EXECUTIVE SUMMARY

LAPM CHAPTER 14: UTILITY RELOCATIONS
A. Introduction

After the environmental document (NEPA) has been approved by Caltrans or FHWA, the administering agency may request an RFA for R/W and/or Utility Relocations. One of the essential factors that needs to happen on most transportation projects are the utility relocations. As a definition, any utility that is called in conflict (relocation, adjustment, or protect-in-place) is considered a utility relocation. It is a best practice to submit the completed (unsigned) utility package to the District Utility Coordinator for review and comment. The utility relocation work can happen before, during or after construction. It can be authorized as its own phase, or within the construction phase (depending on how it is programmed in the FTIP). If this work is to be authorize at the construction phase, certain guidelines and conditions must be met, please contact your DLAЕ for details.

B. Purpose and Objective

We recognize the complexity of this process and in effort to streamline and effectively communicate the required documents needed by District Utility Coordinator from the administering agency, we developed a process flow chart that will address the necessary documents needed, regardless if the work to be done are federally participating or non-participating.

The main objectives of this is to:

- Have the agency a better understanding of the State’s processes
- To lessen the uncertainty and increase productivity

It is the full responsibility of the administering agency to understand how to attain a fully responsive submittal. The guided instructions, processes and in-depth details are outlined in Chapter 14.
Supporting documents you need to provide the District Utility Coordinator with your Right of Way Certification **Off** the SHS*

* The District Utility Coordinator may require additional supporting documents if needed

**No supporting documents need to be provided**

- Does a public utility need to be relocated because of your project?

  **YES**
  - Is your agency liable for any cost of the utility relocation?
  
  **NO**
  - Will the utility be relocated by your project contractor?
  
  **YES**
  - Are you seeking Federal reimbursement for utility relocation?
  
  **NO**
  - Provide:
    - NOTICE TO OWNER (EXHIBIT 14-D)
    - RELOCATION PLANS
    - REPORT OF INVESTIGATION (EXHIBIT 14-E)
    - CLAIM OF LIABILITY LETTER
  
  **YES**
  - Provide:
    - NOTICE TO OWNER (EXHIBIT 14-D)
    - RELOCATION PLANS
    - ITEMIZED ESTIMATE OF RELOCATION COSTS
    - REPORT OF INVESTIGATION (EXHIBIT 14-E)
    - UTILITY AGREEMENTS (EXHIBIT 14-F)
    - CLAIM OF LIABILITY LETTER

**Provide:***
- NOTICE TO OWNER (EXHIBIT 14-D)
- RELOCATION PLANS
- ITEMIZED ESTIMATE OF RELOCATION COSTS
- REPORT OF INVESTIGATION (EXHIBIT 14-E)
- UTILITY AGREEMENTS (EXHIBIT 14-F)
- CLAIM OF LIABILITY LETTER

**Note:**
- Exhibit 14-C is a dual form that contains both FHWA Specific Authorization and FHWA Approval of Utility Agreement.
- Exhibit 14-G Clauses cannot be changed without prior District approval.