



**Matthew G. Bevin**  
Governor


**COMMONWEALTH OF KENTUCKY  
TRANSPORTATION CABINET**

Frankfort, Kentucky 40622  
[www.transportation.ky.gov/](http://www.transportation.ky.gov/)

**Greg Thomas**  
Secretary

**DESIGN MEMORANDUM NO. 01-18**

**TO:** Chief District Engineers  
KYTC Central Office Directors  
Transportation Engineering Branch Managers  
Project Development Branch Managers  
Active Consultants

**FROM:** William S. Gulick, PE   
Director, Division of Highway Design

**DATE:** June 19, 2018

**SUBJECT:** Plan Changes in Relation to Process Changes for Improving Adherence to Section 4(f)/Section 6(f) Requirements

This memorandum is being issued to address changes to procedures in relation to parcels of land that involve impacts to Federal 4(f)/6(f) properties. When a parcel is identified to have 4(f)/6(f) impacts, or otherwise directed by the Project Manager, the parcel shall be labeled on the Plan Sheets and on the Right of Way Summary Sheet to ensure they are dealt with appropriately. They shall be labeled as such on the Right of Way Plan and Final Construction Plan Submittals. This is a requirement when a project contains, or could possibly be converted to, Federal Funding.

The KYTC CADD Standards have been updated to include cells to identify surface and mineral parcels of 4(f)/6(f) designation. Examples of Parcel Number labels and Right of Way Summary Sheet comments are shown in the appendix of this memo. KYTC CADD Standards Version 13.7 can be found at the link below:

<https://transportation.ky.gov/CADD-Standards/Pages/default.aspx>

Federal 4(f)/6(f) properties shall be labeled as such on projects with Right of Way Plans submitted after August 1, 2018.

WSG:KLM:lmj



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