

## **Right of Way Agreements & Authorization**

### **Project Program Information(PPI) Form**

A Project Program Information (PPI) form needs to be processed to initiate an Agreement. Please be sure to obtain the current version of the Project Program Information(PPI) form from the IDOT website; District 1 forms:

<http://www.idot.illinois.gov/home/resources/Forms-Folder/d>.

Contact District Bureau of Local Roads and Streets Field Engineers to have a MFT Section Number assigned to the project and schedule a kick-off meeting.

Field Engineers are as follows:

- Zubair Haider at 847-705-4206 for City of Chicago; Cook County Highways projects
- Alex Househ at 847-705-4410 for North Shore Cook County; Northwest Cook County; Lake; McHenry projects
- Kevin Stallworth at 847-705-4169 for Southwest Cook County; South Cook County; Will projects
- Marilyn Solomon at 847-705-4407 for North Central Cook County; Central Cook County; DuPage; Kane/Kendall projects.

The Planning Liaison should be contacted to coordinate processing of the Project Program Information Form. The Project Program Information Form must be reviewed by and submitted to IDOT via email to [DOT.D1.BLRS@illinois.gov](mailto:DOT.D1.BLRS@illinois.gov) by the appropriate Planning Liaison for all state and federally funded projects (including: STATE, STP/STU, CMAQ(STA), ITEP(STE), Bridge(BRP), HPP/Demo, ARRA, ARRA Enhancement {ARE or EnRA} and SR2S) except for Township Bridge, STR and Railroad Safety programs) who will copy the sponsor upon submittal to IDOT.

### **Preliminary Agreement for Right of Way activity**

Preliminary right of way activity can be included in the Phase II Engineering Agreement form BLR05610 and the Phase II Local Agency Agreement for Federal Participation form BLR05310 processed under the 'D' job number.

Please Note: Preliminary right of way activity consists of title work, preparation of plans, plats and legal descriptions, relocation studies and appraisal work. Negotiations cannot be included in the Phase II Agreement. The actual negotiation and ROW acquisition/purchase are included in the ROW Agreement under the 'R' job number.

### **Right of Way (ROW) Agreement & Federal Authorization**

Draft Local Agency Agreement for Federal Participation form BLR05310 should be submitted along with the Bureau of Land Acquisition documents listed below to request FHWA ROW Authorization. The draft Agreements should not be submitted prior to the approval of the PPI form. The Agreement form is available on the IDOT website at the following link under the Local Roads and Streets: <http://www.idot.illinois.gov/home/resources/Forms-Folder/l>. Forward the draft Agreement for review via email to [DOT.D1.BLRS@illinois.gov](mailto:DOT.D1.BLRS@illinois.gov)

Please note: The Draft Local Agency Agreement & FHWA ROW Authorization documents should be submitted together.

The request for FHWA ROW Authorization requires approved from the District Bureau of Land Acquisition prior to submission to the FHWA.

Bureau of Land Acquisition requires the follow documents to initiate FHWA ROW Authorization.

- 3 copies of approved legal descriptions and right of way plats including cover sheet
- 3 copies of estimate of cost for each parcel plus other costs
- List of approved firms used for appraisals, negotiators, and review appraisals