Arizona Department of Transportation



INTERMODAL TRANSPORTATION DIVISION Construction Group

CONSTRUCTION BULLETIN 04-02

To: District Engineers
Construction & Materials Orgs
Consultant Contract Administrator
Dan Lance, Deputy State Engineer,
Valley Transportation
Doug Forstie, Deputy State Engineer,
Operations

Date: April 20, 2004

From: Julio Alvarado, Assistant State

Engineer, Construction

Subject: Excess Right of Way Parcel Disposal

Disposal of Excess Right of Way Parcels

Purpose

This bulletin is to define the process and procedures for construction personnel to assist with the Right of Way parcel documentation and to facilitate disposal when determined excess. This will enable construction personnel to assist in streamlining the complexities, while not duplicating efforts. (See Attachment A for flowchart of the "Process for Identification and Disposal of Excess Land.")

Background

The approach for disposing excess land has been varied. Two main methods have been employed historically: (1) land is marketed and sold after third-parties have expressed interest directly to the Right of Way Group for a specific property; or (2) recognizing the potential value of a specific property (and generally post-construction of a nearby project), ADOT Districts initiate the disposal process of excess property directly with Right of Way.

Form 60-3311 (Attachments D and E) is the document that initiates the disposal process for excess Right of Way. The Right of Way Group is charged with the actual disposal process, which includes obtaining environmental clearance, new legal descriptions of the parcel(s), and a current appraisal of the property before it can be marketed to the public. Form 60-3311 is accompanied by other supplemental information as needed, such as as-built locations(s) of underground utilities (either existing or installed by ADOT contractor), location map of property and a cover memo stating other special conditions of the property. Examples of these special conditions would be access control, drainage conditions, ingress/egress restrictions, and/or a timeline of when the contractor will vacate the property.

Process and Procedure

During the development of the project (Final Design Phase), the Project Manager (PM) shall be responsible to coordinate with the Development team to identify each of the excess parcels that may be disposed of once the project is constructed. This team will complete Form 60-3311 for each of these parcels and attach any known parcel-specific information, such as location map and other supporting information. This information is kept in a three-ring binder, subdivided into one 60-3311 per parcel, with a summary listing at the front (Attachment B). This booklet of information shall be handed-off by the PM to the Resident Engineer (RE) before the project is awarded to the contractor.

The RE shall be responsible to supplement any parcel information with as-built location of utilities, fencing, sound walls, etc., and shall maintain the organization of the binder throughout the construction phase. At any time during the course of construction, the RE may initiate the disposal process. Consideration should be given to potential future use of the property, such as construction staging or stockpiling, before disposal.

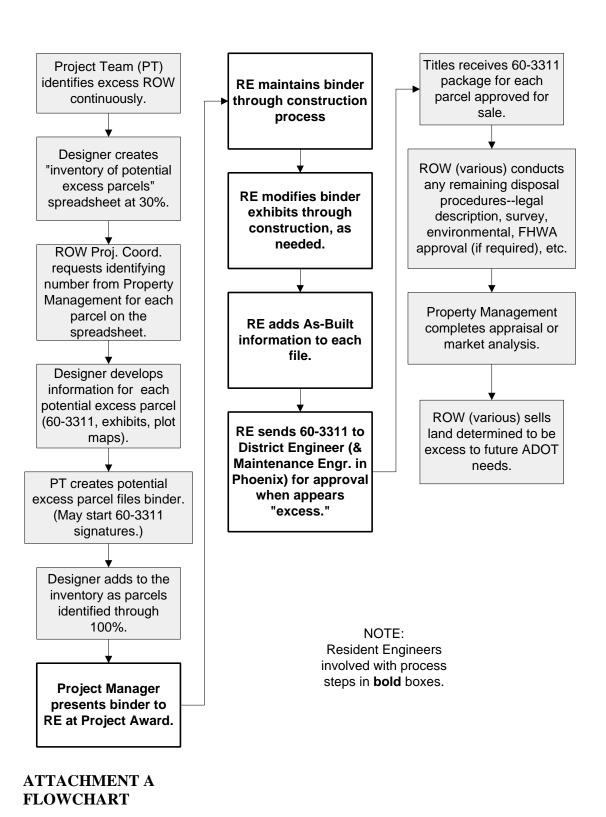
To initiate the disposal process the RE shall prepare a cover memo addressed to the District Engineer (Attachment C) explaining any special circumstances of the property, current access restrictions or expected ingress/egress points. The supporting documentation from the section of the binder for the specific parcel shall be attached. The District Engineer reviews and forwards the documents to the State Engineer's Office for approval.

At the conclusion of the roadway construction phase (and/or subsequent Landscape Establishment or FMS Warranty Phase), the RE shall initiate the disposal process for any remaining parcels in the binder. At this time only, the RE can summarize in one memo a list of the remaining parcels and each of their special circumstances. This memo and attached documents are then forwarded to the District Engineer for review and subsequently to the State Engineer's Office for approval.

List of Attachments

- Attachment A Process for Identification and Disposal of Excess Land;
- Attachment B Example of Completed Excess Right of Way Inventory form;
- Attachment C Example of Memo to District Engineer;
- Attachment D Explanation of Form 60-3311 fields;
- Attachment E Example of completed 60-3311 with supporting documentation.

Process for Identification and Disposal of Excess Land



10/2

7-4239	7.5439	7-5438	7-4161	7-4048	Parcel No. P	Construction Project Nun Construction TRACS No. ADOT Project Manager: Resident Engineer: Date:	
-	ס	ס	4	7	Total or Partial Take	Construction Project Number: Construction TRACS No. ADOT Project Manager: Resident Engineer: Date:	
			Sample		Excess Land No.		
×	×		parcel—	→ ×	Site Plan	RAM-600-1-544 101L MA 036 H4083 01C Jim Romero 602-712-7196 John Akin 602-712-8110 June 10, 2004	
4,720	4,857	8,340	2,025	371,694	Remnant Area (Sq.Ft.)	44 H4083 01C 02-712-7196 2-712-8110	
4	~	~	~	4	Utilites Y/N *		EXCESS
~	z	z	z	≺	Access Y/N *		
z	z	z	z	z	Const Need Y/N *		IGHT-OF-WAY IN L101, Pima Freeway rincess Road to She
Access is available from Sunnyside Drive. Sanitary Sewer and force main run along west edge of property.	Lendlocked with 5438 and 5440. APS and Cox utilities have easement within property.	Landlocked with 5439 and 8042. APS and Cox utilities have easement within property. AG Office currently negotiating condemnation settlement.	Landlocked with 4289, 5438, Sanitary sewer and force main run along and within west edge of property.	Access is available from Cholla Rd. City of Scotts. Sanitary sewer and force main run along the east edge of disposal property (but not within). Also some unknown underground utilities from previous development were never removed.	* Special Conditions	RW Project Number: RW TRACS No.: RW Coordinator: Engineering Consultant:	ESS RIGHT-OF-WAY INVENTORY L101, Pima Freeway Pima/Princess Road to Shea Bivd.
Previous Owner: George A. Aliory, et. Ux Candidate for abandonment to City of Scottsdale for maintenance.		Previous Owner: Armenian Center Church AG office may be able to return land to Armenian Church for condemnation settlement	Previous Owner: Bradley A. Anderson Candidate for abandonment back to City of Scottsdale for maintenance	Previous Owner: Dix Corporation	Comments	RBM-600-1-703 Nan Wilcox 602-712-6126 Steve Cherewick, HDR 602-508-6617	
				В	60-331 EZI		

ATTACHMENT B1
EXAMPLE OF COMPLETED EXCESS RIGHT-OF-WAY INVENTORY (Page 1 of 2)

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Access is available from Jenan Drive. Sanitary sewer and force main run along west edge of property.
Special Conditions

EXCESS RIGHT-OF-WAY INVENTORY L101, Pima Freeway Pima/Princess Road to Shea Blvd.

ADOT Project Manager: Resident Engineer:

RAM-600-1-544 101L MA 036 H4083 01C Jim Romero 602-712-7196 John Akin 602-712-8110 June 10, 2004

R/W Project Number: R/W TRACS No.: R/W Coordinator: Engineering Consultant

Nan Wilcox 602-712-6126 Steve Cherewick, HDR 602-508-6617

RBM-600-1-703

2 of 2

ATTACHMENT B2 EXAMPLE OF COMPLETED EXCESS RIGHT-OF-WAY INVENTORY (Page 2 of 2)



Arizona Department of Transportation

Intermodal Transportation Division

MEMORANDUM

To: Perry Powell District Engineer	Date: January 17, 2003
From: John Akin	Subject: Disposal of Real Property

Please find attached Form 60-3311 and supporting documentation for the disposal of a large parcel in Scottsdale as a result of the construction of the Pima Freeway.

A noise berm was constructed to the east of this parcel during construction to maximize the amount of property that could be sold at a later date. Utilities in the area include a 24" and 30" sanitary sewer for the City of Scottsdale. The right of way fence was located to allow maintenance access behind the sound berm, and is located to the west of the sanitary sewer to allow access for the City of Scottsdale.

The contractor utilized this area as a staging area for construction. At this time, the land has been restored to the same condition we found it when the project began. This initial condition included asphalt paving, curb and gutter, sidewalk and some underground water and sewer originally constructed by a developer prior to acquisition by ADOT. The underground utilities were not disturbed during ADOT's contract.

Although no direct access is available directly to an ADOT roadway, the property does have access to Cholla Road, which is a public, city-maintained street.

For these reasons, I recommend this property be disposed by way of sale.

ATTACHMENT C SAMPLE LETTER TO DISTRICT ENGINEER

ARIZONA DEPARTMENT OF TRANSPORTATION HIGHWAYS DIVISION RIGHT OF WAY GROUP RECOMMENDATION FOR DISPOSAL OF REAL PROPERTY

TO: Dan Lance
DEPUTY STATE ENGINEER

FROM: Perry Powell

☐ MAINTENANCE DISTRICT ENGINEER

☐ CONSTRUCTION DISTRICT ENGINEER

PROJECT NO: RBM-600-1-703 CONSTRUCTION NO: RAM-600-1-544	HIGHWAY L101, Pima Fre	eway	way DISPOSAL ACTION TO BE TAKEN: □ABANDON SALE □EXTINGUISH/RELINGU					
TRACS NO: H408301R	SECTION	1	MILE POST OR STATION / RT. STA. 69+500 TO 69+900					
OUT NO	Scottsdale to Doubletree COUNTY	+		division, Lots 1-32				
ROUTE NO: DLD: SR-117	Maricopa		Parcel 7-7048		L-M-305			
three depot of the section of the se	SECTION 24	TOW	NSHIP 3N	RANGE 4E				
CURRENT: SR 101 Loop	TED IN CURPORT OF T	TUIC D	EQUEST:					
A. A memorandum stating and support B. Description, mile post designation, C. A map or plat of the described are D. A statement to the requiving ag	legal description or engineers a.	t. station.	SIGNATURE DIST	RICT ENGINEER	DATE			
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A cover memo and highlighted ma conditions the property has (e.g. p etc.). On the specific issue of util locations. The highlighted map of highlighting the land in plan view.	ootential hazardous wast ity easements, be sure to ould simply be a combina	e, know o includation of	wn or suspected le copies of plan right of way and	cultural resources, to sheets that identify d construction plan s	as-built heet(s)			

ATTACHMENT D **EXPLANATION OF FORM 60-3311 FIELDS**

ARIZONA DEPARTMENT OF TRANSPORTATION HIGHWAYS DIVISION RIGHT OF WAY GROUP

RECOMMENDATION FOR DISPOSAL OF REAL PROPERTY

		FROM		MAINTENANCE D		
FOR: RIGHT OF WAY GROUP DISTRICT: Phoenix RW PROJECT NO: ### CONSTRUCTION NO: #REF! ABANDOON TRACS NO: H408301R Scottsdale to Doubletree Rt. Sta. 69+50 ROUTE NO: OLD: COUNTY L.M-305 (7-40) CURRENT SECTION TOWNS SR 117 Maricopa COUNTY CURRENT SECTION TOWNS SR 117 SECTION TOWNS THE FOLLOWING ARE SUBMITTED IN SUPPORT OF THIS REQUEST: A. A memorandum stating and supporting the reason for the request. B. Description, mile post designation, legal description or engineers station. C. A map or pilat of the described area. D. A statement to the receiving agency or political subdivision. from REVIEW PROCESSING SIGNATURE MAINT SIGNATURE MAINT REVIEWED BY RECOMMENDED NOT RECOMMENDED NOT RECOMMENDED POPUTY STATE ENGINEER STATEWIDE OR VALLEY PROJECT MGMT. RIGHT OF WAY PLANS MANAGER MANAGER-ROADSIDE DEVELOPMENT SECTION ASST. STATE ENGINEER MAINTENANCE GROUP ASST. STATE ENGINEER MAINTENANCE GROUP ASST. STATE ENGINEER MAINTENANCE GROUP ASST. STATE ENGINEER MATERIALS GROUP MANAGER TRANSPORTATION PRIORITY PROG. BRANCH INSTRUCTIONS: This form is to be used to initiate disposal proceeding of all real property no longer to the popular of the property no longer to the popular property of all real property no longer to the popular property of longer to the popular popular property of longer to the popular property of longer to the popular popular popular popular popular popular popular popular popular						
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ATTACHMENT E1 EXAMPLE OF COMPLETED FORM 60-3311 (Page 1 of 2)

DISPOSAL# L-M-305

ARIZONA DEPARTMENT OF TRANSPORTATION HIGHWAYS DIVISION RIGHT OF WAY GROUP

RECOMMENDATION FOR DISPOSAL OF REAL PROPERTY

DESCRIPTION 1. Legal Description and F 2. Title Information 3. Appraisal 4. Federal Aid Participatio a. perticipating in RW b. participating in constru	n scquisition YES \(\square\) NO \(\square\)	QUESTED.	DATE	RECEIVE	U
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ATTACHMENT E2 EXAMPLE OF COMPLETED FORM 60-3311 (Page 2 of 2)

60-3311 R6/03

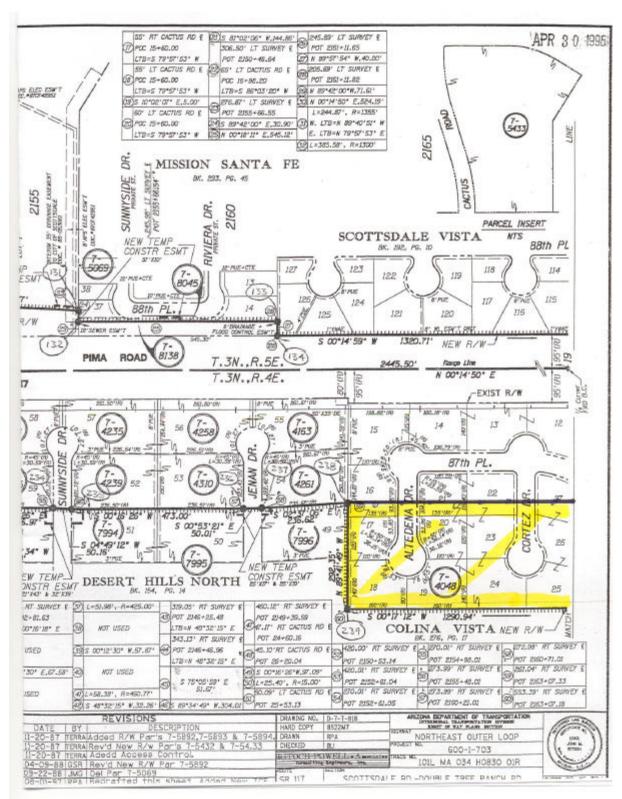
Page 2 of 2

	OWNERSHIP							
	PARCEL NUMBER	OWNER	DESCRIPTION					
(1) stani B/W requirements and	7-3750	State of Arizona (S.L.D.)	Pt. of Section 28, T.4 N., R.4 E.					
New R/W requirements not received as of 11-30-87 to be added at later date.	7-3751	State of Arizona (S.L.D.)	Pt. of Section 36, T.4 N., R.4 E.					
2 Total Area only includes all of Parcel I and a portion	7-3752	State of Arizona (S.L.D.)	Pt. of Section 25, T.4 N., R.4 E.					
of Tract A.	7-3753 - L1	State of Arizona (S.L.D.)	Pt. of N.1/2 of Section 35 T.4 N R.4 E.					
3 New Legal Description to be prepared at a later date.	-L2	Forest City Scattadale Co.	Pt. of N.1/2 of Section of					
4) Parcel 7-5396 (7-5428) Were combined under	7-3809	State of Arizona (S.L.D.)	Pt. of Lot 4 Sample					
Parcel 7-6208.	7-4024	Pima & Shea Property Ltd.	Pt. of Pima & Shea Of Parcel					
(5) For Acquisition of Existing Drainage Easment to City of	7-4048	Dix Corporation	Colina Vista Subdivision					
Scottsdale, Recorded DKT. 14593, PG.1388, 1395 &	7-4160	Malouf Brothers, Development Company	Lots 52-55,58,59,62,65 Pt. Lots 51,56,57,60,61,63,64,66 Greenstone Subdivision					
1398	7-4161	Bradley A. Anderson	Pt. of Lot 114 Sundown Ranchos No. 2					
* Parcel to be Acquired as a Total Take.	7-4163	Marcella J. Welch	Lot 55. Desert Hills North					
For Access Control. Net Area emcumbered by	7-4183	Tommy Joe Davis, et. ux.	Lot 58. Desert Hills North					
Reversionary Landscape Buffer. Rights to be acquired under	7-4235	Charles A. Baughman, et. ux.	Lot 57. Desert Hills North					
Parcel 7-808!. (8) TRE Only	7-4239	George A. Aliory, et. ux.	Lot 52, Desert Hills North					
9 7.12 3,	7-4257	George Miceli	Lot 13 Section 6, T.3 N., R.5 E.					
	7-4258	Alan K. Pace, et. ux.	Lat 56. Desert Hills North					
	7-4261	Bertram B. Putterman, et. ux.	Lot 54. Desert Hills North					
	7-4280	Thomas H. Treaccar, et. ux.	Pt. of E.1/2 S.E.1/4. Section 12. T.3 N., R.4 E.					
@3	7-4281	Northsight Partnership	Pt. of S.E. 1/4 Section 12. T.3 N., R.4 E.					
	7-4283	Peter J. Nevak, et. ux.	Pt. of Lot 17 Beetion 12 T.3 N H.4 E.					
3	7-4284	Northsight II	Pts. of Lots 1, 2, 15, 18, 18, 31 & 32 Sec.12 & S.E.1/4 Sec. 1, T.3 N., H.4 E.					
	7-4285	Thomas H. Treascar, et. ux.	Pt. of N.E.1/4 S.E.1/4 Section 1. T.3 N. R.4 E.					
	7-4289	Aaron T. Bliss, jr.	Lot 68 Sundown Benchos No. 2					
	7-4310	Robert J. Arbuthnot, et. ux.	Lot 53 Desert Hills North					
7	7-5054	KAUFMAN MORTGAGE CO.	Pt. of S.W.1/4 S.W.1/4 Section 30 T.3 N. B.5 E.					
	7-5063	Darlene J. Johnson	Lot 80 Desert Hills North					
	-7- 5069 -	Costain Arizona Inc.	Pt. of Lots 14 & 37, Tract E -8 Private Streets Mission Santa Fa					
3	7-5141	SHEA 90 CORP.	Pt. of N.W. 1/4 Section 30, I 3 N. R.5 E					
	7-5398	-Billy Nay Danner, et. ux.	Pt. of N.E.1/4 N.E.1/4 S.E.1/4 Section 13, T.3 N. R.4 F					
3	7-5398	CORRIGAN LAND & LIVESTOCK COMPANY LIMITED PARTERSHIP	Pt. of W.1/2 W.1/2 Section 26 T.4 N. B.4 F					
8	7-5399	The Estate of Scottsdale international Corporate Center, Inc.	Pt. of Lot 1 Section 1, T 3 N, R 4 F					
	7-5400	Fay P Chiono, et. ol.	Pt. of Lot 14 Section R I 3 N R 5 F					

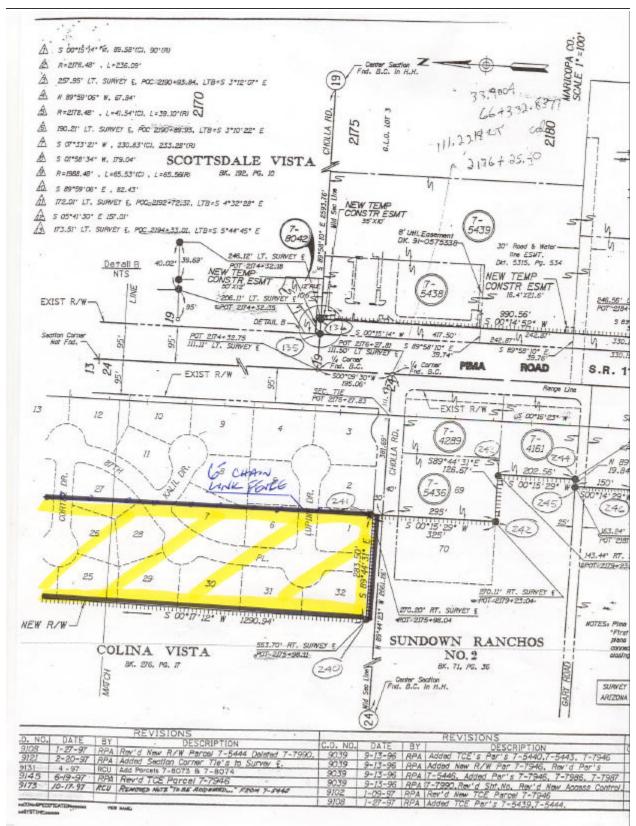
ATTACHMENT E3 SUPPORTING DOCUMENTATION FROM ROW PLANS (Page 1 of 2)

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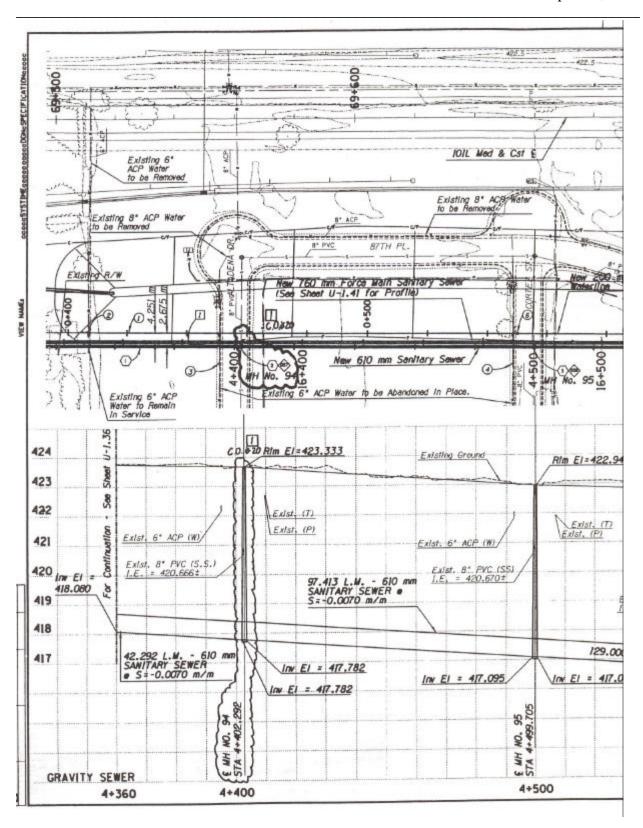
ATTACHMENT E4 SUPPORTING DOCUMENTATION FROM ROW PLANS (Page 2 of 2)



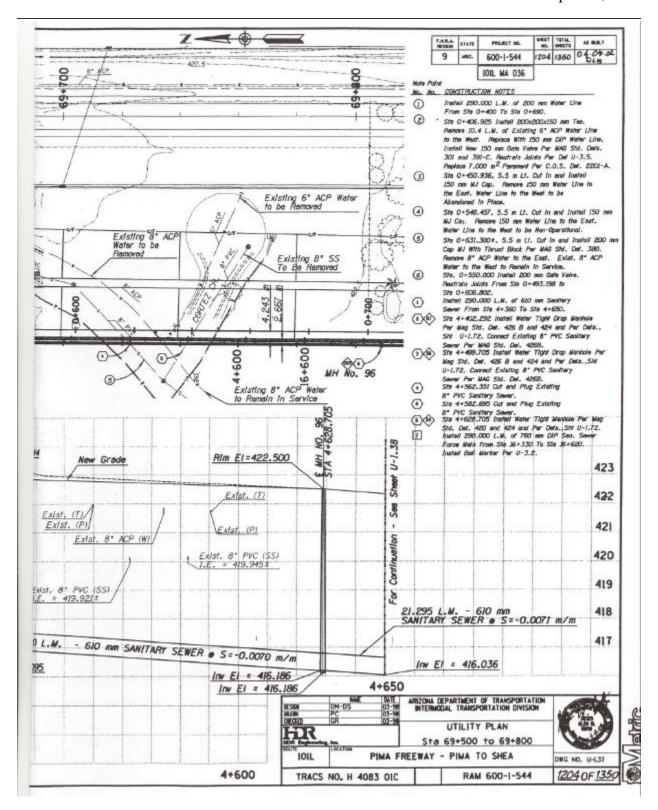
ATTACHMENT E5
HIGHLIGHTED PARCEL FROM ROW PLANS (Page 1 of 2)



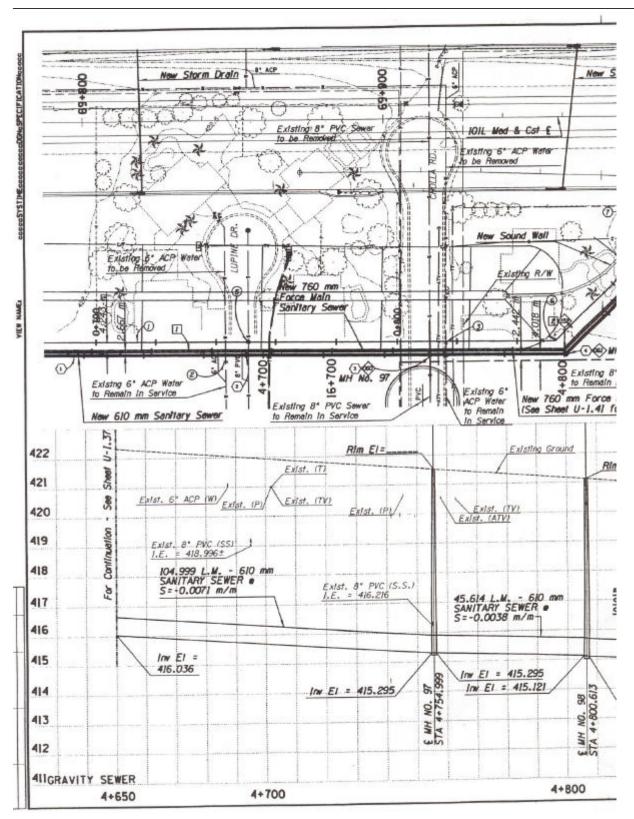
ATTACHMENT E6 HIGHLIGHTED PARCEL FROM ROW PLANS (Page 2 of 2)



ATTACHMENT E7
CONSTRUCTION PLAN SHOWING UTILITIES FOR PARCEL (Page 1 of 3)



ATTACHMENT E8
CONSTRUCTION PLAN SHOWING UTILITIES FOR PARCEL (Page 2 of 3)



ATTACHMENT E9
CONSTRUCTION PLAN SHOWING UTILITIES FOR PARCEL (Page 3 of 3)