Right of Way Acquisition Process

PRE CONCEPT


PRE-ACQUISITION

Review Appraiser / ROW Manager Project Inspection Held → Review Appraiser Checklist Submitted → Valuation Scoping Meeting Held → Task Orders Sent to Procurement → Property Owners’ Meeting Held → Valuation Report NTPs Sent → Relocation Interviews Held & Forms Sent to ROW Relocation Unit → Property Management INSPECTIONS Held & PM Forms Submitted to PM Unit → Valuation Reports Received & Reviewed → Valuation Reports Released for Negotiations → Relocation Packages Prepared & Sent to ROW Relocation Agent → ROW Funds Authorized

PRE-ACQUISITION CONTINUED

Successful Negotiations through Closing

Option Agreement Executed → Check Requested → Closing Held (Deed / Easement) → Final Title Certificate Issued → Notice to Vacate or Removal Notice Sent → Occupant and / or Personal Property Vacated from Required ROW

ACQUISITION

OR


Unsuccessful Negotiations through Condemnation

Admin Review Officer Regret Letter Sent → Adm. Review Officer Regret Letter Sent → 10-Day Letter Sent → Last Contact by Acq. Mgr. Held → First Contact by Negotiator Held

Property Management / Relocation

Condemnation Activities

Negotiated Settlement by Attorney → Mediation Settlement by Attorney → Attorney Conducted Discovery and Depositions → Condemnation Final Consent Order

Property Owner Tenant Appeal of FMV to Clerk of Court → Property Owner Tenant Appeal of FMV to Clerk of Court → Condemnation Final Consent Order

Property Owner Tenant Appeal of FMV to Clerk of Court → Property Owner Tenant Appeal of FMV to Clerk of Court → Condemnation Final Consent Order

Attorney Conducted Discovery and Depositions → Mediation Settlement by Attorney → Negotiated Settlement by Attorney

Final Condemnation File Submitted to G.O. ROW Office

Jury Trial and Award by Jury

Noted ROW processes are typical tasks involved in traditional Office of Program Delivery, Office of Traffic Operations, and Office of Bridge projects, however do not supersede actual contract scope of services. For non-traditional projects such as, but not limited to, Turnkey, Design-Build, or TIA, refer to the specific programs for details on the ROW process within those programs.

Project-specific constraints and objectives may require some varying of the process. Consultation with the Office of Right of Way is recommended with any questions relating to the need for or timeframe within which a specific task should be accomplished.

Changes to the construction plans that increase or decrease the required construction limits, affect the environmental analysis or increase or decrease the required right-of-way must be coordinated in a timely manner with the Environmental Analyst for possible reevaluation of the environmental document and permits.

This flowchart is provided as a general guidance tool in conjunction with the PDP Manual and the Right of Way Manual. It does not supersede either document.