

PROPERTY MANAGEMENT CHECK LIST
FOR FHWA APPROVAL REQUEST PACKAGE
Disposition of Excess Right of Way

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Please assemble the entire package prior to submission to Property Management.
Allow a minimum of 2 weeks lead time for processing the approval.
Per 23CFR107.405(b), do not allow use of excess right of way prior to approval by
FHWA.

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1. Region Letter of Request for FHWA Approval of Property Disposition with RTD concurrence, including information as to whether or not parcel is landlocked, details of access, and other factors affecting property value
2. Environmental Clearance (Form 128: Categorical Exclusion Determination)
3. Definition of the Subject Area
 - a. Map with subject area clearly defined and highlighted
 - b. Legal Description (in body of deed or attached to deed as Exhibit "A")
4. Checklist for Disposal of Property
5. \$100 Administrative fee for Sale of Project Property/Access Rights
(This fee can be waived under certain circumstances.)
6. ROW map with disposition area noted and highlighted
7. Conveyance Document: Quitclaim Deed
 - a. Be sure signature block for CDOT's Chief Engineer is correct:
"Pam Hutton, P.E."
8. Photo: If available, please include a photo of the property
9. Appraisal/FMV
10. Pertinent related correspondence

Contact corbett.brashear@dot.state.co.us or phone 303-325-6119

david.fox@dot.state.co.us or phone 303-512-5523