

Mark C. McConnell
Deputy Executive Director/
Chief Engineer

Charles R. Carr
Director
Office of Intermodal Planning



Jackie Duckworth
Deputy Executive Director/
Administration

Willie Huff
Director
Office of Enforcement

Melinda L. McGrath
Executive Director

P. O. Box 1850 / Jackson, Mississippi 39215-1850 / Telephone (601) 359-7001 / FAX (601) 359-7110 / www.GoMDOT.com

Inter-Office Memorandum

Date: February 6, 2012

To: Design Section Engineers

From: Assistant Roadway Design Division Engineer
Richard Pittman *RP*

Subject: Using Right-of-Way Division's Parcel Tracking System

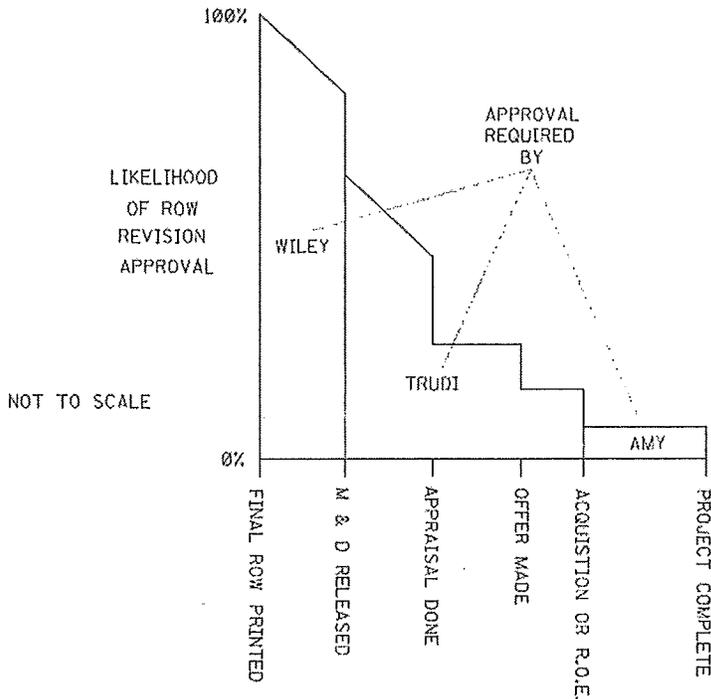
A recent meeting was held with Right-of-Way Division to discuss Roadway Design Division's use of the Parcel Tracking System (PTS). Selected RWD personnel have been granted read-only access to PTS to assist in determining if right-of-way revisions are possible on any given parcel after Final ROW plans have been printed. A short tutorial on using the PTS will be presented at the next RWD staff meeting.

The main points to remember are:

1. If a property is shown to have been acquired or MDOT having Right of Entry (ROE), then a revision is not possible unless it is approved by Administration.
2. If Maps & Deeds have been released, the Right-of-Way Property Acquisition Manager, Ms. Trudi Loflin, should be contacted to discuss the details and request approval of the subject revision. There are several steps in the ROW process between release of Maps & Deeds and property acquisition or ROE. The further along it is in the process, the greater the impact is if a revision is made. PTS allows the user to see whether a parcel has been appraised or if an offer has been made on a parcel. The District Pre-Construction Engineer and Right-of-Way Coordinator should be included in this communication.
3. If Maps and Deeds have not been released the Survey, Maps & Deeds Manager, Mr. Wiley Williamson, should be contacted for approval. Again, the District Pre-Construction Engineer and Right-of-Way Coordinator should be included in this communication.

- Checking the status of a parcel in PTS does not replace getting approval to issue a ROW revision. It is a tool that can be used to help determine the impacts revisions will have on the pre-construction process.

Following is a graphical depiction of the likelihood of a ROW revision being approved depending on what stage we are in the ROW process.



Also discussed at the meeting with Right-of-Way Division was the March 19, 2009 memo entitled "ROW Revisions", issued by then Roadway Design Division Engineer, Mr. Keith Purvis. Right-of-Way Division encourages the continued use of the Right-of-Way Revision Sheet, which was developed as a result of the memo, along with the "Other measures which will be looked into to reduce the number of revisions", listed on page 2 of the memo. This has been a useful tool for Right-of-Way Division to keep track of revisions that have or have not been issued on any given project.

An updated version of the original "ROW Revisions" memo is attached.

If there are any questions, please advise.

JRP:jrp

pc: Amy Mood, Assistant Chief Engineer – Pre-Construction
 John M. Reese, Roadway Design Division Engineer
 Right-of-Way Division (D. Smith, T. Loflin, D. Downing, W. Williamson)

Attachment