

ROW Timeline Narrative – Critical Path – 7 to 12 months

1. PM submit ROW RES as soon as the foot print of the project is determined.
2. Prepare ROW estimates.
3. Determine if a public hearing for the project is necessary. If a project is acquiring 5 or more permanent acquisitions then a public hearing is required. See more details in EPG 129.7.
4. Begin collecting appraisal data and consider relocation if applicable.
5. ROW Plans approved, project ROW funding in current FY of the STIP, survey work completed (legal descriptions completed), environmental clearances completed (NEPA and SHPO)
6. A-date requested and approved by FHWA
 - a. Allow for 3 weeks between when the ROW Liaison sends the email/request to the obligate group and the approval from FHWA and the FMS #.
7. Appraiser contacts property owners.
8. 60-day Notice of Intent to Acquire letter sent to all affected property owners.
9. Appraisals completed
 - a. Depending on the size of the job, this takes on average 3 months to complete all appraisals and appraisal reviews.
10. Make offers to all affected property owners
 - a. Must allow 30 days for property owners to sign or determine if mediation/condemnation will be the next step. (This may take 3 or 4 months to make all the offers, depending on project size and owner availability.)
11. If mediation is the next step and offered, allow for 2 weeks for the offer and response from property to be made.
12. If condemnation is the next step, allow for 6 months before the scheduled letting date for RCO to handle.
 - a. ROW staff will gather all documentation and provide to RCO to prepare for filing the condemnation petition.
 - b. The approved ROW plans will need to be approved and certified by the Commission before the Condemnation petition can be filed. Work with your ROW liaison to determine the Commission backup schedule and timeline for getting this approval (this could take up to 45 days).
 - c. RCO will file Condemnation petition. Allow for 30 days before the Condemnation Hearing is scheduled and order of Condemnation is granted by the judge. Once Commissioners are appointed they have 45 days to file the Report of Commissioners. If relocation is required it allows more time. Once the Condemnation Hearing date is determined we have a good idea of the timeline when the parcel will be settled and paid into court and we can potentially do a conditional clearance for the project.
13. PS&E due date, 10 weeks prior to the letting. PODI projects are due 14 weeks prior to the letting.
14. The project is entirely cleared, all properties rights acquired, all documentation is submitted to FHWA (7 weeks prior to the letting). If the project does not have all parcels cleared, a conditional clearance/statement is required. The project could potentially have a shortened advertisement schedule if the PM and District approve it. Federal law requires a minimum advertisement of 3 weeks.
15. Generally speaking, If the project is not entirely cleared 7 days before the letting, the project is evaluated and depending on the risk of the parcel/project the project may be pulled from the letting.
16. The project is Let.