

Items that need to be in a parcel file for review

Checklist:

If new Right of Way is needed:

First Items Needed

- _____ Proof of Environmental Clearance (DATE ONLY)
- _____ Copy of Authorization to Proceed (Form PR2X from FHWA) (DATE ONLY)
- _____ Certification of Right of Way form completed and signed (original) (name of person authorized to sign)
- _____ Copy of appraisal and re-appraisal if applicable
- _____ Copy of appraisal review, comments and conclusion of value
- _____ Copy of the "JUST COMPENSATION" memo and the amount (signed by authorized person)
- _____ Copy of offer letters (signed)
- _____ Copy of summary statements
- _____ Copy of 100% design plans with new R/W highlighted
- _____ Copy of agents' contact log/diary (signed by agent/s)
- _____ Copy of all correspondence from property owners
- _____ Copy of Waiver of Compensation if used and justification for them
- _____ Copy of any administrative settlements and justification in a written memo to the acquisition file
- _____ Copy of all conveying instruments/easements of any kind
- _____ Copy of any condemnation proceedings and all correspondence to property owner in conjunction with condemnation, if needed

If relocation is involved:

- _____ Copy of all letters to property owner and any correspondence
- _____ Copy of the "Eligibility Determination" worksheet
- _____ Copy of the moving estimate and /or self move paperwork
- _____ Copy of all final paperwork concerning move
- _____ Property Vacate date

If there was no New Right of Way:

- _____ Proof of Environmental Clearance (DATE ONLY)
- _____ Certification of Right of Way form completed and signed (original)
- _____ Copy of 95% design plans or newer
- _____ Date of any Right of Way previously acquired and by what means (i.e. donations, dedications or by purchase)
- _____ Copy of Right of Way Clearance Letter/memo