

From: Benedict Gurney

Sent: September 17, 2002

Subject: FW: REMOVING UNNEEDED PARCELS FROM RIGHT OF WAY PLANS: FURTHER CLARIFICATION

Supplementing the information in the e-mail below, which was sent out on 6-26-02, it has further been the decision of the R/W Plans Manager that a parcel shown as a Deleted Parcel shall NOT have its ownership limit arrows, tie bars, and record dimensions (if any) removed from the R/W Plan Sheets. Otherwise, in the event that a parcel is completely removed from the R/W Plans under the provisions below, all dimensions, limit arrows, tie bars, parcel bubbles, etc. shall be removed from the Plan Sheets, from the Ownership Record Sheet, and from the Parcel Insert Sheet.

From: Benedict Gurney

Sent: June 26, 2002

Subject: REMOVING UNNEEDED PARCELS FROM RIGHT OF WAY PLANS

It has been the decision of the R/W Plans Manager that the following policy shall apply when parcels shown on the Right of Way Plans are determined to be "not needed" by virtue of no impact by new acquisition:

It shall be the responsibility of the R/W Plans reviewer to identify parcels shown on the plans for which no acquisition is needed. The Reviewer shall check with the R/W Coordinator to determine 1) whether any appraisal activity has been initiated and 2) whether any acquisition activity has been initiated. If neither activity has been initiated, the parcel shall be removed from the R/W Plans and Ownership Record Sheet. If either, or both, of the above activities have commenced, then the parcel shall be shown as "Parcel Deleted" using the method shown in the R/W Plans Standards Manual.