

FEDERAL LAND TRANSFER CHECKLIST

Section: _____

Forest / BLM
District/Other _____

File #:	
Highway:	
County:	

The following items/information must be sent to Right of Way Headquarters, prior to the Federal Easement Specialist submitting a Letter of Application to FHWA. Please check off the following items or give a brief explanation why those items are not included. Submit this completed checklist with the plat map.

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- Obtain an ODOT Right of Way file number from the R/W Programming Coordinator if a non-project acquisition. If project-related, assign the appropriate file number according to the project line.
 - Plats (Exhibits A) prepared in required format.
 - Obtain approval and signatures on plat maps. USFS plats to be signed by appropriate Forest Representative. BLM plats to be signed by appropriate BLM District Representative.

When submitting the plats to Right of Way, please include:

- A written statement or letter explaining the purpose for which the lands are to be used.
- The estate or interest in the land required for the project, i.e. highway right of way easement, material source, temporary construction activities, etc.
- The Federal-Aid project number, if federal funds are to be utilized in any phase of the project, or a statement that Federal-Aid funds will not be used in any phase of the project. If a project is not on the National Highway System, and there is no plan to use Federal funds in any part of the project for which land or material is requested, then a tie should be made to previous Federal funding of that section of highway to show the Federal interest for the transfer.
- The name of the Federal agency exercising jurisdiction over the land and identity of the installation or activity in possession of the land. Name of the contact person, phone number and address.
- A list of conditions needed for material sources.

- The plat map which shows the survey of the lands to be acquired and which acts as the legal description of the property. The map or plats are to correspond with what is addressed in the project's final environmental documents.

- Statement on the status of environmental documentation for the project **including a copy of the final document** when property is under the jurisdiction of the USFS or BLM.