

CALTRANS RIGHT OF WAY CERTIFICATION REQUIREMENTS

“Help Us Help You!”

- During the Environmental phase of a project, submit the Preliminary Engineering Right of Way (PERW) form, in tandem with the Preliminary Environmental Studies (PES) document. This early engagement with your Caltrans District Right of Way Liaison allows for oversight planning.
- Local Agencies are required to follow the Caltrans Right of Way Manual, as this contains comprehensive information on the required regulations and state laws that must be followed, to ensure federal reimbursement eligibility.
- Caltrans is responsible for ensuring compliance with Federal Regulations and Departmental Policies and Procedures. To do this, we review a risk-based percentage sampling of all documentation for off-system projects and on-system projects. These reviews are conducted in real-time at each RW project deliverable. The below documents are some that may be reviewed, as applicable.
 - Right of Way mapping that includes current and future right of way lines, square footage calculations of the whole, the part acquired, and the type of rights being acquired.
 - Appraisal documents/Appraisal review documents.
 - Draft copies of the contracts and deeds with the property owners.
 - Administrative Settlement Justifications.
 - Report of Investigations Package, Draft Notices to Owners and Utility Agreements.
 - Relocation Assistance Notices, if required.
 - Diaries
- If a project certification is submitted and real-time monitoring has not occurred. The RW cert will be set aside until oversight activities are complete.
- When submitting a package for Certification, it **shall** include:
 - Right of Way mapping that includes current and future right of way lines, square footage calculations of the whole, the part acquired, and the type of rights being acquired.
 - Specific Authorization Form for Utility relocation federal reimbursement
 - PS&E plans. (RW certification must be consistent with the PS&E)

REOURCES:

Caltrans Right of Way Manual: <http://www.dot.ca.gov/hq/row/rowman/>

Caltrans Local Assistance Procedures Manual:

<https://dot.ca.gov/programs/local-assistance>