

Miscellaneous	Both Directions
Comments:	<div style="border: 1px solid gray; height: 100px;"></div>
Last Modified Date:	7/1/2013
Last Modified By:	Katherine Lawrence

3.8 In the Road Configuration section perform the following tasks:

- a) Select the Facility Type from a dropdown menu.
- b) Select the Access Control as “No Access Control” from the dropdown menu.
- c) Select “No” to indicate that the roadway is not part of a Couplet/One-Way Pair.

Data sources for this information include:

-

Road Configuration	Both Directions
Facility Type:	<input type="text" value=""/> *
Access Control:	No Access Control *
Couplet/ One Way Pair?:	<input type="radio"/> Yes <input checked="" type="radio"/> No *

A summary of facility types is provided in **Appendix A**, including definitions and diagrams of the facility types in the dropdown menu.

3.9 In the Travel Lanes/Cross Section check “Copy to other side” to indicate that the inventory data entered is the same traveling in each direction. This will automatically populate the S/W Direction fields, requiring data only be entered in the N/E Direction. Enter the following information about the roadway:

- a) Enter the # of Total Thru Lanes traveling in the N/E Direction.
- b) Enter the Thru Travel Surface Width (ft) in the N/E Direction.
- c) Enter the Total Pavement Width (ft) in the N/E Direction.

Travel Lanes/ Cross Section	N/E Direction	S/W Direction
	<input checked="" type="checkbox"/> Copy to other side.	
# of Total Thru Lanes:	<input type="text" value="1"/> *	<input type="text" value="1"/> *
Thru Travel Surface Width (ft):	<input type="text" value="10"/> *	<input type="text" value="10"/> *
Total Pavement Width (ft):	<input type="text" value="10"/>	<input type="text" value="10"/>

3.10 In the Roadside Section check “Copy to other side” to indicate that the inventory data entered is the same traveling in each direction. This will automatically populate the Left/Inside Relative to the Prime Directions (N/E) fields, requiring data only be entered in the Right/Outside Relative to the Prime Directions (N/E). Review the following fields:

- a) The Shoulder Type is not applicable for the project.
- b) Enter “7” for the Paved Shoulder Width (ft) on the Right/Outside Relative to the Prime Direction (N/E).
- c) The Unpaved Shoulder Width (ft) is not applicable for the project.
- d) The Curb Type is not applicable for the project.

Roadside	Right/Outside Relative to Prime Direction (N/E)	Left/Inside Relative to Prime Direction (N/E)
	<input checked="" type="checkbox"/> Copy to other side.	
Shoulder Type:	<input type="text" value=""/>	<input type="text" value=""/>
Paved Shoulder Width (ft):	<input type="text" value="7"/>	<input type="text" value="7"/>
Unpaved Shoulder Width (ft):	<input type="text" value=""/>	<input type="text" value=""/>
Curb Type:	<input type="text" value=""/>	<input type="text" value=""/>

Data sources for this information include:

- Project Construction Plans – Typical Cross Section Sheets

A more detailed description of these inputs can be found in **Appendix A**.

Data sources for this information include:

- Project Construction Plans – Typical Cross Section Sheets

3.11 In the Median section, leave all fields blank. For Springvale Meadow Road, the Median data is not applicable. The Median Type field has been automatically populated with data from DACHS as “1-None (1).”

Data sources for this information include:

- Project Construction Plans – Typical Cross Section Sheets

Median	
<i>Section only editable when the Facility type is 'Divided'</i>	
Median Type:	1-None (1) *
Median Width-Minimum (ft):	
Median Width-Predominant (ft):	
Median Percent Coverage:	

3.12 In the Median Shoulders and Curbs section, leave all fields blank. This section data is not applicable to Springvale Meadow Lane.

Data sources for this information include:

- Project Construction Plans – Typical Cross Section Sheets

Median Shoulders and Curbs	Median Right Relative to Prime Direction (N/E)	Median Left Relative to Prime Direction (N/E)
	<input checked="" type="checkbox"/> Copy to other side.	
Median Shoulder Type:		
Median Shoulder-Paved Width (ft):		
Median Shoulder-Unpaved Width (ft):		
Median Curb Type:		

3.13 In the Pavement section, select “05-Conventional Plan Mix Asphalt (6,7)” from the dropdown menu to define the Surface Type. For the Base Type, select “12- Selected Materials (2)” from the dropdown menu.

Pavement		Both Directions
Surface Type:	05-Conventional Plant Mix Asphalt (6,7) ⌵ ✖	
Base Type:	12-Selected Materials (2) ⌵ ✖	

3.14 For the Pavement Materials section, leave all fields blank. The Pavement Material and Thickness (in) are not applicable to Springvale Estates.

Pavement Materials		Both Directions
Pavement Material:	--Select One-- ⌵	
Thickness (in):	<input type="text"/>	
	<input type="button" value="Add Pavement Type"/>	
	<i>Drag and drop pavement material types to change their order. (9 maximum)</i>	
	Material	Thickness
Surface		
Base		

Data sources for this information include:

- AM-4.4 – HTRIS Data Entry Details
- Project Site Plan

A full definition for Surface Type and Base Type, as well as a complete list of inputs for this value, can be found in **Appendix A**.

Data sources for this information include:

- Project Construction Plans – “Typical Cross Section Sheets”

3.15 For the Bicycle/Shared Access section, specify the Bicycle Access Type as “0 – No Bike Path” using the dropdown menu. For Side of the Road, choose “1 – None.” Additional data about the bicycle path, including the Paved, Bicycle Route, and Owner fields are not applicable.

Bicycle / Shared Access	Both Directions
Bicycle Access Type:	0-No Bike Path <input type="button" value="v"/> *
Paved:	No <input type="button" value="v"/> *
Bicycle Route:	<input type="text"/> <input type="button" value="v"/> <input type="button" value="i"/>
Owner:	<input type="text"/> (for example, VDOT or Local)
Side Of Road:	1-None <input type="button" value="v"/> *

3.16 In the Sidewalks section, use the dropdown menu to specify the Side of the Road as “1 – None.”

Sidewalks	Both Directions
Side Of Road:	1-None <input type="button" value="v"/> *

3.17 In the Right of Way width of the centerline to the property line is the same on the right and left, check “Copy to other side.” This will automatically populate the Left/Inside Relative to the Prime Directions (N/E) fields, requiring data only be entered in the Right/Outside Relative to the Prime Directions (N/E). For the Min Width (ft) type “10” and for the Max Width (ft) type “10.”

Right of Way	Right/Outside Relative to Prime Direction (N/E)	Left/Inside Relative to Prime Direction (N/E)
	<input checked="" type="checkbox"/> Copy to other side.	
Min Width (ft):	<input type="text" value="10"/> *	<input type="text" value="10"/> *
Max Width (ft):	<input type="text" value="10"/> *	<input type="text" value="10"/> *

Data sources for this information include:

- Project Construction Plans – “Typical Cross Section Sheets”

Data sources for this information include:

- Project Construction Plans – “Typical Cross Section Sheets”

Data sources for this information include:

-

3.18 For the Administrative section, perform the following tasks:

- a) Set the Functional Class to “7 – Local (J,6)” using the dropdown menu.
- b) Set the Maintenance Jurisdiction to “Fairfax, County of” using the dropdown menu.
- c) Set the Physical Jurisdiction to “Fairfax, County of” using the dropdown menu.
- d) Set the Operating Region to “Northern” using the dropdown menu.
- e) Set the National Highway System to “0 – Not Part of the NHS” using the dropdown menu.

Administrative	Both Directions
Functional Class:	7-Local (J,6) <input type="button" value="v"/> *
Maintenance Jurisdiction:	Fairfax, County of <input type="button" value="v"/> *
Physical Jurisdiction:	Fairfax, County of <input type="button" value="v"/> *
Operation Region:	Northern <input type="button" value="v"/> *
National Highway System:	0 -Not Part of NHS <input type="button" value="v"/> *

3.19 In the Responsibility section, specify the following fields:

- a) Set the Location Type to “4-City or Town Pop. 3,500-4,999 (B,4)” using the dropdown menu.
- b) Set the Ownership Category to “02 – County Hwy Agency (3)” using the dropdown menu.
- c) Set the Public Road categorization to “Yes” using the dropdown menu.

Responsibility	Both Directions
Location Type:	4-City or Town Pop. 3,500 - 4,999 (B,4) <input type="button" value="v"/> *
Ownership Category:	02-County Hwy Agency (3) <input type="button" value="v"/> *
Public Road:	Yes <input type="button" value="v"/>

Data sources for this information include:

- Functional Class and NHS from TMPD
- Maintenance and Physical Jurisdiction and Operating Region from VDOT maps

For detailed descriptions of the following inputs, refer to **Appendix A.**

Data sources for this information include:

-

3.20 In the Urban Areas section, specify the Urban Area Code as _____. The Urban Area code is required.

Urban Areas	Both Directions
Urban Area Code:	<input type="text" value=""/> *

3.21 In the Auxiliary Lane Section, leave all fields blank. This section is not applicable to Springvale Meadow Lane.

Auxiliary Lane	Both Directions
Type:	<input type="text" value=""/> *
Side Of Road:	<input type="text" value=""/>
Lane Width (ft):	<input type="text" value=""/>
Lane Length:	<input type="text" value=""/>
Lane Length Units:	<input type="text" value=""/>
Taper Length:	<input type="text" value=""/>
Taper Length Units:	<input type="text" value=""/>
Number of Lanes:	<input type="text" value=""/> *

Data sources for this information include:

- TMPD “2010 Smoothed Urban Areas”

Data sources for this information include:

- Project Construction Plans – “Typical Cross Section Sheets”

For a detailed description of the inputs required in this step, refer to **Appendix A**.

3.22 In the Snow Maps section, leave all fields blank. This section is not applicable to Springvale Meadow Lane.

Snow Maps	Both Directions
Snow Map:	<input type="text"/>   *
Treatment Type:	<input type="text"/>  *
Locality Name:	<input type="text"/> *
Street Name:	<input type="text"/> *
Street Type:	<input type="text"/> *
Address Range(Low):	<input type="text"/>
Address Range(High):	<input type="text"/>
Zipcode:	<input type="text"/>

Data sources for this information include:

-

3.23 Review the form to ensure that all of the data has been properly entered. Check that all required fields, which are marked with a red asterisk, have been properly completed. When this is finished, click **Save**. Next, click **Validate**, which immediately flag any issues with the entry.

[Save](#) | [Activate](#) | [Validate PI](#) | [Check Redlines](#) | [Delete](#) | [Cancel](#)

How do you upload an attachment?

Attachments are used in RIMS to provide additional information about the road segment that might not be addressed in the **Inventory Sections** tab. This typically includes mapping information that is best shown as a sketch or detailed plan. Additional documents might include information on:

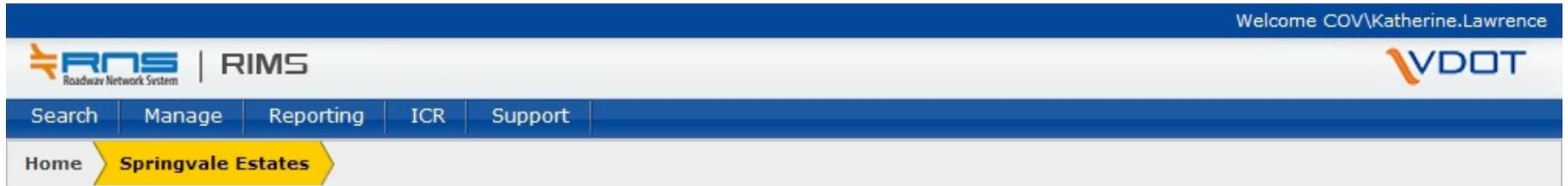
- The project assembly or timeline,
- Project plans,
- Construction details, or
- Official documents regarding future road maintenance.

For Springvale Meadow Lane, the ICR will include a sketch that shows where the new road segment will be located compared to existing road segments. The sketch is shown on **Page 24**.

For a list of elements that should be included in a successful sketch diagram, refer to the checklist in **Page 59**.

The following shows the steps for adding an attachment to an ICR in RIMS using the Springvale Estates scenario.

Adding an Attachment



3.24 In the ICR, navigate to the **Attachments** tab. Click **Add an Attachment**.

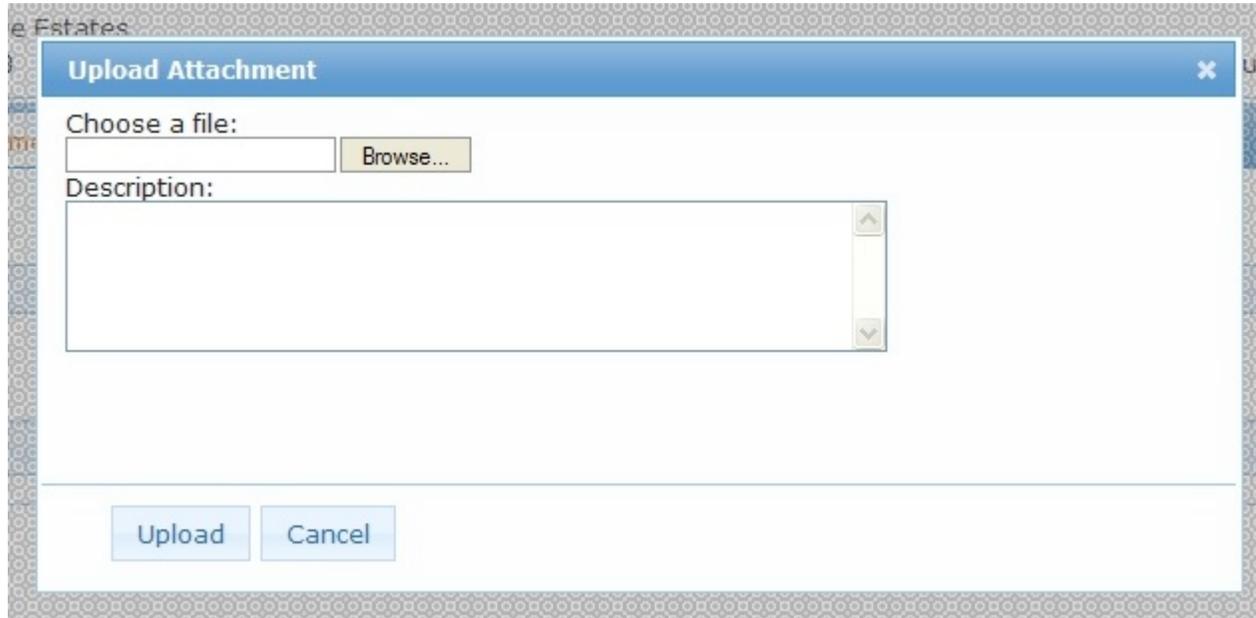
DACHS Assembly: Springvale Estates
Resolution Date: 1/29/2013

ICR ID: 10151412
Jurisdiction: Fairfax, County of

Attachment	Description	Size	Created Date	Create By	Actions
There are no attachments to view					

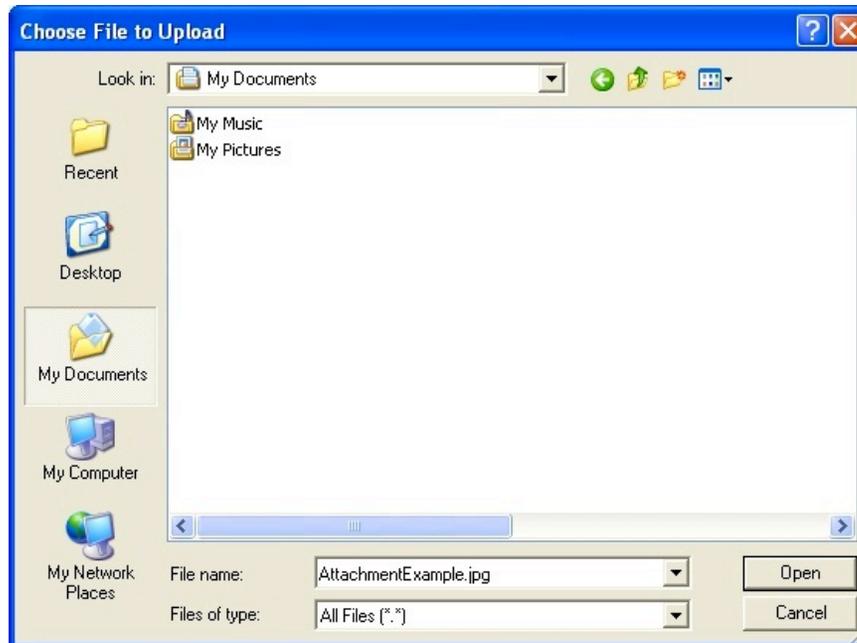
Page 1 of 0 No records to view

3.25 When the **Upload Attachment** menu appears, Choose a file by clicking **Browse...**

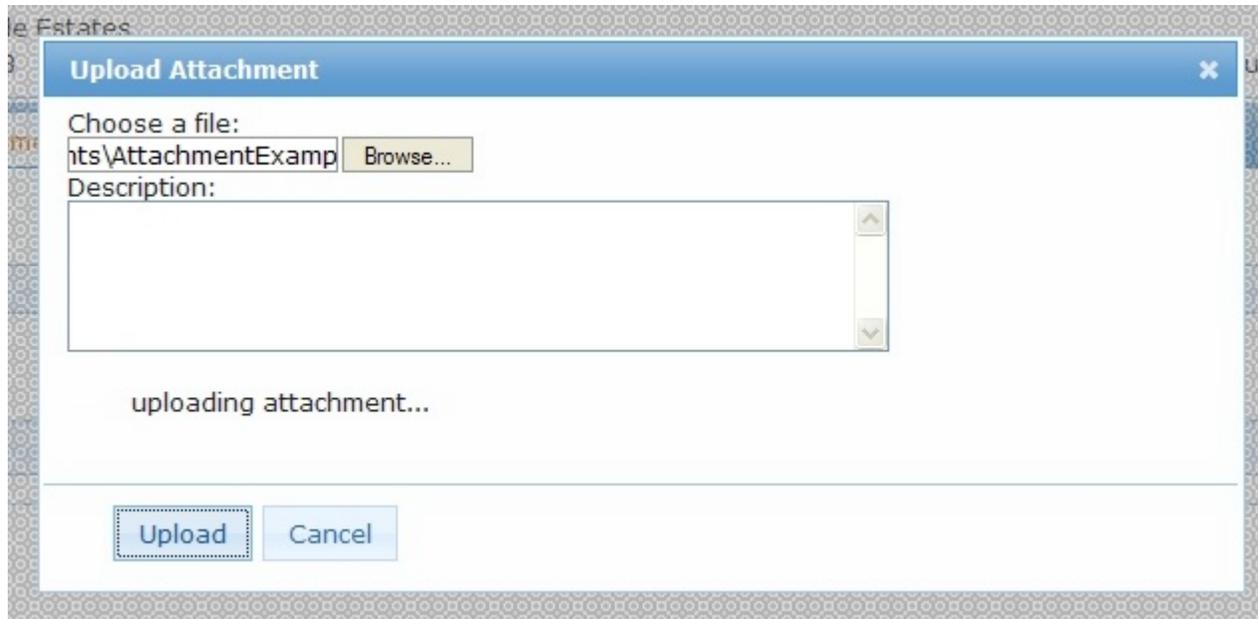


The image shows a screenshot of a software interface with a dialog box titled "Upload Attachment". The dialog box has a blue header bar with the title and a close button (X). Below the header, there is a section labeled "Choose a file:" which contains a text input field and a "Browse..." button. Below this is a section labeled "Description:" which contains a large text area with a vertical scrollbar. At the bottom of the dialog box, there are two buttons: "Upload" and "Cancel".

3.26 When the **Choose File to Upload** menu appears, navigate to the file that should be uploaded. Keep in mind that only .pdf, .jpg, .doc, .docx, .xls, .xlsx, .tif, and .tiff files can be uploaded to RIMS. When the appropriate file has been located, click **Open**.



3.27 In the **Upload Attachment** menu, review the file name in the Choose a file field to ensure that the right file has been selected. Add a description of the file, which in this case is a plan of Springvale Estates Lane, shown on **Page 24**. When the file and Description are complete, click **Upload**.



3.28 In some cases, it is important to upload multiple files. It is possible to add additional files by repeating **Steps 25-27**. When uploading multiple documents, make sure that all documents are named and described so that future users can easily identify them, and upload only files that are necessary to the project.

For more on Attachments, including editing and deleting attachments, refer to the **User Manual**.

What if there are no sketches of the project available?

If there are no drawings or plans of the new roadway, make sure to add a Redline sketch of the project within RIMS using the Redline tool. Ideally, the project will contain both uploaded plans and a redline sketch.

The Redline Tool





Step [4] Check Data and Make Reserved Routes Active

Before an ICR can be activated, the data should be reviewed to ensure that it is accurate. Once this process is completed, it will be possible to make the route active.

What data must be reviewed before making the route active?

Once the ICR has been located, it is important to review the data. The required fields include:

How can I find an old ICR?

To review the route data the user must first identify the proper route in RIMS. This is done using the “ICR Search” function, located in the “ICR” menu. There are two methods for locating an ICR. The first is to use the Pre-set Filters, which allows the user to find ICRs that are:

- Created by Me;
- Assigned to Me; or
- Assigned to My Group.

If it is not possible to find the ICR using the Pre-set Filters, use the Advanced Search option. The screen, displayed below, provides a number of search methods for locating an ICR. Each of the fields used for the Advanced Search is also described below.

- **Created by User** allows the user to search from a list of all RIMS users to view the ICRs created by each person.
- **Created Date** allows the user to select a **From** and **To** date in order to view all of the ICRs created during that time period.
- **Assigned To Organization** allows the user to see a list of all ICRs that were assigned to the centerline editors, the field editors, the RIMU editors, or the TMPD editors.
- **Assigned To User** allows the user to search from a list of all RIMS users to view the ICRs assigned to each person.
- **Assigned Date** allows the user to select a **From** and **To** date in order to view all of the ICRs assigned to another user during that time period.
- **Route Number** allows the user to search using a specific route number.
- **DACHS Project Name** allows the user to search using a the project name assigned in DACHS.
- **ICR ID** and **ICR Name** allows the user to search using a specific ICR ID or name.
- **Sort Jurisdictions By** allows the user to choose if the **Jurisdiction** dropdown menu should be sorted by **Name** or **Code**. The user can then choose a specific jurisdiction to view all of the ICRs in that location.
- **ICR Type** allows the user to choose view all ICRs of a specific type (i.e. DACHS Assembly, Errors and Omissions, Miscellaneous, or UMIS).

- **ICR Status** allows the user to view all ICRs of a certain status (i.e. Action Required, Closed, Draft, In Process, On Hold, Rejected, Review, Waiting For Centerline Editing, or Waiting For Review).
- **Event Type** allows the user to view all ICRs that contain a certain event (i.e. Right of Way, Functional Class, Sidewalk). The event types follow the inputs defined in the ICR.
- **UPC Code** allows the user to view all ICRs that have a specific UPC Code.
- **Review Required** allows the user to search for all ICRs that either did or did not require review.
- **Ready for Activation** allows the user to search for all ICRs that are or are not ready for activation.

In order to perform an advanced search, complete any number of the previous fields to narrow down the search results. When you have selected enough search parameters, select **Search** and a list of ICRs will appear. From there, select the appropriate ICR.

4.1 Review the information in the ICR to ensure that it is completed and accurate. On the **ICR Summary** tab, click **Process/Forward**.

DACHS Assembly: Springvale Estates
Resolution Date: 1/29/2013

ICR ID: 10151412
Jurisdiction: Fairfax, County of

ICR Summary	Attachments	Comments	Inventory Sections	History
Name: Springvale Estates	Created By: Katherine Lawrence on 7/1/2013			
Type: DACHS Assembly	Assigned Division: RIM.FieldEditor on 7/1/2013			
Status: Draft	Assigned To: Test.User1			
Review Required: <input type="radio"/> Yes <input checked="" type="radio"/> No	UPC Code: <input type="text"/>			
Description:	<input type="text" value="This is the first of three phases on the Springvale Estates project. One road will be added during this phase. The entire project will add eight new roads and be completed in January 2015."/>			
Save Process/Forward Delete Redline				

4.2 When the **Process/Forward** form appears, select “Submit for Review and Processing” as the Action. In the Comments section add any additional information that may be helpful to the RIMU Editors. When the form has been completed, click **Submit**.

le Estates

3

Process/Forward

Action:

Assign To: RIM.RIMUEditors

Comments:

Submit Cancel

ur

13



GIS
STAFF



ITD
STAFF



GIS

Step [5] Update Map and Network

Note: This step is not completed by Field Staff.

When an ICR is active, it is submitted to the Centerline Editors. During this phase, the Centerline Editors perform a series of tasks including splitting edges to create new intersections, create centerline geometry, assign measures and routes to edges, and adjust any other data as required by the project. In order to complete this step, the following pieces of information are required.

- A map showing the proposed change and how it will connect to the existing road network, including route numbers. This can either be an attached sketch or a redline drawing.
- The proposed change includes a route number and text description of the **From** and **To** locations.
- The proposed change includes direction information, which defines if the road is one- or two-ways and allows the centerline editors to assign directions for the route.
- The proposed inventory change type is defined (i.e. addition, abandonment, discontinuance). For more information on the type of change, refer to **Section II**.
- Each proposed inventory section includes an official length.

If any of these items are missing from RIMS, the ICR will be returned to the initiator.

When the LRS has been completed, the RNS team will review the data and the centerline edits. When both the Centerline Editors and RNS team have ensured the accuracy of the data, the ICR status is changed back to “Review.”



RIMU
STAFF



RIMS

Step [6] TMPD Data Verification

Note: This step is not completed by Field Staff.

TMPD is the “data owner” for functional class, National Highway System designation, Urban Area, and Bicycle/Shared Access data. Therefore they must review these items before an ICR can be completed. When the data has been checked and verified, the ICR is sent back to RIMU with a comment to note that the review has been completed.



Step [7] Finalize and Close Out the ICR

To complete the change process, you must finalize and close out the ICR. To finalize the ICR, search for the record using the search process described in **Step 4**. Complete the search criteria to find the appropriate ICR and when the search results appear, confirm that the **Status** is Review. Then click on the pencil to edit the ICR.



7.1 Check the box on the far left to select the Route to be finalized. Then click **Activate Selected Items**. This will automatically run the validation check and alert the user if there are any changes that must be made to the ICR. If the record passes validation, the ICR has been finalized. Once the Proposed Inventory has been finalized, no changes can be made to the record.

ICR Summary | Attachments | Comments | **Inventory Sections** | History

New Inventory Section | Check for Redlines | Validate Selected Items | **Activate Selected Items** | Refresh

*drag and drop the inventory sections to change their order

<input type="checkbox"/>	PI Type	DACHS Type	Location Description	RNS Location	Review Req.	RDI	Redlines	Action
Route 10461(Springvale Meadow Lane) : SC-10461U RES (Fairfax County)								
<input checked="" type="checkbox"/>	Addition	Addition	FROM: CL Springvale Rd (RTE 674 TO: 1,271' E to Beginning of Temp LENGTH: 0.24	FROM: Route Offset: 0 TO: Route Offset: 0 LENGTH: 0	No			

7.2 When the ICR has been finalized, check in DACHS to make sure that the Assembly has received final Central Office approval. When Central Office approval has been confirmed, search for the ICR in RIMS using the **Advanced Search** option.

7.3 On the ICR Summary tab, select **Process/Forward**.

DACHS Assembly: Springvale Estates
Resolution Date: 1/29/2013

ICR ID: 10151412
Jurisdiction: Fairfax, County of

ICR Summary	Attachments	Comments	Inventory Sections	History
Name: Springvale Estates		Created By: Katherine Lawrence on 7/1/2013		
Type: DACHS Assembly		Assigned Division: RIM.RIMUEditors on 2/10/2014		
Status: Review		Assigned To: <input type="text"/>		
Review Required: <input type="radio"/> Yes <input checked="" type="radio"/> No		UPC Code: <input type="text"/>		
Description: <input type="text"/>				
<input type="button" value="Save"/> Process/Forward Redline				

7.4 In the **Process/Forward** window, under **Action**, select **Close ICR** and Submit. Congratulations! The ICR is not closed and the addition process has been completed.

