

List of Acquisition/Relocation Solutions for Reoccurring Anomalies Concerning the CA LPAs and the LPAs

All relocations **MUST** have a plan and it **MUST** be comprehensive.

All relocation claims **MUST** be fully labeled out and supported by line items receipts.

Temporary Construction Easements and all other Easements are “New Rights of Way”.

All Rights of Entry **MUST** be approved by the ADOT ROW Liaison prior to its use.

All Memos of Understanding (MOUs) **MUST** be approved by the ADOT ROW Liaison prior to its use.

When you order appraisals you **MUST** provide the appraiser with a “Scope of Work” and the reviewer **must** get the same (see exhibits 1 & 2).

All LPAs Federally Funded files **MUST** contain a memo of “Just Compensation” (see exhibit 5), it **can only** be signed by a LPA official.

All LPAs **MUST** submit their Right of Way certification form and all backup documentation (item # 2 on page 1 of the form), Right of Way clearance letter/memo, cover letter of the environmental clearance and if new Right of Way is needed then the copy of the “authorization to Proceed” for Right of Way from FHWA; after they have cleared the ROW (see exhibit 4).

Contact logs are a **MUST** on every parcel even if there is no new ROW; just write an entry “no new ROW”. They **MUST** be very comprehensive and tell the complete story, date and signed by agent at the bottom of each page.

LPAs **do not** have the authority to issue or use “Conditional ROW Clearances”; only the ADOT ROW Liaison can do that. Be prepared to submit a lot of back-up documentation along with a matrix showing the status and projected date of acquisition on all not acquired parcels (see exhibit 3).

All offer letters **MUST** include a detailed “Summary Statement”; it will include the total square footage of property, the square footage being acquired, and the square footage remaining. It will also include the “per square foot” price and a total amount for the acquisition. It will label out all easements (of any kind), Real and Personalty property, any “costs to cure” and any severance damages. If the form you have does not have room, it is a WORD document and can be modified.

There are 3 “Authorization to Proceed” notices (AzPR2X) needed from FHWA:

1. Preliminary engineering
2. Right of Way
3. Construction

The ADOT PM orders them; Even the CAs **MUST** have the ADOT PM order the Authorization to Proceed for ROW.

ADOT ROW Liaison needs to know when one of your Right of Way staff leaves and who is replacing them. When you hire a new ROW person, they **MUST** be approved by the Liaison to do federal work. If you do not have ROW personnel, you **MUST** have a ROW consultant that is knowledgeable in federally funded projects and approved by the ADOT ROW Liaison. Note: The ADOT ROW Liaison can provide the necessary training to help implement the federal funding project knowledge they **MUST** have (at the Liaison’s convenience).

LPAs **MUST** keep their Federally Funded projects by the ADOT Tracs. Number (EX. SS 456 01C) or a cross guide to theirs in order to find it promptly.

ALL projects that have “dedicated” property in it **MUST** provide the maps showing it and the City/County Ordinance used to get the land, to the ADOT ROW Liaison.

LPAs **MUST** refrain from stating time limits in their offer letters. Uniform Act states 30 days minimum.

LPAs **WILL** set up their Federally Funded Project files in accordance with the folder set-up model as shown on the website: www.azdot.gov/highways/row/project.asp right hand side at the bottom (**Parcel Folder Set-up**).