Preparation in the PM/Design/ROW/Utility Team Meeting

The ROW/Utility team meeting Review Unit follows the below listed general procedures, for the review of all possible risks that could affect right of way and utilities, any associated plans and procedures, and outlines a strategy to mitigate any risks. The ROW/UTL team meeting is mandatory and must occur after PFPR responses have been approved and prior to ROW plan submittal.

- ❖ Scope projects may or may not need a ROW/UTL team meeting. The Project Manager should consult with the District Utility Office & District ROW Team Manager to make this determination. If a meeting is not needed, the PM must receive concurrences from the District Utility Office & ROW Team Manager via email to be filed in ProjectWise.

The Purpose: The goal is to ensure ROW plans have identified all easement for use of utilities before ROW plans are submitted.

Preparation for a ROW/Utility Team Meeting

The Project Manager is responsible for coordinating and leading the ROW/Utility team meeting.

On-system **projects with federal funds, state funds, or federal funds consisting of state funds**, the following titles are to be invited: The Design Phase Leader, District Utility Manager, ROW Team Manager or Acquisition Consultant, and ROW Transportation Specialist Manager. The Project Manager / Designer will be responsible for taking the meeting minutes.

On-system **projects that are Local let local design**, **with federal funds, state funds, or federal funds consisting of state funds** the following team members are to be invited: District Utility Manager, ROW Local Government Coordinator, Local sponsor project leader, and consultant design team. The Project Manager / Designer will be responsible for taking the meeting minutes.

Off-System projects that are Local let, local design, a ROW/UTL team meeting is RECOMMENDED ONLY.

All invitees should be fully informed and familiar with all data pertinent to the project and particular parcels under review. Design plans must include the owner name and location of their existing facilities. The preliminary utility relocation information (if available) should be included in the plans to coordinate the meeting.

The Design Phase Leader will send updated plan sheets and/or electronic files to the District Utility Manager as soon as the existing utility information has been plotted and the project's footprint is verified.

The following process should be followed during the ROW/Utility Team Meeting:

During Meeting

Project Manager will facilitate the meeting to discuss items below:

1. Identify/discuss ALL utilities located on the project.
2. Discuss any proposed utility relocations that will be handled thru utility agreements.
3. Discuss potential utility easement replacements, and how this will be handled.
4. Discuss the possible use of easement-limited agreements in lieu of Replacement Easements.
5. Discuss private utilities on the project, and how they will be handled.
6. Discuss any potential Cost to Cure (CTC) situations and illegal encroachments, which may affect the appraisal. This includes discussion on the replacement of meters, location of light service points, back flow preventers, wells, service lines, sewer/septic lines, etc.
7. Discuss any "Prior Rights" and "Reserved Rights" situations.
8. Discuss use of construction and maintenance permanent easements for the right to place utilities, I.E any conversion of easements to include utility replacement rights, development of utility corridors, and/or conversion of permanent easements to fee simple right of way. Discuss Environmental determinations to avoid the risk of re-evaluations.
9. Discuss property management items (structures, billboards, parking lots, service points, etc.), that may need utility coordination.
10. Review/Discuss Property Titles, existing easements shown on plans, and quit claims. * Include in discussion any titles that may need to extend beyond typical attorney research period*

After Meeting

The meeting minute's summary will be distributed to all attendees for approval concurrences. Give attendees five business days to return concurrence. Meeting summary will be used as a mandatory ROW/UTL checklist. The checklist will to be added to ROW plans 1st submission PW plan link for review. Submission of updated preliminary plans should address any changes to right of way and permanent easements required from the approved ROW/UTL team-meeting checklist.

The Project Manager will submit an L&D Report and a Notice for advertisement after PFPR and ROW/UTL team meeting are held.

❖ ROW/UTL checklist must be submitted with ROW plans 1st submission for a ROW clean review. If one is not provided with plans, the ROW Transportation Specialist will request the checklist before a review is done.

Procedures – Approval Process for Right of Way/UTL Plans

ROW plans should be completed in accordance with the latest Right-of-Way Office guidelines and PPG for ROW District Area 1st submission for review.

A. After the development of the right of way plans, the Design Phase Leaders/Project Managers should forward the plans to the Right of Way Plans Review Section for review and approval. For this initial review, the first submission of preliminary Right of Way/UTL plans approval process is electronic in ProjectWise. No hard-copy plans are required to be submitted (Please follow ProjectWise process guide).

ROW DISTRICT BLUE LINE REVIEW

1. The PM/DPL will send an email with a link to the new document set to the RW Plans & ROW/Utility Meeting checklist to (PlansOffice@dot.ga.gov) and the NEPA Coordinator notifying of the availability of the plans in the PI\PE\Roadway Design\Right of Way\ROW Plans Submitted for Approval folder in ProjectWise

2. The ROW Transportation Specialist Manager will access the image files in the PI\PE\Roadway Design\Right of Way\ROW Plans Submitted for Approval folder for new project processing. The ROW Transportation Specialist Manager will then send an email to the specific ROW district acquisition manager to begin their blue-line plans review.

    a. The District RW staff shall mark-up the blue-line plans electronically and check them back in. The District review shall indicate that all Utilities are located on plans as it complies with the ROW/Utility Meeting checklist.

    b. The District RW staff shall send an email to the PM and ROW Transportation Specialist Manager with a link to the Document Set, specifying the revised files unless the plans are approved as submitted. Any sheets containing mark-ups shall be identified in the email.

c. The plans will be available electronically for INTERNAL access only through ProjectWise. If mark-ups are identified, second submission and any subsequent submissions of blue-line right of way plans should include the requested corrections and the mark-ups for the follow-up review. The District RW staff will submit the mark up plans to the ROW Transportation Specialist Manager with a link to the document set to forward to the Designer. The PM will submit the second submission for the ROW Transportation Specialist Manager to forward the plans link to the ROW district acquisition manager for review.

Once all blue line mark ups are clear of corrections from the District review, the ROW district acquisition manger will send an email with the attached ROW/Utility team meeting checklist for ROW Transportation Specialist Manager, indicating that blue-line plans are clear of corrections and complies with the ROW/Utility team meeting checklist. ROW Transportation Specialist Manager will access the image files in the PI\PE\Roadway Design\Right of Way\ROW Plans Submitted for approval folder for first submission Red Line plans review.

ROW OFFICE RED LINE REVIEW

3. The ROW Transportation Specialist Manager will access the image files in the PI\PE\Roadway Design\Right of Way\ROW Plans Submitted for Approval folder for first submission review. If the ROW/Utility team meeting checklist is not attached to the plans link, the ROW Transportation Specialist Manager must request the ROW/ Utility checklist to be sent before the first red line review.

Note: A review without the ROW/Utility Meeting checklist will not be a valid review.

d. The G.O-RW Office staff review will follow the standard ROW checklist and shall indicate that all Utilities are located on plans as it complies with the ROW/Utility team meeting checklist. The G.O-RW Office staff shall mark-up the Redline plans electronically and check, them back in if needed.

e. The G.O RW Office staff shall send an email to the PM and ROW district acquisition manager with a link to the Document Set, specifying the revised files (ROW District Office Corrections) unless the plans are approved as submitted. Any sheets containing Redline mark-ups shall be identified in the email provided to PM ONLY for the designer to make corrections.

f. The plans will be available electronically for internal access only through ProjectWise. If mark-ups are identified, second submission and any subsequent submissions of Blue Line and or Redlines Right of Way plans should include the requested corrections and the mark-ups for the follow-up review.

NOTE: It is important that the Plan Document Type (Right of Way Plans) and other properties be completed for the approved RW Plans. (See Working with Documents in ProjectWise on the ProjectWise web page, section entitled Assigning Document Types)

The RW Staff will send out a standard email (including a link to the approved plans – see instructions above) to notify of the approval of the plans.

NOTE: The approval email will direct the PM/DPL to place the current cross-section and driveway profile sheets (PDF) in a new document set in the PI\PE\Roadway Design\Right of Way\Cross Section and Driveway Profiles folder in ProjectWise.

Right of Way Plan Approval

If plans are clear of corrections after redline review, the ROW Transportation Specialist Manager will move forward with the plan approval process.