



OHIO DEPARTMENT OF TRANSPORTATION
INTER-OFFICE COMMUNICATION
OFFICE OF REAL ESTATE

DATE: August 15, 2012

TO: District Real Estate Administrators

FROM: John Maynard, Administrator, Office of Real Estate
By: Wayne E. Pace, Acquisition Unit Manager

SUBJECT: Revision to the Real Estate Manual - Section 5312 - Encroachments

The Office of Real Estate has revised Section 5312 of the Real Estate Manual. This section is entitled Encroachments. The purpose of the revision is to decrease redundancy and to eliminate reference to forms that are no longer used in the districts.

Listed below are the specific changes to this section of the Real Estate Manual.

1. The term "joint use agreement" was removed from the manual as well as the guidance for this process.
2. The term "revocable permit" was removed and was replaced with "permit".
3. Guidance about clearing encroachments when there is no active project was removed.
4. Added was an IOC issued about encroachments written on June 3, 1996.

These changes to the Real Estate Manual do not impact the real estate acquisition process and are effective immediately. This revised section of the Real Estate Manual will be posted to the Design Reference Resource Center (DRRC) on October 19, 2012. Attached to this IOC is:

- The revised section of the manual, Section 5312 Encroachments
- The IOC written on June 3, 1996

If you have any questions, please contact Wayne Pace, Acquisition Unit Manager, Office of Real Estate at 995-3541.

JM:wp