



# MEMORANDUM

## Missouri Department of Transportation Right of Way Division Central Office

---

**TO:** District Engineers  
Project Managers  
Right of Way Managers  
District Design Engineers

**FROM:** Kelly Lucas                                      Kathy Harvey                                      George Kopp  
Right of Way Director                                      State Design Engineer                                      Cadd Services Engineer

**DATE:** July 14, 2008

**SUBJECT:** Approved R/W Plans  
Certification for Condemnation

This is a follow up to the discussion held at the 2008 SPDAM meeting concerning R/W plans and electronic storage needs of Approved Right of Way plans and condemnation Certification.

- 1) Sections 236.13.1.13, 236.13.1.14.1 and 236.13.1.14.2 of The Engineering Policy Guide have been revised to further distinguish between **Approved** and **Certified** Right of Way plans. The Letter of Approval **form** has also been changed.
- 2) A question was asked: "...why does the District Engineer have to sign and seal R/W plans". The MHTC minute of November 5, 1993 outlines approval of plans and specifies that approved Right of Way plans are designated by the sign and seal of the District Engineer.
- 3) The Right of Way acquisition authority or "A" date, is authorized by, and the responsibility of the Project Manager. However, the form may be completed by the Project Manager or District Right of Way staff.
- 4) The electronic storage or "snapshot" of approved Right of Way plans along with the certification document for condemnation, when condemnation is necessary, is needed to preserve the project history related to acquisition. It also allows internal staff accessibility to the approved plans for use, as needed.

Currently, a paper copy of the approved Right of Way plans, with the title sheet signed and sealed by the District Engineer and letter of approval, are forwarded to District Right of Way and Central Office Design. This process can be completed electronically, whether actually using Project Wise or including a complete set of approved Right of Way plans in an email as Adobe Acrobat (pdf.) files. If an email is used to forward approved Right of Way plans to District Right of Way and Central Office Design, the plans must still be saved in the appropriate folder in Project Wise.

For certifying Right of Way plans for condemnation, a paper copy of the approved Right of Way plans, unsealed certification document and cover letter are sent to the Design Division to request the completed certification and MHTC action for the Ratification process. After the certification process is complete, the plans are referred to as **Certified Right of Way Plans**. The request for Commission certification may be completed electronically, whether actually using Project Wise or including a complete set of approved Right of Way plans and unsealed certification document in an email as Adobe Acrobat (pdf.) addressed to (RWCERT).

At this time, an Adobe Acrobat (pdf.) file of the title sheet containing the District Engineers sign and seal will have to be merged with the remaining approved Right of Way plans. The certification document, containing the Commissions seal, shall be saved in a similar manner.

**Ralph Rankin** will remain the Design Division contact for requesting Commission Certification and will complete the processing.

For details on the process to save files in this folder see:

[http://caddnet/index.php?title=New\\_PDF\\_Generation\\_Step\\_for\\_R/W\\_Plans%2C\\_Preliminary\\_Plans%2C\\_and\\_Final\\_Contract\\_Plans](http://caddnet/index.php?title=New_PDF_Generation_Step_for_R/W_Plans%2C_Preliminary_Plans%2C_and_Final_Contract_Plans)

We are scheduled to have Project Wise set up to accommodate electronic R/W plans by August 1, 2008.

Please take some time to become familiar with this new information and opportunity to complete work more efficiently while preserving the media electronically for future use. Should you or your staff have questions, feel free to contact us.

kh/kl/gk/jb