

""Procedures Preliminary to Project Release

Manual Noticeu Archive

Manual Notice 2019-1

From: Kyle Madsen, Right of Way Division Director

Manual: *ROW Preliminary Procedures for the Authority to Proceed Manual*

Effective Date: August 27, 2019

Purpose

This revision updates the discussion of contractual agreements between the Texas Department of Transportation and local governments.

Changes

In Chapter 2, added a new [Section 5 - Collection of Debt](#).

Contact

Kyle Madsen, Right of Way Division Director, 512.416.2883

Archives

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

Manual Notice 2018-1

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

Manual: *ROW Preliminary Procedures for the Authority to Proceed Manual*

Effective Date: November 30, 2018

Purpose

This revision is intended to update the manual to match current requirements. Also, the manual name is changing from “Right of Way Manual Vol. 1 - Preliminary Procedures for the Authority to Proceed” to “ROW Preliminary Procedures for the Authority to Proceed Manual”.

Changes

All chapters contain revised text.

Contact

Gus Cannon, CTCM, Right of Way Division Director, 512.416.2852

Archives

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

Manual Notice 2017-3

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

Manual: *R/W Manual Vol. 1 - Preliminary Procedures for the Authority to Proceed*

Effective Date: December 01, 2017

Purpose

This revision is intended to update Chapter 4 “Surveying, Maps, and Parcels” to match current requirements and procedures.

Changes

Section 3, Property Descriptions:

- ◆ Revised the image depicting a property description heading.
- ◆ Revised the “Parcel 9” example.
- ◆ Updated the paragraph discussing control of access.
- ◆ Added an item to the “Parcel Information” list.
- ◆ Separated and clarified the discussions of Certification and Monuments.

Section 7, Requirements for Submission of Graphics Files for On-System Projects: Deleted one item from file naming convention examples.

Section 8, Requirements for Submission of ArcGIS Files: Revised the example in subsection “Rename Geo-Database Template to ROW CSJ Prior to Submission”.

All Sections: Minor text revisions.

Contact

Gus Cannon, CTCM, Right of Way Division Director, 512.416.2852

Archives

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

Manual Notice 2017-2

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

Manual: *R/W Manual Vol. 1 - Preliminary Procedures for the Authority to Proceed*

Effective Date: May 05, 2017

Purpose

This revision is intended to update the manual to match current requirements for right of way project development, contractual agreements and coordination with local governments, and mapping and surveying.

Changes

Revised Chapter 1 to reference the project authorization types from the Unified Transportation Program, and to discuss the authority to proceed from the Right of Way Division.

Revised Chapter 2 to reference local government agreement forms that are currently available, and to update payment procedures.

Revised Chapter 3 to discuss fixed price agreements and periodic payments.

Revised Chapter 4 topics on parcel numbering, traditional right of way maps, simultaneous right of way mapping and schematic development, online mapping, and mapping for off-system projects.

Minor text changes throughout all chapters.

Contact

Gus Cannon, CTCM, Right of Way Division Director, 512.416.2852

Archives

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

Manual Notice 2017-1

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

Manual: *R/W Manual Vol. 1 - Preliminary Procedures for the Authority to Proceed*

Effective Date: January 01, 2017

Purpose

This revision is intended to update the manual with new requirements for right of way mapping.

Changes

Revised Chapter 4 to update the mapping deliverables required for the acquisition of right of way, and to update the parcel numbering system.

Contact

Gus Cannon, CTCM, Right of Way Division Director, 512.416.2852

Archives

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

Manual Notice 2016-1

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

Manual: *R/W Manual Vol. 1 - Preliminary Procedures for the Authority to Proceed*

Effective Date: August 15, 2016

Purpose

This revision is intended to update the manual with new requirements for right of way mapping.

Changes

Revised Chapter 4, Section 1, [Surveying for ROW Acquisition](#), and added subsections titled “Elimination of the Requirement for a Traditional Right of Way Map” and “Requirements for Right of Way Mapping Deliverables”.

Revised Chapter 4, Section 8, [Requirements for Submission of ArcGIS Files](#), and added subsections titled “Feature Attributes or Fields” and “Rename Geo-Database Template to ROW CSJ Prior to Submission”.

Contact

Gus Cannon, CTCM, Right of Way Division Director, 512.416.2852

Archives

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

Manual Notice 2015-1

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

Manual: *R/W Manual Vol. 1 - Preliminary Procedures for the Authority to Proceed*

Effective Date: July 01, 2015

Purpose

This revision is intended to update the manual for current requirements in surveying, mapping, and describing parcels. Also, the manual name is changing from *Right of Way Manual Vol. 1 - Procedures Preliminary to Release* to *Right of Way Manual Vol. 1 - Preliminary Procedures for the Authority to Proceed*. The manual title in the footer will be reflected as *R/W Vol. 1 - Prerequisites for Authority to Proceed*.

Changes

Chapter 4, [Surveying, Maps, and Parcels](#): Revisions made throughout sections 1, 2, 3, 4, 5, 7, and 8.

Contact

Hilda Correa, R/W Asset Management, 512.416.2902

Archives

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

Manual Notice 2014-1

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

Manual: *R/W Manual Vol. 1 - Procedures Preliminary to Release*

Effective Date: October 01, 2014

Purpose

This revision is intended to update the manual for current requirements in surveying, mapping, and describing parcels.

Changes

Chapter 4, [Surveying, Maps, and Parcels](#): Revisions made throughout sections 1, 2, 4, 5, and 6.

Chapter 4, Section 7, [Requirements for Submission of Graphics Files](#): New section added.

Chapter 4, Section 8, [Requirements for Submission of ArcGIS Files](#): New section added.

Contact

Hilda Correa, R/W Asset Management, 512.416.2902

Archives

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

Manual Notice 2010-1

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

Manual: *R/W Manual Vol. 1 - Procedures Preliminary to Release*

Effective Date: December 01, 2010

Purpose

To update manual for new forms & agreements that are now available. To revise instructions for submitting local government payments to the Finance Division. To modify items shown on map title sheets, map plan sheets, and property descriptions. To add the option of filing a District Engineer affidavit (instead of a quitclaim deed) for existing roadways that do not appear in any conveyance. To replace the term Local Public Agency (LPA) with Local Government (LG). To eliminate references to district right of way sections, and replace those with the new regional structure.

Changes

Chapter 1, Section 2 - [General ROW Project Development](#): Removed reference to obsolete ROW Cost Estimate Worksheet (ROW-RM-1), and replaced with new ROW CSJ Request Form for Total Project Cost (ROW-RM-CSJTPC).

Chapter 2, Section 1 - [Forms](#): Updated the list of agreements used with local governments.

Chapter 2, Section 4- [Payment Procedures](#): Added reference to the Special Approval Transmittal Form to be used for arranging incremental payments, and revised instructions for transmitting local government payments.

Chapter 3, Section 1 - [TxDOT - The Acquiring Agency](#): Added another reference to the Special Approval Transmittal Form for incremental payments.

Chapter 4, Section 2 - [ROW Maps \(For State and Local Government\)](#):

- ◆ Added requirement that the map title sheet include all known utility facilities, including U numbers.
- ◆ In the Parcel Numbering System table, updated the explanation of a U number (example 21).
- ◆ Added requirement that the map title sheet include matchlines.
- ◆ Added requirement that each plan sheet show existing access control areas.

Chapter 4, Section 3 - [Property Descriptions](#):

- ◆ Revised requirement that property descriptions show Access Denial lines instead of Control of Access lines.
- ◆ Added option of filing a District Engineer affidavit (instead of a quitclaim deed) for existing roadways that do not appear in any conveyance.

All Chapters: Replaced the term Local Public Agency (LPA) with Local Government (LG). Eliminated references to district right of way sections, and replaced those with the new regional structure.

Contact

Hilda Correa, R/W Staff Services, 512.416.2902

Archives

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

Manual Notice 2007-1

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

Manual: *R/W Manual Vol. 1 - Procedures Preliminary to Release*

Effective Date: July 01, 2007

Purpose

To correct hyperlinks throughout the manual due to conversions in TxDOT Forms Systems and TxDOT Manuals Systems. To update graphic file illustrating typical TxDOT heading on a property description. To remove redundant listing of all right of way forms, and replace with a hyperlink to TxDOT's right of way forms internet page.

Changes

Chapter 1, Section 1, Definitions: Changed "A list of terms ...is included" to "Terms...are included". Changed "Double click on the red and underlined..." to "Click on an underlined...".

Chapter 1, Section 1, Blank ROW Form Templates: Added a hyperlink to TxDOT's right of way forms internet page. Modified second sentence to read, "Click on a form number or title wherever a link appears in this manual to open or save it." Deleted sentence, "Users should read the Instructions before installing TxDOT templates on their computers." Deleted table listing all right of way forms.

Chapter 4, Section 3, Overview: Updated graphic file illustrating typical TxDOT heading on property description. New graphic does not show limits in the heading.

All Chapters: Corrected all hyperlinks to terms, forms, and example documents.

Contact

Hilda Correa, Division Administrative Manager, 512.416.2902

Archives

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

Manual Notice 2005-2

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

Subject: Revised Volume 1, *Right of Way Manual*, Online Manual System

Manual: *Right of Way Manual*

Effective Date: May 1, 2005

Purpose

To add one new template, ROW-L-2T to the list in Chapter 1, Section 1.

Contents

Chapter 1, Section 1: Form ROW-L-2T added to the template list.

Supersedes

Volume 1, *Right of Way Manual*, Online Manual System, April 1, 2005.

Contact

Hilda Correa, Division Administrative Manager, 512.416.2902.

Manual Notice 2005-1

To: Users of the Right of Way Manual

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

Subject: Revised Volume 1, Right of Way Manual, Online Manual System

Manual: Right of Way Manual

Effective Date: April 1, 2005

Purpose

To add two new templates to the list in Chapter 1, Section 1.

Contents

- ◆ Chapter 1, Section 1: Forms ROW-N-16E and N-16TE added to the template list.

Supersedes

Volume 1, Right of Way Manual, Online Manual System, December 1, 2004.

Contact

Hilda Correa, Division Administrative Manager, 512.416.2902.

Manual Notice 2004-5

To: Users of the Right of Way Manual

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

Subject: Revised Volume 1, Right of Way Manual, Online Manual System

Manual: Right of Way Manual

Effective Date: December 1, 2004

Purpose

- ◆ To revise Volume 1, *Procedures Preliminary to Project Release*, by allowing optional submission of plan sheets showing utility adjustments on right of way maps for utility relocation projects.
- ◆ To add two new templates to the list in Chapter 1, Section 1.

Contents

- ◆ Chapter 1, Section 1: Forms ROW-N-IOLE and N-FOLE added to the template list.
- ◆ Chapter 4, Section 2, has been revised to allow optional submission of plan sheets showing utility adjustments on right of way maps for utility relocation projects.

Supersedes

Volume 1, Right of Way Manual, Online Manual System, September 1, 2004.

Contact

Hilda Correa, Division Administrative Manager, 512.416.2902.

Manual Notice 2004-4

To: Users of the Right of Way Manual

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

Subject: Revised Volume 1, Right of Way Manual, Online Manual System

Manual: Right of Way Manual

Effective Date: September 1, 2004

Purpose

- ◆ To update TxDOT2K cell library file and its link;
- ◆ To update examples of Right of Way Map Title, Index, Control, and Plan Sheets and update their links to reflect changes in procedures regarding utility adjustments on highway projects; and
- ◆ To clarify the placement of control of access lines on property descriptions and right of way maps.

Contents

- ◆ Chapter 4, Section 2: Cell library file and link updated.
- ◆ Chapter 4, Section 2: Title, Index, Control, and Plan Sheet examples replaced and links updated.
- ◆ Chapter 4, Sections 2 and 3 updated to clarify placement of control of access lines and provide link to visual depictions of same.

Supersedes

Volume 1, Right of Way Manual, Online Manual System, July 5, 2004.

Contact

Hilda Correa, Division Administrative Manager, 512.416.2902.

Manual Notice 2004-3

To: Users of the Right of Way Manual

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

Subject: Revised Volume 1, Right of Way Manual, Online Manual System

Manual: Right of Way Manual

Effective Date: July 5th, 2004

Purpose

To provide link access and installation instructions for all users, both Intranet and Internet, to right of way templates listed in this Manual, and provide a link to TxDOT2K cell library for Microstation users.

Contents

Chapter 1, Section 1, provides a table of linked ROW form templates and a link to instructions for installing and using templates on users' computers, regardless of Intranet/Internet connectivity status.

Chapter 4, Section 2, provides a link to the TxDOT2k.cel cell library for Microstation users.

Supersedes

Volume 1, Right of Way Manual, Online Manual System, June 1, 2004.

Contact

Hilda Correa, Division Administrative Manager, 512.416.2902

Manual Notice 2004-2

To: Users of the Right of Way Manual

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

Subject: Revised Volume 1, Right of Way Manual, Online Manual System

Manual: Right of Way Manual

Effective Date: May 5, 2004

Purpose

To provide access and installation instructions for all users, both Intranet and Internet, to right of way templates listed in this Manual.

Contents

Chapter 1, Section 1, provides information on accessing templates in the Manual and a link to instructions for installing and using templates on users' computers, regardless of Intranet/Internet connectivity status.

Supersedes

Volume 1, Right of Way Manual, Online Manual System, March 4, 2004.

Contact

Hilda Correa, Division Administrative Manager, 512.416.2902.

Manual Notice 2004-1

To: Users of the Right of Way Manual

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

Subject: Revised Volume 1, Right of Way Manual, Online Manual System

Manual: Right of Way Manual

Effective Date: March 4, 2004

Purpose

To reflect revisions to policy and procedure regarding ROW Mappings, Parcel Numbering, and Surveying;

To upgrade the Right of Way Acquisition Flowchart;

To remove the listing of templates and provide a “quick link” to TxDOT Forms Online (for Intranet users) and instructions for obtaining forms for Internet users; and

To modify certain example form links to actual template links.

Contents

Chapter 4 contains substantive revisions to policy and procedures regarding right mapping, parcel numbering, and surveying.

The Right of Way Acquisition Process Flowchart in Chapter 1, Section 1, has been upgraded from a MicroStation file to an Acrobat PDF file for ease of download and use.

“Example” form links in the following Chapters and Sections have been modified to link directly to the associated Word template; all appropriate Section and Subhead titles have been color-coded for ease of identification:

- ◆ Chapter 1, Section 2
- ◆ Chapter 2, Section 1
- ◆ Chapter 4, Section 4

Supersedes

Volume 1, Right of Way Manual, Online Manual System, January 7, 2002.

Contact

Hilda Correa, Division Administrative Manager, 512.416.2902

Manual Notice 2002-1

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

Subject: Revised Volume 1, Right of Way Manual, Online Manual System

Manual: Right of Way Manual

Effective Date: January 7, 2002

Purpose:

To revise Volume 1, *Procedures Preliminary to Project Release*, by:

- ◆ deleting link and data references to ROW Forms *RM-38*, *RM-130*, *RM-140*, and *RM-141*;
- ◆ adding link and data references ROW Forms *RM-IP* and *RM-EDC*;
- ◆ deleting linked PDF files to ROW Forms *RM-38*, *RM-130*, *RM-140*, and *RM-141*;
- ◆ adding linked PDF files to ROW Forms *RM-IP* and *RM-EDC*; and
- ◆ revising text regarding Advance Funding Agreements necessitated by the implementation of Advance Funding Agreement procedures by the Contract Services Office.

Instructions

Not applicable

Supersedes

Volume 1, Right of Way Manual, Online Manual System, November 1, 2001.

Contents

The following Chapters have been revised as follows:

- ◆ Chapter 1, **Project Development Overview**, Section 1, **Blank ROW Templates**, now contains revised template names and links to:
 - RM-37, Contractual Agreement for Right of Way Procurement - Local Government, which replaces and combines the existing forms RM-37, Contractual Agreement for Right of Way Procurement - City, and RM-38, Contractual Agreement for Right of Way Procurement - County;
 - RM-129, Agreement to Contribute Funds - Local Government, which replaces and combines the existing forms RM-129, Agreement to Contribute Funds - City and RM-130, Agreement to Contribute Funds - County.

- RM-IP, Agreement to Contribute Funds - Local Government (Incremental Payments), which replaces and combines the existing forms RM-140, Agreement to Contribute Funds - City (Incremental Payments) and RM-141, Agreement to Contribute Funds - County (Incremental Payments).
- RM-EDC, Agreement to Contribute Funds - Local Government (Economically Disadvantaged), a new form for use with economically disadvantaged counties.
- ◆ Chapter 2, **Contractual Agreements**, Section 1, **Form**, now contains revised template names and links for the forms listed above.
- ◆ Chapter 2, **Contractual Agreements**, Section 1, **Forms**, contains minimally revised text relating to Advance Funding Agreements.

Contact

Hilda Correa, Division Administrative Manager, 512.416.2902

Manual Notice 2001-1

From: Kirby W. Pickett, P.E.
Subject: Manual Rewrite and Update Complete
Manual: Right of Way Manual
Effective Date: August 1, 2001

Purpose

This manual is a complete revision of the *Right of Way Manual* Book I and Book II, Edition 6. This manual is intended to provide guidance in the acquisition of right of way for transportation projects. The manual represents the current information and operating practices for acquisition of right of way for transportation projects, property management relating to right of way, and the highway beautification program.

Instructions

This manual will be effective August 1, 2001. It supersedes *Right of Way Manual* Book I and Book II, Edition 6. Replace all hard copies of *Right of Way Manual* Book I and Book II, Edition 6 with this new edition.

Supersedes

It supersedes *Right of Way Manual* Book I and Book II, Edition 6.

Contents

This manual contains the following volumes with information on right of way acquisition for transportation projects, property management of right of way, and beautification:

Volume 1, Right of Way Procedures Preliminary to Release

Volume 2, Right of Way Acquisition

Volume 3, Relocation Assistance

Volume 4, Eminent Domain

- ◆ Six chapters and
- ◆ Appendix A – Eminent Domain Guide

Volume 5, Property Management

- ◆ Removal of Improvements

- ◆ Disposal of Surplus Right of Way Interests
- ◆ Disposal of Surplus Real Property Interests
- ◆ Acquisition of Real Property Sites
- ◆ Leasing

Volume 6, Miscellaneous

- ◆ Hazardous Materials
- ◆ Railroads
- ◆ Contract Outsourcing
- ◆ Records, Reports and Closing of Projects
- ◆ Utilities

Volume 7, Beautification

- ◆ Beautification
- ◆ Glossary of Terms

Also, included in this manual are sample copies of all forms and documents used within these various right of way functions. It contains a Right of Way Acquisition Flow Chart, as well as, online links to procedural manuals currently available online as well as those under development.

Contact

For more information regarding any chapter or section in this manual, please contact the appropriate section in Right of Way Division. For general comments and suggestions for future revisions of this manual, please contact the Administrative Support Section in the Right of Way Division