

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

DATE: July 1, 2015

TO: Users of the Real Estate Manual (Permits)

FROM: Wendi Snyder, Utility & Railroad Program Manager

RE: Changes and Updates to the Real Estate Manual

There has been changes to the Utility Section of the manual: We have added two new sections:

8300 Guidance for District Utility Coordination

8400 Abbreviations and Definitions

Also numerous updates to the following Sections have been made:

8100 Permitting Process for Utility Accommodation of Highway Right of Way

8200 Procedure For Utility Coordination

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

The Real Estate Manual is a "living document" as procedure will evolve and change. Individuals or firms providing various services to the Office of Real Estate (e.g. negotiations, titles, appraisal, appraisal review, relocation, relocation review, closing, property management, railroad coordination utility relocation and permit application) must perform these services in compliance with current published policies and procedures. Individuals utilizing a hard copy version of the manual, without accessing the website for updates, risk providing non-compliant services to the Office of Real Estate. Therefore, all users must be aware of the changes as various sections of the manual are updated.

ODOT will provide notice of manual changes on the Design Reference Resource Center (DRRC) web page. Users of the manual can access this page and subscribe to be made aware of manual changes via e-mail notification. Then, when changes to the manual occur, ODOT will provide direct notice to the subscriber. This page can be 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, or enter your e-mail address to subscribe for changes. It is the user's responsibility to maintain their most current e-mail 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 to its procedures by Inter-Office Communications (IOC's). These communications will be made a part of the Real Estate Manual and will be found in the Addenda of each section of the manual. Individuals having questions pertaining specifically to the 8100 section may contact me at 614 728-8062.