

2 Organization and Operation

2.1 General

The Right of Way Office of the Georgia Department of Transportation is under the direct supervision and control of the State Right of Way Administrator.

2.2 Purpose

The Office of Right of Way of the Department of Transportation is responsible for the orderly and timely acquisition and clearance of all properties and rights necessary for construction purposes associated with both State-Aid and Federal-Aid transportation systems. This includes the functions of Appraisal, Appraisal Review, Negotiation, General Office Administrative Review, Consultant Management, Relocation Assistance, Condemnation, Property Management, and Plan Review. This also includes, but is not limited to, other support services such as record retention, accounting, surplus right of way inventory, requests for funding, certification of right of way acquisitions, coordination with the Attorney General's Office and other governmental agencies as well as any necessary clerical and filing services.

The Right of Way Office is a centralized organization under the direct supervision and control of the State Right of Way Administrator supported by two Assistant State Right of Way Administrators.

The Office of Right of Way falls under the purview of the Division of Engineering. This Division is managed by the Director of Engineering (Figure 2.1).

The General Office is organized into two separate units, each managed by an Assistant State Right of Way Administrator (Figure 2.2).

The Acquisition Unit consists of the primary functions of Negotiation, Acquisition, Condemnation/Litigation, General Office Administrative Review, Consultant Management, Local Government Assistance, Legal Assistance, Right of Way Funds Authorization, Right of Way Certification, Plan Review and Approval and Condemnation Preparation.

The Valuation Unit consists of the primary functions of Appraisal, Appraisal Review, Relocation Assistance, Property Management, Surplus Property Disposal, Record Retention and Accounting.

The Department of Transportation is divided into seven separate field districts, each with a separate District Office. The Office of Right of Way functions in the field through District Acquisition Teams and manages their assignments on a project-by-project basis.

Right of Way activities are performed by District Acquisition Teams under the supervision and guidance of District Acquisition Managers. The Acquisition Managers are responsible

to the State Right of Way Administrator and staff in the General Office. District coordination for the District Acquisition Managers is under the District Pre-Construction Engineers for each respective District.

The District Acquisition Managers and Team Members are responsible for the acquisition of the necessary right of way. It is the responsibility of the various units of the General Office to provide the supervision, guidance and the support to the District Acquisition Teams so that all assigned projects stay within the scope, schedule and budget identified for each project.