

# **Real Estate Acquisition Guide for Local Public Agencies**

## **Manual Notices Archive**

## **Manual Notice 2018-1**

**From:** Gus Cannon, CTCM, Right of Way Division Director

**Manual:** *ROW Real Estate Acquisition Guide for Local Public Agencies*

**Effective Date:** December 20, 2018

### **Purpose**

This revision is intended to update the *ROW Real Estate Acquisition Guide for Local Public Agencies* to match current requirements.

### **Changes**

This was a complete rewrite of the manual.

### **Contact**

Lora Gunter, Right of Way Project Delivery Director, 512.416.2907

### **Archives**

Past manual notices are available in a [pdf archive](#).

## Manual Notice 2011-1

**From:** John P. Campbell, P.E., SR/WA, Right of Way Division Director

**Manual:** Real Estate Acquisition Guide for Local Public Agencies

**Effective Date:** August 01, 2011

### Purpose

This revision is intended to update the **Real Estate Acquisition Guide for Local Public Agencies**, specifically to include a note to users that recent changes to Chapter 21 of the Texas Property Code and Chapter 2206 of the Texas Government Code, regarding the condemning of property may not be reflected in the manual. These changes will be included in the next revision of the manual estimated to be released by early Fall 2011.

### Changes

**In the first section of this manual, including the following text:** The information contained in this manual is in the process of being updated to reflect recent changes to Chapter 21 of the Texas Property Code and Chapter 2206 of the Texas Government Code, and may not accurately reflect current law or department procedures. Please contact the Right of Way Division at 512-416-2902 for more information.

### Contact

Hilda Correa, R/W Staff Services, 512.416.2902.

### Archives

Past manual notices are available in a [pdf archive](#).

## **Manual Notice 2008-1**

**From:** John P. Campbell, P.E., Director, Right of Way Division

**Manual:** *Real Estate Acquisition Guide for Local Public Agencies*

**Effective Date:** August 01, 2008

### **Purpose**

To eliminate references to form ROW-LPA-IIIAR, Title III Appraisal Review Checklist. Questions on this form have now been incorporated into form [ROW-LPA-IIIPR](#), Title III Parcel Review Checklist.

### **Changes**

Chapter 9, Section 1: Deleted reference to form ROW-LPA-IIIAR, Title III Appraisal Review Checklist.

### **Contact**

Hilda Correa, Division Administrative Manager, 512.416.2902.

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## **Manual Notice 2004-2**

**From:** John P. Campbell, P.E., Director, Right of Way Division

**Manual:** *Real Estate Acquisition Guide for Local Public Agencies*

**Effective Date:** December 01, 2004

### **Purpose**

To clarify the procedure regarding completion of Forms [ROW-LPA-IIIPR](#), Title III Parcel Review Checklist and [ROW-LPA-IIAR](#), Title III Appraisal Review Checklist.

### **Changes**

Chapter 9, Section 1: procedure clarified to denote District completion Forms [ROW-LPA-IIIPR](#), Title III Parcel Review Checklist, and [ROW-LPA-IIAR](#), Title III Appraisal Review Checklist

### **Contact**

Hilda Correa, Division Administrative Manager, 512.416.2902.

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## **Manual Notice 2004-2**

**From:** John P. Campbell, P.E., Director, Right of Way Division

**Manual:** *Real Estate Acquisition Guide for Local Public Agencies*

**Effective Date:** December 01, 2004

### **Purpose**

To clarify the procedure regarding completion of Forms [ROW-LPA-IIIPR](#), Title III Parcel Review Checklist and [ROW-LPA-IIAR](#), Title III Appraisal Review Checklist.

### **Changes**

Chapter 9, Section 1: procedure clarified to denote District completion Forms [ROW-LPA-IIIPR](#), Title III Parcel Review Checklist, and [ROW-LPA-IIAR](#), Title III Appraisal Review Checklist

### **Contact**

Hilda Correa, Division Administrative Manager, 512.416.2902.

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## **Manual Notice 2004-1**

*To:* Users of *Real Estate Acquisition Guide for Local Public Agencies*

*From:* John P. Campbell, P.E., Director, Right of Way Division

*Subject:* Manual Update

*Manual:* *Real Estate Acquisition Guide for Local Public Agencies*

*Effective Date:* May 5, 2004

### **Purpose**

- ◆ To update Chapter 3, Section 8, to conform to updated procedures relating to acquisition of advertising sign interests contained in current revisions of TxDOT's *Right of Way Manual, Volumes 1 -7, Online Manual System*;
- ◆ To update links to the Texas Statutes; and
- ◆ To update links to actual Right of Way templates and sample PDF forms.

### **Contents**

- ◆ Chapter 1: Section 1, updated text on linking to actual templates and sample PDFs.
- ◆ Chapter 3:
  - Sections 2, 5, 11, 13, updated links to Texas Statutes, Property Code and Transportation Code;
  - All Sections, updated links to actual Right of Way templates and sample PDF forms;
  - revised Section 8, Acquisition of Advertising Signs Interests; and
  - revised Section 14, Instruments of Conveyance (State Participation).
- ◆ Chapter 4: Section 1, updated link to Texas Statutes, Property Code.
- ◆ Chapter 9: Section 1, updated links to Forms ROW-LPA-IIIPR and ROW-LPA-IIIAR
- ◆ Chapter 10: Section 1, updated link to TxDOT's *Utility Manual, Online Manual System*.

### **Supersedes**

*Real Estate Acquisition Guide for Local Public Agencies, Online Manual System, June 1, 2003.*

### **Contact**

Hilda Correa, Division Administrative Manager, 512.416.2902.

## **Manual Notice 2003-1**

*To:* All District Engineers, Division Directors, and Special Offices

*From:* John P. Campbell, P.E.,  
Director, Right of Way Division

*Subject:* Guide Rewrite and Update Complete

*Manual:* Real Estate Acquisition Guide for Local Public Agencies

*Effective Date:* June 1, 2003

### **Purpose**

To rewrite and update the *Real Estate Acquisition Guide for Local Public Agencies*, (also known as the *LPA Guide*), to conform to policies and procedures contained in current revisions of TxDOT's *Right of Way Manual, Volumes 1 -7*, Online Manual System.

### **Contents**

- ◆ Chapter 1 – Introduction
- ◆ Chapter 2 – ROW Procedures Preliminary to Project Release
- ◆ Chapter 3 – ROW Acquisition
- ◆ Chapter 4 – Relocation Assistance
- ◆ Chapter 5 – Eminent Domain
- ◆ Chapter 6 – Removal of Improvements
- ◆ Chapter 7 – Leasing
- ◆ Chapter 8 – Railroads
- ◆ Chapter 9 – Records
- ◆ Chapter 10 – Utilities
- ◆ Appendix A – Disadvantaged Counties
- ◆ Appendix B – State Infrastructure Bank

### **Supersedes**

This Guide supersedes prior versions.

### **Contact**

Hilda Correa, Division Administrative Manager, 512.416.2902



