**CDOT Local Agency Web Resource**

**Flowchart 5F: Relocation Process**

**Local Agency Checklist**

|  |  |  |
| --- | --- | --- |
|  | **Date Completed** | **Action** |
|  |  | **Proceed with relocation process** |
|  |  | **Relocation agent sends notice of eligibility to displacee** |
|  |  | **Relocation agent meets with property owner** |
|  |  | **Relocation agent sends 90-day notice** |
|  |  | **Relocation agent submits determination of benefits to CDOT** |
|  |  | **Relocation agent sends 30-day notice** |
|  |  | **LPA reviews claim for reimbursement** |
|  |  | **LPA reviews claims for reimbursement** |
|  |  | **Final reimbursement or expiration of claim period** |
|  |  | **LPA retains ROW documents for at least a 3-year period** |