

PLAN REVISIONS DURING Right-of-Way Acquisition

Presented by:



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Right-of-Way Scoping Meeting

- + Most Important Meeting for the Project
- + Explains the Process and Priorities
- + Sets Communication Lines
- + Clearance and Sign or Suit Dates
- + Procedures Plan Revisions



Who Attends?

+ Important that all attendees attend

Note: *The scoping meeting is to provide a detailed process in which the Cabinet (District) wishes for the project to progress. It is recommended that all persons involved with a right of way project attend the scoping meeting. Consultant attendees should include the Project Manager, Appraiser, Review Appraiser, all Negotiator's and Relocation Agents. The District attendees should include the Right of Way Supervisor, Property Management Agent, Relocation Agent, Utility Agent, and Design Project Manager.*



Scoping Meeting General Guidelines

- + Project Overview
- + Priority Parcels
- + District Preferences
- + Property Management
- + Public Meeting
- + Deliverables

Scoping Meeting Requirements-General Guidelines

1. **Project Overview** (Project Numbers, Mobile Office(if required), Toll Free Number)
2. **Plans and etc.** (Project plans, Plan revisions, Utility concerns and ROW Status Reports)
3. **Appraising**
 - a. Comparable Sales Book Deadline
 - b. Drainage Concerns from structures, buildings, etc into right of way addressed within the appraisal
 - c. Photographs of all buildings acquired-photographs should include front view of subject, side views, rearview, and all rooms inside a residential unit. Several photos of the acquisition should be included all of which attached to the appraisal and RWUMS
 - d. Parcels to be completed first
 - e. Submission of Appraisals
 - f. Appraisal Summary Level
4. **Acquisition**
 - a. Project File Folders
 - b. Payment Summary Batch Checklist (Provide list)
 - c. Minimum Acquisition Review (MAR)-\$10,000 to \$25,000 requirements
 - d. Right of Way Deed (Verbiage, Acknowledgments, Statement Concerning Tax Bill)
Provide actual example
 - e. Revised MOU-01/08 (Phone # & Drainage)
 - f. Separate file folder for MOU's
 - g. Pro Rata Taxes (Letter-provide example)
 - h. Condemnation Process-updated checklist attached to all suits (provide checklist)
 - i. Uneconomic Remnant purchased (separate file for each parcel)
5. **Relocation**
 - a. All owner occupied/tenant occupied and parcels with improvements completed first
 - b. Report on Conceptual Stage/Acquisition Stage Report (which includes all worksheets, relocation project summary, mortgage interest rates, etc.)
 - c. Property owner worksheets (Verify proof of income for low income persons)
 - d. Relocation Packets-RHP owner/tenant (provide cheat sheet)
 - e. Relocation Status Report (Separate from Project Status-Relocation Status Report-when relocation offers are made updated frequently)
 - f. Property Vacated-notify Property Management Agent or Designated Person
 - g. Separate Relocation files.
6. **Administrative**
 - a. Submission of invoices
 - i. PDF of the signed TC 61-408 Pay Estimate
 - ii. PDF of the signed PSC Invoice Form
 - iii. Consultant Monthly Progress Report
 - iv. Scanned copy of the Letter Agreement (applicable only to statewide agreements)
 - v. For Cost Plus a Fixed Fee Contracts include a breakdown of estimated costs
 - vi. For Final pay request, include a copy of the last project chronology memo (final pay request are to be submitted hard copy not electronically)
7. **Property Management**
 - a. Project Summary of Improvements-Salvage Values (provide at meeting)
 - b. Retention of Improvements-requirements, performance bonds (Set by District) and other pertinent information

Initial Plan Review Prior to Negotiations

- + Project Manager and Acquisition Agents Review Plans
 - + Design Criteria: Access Control, Typical Section, MOT, Ultimate Build Out
 - + Understand Purpose and Need
 - + Typical Impacts



Agent Meets with Owner



Plan Revisions Request During Acquisition

Common Design Revision Request

- + Entrance Modifications
 - Additional Entrance
 - Wider Entrance
 - Relocate Entrance
- + Mainline Alignment Modifications
- + Reduce Size of Acquisition or Easement



Review of Right-of-Way Requests

- + Does the request meet the design standards of the project?
- + Is it economically feasible?
- + Are there alignment revisions?
- + Are there impacts to future maintenance?



Examples of Request # 1

+ Owner Signed MOU with Agreement Prior to Design Revision



TC 62-83A
Rev. 01/08

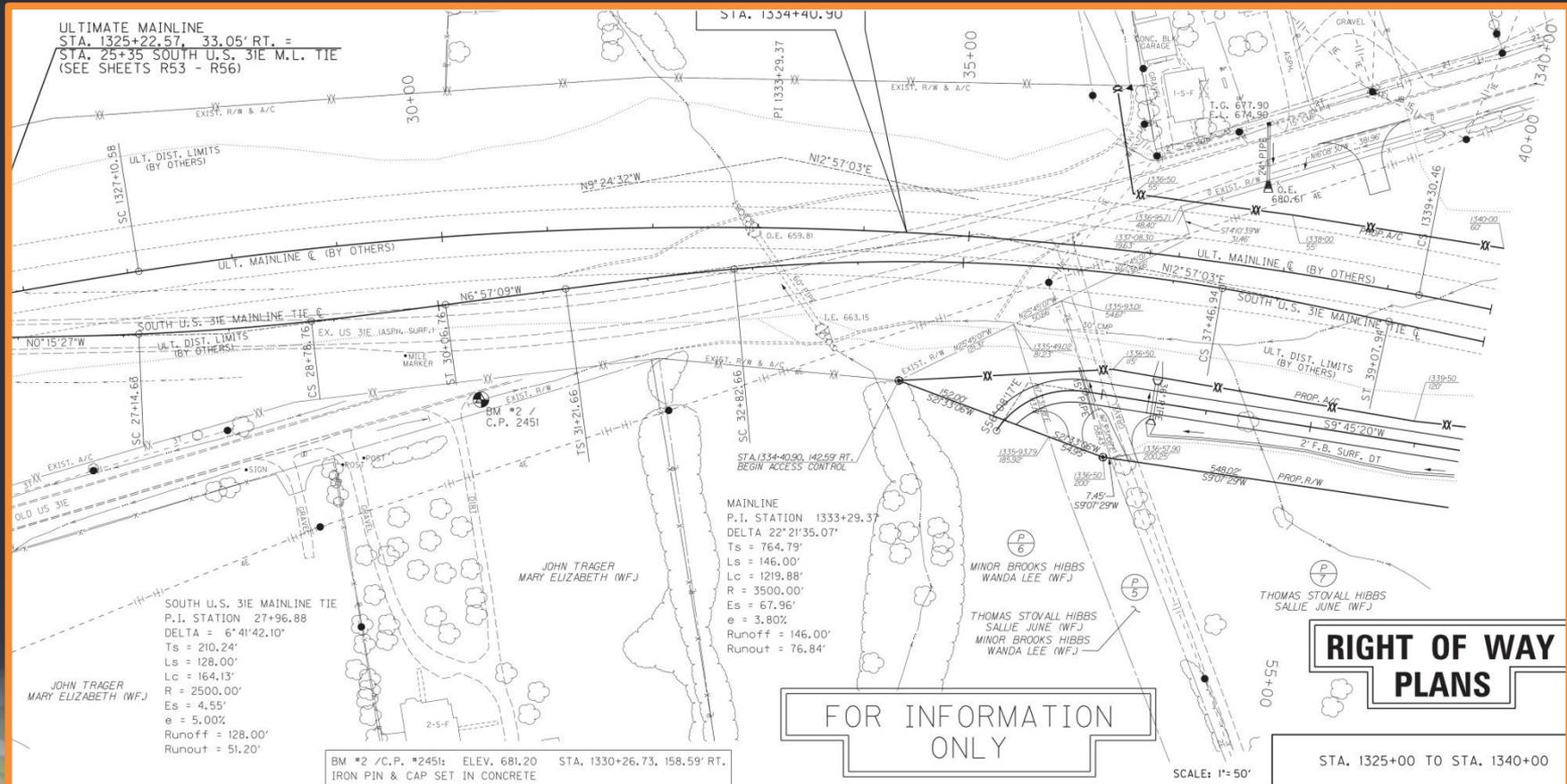
Unless otherwise stated, Property Owners state that no drainage outlets such as pipes, sump pump outlets, gutter downspouts, or septic system drainage of any kind, currently extend onto the existing right of way.

In addition, the parties agree as follows:

An entrance will be constructed from the frontage road at approximate Station 1335+00 (right) on Ky 31E with the construction of this project. The property owner will grant a consent and release and/or a temporary easement to construct this entrance for no additional compensation.

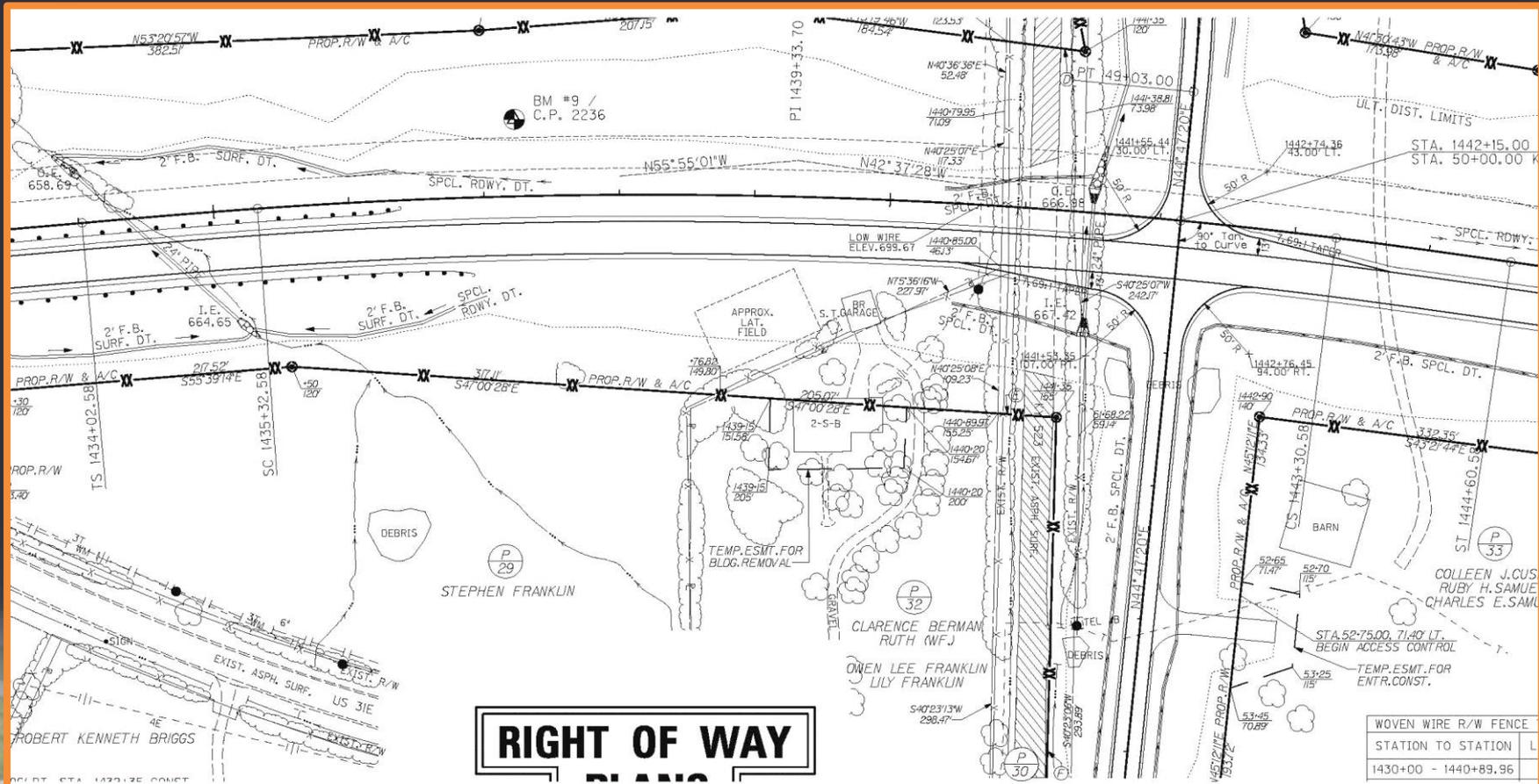
Examples of Request # 1

+ Revisions Made



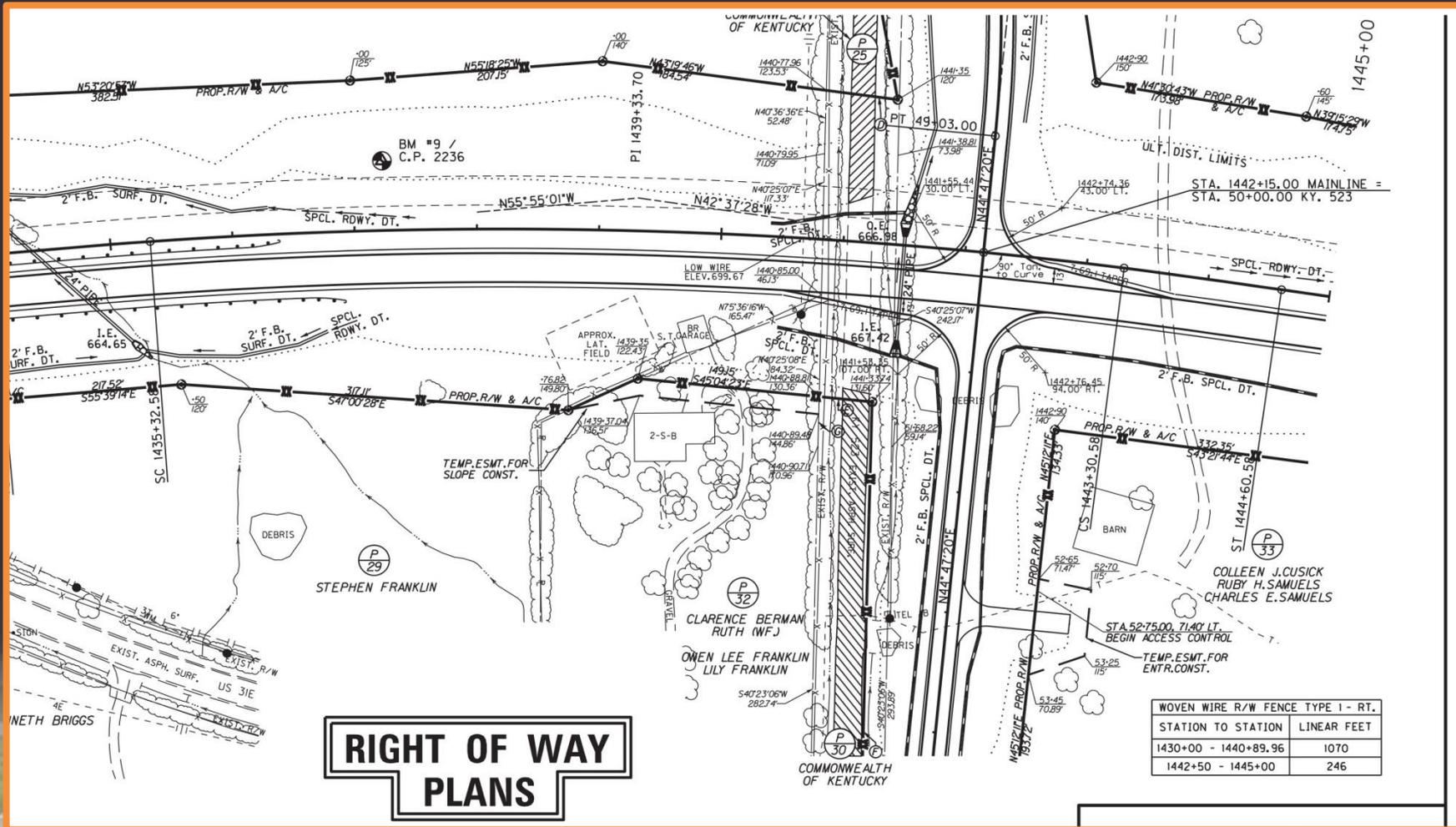
Examples of Request # 3

+ Owner Requested Right-of-Way Revision to Save Home



Examples of Request # 3

+ Right-of-Way Line Revised to Save home



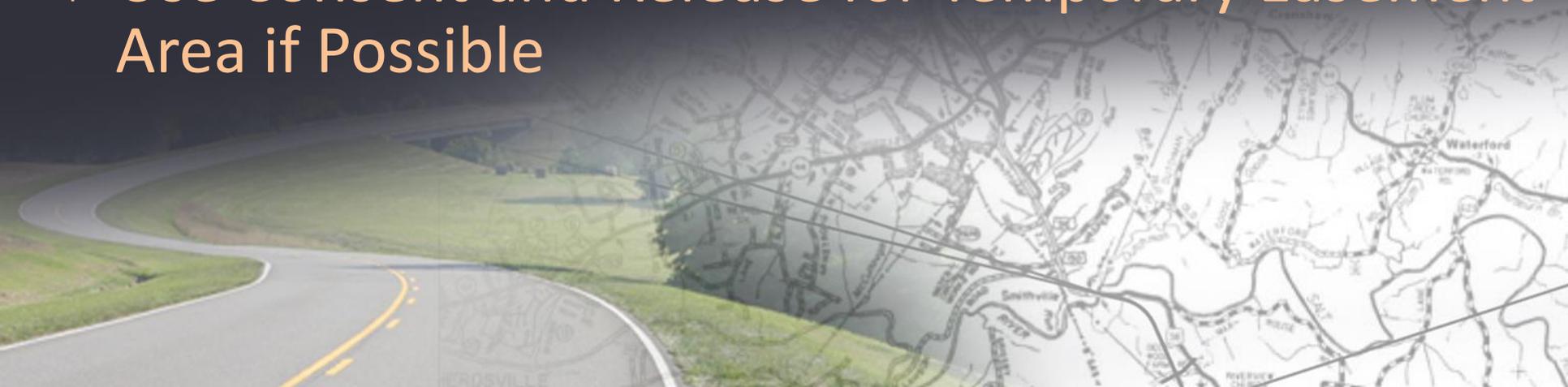
Requesting a Design Revision

- + Send Request to District Design, ROW Manager, and Design Consultant
- + Formal Request in Written Format
- + Include Necessary Information: Parcel Number, Alignment, Station, Offset
- + Brief Description of Impacts to Property Owner
- + Pros/Cons for KYTC



Design Request Submitted

- + Request Declined, Inform Property Owner
- + Request Approved
- + Contact Owner
- + Communicate Value Of Design Modification to Owner
- + Add Revision to MOU Prior to Plan Revision Being Completed
- + Use Consent and Release for Temporary Easement Area if Possible



Design Revisions

- + Acquisition Agents Do Not Approve Changes
- + Owner Insistent upon Infeasible Modification
- + Request Additional Information from Design as Needed

