



# **INDIANA DEPARTMENT OF TRANSPORTATION**

*Driving Indiana's Economic Growth*

## **Design Memorandum No. 11-11** **Technical Advisory**

July 8, 2011

**TO:** All Design, Operations, and District Personnel, and Consultants

**FROM:** /s/ Richard L. VanCleave  
Richard L. VanCleave  
Manager, Office of Roadway Engineering Standards  
Highway Design and Technical Support Division

**SUBJECT:** Right-of-Way Certification

**ADDS:** *Indiana Design Manual Section 14-2.01(12) item 17*

**EFFECTIVE:** Immediately

### **A. INDOT Project**

Once the project manager is aware that right of way is not required, is clear, or is with exceptions, he or she will notify the Real Estate Division's manager of Property Management. The manager of Property Management will issue a certification to the project manager, who will then forward it to the designer, for inclusion in the Final Tracings submittal.

This will consist of one of the following:

1. INDOT No Right of Way Required certification, dated and initialed by certifier;
2. INDOT Right of Way Clear certification, dated and initialed by certifier; or
3. INDOT Right of Way with Exceptions certification, dated and initialed by certifier.

## **B. Federal-Aid Local-Public-Agency Project**

The district is responsible to ascertain that the LPA submits the certification. See the *LPA Process Manual*.

This will consist of one of the following:

1. LPA No Right of Way Required certification, dated and initialed by certifier;
2. LPA Right of Way Clear certification, dated and initialed by certifier; or
3. LPA Right of Way with Exceptions certification, dated and initialed by certifier.

For either type of project, the designer should contact the manager of Property Management if the certification has not been received at the time of Final Tracings submittal.

RVC:alu

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