

1 Introduction

The purpose of this manual is to both serve as a reference guide and to consolidate information and instruction as to the organization, operation, policies and procedures for the Office of Right of Way of the State of Georgia, Department of Transportation. This should serve to ensure uniformity of action and maximum efficiency from all Right of Way staff, consultants, Local Sponsors, or, any person engaged in performing any Right of Way activities on state or federal-aid projects for the Department. Further, this manual is prepared in accordance with 23 CFR 710.201(c); and, as such, it is the intent of this manual to ensure that all current Georgia Department of Transportation procedures are in compliance with all current Federal Highway Administration laws, regulations, guidance, Georgia State statutes and current Georgia Department of Transportation approved procedures.

From time to time, it will become necessary to make changes in this manual for the purposes of correction or revision. Reference 23 CFR 710.201(c) (3). This manual shall be kept current and updated as procedures, laws and regulations change during the five-year period between certifications. Should a change in any state law occur during this five year period that would cause any Right Of Way procedure to be in conflict with the Uniform Relocation Assistance, and Real Property Acquisition Policies Act of 1970, as amended (49 CFR 24), such shall be brought to the attention of the appropriate personnel at the Office of Real Estate Services located at the Federal Highway Administration for advice. Insertion and deletion will be coded in accordance with the index system of this manual.

No forms have been directly made a part of this Manual. All available forms used by this Office are available within the appropriate unit within ROW.

The Right of Way employee, Consultant, or, Local Right of Way Sponsor is cautioned to both read and study the entire manual and not to rely on any one section as being complete for a particular operation. Some operations overlap particular areas and may be covered in one or more chapters of this manual.

Policies and Procedures of the Department in this chapter may be waived, altered, or modified at any time and at the full discretion of the Department and FHWA as necessary to accomplish the overall goals and objectives of the Department and FHWA, and as long as any waivers, alterations, and modifications of said policies and procedures are not in direct violation or contradiction with state and federal codes, of which will rule over any recommended waivers, alterations, or modifications.