**CDOT Local Agency Web Resource**

**Flowchart 5A: Federal or State-Funded ROW Phase**

**Local Agency Checklist**

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|  | **Date Completed** | **Action** |
|  |  | **Determine if federal or state funds will be used** |
|  |  | **FHWA agreement/approval date – ROW phase?** |
|  |  | **LPA or LPA surveying consultant initiates preparation of ROW plans, legal descriptions and ROW packet materials** |
|  |  | **LPA selects resources to assist with appraisal, appraisal review, acquisition and relocation** |
|  |  | **LPA contracts with fee appraisers and/or acquisition/relocation agents for services** |
|  |  | **LPA sends draft materials to region ROW manager/representative** |
|  |  | **ROWPR meeting between region, LPA and stakeholders to review draft materials and preliminary ROW plans** |
|  |  | **LPA makes necessary revisions and resubmits complete ROW packet to region ROW mgr./rep** |
|  |  | **LPA approves ROW plans** |
|  |  | **Valuation of parcels** |
|  |  | **If applicable, LPA relocation agent prepares and submits acquisition stage relocation plan to CDOT** |
|  |  | **FMV issued/accepted** |
|  |  | **Acquisition process and relocation process (if applicable and approved) initiated** |
|  |  | **LPA certifies compliance with Uniform Act** |
|  |  | **Region ROW manager issues ROW clearance** |
|  |  | **LPA submits documentation plus requests for reimbursement** |
|  |  | **LPA/CDOT retain ROW documents** |