

**OHIO DEPARTMENT OF TRANSPORTATION
OFFICE OF REAL ESTATE**

DATE: March 18, 2015
TO: Users of the Real Estate Manual
FROM: Wayne Pace, Manager, Acquisition Unit
RE: Changes and Updates to the Real Estate Manual

There has been a change to the Real Estate Manual. The change is:

- Section 5301.06 (B) (2) – The Early Acquisition Contamination section added the Division of Chief legal Counsel and added Underground Storage Tank Regulation (BUSTER). Also, within the section item number 3 was removed and added to section 5301.06 (B) (1).
- Section 5316.01 - The Acquisition for Mitigation section is a complete rewrite of its procedures.
- Section 5320.01 (B) – Planning for the Acquisition of Contaminated property. This section added instructions to contact for OEPA and or USEPA.

The only current and accurate source of ODOT's Real Estate Manual is on the Office of Real Estate's web page. This site is located at: <http://www.dot.state.oh.us/real>, where the information can be accessed by scrolling down the left column and selecting "Manuals".

Individuals or firms providing real estate services to the Ohio Department of Transportation (ODOT), or Local Public Agencies under its jurisdiction, must perform these services in compliance with current policies and procedures as listed on the Office of Real Estate web page.

Real estate procedures do evolve and change overtime causing the Real Estate Manual to be updated on the web site. Individuals utilizing other versions of the manual, risk providing non-compliant services to the Ohio Department of Transportation

ODOT provides notice of the Real Estate Manual changes on the Design Reference Resource Center (DRRC) web page which is accessed at <http://www.dot.state.oh.us/drrc>. Scroll down to "Real Estate Policies and Procedures Manual" and select the desired section for updates. You may enter your email address to subscribe for changes. It is the user's responsibility to maintain their most current email address on the DRRC notification system. The DRRC web site is updated four times a year. The Office of Real Estate may also provide additional guidance supplementing its procedures by issuing an Inter-Office Communications (IOCs) to the district offices.

Contact Wayne Pace at telephone number (614) 995 -3541 or by email at wayne.pace@dot.state.oh.us for questions about the Acquisition Section of the Real Estate Manual.