**Please complete all items in red!**

**M E M O R A N D U M**

**TO:** Monroe Hite, III, Chief of Right-of-Way

**FROM:** *Bridge/Group Engineer*

**DATE:** *Insert Date*

**SUBJECT:** *Contract No.*

 *Federal Aid No.*

 *Unifier Project ID:*

 *Contract Title:*

**Final Right-of-Way** plans for the reference project have been **approved** and are being submitted for your use. NEPA is *pending and anticipated to be approved by* *(date) OR was approved on (date)*. A *public/virtual* workshop was held on *(date)*. PS&E submission is scheduled for *Date*.

A *tax ditch agreement* OR *town agreement with (name of town/city)* *is/is not* required *and will be completed in advance of PS&E.*

The following parcels with existing easements are affected by proposed construction and proposed right-of-way impacts:

|  |  |
| --- | --- |
| **Parcels(s)** | **Type(s)** |
| *Parcel ID* | *Utility/Tax Ditch/Agricultural/Other Easement (Deed Record)*  |

The following parcels with property markers are affected by proposed construction and proposed right-of-way impacts:

|  |  |
| --- | --- |
| **Parcel(s)** | **Type(s)** |
| *Parcel ID* | *Concrete Monument, Iron Pipe, or other* |

Because of the proposed *advanced utility relocation or other* work, the following parcels should be prioritized from an acquisition standpoint:

|  |  |
| --- | --- |
| **Parcel(s)** | **Type of Work** |
| *Parcel ID* | *Advanced Utility Relocation, Developer Agreement, etc.* |

Plans and supporting documents for the Final Right-of-Way Plan Submission can be found at: *Link to Files*

These supporting documents include the following:

* Signed Right-of-Way Plans
* Construction Plans
* Right-of-Way Checklist
* Property Description Report

If you should have any questions, please contact *DelDOT Project Manager* at (302) 760-*extension*.

Thank you for your assistance.

*Initials Sender(uppercase): Initials Preparer (lowercase)*

*Attachment (if any)*

cc: ***Please refer to the Plan Distribution Master List***

*Chief of Project Development*

Shehnaz Chaudhri, Group Engineer, R/W Engineering

*(Project Manager Team Support, R/W Engineering)*

James Roscoe, Operation Services

Rosemary Richardson, Acquisitions Relocations and Settlements

Maureen Zito, Appraisals

*(Squad Manager)*

*(Designer)*

File