Right of Way Procedures

Staffing Update

INSERT AGENCY NAME

This form is to be utilized when only minor staffing changes (two or three changes) are necessary: All other Approved ROW Procedures will remain in effect.

Please be sure to include Staff Name, Position Title, and attach the necessary resumes.

* + 1. PROGRAM ADMINISTRATION:

Remove:

Add:

Note: Staff included under Program Administration must have completed the eLearning Administrative Settlement and No ROW Verification training available at <http://www.wsdot.wa.gov/LocalPrograms/ROWServices/Training.htm>

* + 1. APPRAISAL

Remove:

Add:

* + 1. APPRAISAL REVIEW:

Remove:

Add:

* + 1. ACQUISITION:

Remove:

Add:

Note: Staff included under Acquisition must have completed the eLearning Administrative Settlement training available at <http://www.wsdot.wa.gov/LocalPrograms/ROWServices/Training.htm>

* + 1. RELOCATION:

Remove:

Add:

* + 1. PROPERTY MANAGEMENT:

Remove:

Add:

|  |  |  |
| --- | --- | --- |
| INSERT NAME & TITLE OF THE AGENCY'S APPROVING AUTHORITY |  | Date |

**Washington State Department of Transportation**

Approved By:

|  |  |  |
| --- | --- | --- |
| Local Programs Right of Way Manager |  | Date |

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The following section to be completed by WSDOT Local Programs Right of Way:

Approval Dates of the following:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ROW Procedures

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Administrative Settlement Policy

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Administrative Offer Summary (AOS)