

RIGHT OF WAY MANUAL CHANGE

RWMC 26-02

EFFECTIVE DATE: July 24, 2026

PURPOSE:

The Right of Way (RW) Manual is revised in January and July to update policies, procedures, and guidance. Content revisions are noted on the following pages.

CURRENT RIGHT OF WAY MANUAL DIRECTIVES:

There are currently no Right of Way Manual Directives (RWMDs) in effect.

SUPERSEDED RIGHT OF WAY MANUAL DIRECTIVES:

The following Right of Way Manual Directives (RWMDs) have been incorporated into the RW Manual and are superseded upon the effective date of this RW Manual Change:

RWMD	Title	Date Issued
26-02	End of Waiver Trial and Delegation Updates	06-10-2026
26-01	Extension of the Waiver Valuation Trial Period	01-13-2026
25-05	Bid Lease Valuations – Typical Minimum Rental Value	09-11-2025

RELATED POLICY AND PROCEDURES:

Throughout the RW Manual, gray shading highlights all current revisions (except hyperlinks) – all shading from previous revisions has been removed. The following is a summary of the revisions in this edition.

Chapter 1 – Introduction

- **Section 1.01, Right of Way Manual Overview**
 - 1.01.06.00, Revisions – updated publication deadlines for January 2027 RW Manual.

Chapter 2 – Organization and Policy

No revisions.

Chapter 3 – Programming and Budgeting

- **Section 3.05 – Federal-Aid Project Funding**
 - Coordinated with the Office of Federal Resources to add clarification throughout the entire section.
 - 3.05.03.00, Federal Participation in R/W Projects – in the Exceptions section, removed “DPAC” from mitigation bank credit purchases, as these agreements no longer go through DPAC.
 - 3.05.05.05, 20-Year Rule – updated to align with current FHWA flexibility.
 - 3.05.06.03, Assistance Listing Number (ALN) – new subsection based on recent Project Control guidance to clarify the new funding-line-level ALN reporting requirements in FADS/Advantage and support federal reporting, reimbursement, and audit compliance.
- **Section 3.06 – Monitoring Process**
 - 3.06.03.00, Roles and Responsibilities – expanded detail and added clarification.
 - 3.06.05.00, Federal Eligibility – added references for the Office of Federal Resources and 23 CFR 710.
 - 3.06.06.00, Procedures – added clarification regarding electronic signatures.

Chapter 4 – Estimating

No revisions.

Chapter 5 – Early and Advance Acquisition; Corridor Preservation; Hardship and Protection; Donations and Dedications

No revisions.

Chapter 6 – Right of Way Engineering

No revisions.

Chapter 7 – Appraisals

- **Section 7.01, Appraisal Policies and General Requirements**

- Added state and federal references at the beginning of the section.
- 7.01.02.00, Appraisal Report Not Required – the Waiver Valuation trial period ended; delegations have been updated for \$15,000 and \$25,000 Waiver Valuation thresholds.
- 7.01.03.00, Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (Uniform Act) – removed “intended to be” language for clarification.
- 7.01.04.00, Standards – added clarification regarding the Uniform Standards of Professional Appraisal Practice (USPAP).
- 7.01.05.00, Separation of Appraisal and Acquisition Functions –
 - Updated title.
 - Added clarification regarding the appraisal function.
- 7.01.07.00, Dual Report Requirements – added clarification for dual report considerations.
- 7.01.18.00, Criteria for Use of Contracted or Independent Fee Appraisers – added statement that Caltrans must be listed as an intended user of the appraisal report.

- **Section 7.02, Appraisal Reports**

- 7.02.13.00, Waiver Valuation In Lieu of an Appraisal – updated delegations and amount thresholds.

- **Section 7.14, Excess Land Appraisals**

- Added state and federal references at the beginning of the section.
- 7.14.01.00, General – added clarifications regarding reports.
- 7.14.01.02, Excess Land Valuations – added clarification regarding reports.
- 7.14.02.00, Market Value Appraisals – added clarification regarding market value appraisals.
- 7.14.02.02, Dual Report Requirements – added clarification regarding workflow/process.
- 7.14.03.00, Market Value Determination of \$10,000 or Less – subsection removed.
- 7.14.03.01, Format, Content, and Standards – subsection removed.
- 7.14.04.00, Public Sale Estimate – removed reference to Market Value Determination.
- 7.14.04.03, Examples of Supporting Data –
 - Added comparable expired listings to primary supporting data.
 - Clarified public auctioned excess land sales.

- **Section 7.15, Airspace Estimates, Bid Lease Valuations and Appraisals**
 - Added state and federal references at the beginning of the section.
 - 7.15.01.00, General – added clarification regarding appraisal preparation.
 - 7.15.02.00, Estimates – added clarification regarding use and format.
 - 7.15.03.00, Appraisals – General –
 - Added references to applicable Exhibits and Forms.
 - Added clarification regarding the use of alternate appraisals.
 - 7.15.03.01, Format – added references to applicable Exhibits.
 - 7.15.03.02, Standards and Methods – added clarification regarding appraisal requirements.
 - 7.15.03.03, Preparation –
 - Added clarification to restrictions on use.
 - Added clarification regarding public bid auctions.
 - 7.15.04.00, Bid Lease Valuations – added clarification regarding assignment.
 - 7.15.05.00, Rental Rate Appraisals – subsection removed.
- **Section 7.17, Business Goodwill Appraisals**
 - 7.17.04.00, Notification Letter to the Business Owner (Form RW 07-30) – added reference to Franchise Tax Board form 356, Request for Copy of Tax Returns.
 - 7.17.18.00, Compensation to Business Owners Under the Relocation Assistance Program (Pursuant to Section 7262 of the Government Code and 49 Code of Federal Regulation Part 24) – updated expense and payment information covered by the Relocation Assistance Program consistent with 2024 Uniform Act amendments.
- **Section 7.18, Delegations**
 - 7.18.01.00, Delegations of Authority – updated delegations for Waiver Valuations; removed Market Value Determinations.

Chapter 8 – Acquisition

No revisions.

Chapter 9 – Condemnation

No revisions.

Chapter 10 – Relocation Assistance

No revisions.

Chapter 11 – Property Management

No revisions.

Chapter 12 – Clearance and Demolition

No revisions.

Chapter 13 – Utility Relocations

- **Section 13.07, Utility Agreements**
 - 13.07.03.01, Section I. Work to be Done – at Clause I-2, corrected reference to Clause V-10.
 - 13.07.03.05, Section V. General Conditions – at Clause V-5a, added a note to clarify when to use the clause.
- **Section 13.11, Property Rights Conveyances**
 - 13.11.03.00, JUA/CCUA Preparation – added item to address relinquishment of the Owners prior rights.
 - 13.11.07.00, Easement Conveyance Processing –
 - Added clarification regarding CTC approval for replacement easements.
 - Added reference to Clause V-5a.
 - Noted easement considerations when excess and airspace parcels are involved.

Chapter 14 – Right of Way Certification

No revisions.

Chapter 15 – Airspace

- **Section 15.11, Valuation and Adjustments**
 - 15.11.02.00, Types of Valuation of Rental Rate –
 - Removed language indicating that bid lease valuations are a range of value.
 - Added statement regarding the bid lease valuation format (07-EX-27).
 - Removed the “Rental Rate Appraisal” section as these are no longer performed for airspace (consistent with the Appraisal chapter).
 - 15.11.05.00 – Tie-back and Crane Valuation –
 - Updated subsection title to specify “Tower Crane.”
 - Added the installation cost of tieback rods.

- **Section 15.11, Valuation and Adjustments (Continued)**
 - 15.11.07.00, Minimum Rental Rate – corrected CFR reference.

Chapter 16 – Excess Land

- **Section 16.04, Excess Land Appraisal**
 - Added state and federal references at the beginning of the section.
 - 16.04.01.00, General –
 - Revised to align with Section 7.14 of the Appraisal Chapter regarding excess land appraisals.
 - Added “Key Federal Requirements” section.
 - 16.04.02.00, Public Sale Estimates – added clarification to align with Section 7.14.00.00 regarding who prepares and approves excess land reports.
 - 16.04.03.00, Market Value Appraisals –
 - Added reference to Appraisal Chapter, Section 7.14.02.00.
 - Added clarification on dual appraisal requirements.
 - 16.04.04.00, Nominal Value Appraisals – removed subsection to align with the Appraisal Chapter.

Chapter 17 – Local Programs

- **Section 17.04, Local Public Agency Projects on the State Highway System**
 - Added CFR references and clarifying language throughout the section.
 - 17.04.02.09, Eligible Real Property Interests – new subsection.
 - 17.04.03.10, Acquisition of Excess –
 - Clarified federal participation.
 - Removed sentence regarding acquisition of excess to deed back to a Local Public Agency (LPA). The current standard process is for LPAs to purchase property in their own name. Any subsequent transfer of property to Caltrans should be post-construction and free and clear of any encumbrances. This supports the State not needing to be involved in excess land disposal of acquired property, which is time-intensive.
 - 17.04.06.02, Oversight (Quality Assurance) – added clarification regarding compliance monitoring and approval authority.

Chapter 18 – Railroad Coordination

- **Section 18.06, Acquisition Procedures**

- 18.06.01.01, Initiating Negotiations – added a note that all acquisition activities involving railroad property on Federal-aid projects must comply with 23 CFR Part 710, 49 CFR Part 24, and 23 CFR Part 646.
- 18.06.03.03, Right of Entry and Other Fees – added step-by-step instructions regarding how to pay invoice fees if a Right of Way Agreement is not executed or may not cover.

Exhibit Updates

- **07-EX-16, Market Value Determination** – retired, no longer applicable.
- **07-EX-24E, Senior Field Review Certificate – Airspace** – new.
- **07-EX-25, Noncomplex Valuations (\$25,000 or Less)** – added CFR and USPAP elements to the report template.

Form Updates

- **DOT RW 07-17A, Certificate of Market Value Determination – Excess Land** – retired, no longer applicable.
- **Electronic Signature Statements were added to the following forms, consistent with the Department's Forms Management policy:**
 - DOT RW 07-06, Certificate of Appraiser (05-2026)
 - DOT RW 07-06A, Certificate of Waiver Valuation (05-2026)
 - DOT RW 07-07, Excess Land Review Certificate (05-2026)
 - DOT RW 07-16, Excess Land Appraisal Title Page
 - DOT RW 07-17, Certificate of Appraiser – Excess Land (04-2026)
 - DOT RW 07-19, Airspace Parcel Estimate (04-2026)
 - DOT RW 07-20, Appraisal Title Page – Airspace (05-2026)
 - DOT RW 07-23, Business Goodwill Parcel Diary (05-2026)
 - DOT RW 07-24, Appraisal Title Page – Business Goodwill Valuation (05-2026)
 - DOT RW 07-26, Business Goodwill Valuation – Senior Field Review Certificate (05-2026)
 - DOT RW 07-27, Business Goodwill Valuation – Certification of Appraiser (05-2026)
 - DOT RW 08-05, Contract Signature Sheet (03-2026)
 - DOT RW 08-09, Agreement for Purchase – Tax Deeded Property (05-2026)

- **Electronic Signature Statements were added to the following forms, consistent with the Department's Forms Management policy: (Continued)**
 - DOT RW 08-35, Memorandum of Possession and Use Agreement (03-2026)
 - DOT RW 08-44, Tax Cancellation Letter – Page 2 Total Take County (03-2026)
 - DOT RW 09-02, Appearance Information Package (03-2026)
 - DOT RW 09-10, Substitute Condemnation for Private Utility Service or Access Road (06-2026)
 - DOT RW 09-11, Consent to Condemnation of Excess Lands (05-2026)
 - DOT RW 09-12, Consent to Acquisition of and Easement to Remove Improvements Straddling the Right of Way Line (04-2026)
 - DOT RW 09-14, Declaration of Mailing (Summons) (04-2026)
 - DOT RW 09-15, Declaration of Mailing (Notice of Intent) (04-2026)
 - DOT RW 09-16, Acknowledgment of Receipt of Summons and Complaint (04-2026)
 - DOT RW 10-18, 90-Day Information Notice – Residential Occupant (05-2026)
 - DOT RW 10-19, 90-Day Information Notice – Nonresidential Occupant (05-2026)
 - DOT RW 10-20, 90-Day Notice to Vacate – Residential Occupant (04-2026)
 - DOT RW 10-21, 90-Day Notice to Vacate – Nonresidential Occupant (04-2026)
 - DOT RW 10-22, 60-Day Notice to Vacate – Residential Occupant (04-2026)
 - DOT RW 10-23, 30-Day Notice to Vacate – Residential Occupant (05-2026)
 - DOT RW 10-24, 30-Day Notice to Vacate – Nonresidential Occupant (04-2026)
 - DOT RW 10-45, Agreement to Occupy Replacement Property (05-2026)
 - DOT RW 11-10, 60-Day Notice to Terminate Tenancy (05-2026)
 - DOT RW 11-11, 3-Day Notice to Pay Rent or Quit
 - DOT RW 11-12, 3-Day Notice to Correct Breach of Covenant or Quit (Curable Breach) (05-2026)
 - DOT RW 11-13, 3-Day Notice to Quit for Breach of Covenant (Incurable Breach) (04-2026)
 - DOT RW 13-01, Joint Use Agreement (04-2026)
 - DOT RW 13-02, Consent to Common Use Agreement (04-2026)
 - DOT RW 13-03, Report of Investigation (04-2026)
 - DOT RW 13-04, Notice to Owner (03-2026)
 - DOT RW 13-04R, Revised Notice to Owner (03-2026)

- **Electronic Signature Statements were added to the following forms, consistent with the Department's Forms Management policy: (Continued)**
 - DOT RW 13-07, Checklist for Final Utility Invoice (03-2026)
 - DOT RW 13-08, Joint Use Agreement – Southern California Edison Company (03-2026)
 - DOT RW 13-09, Consent to Common Use Agreement – Southern California Edison Company (03-2026)
 - DOT RW 13-10, Joint Use Agreement – Central Valley Project (03-2026)
 - DOT RW 13-11, Joint Use Agreement – Central Valley Project (State-Owned Land) (03-2026)
 - DOT RW 13-12, Joint Use Agreement – Bureau of Reclamation (Bureau-Owned Land) (03-2026)
 - DOT RW 13-13, Certificate of Common Use – Department of Water Resources (Water Resources-Owned Land) (06-2026)
 - DOT RW 13-14, Certificate of Common Use – Department of Water Resources (State-Owned Land) (06-2026)
 - DOT RW 13-15, FHWA Specific Authorization (05-2026)
 - DOT RW 16-06, State Financing Addendum (05-2026)
 - DOT RW 16-09, Agreement for the Purchase of Real Property (Sale to Present Occupants) (05-2026)
 - DOT RW 16-13, Right to Purchase Agreement Between Caltrans and Buyer (03-2026)
 - DOT RW 16-15, Agreement for the Purchase of Real Property (Sale to Housing Entity) (03-2026)
 - DOT RW 16-16, Note and Agreement Secured by a Deed of Trust (05-2026)
 - DOT RW 16-17, Deed of Trust (05-2026)
 - DOT RW 16-19, Subordination Agreement – Form A (03-2026)
 - DOT RW 16-21, Owner-Occupant Certification (05-2026)
 - DOT RW 16-25, Property Information Form (03-2026)
 - DOT RW 16-26, Notice of Acceptance (05-2026)
- **Personal Information Notice Statements were added/updated to the following forms, consistent with the Department's Forms Management policy:**
 - DOT RW 02-01, Right of Way Title VI Survey (04-2026)
 - DOT RW 11-24, Income Certification (05-2026)

- **Electronic Signature Statements and Personal Information Notice Statements were added/updated to the following forms, consistent with the Department's Forms Management policy:**
 - DOT RW 07-01, Right of Way Parcel Diary (04-2026)
 - DOT RW 07-02, Parcel Occupancy Data Form (04-2026)
 - DOT RW 07-30, Notification of Right to Claim Loss of Business Goodwill (04-2026)
 - DOT RW 07-30SP, Notificación de Derecho de Reclamar Pérdida de Plusvalía Comercial (Notification of Right to Claim Loss of Business Goodwill [DOT RW 07-30] – Spanish version) (04-2026)
 - DOT RW 08-10, Grant of Right to Take Material (05-2026)
 - DOT RW 08-11, Grant of Right to Dispose of Material (05-2026)
 - DOT RW 08-18A, Full Acquisition Offset Statement (04-2026)
 - DOT RW 08-18B, Partial Acquisition Offset Statement (04-2026)
 - DOT RW 08-22, Form UCC2 (04-2026)
 - DOT RW 09-13, Proof of Service (04-2026)
 - DOT RW 09-17, Application for Fee Appraiser (04-2026)
 - DOT RW 09-18, Independent Expert Claim (04-2026)
 - DOT RW 10-01, Owner's Certification of Tenants (04-2026)
 - DOT RW 10-02, Claim for Relocation Assistance – Residential (04-2026)
 - DOT RW 10-06, Relocation Assistance Appeal (04-2026)
 - DOT RW 10-25, Certificate of Occupancy and Receipt of Relocation Information (04-2026)
 - DOT RW 10-27, Agreement: (Condemnation Settlement Pending) Price Differential Advance to Owner-Occupant (04-2026)
 - DOT RW 10-29, Residential – Claim for Moving Expense by Moving Service Authorization (04-2026)
 - DOT RW 10-30, Claim for Relocation Assistance – Nonresidential (05-2026)
 - DOT RW 10-39, Income Certification (04-2026)
 - DOT RW 10-40, Decent, Safe, and Sanitary Inspection Report (05-2026)
 - DOT RW 10-44, Certification Concerning Legal Residency in the United States (04-2026)
 - DOT RW 10-44SP, Certificación Concerniente a Residencia Legal en Los Estados Unidos (Certification Concerning Legal Residency in the United States [U.S. Residency Certification] [DOT RW 10- 44] – Spanish version) (04-2026)
 - DOT RW 11-02, Assignment of Lease (Where State is Lessor) (05-2026)
 - DOT RW 11-05, Residential Rental Application (05-2026)
 - DOT RW 11-06, Non-Residential Rental Application (05-2026)
 - DOT RW 11-18, Certificate of Insurance with Endorsement for Lease of State-Owned Property (05-2026)

- **Electronic Signature Statements and Personal Information Notice Statements were added/updated to the following forms, consistent with the Department's Forms Management policy: (Continued)**
 - *DOT RW 11-23, Contractor's Time Reporting Sheet (05-2026)*
 - *DOT RW 11-30, Certification of Structural Evaluation (05-2026)*
 - *DOT RW 11-32, Plan Review Application (06-2026)*
 - *DOT RW 12-07, Proposal (05-2026)*
 - *DOT RW 15-03, Insurance Information (04-2026)*
 - *DOT RW 16-10, Income Certification (04-2026)*
 - *DOT RW 16-24, Notice of Intent (05-2026)*

Many forms have been or are currently in the process of updating the form names – external forms are preceded with a “DOT” ahead of the normal “RW xx-xx” format. If you’re looking for a CEFS form, please make sure to check the “DOT” and “RW” alphabetized sections of the CEFS webpage.

The [Right of Way Manual](#) is available on the [Division of Right of Way and Land Surveys webpage](#). To receive email update notifications, please visit our [subscription sign-up](#).

Anyone can propose an update to the RW Manual – visit the [RW Manual webpage](#) to submit a “Right of Way Manual Revision Request.” Other comments and suggestions for improvement to the RW Manual may be submitted to RWManual@dot.ca.gov.