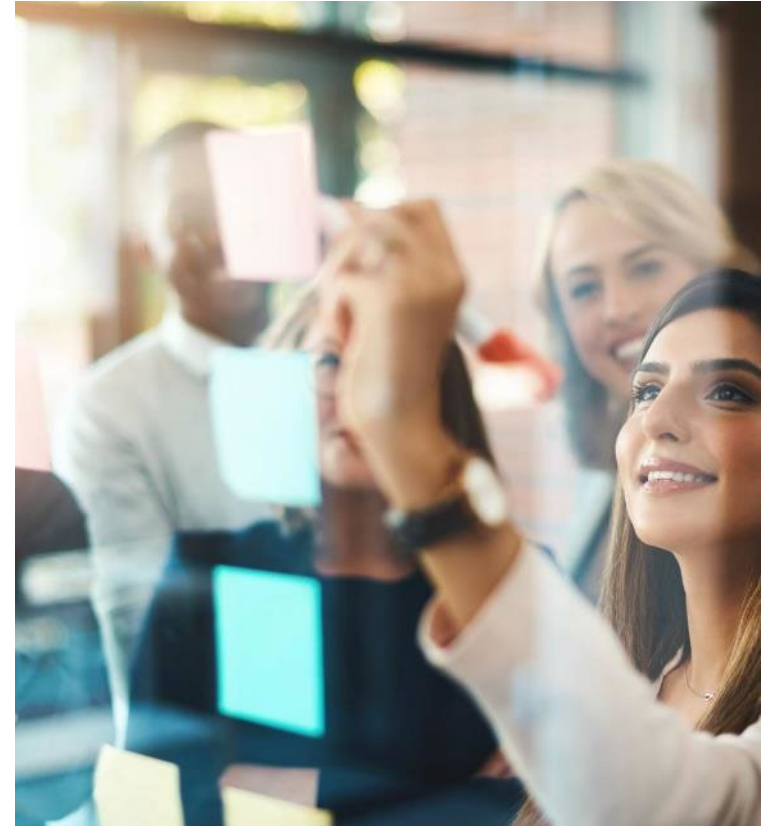




Preliminary Engineering Right of Way (PERW) Checklist Form (Exhibit 13-E)

Division of Local Assistance Office of Local Right of Way
Neidy Pinuelas

February 2024



What is the intent of the PERW Checklist Form?

Intent of the Exhibit 13-E

1. Identifies potential Right of Way issues early
2. Notifies Right of Way Local Program Coordinators
3. Avoid Delays in Certifying the Project
4. Real Time Monitoring

Right of Way website (Exhibit 13-E):

<https://dot.ca.gov/programs/local-assistance/local-right-of-way/office-of-local-right-of-way>

Why was the PERW Checklist Form developed?

Local Assistance Procedures Manual Exhibit 13-E
Preliminary Engineering Right of Way Checklist

Exhibit 13-E: Preliminary Engineering Right of Way Checklist

Federal Project No.: _____ (Federal Program Prefix - Project No., Agreement No.) Final Design _____ (Expected Start Date)

Anticipated date for Right of Way Certification? _____

To: _____ From: _____
 District Local Assistance Engineer: _____ Local Public Agency (LPA): _____
 Caltrans District: _____ Contact & Phone No.: _____
 Address: _____ Address: _____
 Email: _____ Email: _____

1. Is the LPA qualified by Caltrans Division of Right of Way - Local Programs? YES NO

a. If yes, what is the LPA's qualification level? (1, 2, or 3): _____

Information on qualification levels can be found in Local Assistance Procedures Manual (LAPM) Chapter 13, Section 13.2: Qualification Levels
 List the name(s), email(s), and phone number(s) for the LPA's R/W staff:

Name	Email	Phone Number

b. If no, does the LPA have a contract with a qualified R/W consultant? YES NO N/A

If yes, list the name(s) and contact information for the R/W consultant(s):

Name	Email	Phone Number

If no, you will need to follow procedures for procuring a qualified R/W consultant(s) and provide the name(s) and contact information to the Caltrans R/W Local Programs Coordinator as soon as hiring is completed.

2. Have the LPA's right of way staff and/or right of way consultants been approved by the Caltrans District Right of Way Coordinator to perform the work according to Chapter 17 of the Caltrans Right of Way Manual? YES NO UNK

a. When does qualification approval expire? _____

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3. Does the proposed project require work including surveying, staging, testing, and maintenance on land that the project sponsor does not own or have a permanent easement on? YES NO UNK

a. If the project sponsor has an existing easement, does the easement allow the agency to construct the project in the manner proposed? YES NO UNK

i. Is there an adequate construction duration? YES NO UNK

ii. Is there an expiration date? YES NO UNK

b. Does the project require work on other publicly owned or controlled property? YES NO UNK

c. Does the project require Rights of Entry? YES NO UNK

4. Does the project scope include work that is outside of the project sponsor's right of way and is on private property, but not required to successfully complete the project? YES NO UNK

a. If yes, will the work solely benefit the private property owner? YES NO UNK

5. Does the project include work that is on the project sponsor's property that is being leased to another party? YES NO UNK

6. Does the scope of the project include work on or within 2.5 miles of the railroad (RR), or light rail, operating or non-operating right of way including overcrossings and/or under crossings? YES NO UNK

a. If yes, answer the following:

i. Will RR involvement require an agreement with the RR to complete? YES NO UNK

ii. Will work near the RR require a ROE? YES NO UNK

iii. Will the project impact the electrical system of the RR? YES NO UNK

7. Are there borrow sites or staging areas for this project? YES NO UNK

a. If yes, have these areas been included in the utility verification maps? YES NO UNK

8. Does the project require relocation either temporary or permanent of public utility facilities and appurtenances (e.g., guy wires, vents, etc.) outside of the project sponsor's right of way on to private property? YES NO UNK

a. If yes, does the utility owner have an easement on the private property that allows the utility owner's use of the easement in the manner proposed? YES NO UNK

9. Are there utility cover adjustments to grade or utilities that conflict with the proposed work? YES NO UNK

Note: Utility cover adjustments and conflicts with utility facilities owned by the project sponsor must be addressed on the R/W Certification.

a. Are there utility covers that need adjustment for facilities that are owned by the project sponsor? YES NO UNK

b. Can all existing iron or steel covers be re-used for cover adjustment with no new iron or steel required? YES NO UNK

c. Do anticipated utility relocations include betterments? YES NO UNK

10. Will utility impacts potentially force utilities outside the existing ESL? YES NO UNK

11. Are there any ESAs identified where utilities are not able to relocate? YES NO UNK

If yes, ensure that the ESAs are indicated on the conflict maps.

12. Has electrical engineering been consulted for any planned work? YES NO UNK

a. If there is planned work, does it require additional potholing or could it potentially cause utility conflicts? YES NO UNK

13. Are there known high priority utilities within the project that require positive locating (potholing)? YES NO UNK

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14. Are there trees that may need to be removed for the utility relocation? YES NO UNK

a. Is there adequate time to accommodate the bird window and have the utilities relocated prior to construction? YES NO UNK

15. Will the elevation of the roadway be increasing which could potentially affect minimum clearances for overhead utilities? YES NO UNK

16. Is there any demolition or clearance anticipated prior to construction? YES NO UNK

a. By separate contract? YES NO UNK

17. Does the project require acquisition of airspace rights? YES NO UNK

18. Does the project require personal property, residential, or business occupant(s) relocation? YES NO UNK

19. Does the project adversely impact existing businesses? YES NO UNK

20. Is there adequate access for residents and businesses in areas under construction? YES NO UNK

21. Does the local agency require access to any public or private property for environmental observation or investigation, or hazardous waste or hazardous material testing? YES NO UNK

22. Is there a possibility that the project may require right of way for environmental mitigation? YES NO UNK

23. Does the local agency project impact other local agencies, federal lands, state lands, or Indian lands? YES NO UNK

24. Does the project require easement vacation? YES NO UNK

Certify by Local Agency Staff and/or Consultant Signature

If scope changes, this checklist will need to be revisited.

Preparer (print) _____

Preparer (signature) _____ Date _____

Submit completed checklist together with LAPM Exhibit 6A: Preliminary Environmental Study (PES) Form to the District Local Assistance Engineer (DLAE)

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Preliminary Engineering Right of Way Checklist form (Exhibit 13-E)

1. Avoid Project Delays/Loss of Federal Funding
2. Earlier District Engagement and Collaboration

Right of Way website (Exhibit 13-E):

<https://dot.ca.gov/programs/local-assistance/local-right-of-way/office-of-local-right-of-way>

Background

Pilot Program in Caltrans District 10

Implemented November 2023

Frequently Asked Questions

Division of Local Assistance Office of Local Right Of Way:

<https://dot.ca.gov/programs/local-assistance/local-right-of-way/office-of-local-right-of-way>

Right of Way Contacts

- Office of Local Right of Way
Neidy Pinuelas - (279) 599-3103 or Neidy.Pinuelas@dot.ca.gov
- If you need assistance in contacting your local District Right of Way Local Programs Coordinator please send an email to: RightofWay@dot.ca.gov
- Local Assistance: <https://dot.ca.gov/programs/local-assistance>



As we foster stakeholder engagement, we move forward to improving the process.

Neidy Pinuelas
Office of Local Right of Way



Thank You