

All of the above functions shall comply with the detailed right of way instructions, procedures and regulations that are contained herein.

B. RECEIVED PLAN SUBMITTAL (D5)

01.ACCEPTANCE OF D5

The Office of Right of Way receives plan submittals from various sources including The Office of Design, Office of Location and Environment, Districts and Cities.

The Design Section is responsible for acceptance of all projects submitted to the Office of Right of Way. All projects must meet criteria established in the “D5 Checklist” guide used by the Office of Design. If discrepancies are found, the submitting source is contacted in an attempt to rectify the situation. After acceptance of the project, an assignment letter is sent to the squad in the Design Section that will be working on the project.

Projects requiring right of way are entered into both the Project Scheduling system (PSS) and Parcel Tracking system. The Design Section is responsible for entering all required parcels into the parcel tracking system along with information specific to each parcel including required acreage, ownership, etc. This information is entered very early in the right of way process. When the project is transmitted from the Design Section to the Appraisal Section, the location of each parcel is changed in Parcel Tracking so that the location of each parcel can be easily determined at any time during the right of way process.

A Project House File is kept for each project. This file consists of all information pertaining to the project and is a complete right of way design history of the project. The Project File is kept and maintained by the design squad responsible for the project.

At the time of D5 submittal, the right of way schedule is reviewed to verify that it is still attainable. If the schedule appears to be unrealistic, the Design Section Supervisor will be notified so that a new schedule can be proposed. Also at this time the development cost estimate is reviewed and adjusted, if necessary, after consultation with the supervisor.

02.SCHEDULING OF RIGHT OF WAY DESIGN WORK

Work assignments are made by the Right of Way Plans and Estimating Coordinator. With each assignment, a time schedule is proposed in general agreement with the Planning and Programming Division schedule relating to the Department of Transportation’s five-year construction program. Compliance with this proposed work schedule is continually reviewed by the Design Supervisor through the project design technicians and unusual or major right of way design delays are made known to the Office of Right of Way Director.

Right of way design performed by consultants, as a part of an overall design contract authorized by the Office of Design, is monitored by the Right of Way Design Section in cooperation with the Office of Design. The field exams and liaison with the design consultant are coordinated throughout the Office of Design Consultant Coordinating Engineer. The Right of Way Design Consultant Coordinator is responsible for administering the right of way design work performed by the consultant. The work product of the consultant is checked and any corrections or revisions are transmitted to the design consultant for proper action.