OHIO DEPARTMENT OF TRANSPORTATION
OFFICE OF REAL ESTATE

DATE: July 19, 2013

TO: Users of the Real Estate Manual

FROM: Brett Shearer, Right of Way Specialist

RE: Changes and Updates to the Real Estate Manual, Section 3100

The Real Estate Policies and Procedures Manual, **Section 3100 Right of Way Plan Manual** has been revised to reflect the New Project Development Process (Section 3110 Right of Way Review Submission). In addition to those changes, revisions that impact the design of right of way plan preparation have been made and must be incorporated on all projects that have not yet been submitted for Preliminary Right of Way Review. Significant revisions are noted below and identified in the manual with red text.

- **Section 3103.3 Right of Way Plan Design and Review Responsibilities** has been updated and now includes the category of Limited Right of Way Plan Development for design consultants.
- **Section 3103.6.4 Right of Way Centerline Establishment** has been updated to better clarify the requirements necessary for establishing the existing Right of Way Centerline.
- **Section 3106.4 Establishing Right of Way Lines and Widths** has been revised to provide additional guidance for a suitable distance to place the proposed right of way beyond or outside the construction limits.
- **Section 3110 Right of Way Plan Review Submission** major revisions have been made to this section as per the new Project Development Process.
- **Section 3110.2 Preliminary Right of Way Review Submission** was revised to require substantially more plan information at this submission.
- **Section 3110.4 Final Right of Way Plan Submission** was revised to include the items from the Right of Way Tracing Submission as it has been eliminated.

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 procedures will evolve and change. Individuals or firms providing various services to the Office of Real Estate (e.g. right of way plan design, negotiations, titles, appraisal, appraisal review, relocation, relocation review, closing, property management, railroad coordination and utility relocation) 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. Any individuals having questions pertaining specifically to this Section are to contact Brett Shearer at brett.shearer@dot.state.oh.us or at (614) 728-6142.