



**RIGHT OF WAY MANUAL
DIRECTIVE**

RWMD NO: 19-01

Approved by:

**Issuance
Date:** 7/1/2019

Benjamin D. Martin, Ed.D. [signature on file]
BENJAMIN D. MARTIN, Ed.D.

**Effective
Date:** Immediately

Chief, Office of Strategic Innovation

SUBJECT: Right of Way Manual – Retired and Internal-Only Exhibits

PURPOSE: Several Exhibits within the Right of Way Manual are retired or moved to Caltrans-only use effective immediately.

REFERENCE: Exhibits included in the following Right of Way Manual Chapters:

- Chapter 8, Acquisition (Railroad)
- Chapter 11, Property Management
- Chapter 12, Clearance and Demolition
- Chapter 13, Utility Relocations
- Chapter 14, Right of Way Certification
- Chapter 15, Airspace
- Chapter 16, Excess Lands
- Chapter 17, Local Programs

BACKGROUND: Exhibits related to the Right of Way Manual were recently inventoried and reviewed. As a result, many Exhibits were determined to be no longer needed/relevant and should be retired. In addition, some Exhibits were determined to be applicable only to

RIGHT OF WAY MANUAL DIRECTIVE (Cont.)

RWMD 19-01

Caltrans staff; these Exhibits will only be available via the [internal Caltrans website](#).

EXISTING POLICY OR PROCEDURE:

All Exhibits related to the Right of Way Manual are available on the [external Caltrans website](#).

NEW POLICY OR PROCEDURE:

See attached “Retired Exhibits Effective 7/1/2019” and “Internal-Only Exhibits Effective 7/1/2019” for specific Exhibit changes.

Exhibits to be retired will be removed from the website as of 7/1/2019. Any references to newly retired Exhibits within the Right of Way Manual will be updated in the January 2020 publication.

Exhibits that are only applicable to Caltrans staff will be removed from the [external Caltrans website](#) and housed exclusively on the [internal Caltrans website](#) as of 7/1/2019.

RESPONSIBILITIES:

When using Exhibits related to the Right of Way Manual, please make sure the most recent version is used.

LINKS/RESOURCES:

- Right of Way Exhibits – [external Caltrans site](#)
- Right of Way Exhibits – [internal Caltrans site](#)

DISTRIBUTION LIST:

- Right of Way Management Board
- Subscribers to the Right of Way Manual update list

Retired Exhibits Effective 7/1/2019

- 8-EX-69, Conduit Indenture
- 8-EX-70, Existing Drainage Facilities Covered by Rights of Entry
- 8-EX-71, Modification of Existing Drainage Facility
- 8-EX-72, New Drainage Facility
- 8-EX-73, Longitudinal Slope Easement With Retention of Rights
- 8-EX-74, Longitudinal Slope Easement Without Retention of Rights
- 8-EX-75, Longitudinal Drainage Easement With Retention of Rights
- 8-EX-76, Longitudinal Drainage Easement Without Retention of Rights
- 8-EX-77, Transverse Crossings at Separated Grade
- 8-EX-78, Crossing at Grade
- 8-EX-79, Straight Highway Easement
- 8-EX-80, Transverse Crossing
- 8-EX-81, Transverse Drainage Easement
- 8-EX-82, Drilling Permit
- 8-EX-83, License
- 8-EX-84, P.U.C. Requirements, Rules, and Regulations
- 11-EX-25, Notice to Tenant (New Tenants Not Eligible for Relocation Payments)
- 11-EX-43, Executive Order D-16-00 (will replace with link to document)
- 12-EX-1, Notice of Lost or Stolen Property
- 13-EX-7, Utilities on Structures Information Sheet
- 13-EX-8, Utilities on Structures Information Letter to Owner
- 13-EX-18, Master Contracts
- 13-EX-22, Pacific Bell Lump-Sum/Flat-Sum Billing Rates/Forms
- 13-EX-31, Memorandum for Utility Easement Billing With Right of Way Contract
- 14-EX-1, Title 23 Part 635 Construction and Maintenance and Part 710 Right-of-Way and Real Estate (will replace with link to documents)
- 14-EX-2, 23 CFR 635.309, Subpart A (will replace with link to document)
- 15-EX-1, Site Marketing Plan
- 15-EX-7, Request for Recommendation of Terms and Conditions (AAC) – Sample
- 15-EX-9, Consent to Encumber
- 15-EX-10, Memorandum of Lease
- 15-EX-11, Column Protection Systems
- 15-EX-15, Developmental Inspection Report
- 16-EX-8, Section 9, Article XIX, State Constitution (will replace with link to document)
- 16-EX-18, Table of Income Limits SB 86 (will replace with link to document)

- 16-EX-19, Request for Copy of Tax Form – IRS SB 86 (will replace with link to document)
- 16-EX-20, Board of Equalization Letter to County Assessors SB 86 (will replace with link to document)
- 16-EX-21, Sample Notification for Newspapers SB 86
- 16-EX-22, Sample Newspaper Notification for Low- and Moderate-Income Households
- 16-EX-23, Excess Land Parcel File Contents
- 16-EX-24, Decertification Process
- 16-EX-26, Excess Land Resumes
- 17-EX-3, RTPA, MPO Jurisdictions (will replace with link to document)
- 17-EX-4, Simplified Statewide and Regional Planning and Programming Cycle (will replace with link to document)

Internal-Only Exhibits Effective 7/1/2019

- 11-EX-A, Residential Rental Agreement
- 11-EX-B, Lease Agreement
- 11-EX-C, Agricultural Lease Agreement
- 11-EX-D, Advertising Structure Agreement
- 11-EX-E, Rental Agreement Amendment
- 11-EX-G, Lease Renewal
- 11-EX-J, Employee Housing Rental Agreement
- 11-EX-6D, Initial Vacancy Inspection and Statement of Proposed Security Deductions
- 11-EX-14, Notice to Bidders
- 11-EX-15, City, County, or Special District Lease
- 11-EX-16, Materials Agreement (Sample Format)
- 11-EX-17, Materials Agreement (Sample Format)
- 11-EX-23, Master Tenancy Lease Agreement
- 11-EX-24, Bid Proposal Mailing Envelope (Sample)
- 11-EX-26, Bid Results – Unsuccessful Bidders
- 11-EX-30, State as Lessee Lease Agreement
- 11-EX-33, Lease Agreement – Park and Ride Lot
- 11-EX-54, Residential Property Inspection
- 11-EX-54SW, Residential Storm Water Inspection
- 11-EX-55, Non-Residential Property Inspection
- 11-EX-55SW, Non-Residential Storm Water Inspection
- 11-EX-56, Residential Property Occupancy and Vacancy Inspections
- 15-EX-5, Request for Consent to Directly Negotiate (AAC) – Sample
- 15-EX-6, Request for Approval of Terms and Conditions (CTC) – Sample