



APPENDIX C
RIGHT OF WAY
FORMS

MAINE RIGHT OF WAY MANUAL

August 2018

<u>Section</u>	<u>Table of Contents</u>	<u>Page</u>
1	Administration (AD)	C(1)
2	Mapping and Research (MR)	C(2)
3	Valuation (VL)	C(3)
4	Acquisition (AQ)	C(4)
5	Relocation (RA)	C(5)
6	Property Management (PM)	C(7)

Section 1 — R/W Administration (AD) Forms

Number	Title
AD-1a,b	Unsettled Owner Notification of Condemnation and Transmittal of Payment
AD-2a,b	Settled Owner Notification of Condemnation and Transmittal of Payment
AD-3a	Class I Right of Way Certificate
AD-3b	Class II & III Right of Way Certificate
AD-4	Real Property Acquisition Status Report
AD-5	Notice to Property Owner of Referral to State Claims (Unsettled Parcels)
AD-6a	Check Transmittal - Settlement Agreement
AD-6b	Application for Duplicate Check
AD-6c	Check Transmittal - Relocation Benefits
AD-6d	Check Transmittal - Replacement Check
AD-6e	Check Transmittal - Negotiated Settlement
AD-6f	Check Cancellation Request Letter
AD-6g	Check Transmittal - Date Extension
AD-6h	Check Extension Request
AD-6i	Check Transmittal - Option to Work Permit
AD-6j	Request to Reissue Check
AD-8	Transmittal of Payment Letter (Settled Cases)
AD-10	Notice to Property Owner of Referral to State Claims at Owner's Request (Unsettled Parcels)
AD-11	Transmittal Memo to SCC of Notice of Request for Referral, Statement of Damages, Notice of Taking
AD-12	Memo to SCC of Settlement of Parcel and Withdrawal From Petition
AD-13	Notice to State Claims Commission of Additional Parcel for Hearing

Section 2 — Property Research, Plans & Acquisition Documentation

Number	Title
MR-1	Property Owner Report
MR-2	Project Check List
MR-3	Estimate of Survey Markers & R/W Monuments
MR-4	Notice of R/W Plan Changes
MR-5	Transmittal - Maps & Plans to Operations
MR-16	Discontinuance Order

Section 3 — R/W Valuation (VL) Forms

Number	Title
VL-1	Assessment and Area Record
VL-2	Town Data Template
VL-3	Sale Data Form
VL-4a	Master Waiver Spreadsheet
VL-4b	Administrative Acquisition Worksheet
VL-5	Value Finding Format
VL-6	Purpose of the Appraisal
VL-7	Right to Accompany the Appraiser Letter
VL-8	Short Format Appraisal Setup
VL-9	Certification of Appraisal
VL-11	Sales Check sheet
VL-12	Short Form Check Sheet
VL-13	Detailed Narrative Check Sheet
VL-14	Tax Pro Ration Sheet
VL-15	Review Determination and Approval (A-5)
VL-16a	Statement of Determined Damages-No Severance (A-7)
VL-16b	Statement of Determined Damages-Severance (A-6)
VL-17	Incidental Right of Way Cost Estimate
VL-18	Estimated Cost of Right of Way
VL-20	Valuation Specifications
VL-21	Review Appraiser's Report Memo
VL-22	Minimum Payment Worksheet
VL-23	Donation and Waiver of Just Compensation
VL-24	Notice of Interest in Acquiring Real Property

Section 4 — R/W Acquisition (AQ) Forms

Number	Title
AQ-1	Offer Letter – Detailed
AQ-2	Offer Letter – Simple
AQ-3	Administrative Settlement Justification
AQ-5	Negotiator's Certificate
AQ-6	Negotiator's Statement
AQ-7	Settlement Agreement (more money)
AQ-8	Administrative Acquisition Offer Letter & Settlement Agreement
AQ-9	Settlement Agreement (no more money)
AQ-10	After Condemnation Request for State Claims Commission by owner
AQ-15	Owner's Offer-Assent
AQ-62	Agreement to Pay Tenant Owned Improvements Directly to Tenant

Section 5 — R/W Relocation (RA) Forms

Number	Title
RA-1	Displacee Inventory
RA-2	Planning Stage Master Inventory
RA-3	–Planning Stage Single Family
RA-4	Planning Stage Apt-Multi Family
RA-5	Planning Stage Business
RA-7	Summary Public Hearing
RA-8	Relocation Assistance Plan
RA-9	Field Worksheet
RA-10	Estimated Costs
RA-11	Residential Questionnaire
RA-12	Business Relocation Needs & Preferences Questionnaire
RA-13	Advertising Sign Cost & Relocation Data
RA-14	Displacee Master Relocation Record
RA-16B	Initial Relocation Notice (Business)
RA-16R	Initial Relocation Notice Letter
RA-21	Notice of Intent to Acquire
RA-21PP	Notice of Intent to Acquire Personal Property
RA-22	Small Business Adm.
RA-23	Comparable Replacement Housing Notice
RA-24	Business Fixture Notice
RA-25	Replacement Housing Estimate – Tenant
RA-29	Comparable Grid
RA-30	Notice of Eligibility
RA-31	90-Day Notice
RA-32	30-Day Notice
RA-33	Replacement Rental Price List
RA-37	Advisory, Relocation Assistance Offer
RA-38	Reestablishment Claim
RA-39	Moving Expense Finding - Business
RA-40	Fixed Moving Expense Schedule
RA-41a	Personal Property Relocation Eligibility Letter
RA41b	Personal Property Relocation Bid Amount Approval Letter
RA-42	Referral to Commissioner /State Claims Commission Appeal
RA-43	Determination of Net Earnings
RA-44	Residential Occupants Moving Expense Claim
RA-45	Advance Payment Residential Moving Expense Claim
RA-46	Moving Expense – Business, Farms, Non Profit Organizations
RA-46-a	Advance Payment Moving Expense. Business, Farm, Non-Profit Organization

Number	Title
RA-47	Moving Expense –Personal Property Only
RA-48	RHP Notice / Application
RA-48A	Advance Replacement Housing Notice-Application
RA-49	RHP Notice / Application – Rental or Down Payment
RA-50	RHP Notice / Application – Mobile Home
RA-51	RHP Notice / Application – Owner Retention
RA-52	Increased Interest Payment Application
RA-53	Incidental Expense Payment Application
RA-55	Escrow Payment
RA-56	Escrow Agreement
RA-59	Decent, Safe and Sanitary Inspection Report
RA-60	Notice to Vacate Personal Property

Section 6 — R/W Property Management (PM) Forms

Number	Title
PM-1	Occupancy Agreement
PM-2	License Agreement