



To: Holders of the Project Development Information Packet

Date: 04-18-05

From: Office of Local Systems

Revision No.: 02-2005

Subject: Project Development Information Packet Revision

The Project Development Information Packet (Packet) has been revised. If you are maintaining a hardcopy of the Packet, please update your Packet by removing the old documents and replacing them with the revised documents noted below. To view, print, or download the revised documents noted below, click on the document title.

You may wish to keep this revision notice in the "Revision Notices" section of your Packet for future reference. The current versions of all Packet documents are available on the internet at:

http://www.dot.state.ia.us/local_systems/publications/2001_packet/packet_toc.pdf

*** PLEASE NOTIFY ALL AFFECTED PERSONNEL OF THIS CHANGE ***

Document Title Revision Date (Section / Index No.)	Summary of Significant Revision(s)
Table of Contents 04-18-05 (Table of Contents)	The table of contents has been modified to show the latest revision dates for the documents listed below.
Chart 11 – Project Development Certification Process 04-18-05 (Flow Charts Section)	The following changes were made to the process for reviewing and approving the Project Development Certification (Form 730002): <ul style="list-style-type: none"> • County projects that acquired <u>all</u> of the right-of-way using the Appraisal Waiver (Compensation Estimate) acquisition process do not require review by the Office of Right of Way. However, any other county projects involving right-of-way will require review by the Office of Right of Way. • The chart was updated to show the required notification by the LPA to the Iowa DOT when condemnation hearings are held. • The chart was also modified to more accurately reflect the actual internal routing of the form.
Check and Final Plan Guidelines 04-18-05 (Index No. 8)	A discussion of Developmental Specifications (DS) was added on page 2. The discussion of proprietary products was shortened and a reference to the Public Interest Findings document was also added. The criteria for approval of a single proprietary product is also now included in the Public Interest Findings document.
Project Development Certification (Form 730002) 04-18-05 (Index No. 8)	Significant changes to this form, which is also available in Word format, include: <ul style="list-style-type: none"> • The questions for Item 1, Railroads, have been modified to help identify when a railroad agreement may be necessary. They also indicate that if a railroad agreement is needed but has not been acquired, the project will not be submitted for letting unless a Public Interest Finding has been requested and approved. • The questions for Item 2, Utilities, have been modified to help identify when a utility agreement may be necessary. They also indicate that if any affected utilities must be relocated but are not required to do so by an existing permit, franchise agreement, or an executed utility relocation agreement, the project will not be submitted for letting unless a Public Interest Finding has been requested and approved. • Question 4.d was added to help determine which projects should be reviewed by the Office of Right of Way (see summary of revisions for Chart 11 above). • The LPA Certification statement was expanded to clarify exactly what the LPA official's signature is indicating. Note especially that this certification is also a promise by the LPA to provide notification to the Iowa DOT upon completion of all condemnation hearings, if required. • The Iowa DOT signature block has been divided into 2 sections. One is for use by the Office of Right of Way, the other is for use by the Administering Office. This helps clarify the roles and responsibilities of each office.

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Project Development Certification Instructions 04-18-05 (Index No. 8)	<p>These instructions have been almost completely revised in accordance with the changes to the Project Development Certification form noted above. Some of the more significant changes include:</p> <ul style="list-style-type: none"> • The guidance related to railroad agreements has been expanded and updated. In some cases, a railroad agreement may be necessary even if no physical modifications to railroad facilities are required. In other cases, an agreement may not be required, even if minor modifications to railroad facilities will be made. Much depends upon the particular railroad company involved and the specific requirements of the project. Early coordination and communication with the appropriate railroad officials is crucial for any project that involves a railroad crossing. • The guidance related to utility relocations and / or agreements has also been expanded and updated. The additional guidance describes how differences in utility owner ownership and location may affect utility coordination. • The instructions for the right-of-way acquisitions (questions 4.b and 4.c) better define, for the purposes of this form, when a parcel is considered “acquired.” • The instructions related to the second page of the form (right-of-way acquisition and relocation exceptions) has been expanded. The required dates for condemnation hearings and vacation dates have been modified or clarified.
Public Interest Findings 04-18-05 (Index No. 8)	<p>This is a new Packet document. If you maintain a hard copy of the Packet, insert this document after the Project Development Certification Instructions document in Index No. 8.</p> <p>The purpose of this document is to identify the conditions that will require a Public Interest Finding (PIF), explain why they are required, provide guidance for requesting a PIF, and in some cases, note certain exceptions that may apply.</p>