

## Exhibit 13-E: Preliminary Engineering Right of Way Checklist

Federal Project 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 (R/W) – Local Programs?       YES     NO
- a. If yes, what is the LPA's qualification level? (1, 2, or 3): \_\_\_\_\_ *When does qualification approval expire?* \_\_\_\_\_  
 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. 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     TBD
- 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     TBD
- i. Is there an adequate construction duration?       YES     NO     TBD
- ii. Is there an expiration date?       YES     NO     TBD

- b. Does the project require work on other publicly owned or controlled property?  YES  NO  TBD
- c. Does the project require Rights of Entry (ROE)?  YES  NO  TBD
3. 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  TBD
- a. If yes, will the work solely benefit the private property owner?  YES  NO  TBD
4. Does the project include work that is on the project sponsor's property that is being leased to another party?  YES  NO  TBD
5. 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  TBD
- a. If yes, answer the following:
- i. Will RR involvement require an agreement with the RR to complete?  YES  NO  TBD
- ii. Will work near the RR require a ROE?  YES  NO  TBD
- iii. Will the project impact the electrical system of the RR?  YES  NO  TBD
6. Are there borrow sites or staging areas for this project?  YES  NO  TBD
- a. If yes, have these areas been included in the utility verification maps?  YES  NO  TBD
7. 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  TBD
- 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  TBD
8. Are there utility cover adjustments to grade or utilities that conflict with the proposed work?  YES  NO  TBD
- 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  TBD
- b. Can all existing iron or steel covers be re-used for cover adjustment with no new iron or steel required?  YES  NO  TBD
- c. Do anticipated utility relocations include betterments?  YES  NO  TBD
9. Will utility impacts potentially force utilities outside the existing environmental study limits (ESL)?  YES  NO  TBD
10. Are there any Environmentally Sensitive Areas (ESAs) identified where utilities are not able to relocate?  YES  NO  TBD
- If yes, ensure that the ESAs are indicated on the conflict maps.
11. Has electrical engineering been consulted for any planned work?  YES  NO  TBD
- a. If there is planned work, does it require additional potholing or could it potentially cause utility conflicts?  YES  NO  TBD
12. Are there known high priority utilities within the project that require positive locating (potholing)?  YES  NO  TBD
13. Are there trees that may need to be removed for the utility relocation?  YES  NO  TBD
- a. Is there adequate time to accommodate the bird window and have the utilities relocated prior to construction?  YES  NO  TBD
14. Will the elevation of the roadway be increasing which could potentially affect minimum clearances for overhead utilities?  YES  NO  TBD

- 15. Is there any demolition or clearance anticipated prior to construction?  
a. By separate contract?  YES  NO  TBD  
 YES  NO  TBD
- 16. Does the project require acquisition of airspace rights?  YES  NO  TBD
- 17. Does the project require personal property, residential, or business occupant(s) relocation?  YES  NO  TBD
- 18. Does the project adversely impact existing businesses?  YES  NO  TBD
- 19. Is there adequate access for residents and businesses in areas under construction?  YES  NO  TBD
- 20. 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  TBD
- 21. Is there a possibility that the project may require right of way for environmental mitigation?  YES  NO  TBD
- 22. Does the LPA project impact other local agencies, federal lands, state lands, or Indian lands?  YES  NO  TBD
- 23. Does the project require easement vacation?  YES  NO  TBD
- 24. Does the LPA currently have a Resolution granting authority for a signatory for the Right of Way Certification?  YES  NO

**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 PERW Checklist to the DLAE during preliminary environmental studies.**  
**(The PERW Checklist and PES Form may be submitted concurrently, or separately, as each is completed).**