

## 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**)
- \_\_\_\_\_ 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 E-mails sent and received
- \_\_\_\_\_ 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/documentation 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, copies of the "Order to Show Cause" and "Order of Immediate Possession" and the "Judgement

**If relocation is involved:**

- \_\_\_\_\_ Copy of all letters and e-mails to property owner and any correspondence to them
- \_\_\_\_\_ 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 and memo of Right of Way Clearance