ARIZONA STATE LAND DEPARTMENT (ASLD)

AND

ARIZONA DEPARTMENT OF TRANSPORTATION (ADOT)

PARTNERSHIP GUIDELINES

Revised October 2018

17-002

CONTENTS

CHAPTER 1

PARTNERSHIP INFORMATION

A formal partnership between the Arizona State Land Department (ASLD) and the Arizona Department of Transportation (ADOT) was established on June 9, 2009, and includes the Federal Highway Administration (FHWA). During the initial meeting, the partnership members agreed on a mission statement and goals. The meeting attendants created six subgroups to create partnership guidelines that will allow the partnership to meet the established goals.

MISSION

The mission of the Arizona State Land Department (ASLD) and Arizona Department of Transportation (ADOT) Partnership is to enhance coordination between the agencies, to enable each agency to carry out their missions and goals more effectively and to serve Arizona better.

PARTNERSHIP GOALS

Employees within the partnership organizations work in the spirit of trust and cooperation with fellow team members, including the FHWA (responsible for ensuring that agreements are compliant with federal regulations), to find mutually beneficial solutions. All partnership members actively participate in team meetings and follow through on assigned action items.

Establish procedures for coordination regarding topics of mutual concern including but not limited to these items:

- Cultural resources
- Natural resources
- Long-range planning
- Access management
- Right of way coordination
- Emergency projects
- Aeronautical projects

Seven different groups formed at the initial meeting of this partnership. These groups and the original members are listed here. The partnership thanks them for their dedication and the work they did to create this manual. Please refer to pages 7-8 for a list of current groups and members.

EXECUTIVE STEERING COMMITTEE

Floyd Roehrich, ADOT
Jennifer Toth, ADOT
Ken Davis, FHWA
Matt Burdick, ADOT
Mayela Sosa, FHWA
Michael Klein, ADOT
Ruben Ojeda, ASLD
Stephen Williams, ASLD
Todd Williams, ADOT
Vanessa Hickman, ASLD

LONG-RANGE TRANSPORTATION PLANNING AND PROJECT DEVELOPMENT SUBGROUP

Chuck Vencill, ASLD
Dianne Kresich, ADOT
Ed Stillings, FHWA
Edward Dietrich, ASLD
Justin Feek, ADOT
Kenneth Potts, ADOT
Nancy Garcia, ASLD
Prakash Kamdar, ADOT
Thor Anderson, ADOT
Tim Wilson, ADOT

ACCESS MANAGEMENT / ACCESS CONTROL SUBGROUP

Dave Edwards, ADOT
Gloria Nichols, ASLD
Gordon Taylor, ASLD
Greg Novak, ASLD
Janette Quiroz, ADOT
Jim Gross, ASLD
Ken Davis, FHWA
Larry Langer, ADOT
Mike Manthey, ADOT
Paula Gibson, ADOT
Teresa Welborn, ADOT
Tom Helmer, ADOT
Victor Yang, ADOT

RIGHT OF WAY, UTILITIES AND RAILROAD SUBGROUP

James Rees, ASLD
Dave Edwards, ADOT
Layne Patton, FHWA
Marcel Benberou, ADOT
Muhammad Saleque, ADOT
Paula Gibson, ADOT
Robert AH Travis II, ADOT
Sue Russell, ASLD

AERONAUTICAL PROJECTS SUBGROUP

Gloria Nichols, ASLD
Gordon Taylor, ASLD
Greg Novak, ASLD
Jim Gross, ASLD
Kenneth Potts, ADOT
Mike Klein, ADOT
Tom Helmer, ADOT

CULTURAL RESOURCES SUBGROUP

Linda Davis, ADOT
Mary Frye, FHWA
Ruth Greenspan, ADOT
Steve Ross, ASLD

RESOURCE MANAGEMENT FOR CONSTRUCTION AND MAINTENANCE SUBGROUP

Alvin Stump, ADOT
Emily Christ, ADOT
Jim Gross, ASLD
Kim Bennett, ADOT
Leigh Waite, ADOT
Michael Jones, ADOT
Mike Dennis, ASLD
Paul Langdale, ADOT
Stephen Williams, ASLD
Tom Deitering, FHWA

The active groups and members as of January 1, 2016, are listed in this section. The partnership thanks them for their continuing support and ongoing efforts.

Any ASLD, FHWA or ADOT employee may submit a request to convene a meeting of a subgroup or the executive steering committee. The request should be sent by email to the ADOT Partnering Office at PartneringInfo@azdot.gov. The request should include a description of the reason the meeting is being requested and the contact information for the person requesting the meeting. The partnering facilitator assigned to the partnership will contact the person making the request, provide information to the executive steering committee and follow the guidance they provide, including responding with an action plan to the person making the request.

EXECUTIVE STEERING COMMITTEE

Layne Patton, FHWA
Michael Kies, ADOT
Michael Klein, ADOT
Paul O'Brien, ADOT
Paula Gibson, ADOT
Ruben Ojeda, ASLD
Steve Boschen, ADOT
Todd Emery, ADOT

LONG-RANGE TRANSPORTATION PLANNING AND PROJECT DEVELOPMENT SUBGROUP

Mike Nesselrode, ASLD
Ed Stillings, FHWA
Justin Feek, ADOT
Victoria Carella, ASLD
Thor Anderson, ADOT
Victor Yang, ADOT

ACCESS MANAGEMENT / ACCESS CONTROL SUBGROUP

Dave Edwards, ADOT
Gloria Nichols, ASLD
Greg Novak, ASLD
Jennifer Cannon, ADOT
Dennis Smith, ADOT
Maysa Hanna, ADOT
Paula Gibson, ADOT
Ruben Ojeda, ASLD
Tom Deitering, FHWA
Annette Riley, ADOT

RIGHT OF WAY, UTILITIES AND RAILROAD SUBGROUP

Dave Edwards, ADOT
James Rees, ASLD
Jim Walcutt, ADOT
Dennis Smith, ADOT
Layne Patton, FHWA
Paula Gibson, ADOT

Jason Pike, ADOT
Ruben Ojeda, ASLD
Sue Russell, ASLD
Vicki Bever, ADOT

AERONAUTICAL PROJECTS SUBGROUP

Gloria Nichols, ASLD
Greg Novak, ASLD
Layne Patton, FHWA
Michael Klein, ADOT
Ruben Ojeda, ASLD

CULTURAL RESOURCES SUBGROUP

Linda Davis, ADOT
Rebecca Yedlin, FHWA
Ruth Greenspan, ADOT
Matt Behrend, ASLD

RESOURCE MANAGEMENT FOR CONSTRUCTION AND MAINTENANCE SUBGROUP

Alvin Stump, ADOT
Emily Christ, ADOT
Michael Jones, ADOT
Mike Dennis, ASLD
Justin White, ADOT
Rebecca Yedlin, FHWA
Tom Deitering, FHWA

CHAPTER 2

GUIDELINES FOR

LONG-RANGE TRANSPORTATION PLANNING

AND PROJECT DEVELOPMENT

GUIDELINES FOR LONG-RANGE TRANSPORTATION PLANNING AND PROJECT DEVELOPMENT

The goal of these guidelines is to ensure coordination and participation between ASLD and ADOT in the long-range planning and project scoping phase.

ROAD, RAIL, TRANSIT, BICYCLE AND PEDESTRIAN MODES

The long-range planning process begins in the ADOT Multimodal Planning Division (MPD) with studies that determine the need for and feasibility of transportation improvements over a time span of 20 years or more. Recommendations may address all modes and can focus on the need for improvements to existing systems as well as potential new facilities. Input from stakeholders is collected, documented and considered during the long-range planning process.

Some projects originate from areas other than through the long-range planning process. Information regarding these projects may not be available prior to more in-depth engineering and environmental analysis, which occurs at the major scoping level. At this level, a Design Concept Report (DCR) and an Environmental Document (ED) are undertaken to develop alternatives and impacts. During these studies there are many opportunities for coordination with and input from project stakeholders, including the Arizona State Land Department and other land management agencies. The input received aids decision makers in selecting a final alternative.

After a final alternative is selected, final design is undertaken and right of way (ROW) is acquired. Minor adjustments to the final alternative alignment may occur at this stage. Close coordination is needed between ADOT's ROW agents and the land management agencies from which land will be acquired.

We agree to implement the following communication plan. At each level, those listed will be included in communications.

ROAD, RAIL, TRANSIT, BICYCLE AND PEDESTRIAN MODES

1. Long-Range Planning Studies Level

One meeting per year will be held on the third Wednesday of September to share long-range plans from both agencies and ADOT (DCR/ED) major scoping studies that originated from sources other than the Long-Range Transportation Plan. ASLD may choose to be a member of the Technical Advisory Committee (TAC) for a specific planning study based on information received at these meetings.

- ADOT Airport Grants Manager
- ADOT Freight and Rail Project Managers
- ADOT PARA Project Managers
- ADOT ES Roadside Resources Manager
- ADOT Statewide or Urban Section Manager
- ADOT Statewide or Urban Project Manager
- ADOT Utilities and Railroad Manager
- ASLD Planning and Engineering Section Manager
- ASLD ROW Section Manager
- FHWA Environmental
- FHWA Planning

2. DCR/ED Preliminary Engineering Level

This level looks at alternative routes; ASLD can be a participating agency if they choose. ASLD representatives will be invited to all meetings and receive copies of draft documents.

- ADOT Environmental Planner
- ADOT ES Roadside Resources Manager
- ADOT ROW Agent
- ADOT Statewide or Urban Project Manager
- ADOT Utilities and Railroad Manager's Designee
- ASLD Planning and Engineering Section Manager's Designee
- FHWA Area Engineer (as needed)
- FHWA Environmental (as needed)
- FHWA ROW (as needed)

3. Land Acquisition / Design Level

- ADOT Statewide or Urban Project Manager
- ADOT Environmental Planner
- ADOT ES Roadside Resources Manager
- ADOT ROW Agent
- ADOT Utilities and Railroad Manager's Designee

- ASLD Planning and Engineering Section Manager's Designee
- ASLD ROW Agent
- FHWA Area Engineer (as needed)
- FHWA Environmental (as needed)
- FHWA ROW (as needed)

AERONAUTICS

To ensure Arizona's airport system continues to connect, move, and support the state's needs effectively, ADOT initiated the Arizona State Airports System Plan (SASP). The SASP provides direction for state aviation system planning for the next 20 years. The purpose of this plan is to provide a framework for the integrated planning, operation and development of Arizona's aviation assets. More detailed planning and analysis will be accomplished as part of the individual airport master plans.

An Airport Master Plan is a comprehensive study of an airport and describes the short-, medium- and long-term development plans to meet future aviation demand while considering potential environmental and socioeconomic impacts. The master plan will identify specific projects that require acquisition of land near the airport.

Every fall, ADOT requests airport sponsors to submit a five-year Airport Capital Improvement Plan (ACIP) based on the needs identified in the Airport Master Plan.

We agree to implement the following communication plan. At each level, those listed will be included in communications.

1. SASP and Master Plan Level

One meeting per year will be held on the third Wednesday of September. Communication at this level will include sharing of information from SASP and master plans. ASLD may choose to participate in any airport planning meetings based on information received at these meetings.

- ASLD ROW or Commercial Lease and Sales Section Manager
- ASLD Planning and Engineering Section Manager
- ADOT Aeronautics Grants Manager

2. Five-Year Airport Capital Improvement Plan Level

- ASLD ROW or Commercial Lease and Sales Section Manager
- ASLD Planning and Engineering Section Manager's Designee

- Airport Sponsor
- ADOT Aeronautics Grants Manager

3. Environmental Assessment Level

- ASLD ROW or Commercial Lease and Sales Section Manager
- ASLD Planning and Engineering Section Manager's Designee
- Airport Sponsor
- ADOT Aeronautics Grants Manager

4. Land Acquisition Level

- ASLD ROW or Commercial Lease and Sales Section Manager's Designee
- Airport Sponsor
- ADOT Aeronautics Grants Manager

5. Design Level

- ASLD Planning and Engineering Section Manager
- Airport Sponsor
- ADOT Aeronautics Grants Manager

COMMUNICATION

ASLD Planning and Engineering Section
1616 W. Adams St., Phoenix, AZ 85007
602.542.3671

ADOT Multimodal Planning Division
206 S. 17th Ave., MD 310B, Phoenix, AZ 85007
602.712.7431

ADOT Aeronautics Group
206 S. 17th Ave., MD 426M, Phoenix, AZ 85007
602.712.7431

CHAPTER 3

GUIDELINES FOR

ACCESS MANAGEMENT / ACCESS CONTROL

GUIDELINES FOR ACCESS MANAGEMENT / ACCESS CONTROL

ASLD and ADOT, in cooperation with FHWA, are documenting a procedure wherein access control, when required by ADOT, can become a component of the ROW issued by ASLD.

ADOT recognizes ASLD, in many instances, has not planned its asset to the extent necessary to determine future access locations to meet the ASLD mission goal of maximizing return to the State Trust.

ASLD recognizes ADOT has a responsibility to control access to assure safety and mobility to the traveling public; in many instances, ADOT highway planning efforts, in conjunction with FHWA, precede development or sale of ASLD assets.

The agencies agree to a collaborative effort that will balance access and mobility to benefit the state highway users and trust beneficiaries of the state of Arizona.

PROCESS FOR PURCHASING NEW RIGHT OF WAY INCLUDING ACCESS CONTROL OR ACCESS CONTROL ON EXISTING RIGHT OF WAY

1. ADOT, during the scoping (PA/SL/CE/EA/EIS/DCR) process, will review ASLD title records to identify existing users of State Trust Land that crosses, abuts or overlaps the planned alignment.

2. ADOT will work closely with ASLD to reach agreement on access management.

3. ADOT, when ready to begin the ROW acquisition process as identified in the Right of Way, Utilities and Railroad Coordination chapter, requests a preapplication conference with the ASLD ROW section. ADOT should be prepared to provide a brief summary of the project at the time of the request to facilitate having the appropriate ASLD personnel at the meeting.

a. ADOT will bring to the meeting supporting mapping of the information, including existing users of State Trust Land, that

will normally be easements and surface lessees which cross, abut, or overlap the planned alignment.

b. ADOT will be prepared to discuss how its construction and final alignment will individually affect current ASLD users.

c. ADOT/ASLD will try to identify and bring supporting staff necessary for a detailed discussion on the project.

4. At the preapplication conference, attendees will complete these tasks:

a. ASLD will do a brief review of the results of ADOT's title search.

b. ASLD will do a brief review of ADOT's construction plans.

c. ADOT will detail the access control request, including reasons when applicable for the access control.

d. ASLD and ADOT will discuss specific concerns regarding

i. existing prior right holders.
ii. other existing ASLD surface/subsurface users.
iii. ADOT access control request.
iv. other effects on State Trust Lands.

e. ASLD will discuss anticipated application process for this specific project.

f. ASLD and ADOT will discuss prioritization and anticipated timeline of issuance of the ROW grant.

5. ADOT, taking into consideration discussions in the preapplication conference, will prepare and files its application and application fee for ROW acquisition along with separate legal descriptions for access controlled areas vs. non-access areas to ASLD standards.

6. When ASLD issues rights of ways to ADOT, which include access control, such access control shall be defined in the "Additional Conditions" of the conveyance document (nonboilerplate language). Please refer to this **document** for the language that has been agreed on by the agencies and use it as deemed appropriate for the project. This document also includes the agreed on language for removal of gates accessing the highway, installation of ROW fencing and maintenance.

7. ADOT will continue to perform a before-and-after appraisal analysis of proposed ROW acquisition and any associated access control. If resulting damages are

concluded, due to the access control component of the ROW acquisition, ADOT shall continue to compensate ASLD for the altered access. Compensation may be mitigated by measures deemed appropriate to both agencies.

ENCROACHMENT PERMITS

ADOT issues an Encroachment Permit to allow access by a third party above, below or within an ADOT ROW.

Depending on the use, ASLD will issue either a ROW grant or a commercial instrument to allow a third party to use trust lands for a variety of purposes. The application process is similar.

ADOT will notify the FHWA realty officer when an application for a permit is received for access to a controlled-access highway.

The following process will be followed by both agencies to coordinate access to an ADOT highway.

1. When an ADOT District Permit office receives a request from a third party for access to an ADOT highway the ADOT staff will complete these tasks:

a. Require the applicant to provide satisfactory documentation showing who owns the abutting property.

b. Require the applicant to provide either a copy of the ASLD application that has a receipt stamp or a letter of acknowledgement from ASLD if the abutting property is State Trust Land.

c. If the abutting property is trust land, mail a copy of the ADOT application and related documents to these addresses:

i. ASLD ROW Section at 1616 W. Adams, Phoenix, AZ 85007
ii. ADOT Maintenance Permit Services at 206 S. 17th Ave., Phoenix, AZ 85007

2. When ASLD receives a request from a third party for an access road on State Trust Lands proposed to connect to an ADOT highway, ASLD staff will complete these tasks:

a. Require the applicant to provide either a copy of the Highway Encroachment Permit application submitted to ADOT that has a receipt stamp or a letter of acknowledgement from ADOT.

b. Send written notification, including a copy of the application and a map showing the proposed access to the ADOT highway, to the appropriate ADOT District Office Permits Section.

3. If ADOT is agreeable to the request, its agents will pursue these actions:

a. ADOT will provide the ASLD ROW administrator or sales and leasing section manager a copy of the application which includes the terms and conditions.

b. The ROW grant or commercial instrument from ASLD will be subject to the ADOT permittee complying with the terms and conditions of the ADOT permit as well as any other terms and conditions ASLD determines are necessary.

4. If ADOT is not agreeable to the request for access, ADOT will provide the ASLD ROW administrator a written explanation of the reason(s). ASLD may not grant a ROW or commercial instrument that accesses an ADOT highway if ADOT states in writing that a permit will not be issued.

OUTDOOR ADVERTISING PERMITS

1. When ASLD receives a request from a third party for outdoor advertising, they will complete these tasks:

a. Require the applicant to provide either a copy of the Outdoor Advertising Permit application submitted to ADOT that has a receipt stamp or a letter of acknowledgement from ADOT.

b. Send written notification, including a copy of the application and a map showing the proposed outdoor advertising location to the ADOT Maintenance Permit Services Office.

2. When ADOT Maintenance Permit Services receives a request from a third party for outdoor advertising, they will complete these tasks:

a. Require the applicant to provide satisfactory documentation showing who owns the land where the outdoor advertising would be installed.

b. Require the applicant to provide either a copy of the ASLD application that has a receipt stamp or a letter of acknowledgement from ASLD if the land is State Trust Land.

TOOL BOX

- **Proposed Traffic Interchanges**: These are to be built by others (Private T.I. Policy). This tool is only a planning tool and will be used prior to the National Environmental Policy Act (NEPA) process, when planning for access controlled highways. During the NEPA process the traffic interchanges will be identified. During design, the traffic interchange could still be revised according to the design requirements and the NEPA document may need to be updated.

- **Cost to Cure**: Because ASLD could not establish the long-term severance impact to the land because it was not currently being used to the ultimate highest and best use, ADOT paid ASLD the cost to construct a grader/future frontage road along the entire access control ROW. Depending on the situation, ADOT may or may not acquire easement rights to the grader/future frontage road.

- **Frontage Roads**: ADOT may elect to develop a frontage road and include it in the highway system.

There could be situations where a small parcel of ASLD property is isolated from other trust holdings. ADOT may want to purchase this property in fee title instead of providing a frontage road or grader/future frontage road.

ACCESS MANAGEMENT

This section will be developed after the rulemaking moratorium is lifted and ADOT is able to move forward with their Access Management Program.

ACCESS FOR ADOT TO DO MAINTENANCE

Ideally, ADOT will already have the ROW necessary to perform all maintenance activities. If ADOT finds it must encroach on trust lands to perform a maintenance activity, a Temporary Construction Easement (TCE) must be obtained. ADOT will contact the ASLD ROW Section manager for these instances.

COMMUNICATION

Access Control with Right of Way

ASLD ROW Section Manager
1616 W. Adams St., Phoenix, AZ 85007
602.542.2648

ADOT Chief ROW Agent
205 S. 17th Ave., MD 612E, Phoenix, AZ 85007
602.712.7316

Encroachment Permits

ASLD ROW Section Manager
1616 W. Adams St., Phoenix, AZ 85007
602.542.2648

LINKS TO ADOT PERMITS OFFICES

ADOT Encroachment Permit Forms

Northcentral District

Northeast District

Central Maintenance District

Northwest District

Southeast District

Southcentral District

Southwest District

Outdoor Advertising

ASLD Sales and Commercial Leasing Section
1616 W. Adams St., Phoenix, AZ 85007
602.542.1300

ADOT Maintenance Permits Services
206 S. 17th Ave., MD 004R, Phoenix, AZ 85007
602.712.7386

DOCUMENTS

Examples of the Letter of Acknowledgement from each agency as referenced in Outdoor Advertising will be provided at a later date.

ADOT "Outdoor Advertising" Permit Forms

ADOT Encroachment Permit Forms

CHAPTER 4

GUIDELINES FOR

RIGHT OF WAY, UTILITIES

AND RAILROAD COORDINATION

GUIDELINES FOR RIGHT OF WAY, UTILITIES AND RAILROAD COORDINATION

The goal of these guidelines is to ensure coordination between ASLD and ADOT in the acquisition process for rights of way for ADOT highway construction projects.

We agree to implement and follow these processes.

1. ADOT will have a draft scoping document and will be ready to begin the ROW acquisition process. ADOT will prepare the application addendum and supporting exhibits, including but not limited to information regarding these topics:

- Potential for mineral material component
- Potential need for water
- Potential need for purchase of vegetation
- Potential stockpiling, crushing, batch plants, material storage and staging areas
- Coordination regarding utility or railroad relocations
- Potential for access restrictions, including the removal of gates, installation of ROW fencing, maintenance, etc., that would be defined in the "Additional Conditions" of the conveyance document (nonboilerplate language). Refer to this **document** for the specific language that has been agreed on
- Coordination regarding termination or amendments to existing ROW grants or leases to others
- Information regarding current leases and leasehold improvements
- Potential for purchase of fee interest for any portion of the ROW required for the project

2. ADOT will apply for the necessary authorization to proceed with preliminary engineering ROW activities from FHWA.

3. ADOT will contact the ASLD ROW Section to schedule a preapplication meeting, which may include one or more of these staff:

- ADOT Designer
- ADOT Project Manager
- ADOT ROW Coordinator
- ADOT ROW Agent
- ADOT Utilities and Railroad Coordinator
- Other ADOT staff as applicable

4. ADOT will bring a complete set of existing ROW plans that show the current KE Codes (see page 24) and impacted State Trust Lands to the preapplication meeting.

5. ADOT Utilities and Railroad Section will coordinate with any affected utility or railroad companies to ensure the parallel application process is initiated.

6. ADOT will submit the application to ASLD with the scoping document. Included with the application will be any pages from existing ROW plans requested by ASLD.

7. ASLD will issue the ROW application number. If the application is hand delivered to ASLD, the person delivering the application will be given the number at that time. If the application is mailed, the ADOT representative will need to call the ASLD ROW Section to get the number.

8. The ADOT ROW agent will enter the ASLD ROW application number into the ADOT Project Reference Data Warehouse. The ROW application number will then be used by both agencies on all documents related to that particular project.

9. The ADOT highway development process will continue. ASLD will be included in all design progress meetings. ASLD will provide input and may make recommendations as the project is being developed. The assigned ADOT ROW agent is responsible for sending any final documents or changes to documents that impact ASLD to the ASLD administrator for review and/or comment.

10. Required environmental studies will be coordinated with ASLD, and appropriate clearances will be granted.

11. ADOT will complete and submit updated ROW plans and legal descriptions to ASLD.

12. When possible, appraisals should be completed at or before 60 percent design and submitted to ASLD for review. In no case should the appraisal be completed prior to the cultural resource clearance required by ASLD.

13. ASLD will finalize the acquisition approval process.

14. ASLD will issue the ROW documents.

15. If the portion of the ROW plans that identify the footprint on trust lands is modified to accommodate an as-built condition, ADOT will provide the ASLD ROW Section manager with the amended legal description and ROW plans identifying the changes to trust lands.

16. The ROW document will be amended to show the changes to the legal description.

KIND OF ENTRY (KE) CODES USED BY ASLD IN THE RIGHT OF WAY DOCUMENTS

KE Code	Description
09	Road ROW – Fed/County/State
14	ROW – Lump Sum; Long Term
15	ROW – Lump Sum; Rental
16	ROW Perpetual
17	ROW Annual Rental
18	ROW 10 Year Definite
29	Limited Right of Entry
30	Right of Entry Permit
60	Right of Way Exchange
65	US Govt. Non-Rental Contracts
70	R.S. 2477 Roadways
71	ROW 10 Year Advance Rental Indefinite
72	ROW Original Federal Lease
78	Pre-Existing Railroad ROW

ASLD APPLICATIONS AND RELATED DOCUMENTS

1. **Right of Way Application Processing Time Line**
2. **Legal Description Survey Standards**
3. **Cultural Resource Report Check List**
4. **Cultural Resource Review Process**
5. **Native Plant Survey Protocol**
6. **Long Form Letter Temporary Right of Entry**
7. **Right of Entry Application and Agreement**
8. **Right of Way Instructions, Application and Addendum**
9. **Assignment of Lease, Permit, Right of Way**
10. **Application Addendum – Preliminary Application Conference Process**

COMMUNICATION

ASLD ROW Section Manager
1616 W. Adams St., Phoenix, AZ 85007
602.542.2648

ADOT Chief ROW Agent
205 S. 17th Ave., MD 612E, Phoenix, AZ 85007
602.712.7316

ADOT Utilities and Railroad Manager
205 S. 17th Ave., MD 618E, Phoenix, AZ 85007
602.712.8161

CHAPTER 5

GUIDELINES FOR

LAND ACQUISITION

FOR AIRPORT DEVELOPMENT

GUIDELINES FOR LAND ACQUISITION FOR AIRPORT DEVELOPMENT

These guidelines were created in coordination by ADOT and ASLD to develop a process for planning and acquisition of land for airports.

As the entity charged with issuing airport grant funds in accordance with State Transportation Board policies, ADOT is the conduit between ASLD and any airport sponsor desiring an airport or airport improvements. The airport sponsor is the entity that is legally responsible for the management and operation of an airport.

ADOT will make every effort to have a representative present during the initial meeting(s) between ASLD and a potential applicant. In support of this, any airport desiring control over State Trust Land or its airspace will need to contact ADOT before contacting ASLD. ASLD will refer any person, group or political entity that contacts them to ADOT.

The Federal Aviation Administration (FAA) and ADOT Aeronautics Group, which is part of MPD, award grants to airport sponsors for design, construction, environmental, planning and land acquisition projects. Upon accepting these grants, the airport sponsor agrees to several grant assurances. Part of these grant assurances are requirements to protect the airport in certain defined areas. The FAA Airport Improvement Program handbook (Order 5100-38C) provides greater detail on the requirements for grant eligibility and compliance.

The different areas for protection are defined by the FAA in the Advisory Circular 150/5300-13, "Airport Design." The first part of the following definitions is the official definition stated in this Advisory Circular. When the FAA modifies their definitions, ASLD and ADOT will coordinate to update this document.

All protection areas should be shown graphically on the Airport Layout Plan (ALP) or Drawing. The ALP is a drawing of the airport showing the layout of existing and proposed airport facilities. For any project to be eligible, it must be on a FAA or State approved ALP. A box will be shown on the ALP with the approval signatures. The actual dimensions of these areas will be listed on the ALP. These protected areas should be on airport property. The preferred method of control of the land is fee simple. If these areas are not on airport property, they can be controlled and protected by the airport with easements, leases or other property interests. Control by the airport, by the aforementioned means, is required in absence of fee simple. These areas should be clear of incompatible objects and activities and are often changed (increased) by the FAA due to safety concerns or aircraft accidents.

The two protected areas that the ASLD will be most likely involved in will be the Runway Protection Zone (RPZ) and the Runway Safety Area (RSA). The other protected areas should be on existing airport property. Of course, with a runway extension these areas will not be on airport property. Another area of involvement will be Federal Aviation Regulation Part 77, which describes obstructions to airspace. This usually results in height zoning. Land-use compatibility (mainly noise issues) will also result in land acquisition.

Land acquisition for protection is the acquisition of necessary land or interest in land for the protection of the Airport Approach Area, including the RPZ; RSA; object free area; horizontal, conical and transitional zones and navigational facilities. Eligible costs include appraisal, review appraisal, title, deed and legal costs associated with the land acquisition.

Land acquisition for airport development is the acquisition of necessary land or interest in land for current airport development such as runways, taxiways, associated safety areas, ramps, aprons and the land adjacent required by current standards. Land for airport terminal and administrative buildings, hangars and other airport buildings for the operation and maintenance of the airport, tie down areas, automobile parking, access roads and walks is eligible.

Land for the ROW for items such as drainage, sanitary sewers, stormwater runoff or utility lines are eligible. Eligible costs include appraisal, review appraisal, title, deed and legal costs associated with the land acquisition. Land acquisition for future development (more than five years after acquisition) is

eligible based on reasonable projection of aeronautical need as determined by ADOT and/or the FAA.

ADOT will not fund any land acquisition for commercial or residential development of private facilities such as hotels, motels, restaurants, warehouses or factories. Anyone desiring to develop these types of facilities will need to work directly with ASLD. Land acquisition for protection has a high priority whereas the land acquisition for airport development has a much lower priority for grant funding through ADOT.

We acknowledge that special circumstances may arise and these circumstances may require alternative methods.

ILLUSTRATIONS

- **Airport Layout Plan (ALP)**: A drawing of the airport showing the layout of existing and proposed airport facilities. Examples of an Airport Layout Plan are included as **Illustration #1**.

- **Runway Protection Zone (RPZ)**: Formerly known as *Clear Zone,* an area off the runway end to enhance the protection of people and property on the ground. The RPZ is trapezoidal in shape. Its dimensions are determined by the aircraft approach speed and runway instrument approach type. The runway protection begins 200 feet beyond the area used for landing or takeoff. The inner width ranges from 250 to 1,000 feet. The outer width ranges from 450 to 1,750 feet. The length ranges from 1,000 to 2,500 feet. The area ranges from 8 to 79 acres. The departure RPZ is equal to or less than the approach RPZ standards. The FAA does not allow parking lots or roads within the RPZ. Examples of a Runway Protection Zone are included as **Illustration #2.**

Other airports may have Approach and Departure RPZs. Examples of Approach and Departure RPZs are included as **Illustration #3**.

- **Runway Safety Area (RSA)**: A defined surface surrounding the runway prepared or suitable for reducing the risk of damage to airplanes in the event of an undershoot, overshoot or excursion from the runway. The runway safety area must be clear, graded, free of objects and have good drainage. The dimensions are determined by the aircraft type (Airport Reference Code) using the airport. It must be able to support the weight of an aircraft, fire vehicle and snow removal equipment. The width ranges from 120 to 500 feet. The length ranges from 240 to 1,000 feet. Examples of a Runway Safety Area are included as **Illustration #4**.

- **Object Free Area (OFA)**: An area on the ground centered on a runway, taxiway or taxilane centerline provided to enhance the safety of aircraft operations by having the area free of objects, except for objects that need to be located in the OFA for air navigation or aircraft ground maneuvering purposes. The dimensions are determined by the aircraft type (Airport Reference Code) using the airport. The width ranges from 250 to 800 feet. The length ranges from 240 to 1,000 feet. Examples of an Object Free Area are included as **Illustration #5**.

- **Obstacle Free Zone (OFZ)**: The airspace below 150 feet above the established airport elevation and along the runway and extended runway centerline that is required to be free of all objects, except for frangible visual NAVAIDS (navigation aids) that need to be located in the OFZ because of their function, to provide clearance protection for landing or taking off from the runway and for missed approaches. There are several types of obstacle free zones, such as runway or inner approach. The dimensions are determined by the aircraft type (Airport Reference Code) using the airport. The OFZ begins 200 feet from the end of the runway and width ranges from 200 to 800 feet. Examples of an Obstacle Free Zone are included as **Illustration #6**.

- **Building Restriction Line (BRL)**: A line that identifies suitable building areas on airports. The BRL should encompass the RPZs, runway OFA, runway visibility zone, NAVAID critical areas, areas required for instrument procedures and airport traffic control tower clear line of sight. The dimensions are determined by the aircraft type (Airport Reference Code) using the airport. Examples of a Building Restriction Line are included as **Illustration #7**.

- **Airport Class System Map:** A map showing the Airport Class System and State Trust land is included as **Illustration #8.**

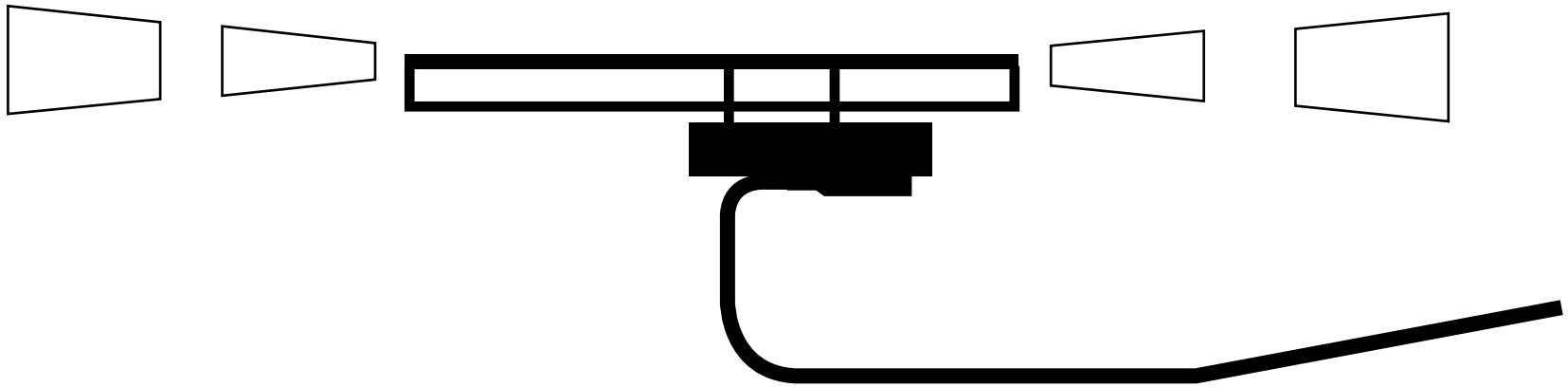
COMMUNICATION

ASLD ROW Section Manager
1616 W. Adams St., Phoenix, AZ 85007
602.542.2648

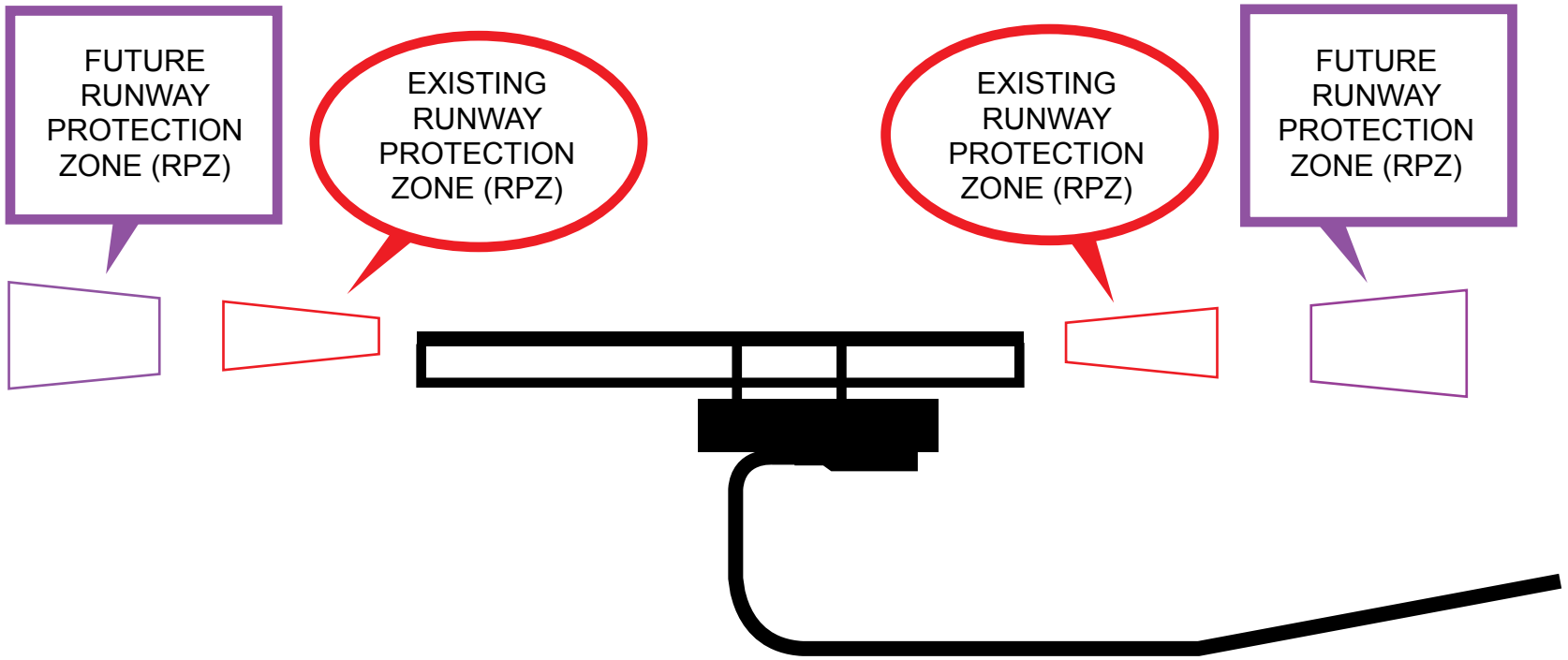
ASLD Commercial Lease and Sales Section Manager
1616 W. Adams St., Phoenix, AZ 85007
602.542.3000

ADOT Aeronautics Group Manager
206 S. 17th Ave., MD 426M, Phoenix, AZ 85007
602.712.7647

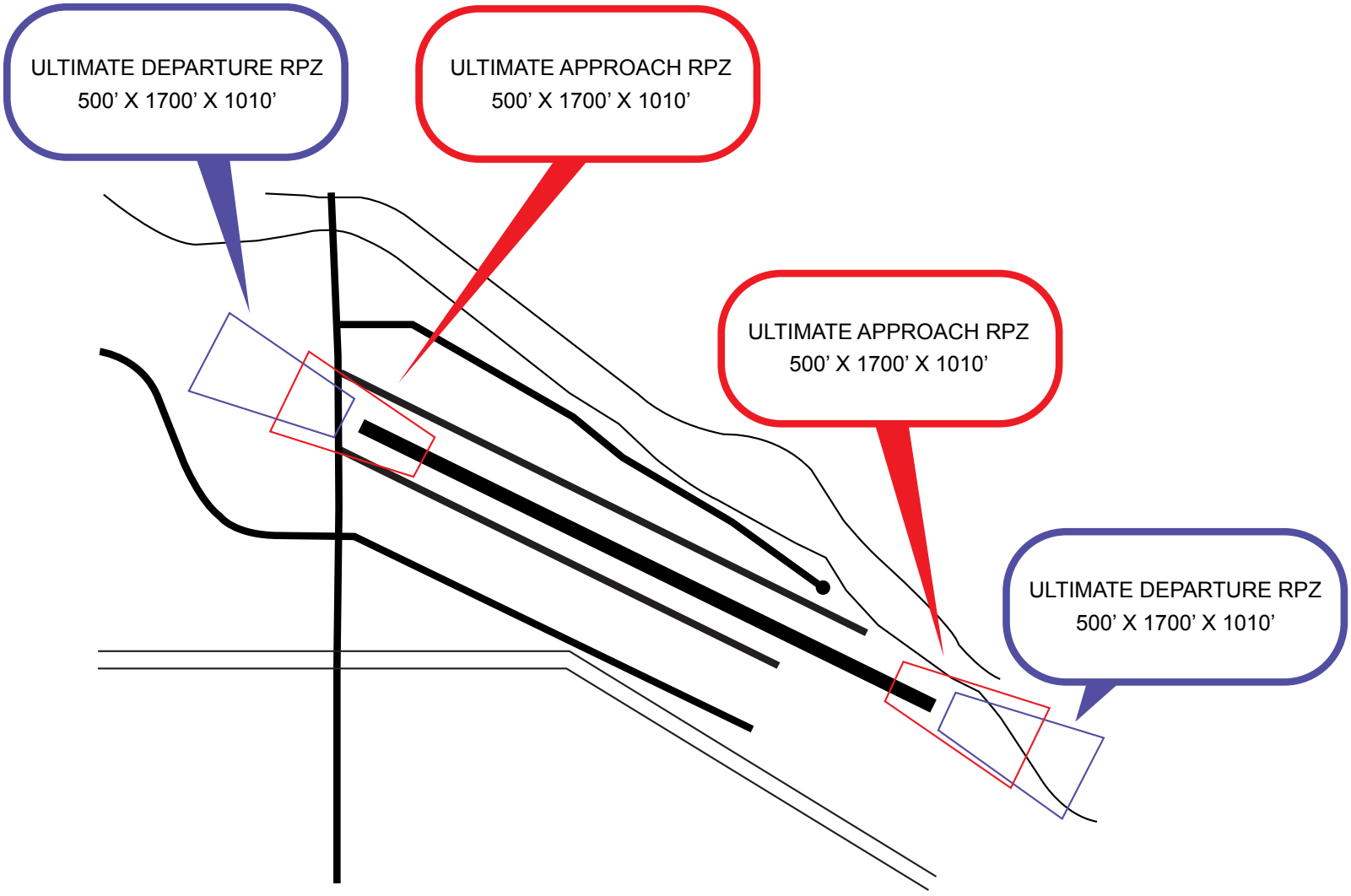
AIRPORT LAYOUT PLAN (ALP) **Illustration #1**



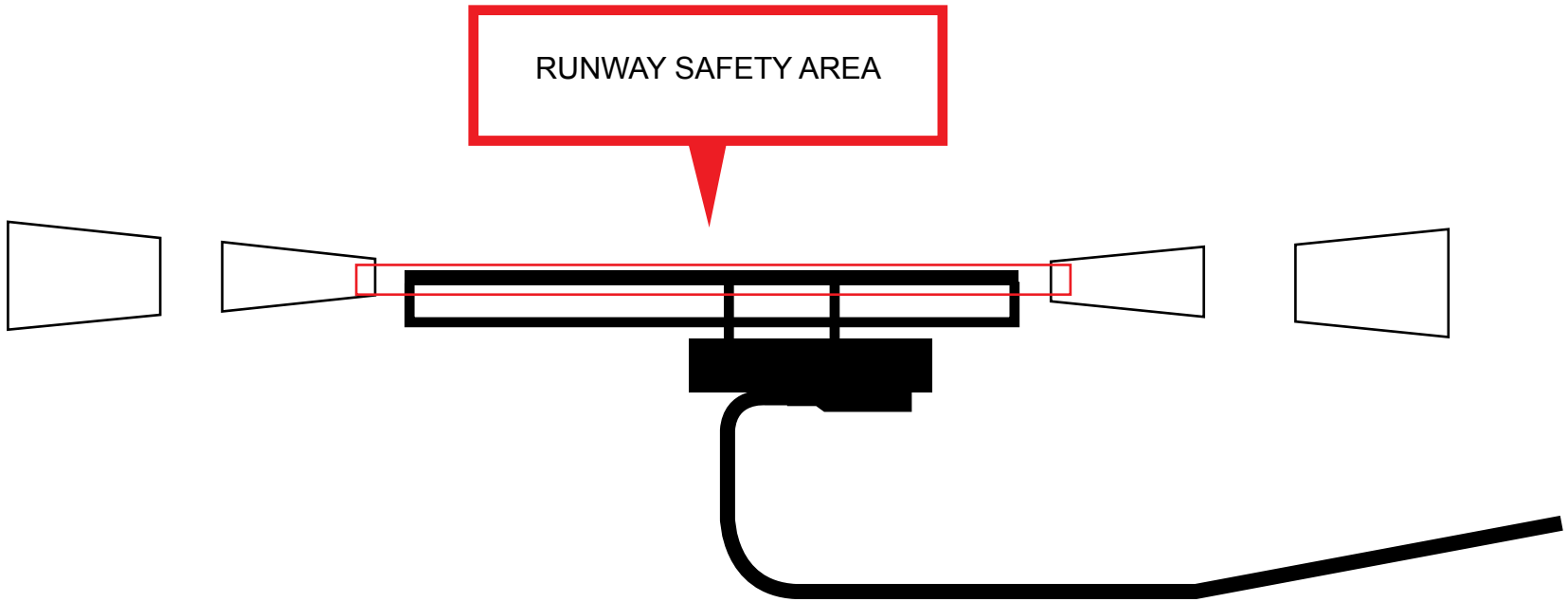
RUNWAY PROTECTION ZONE (RPZ) **Illustration #2**



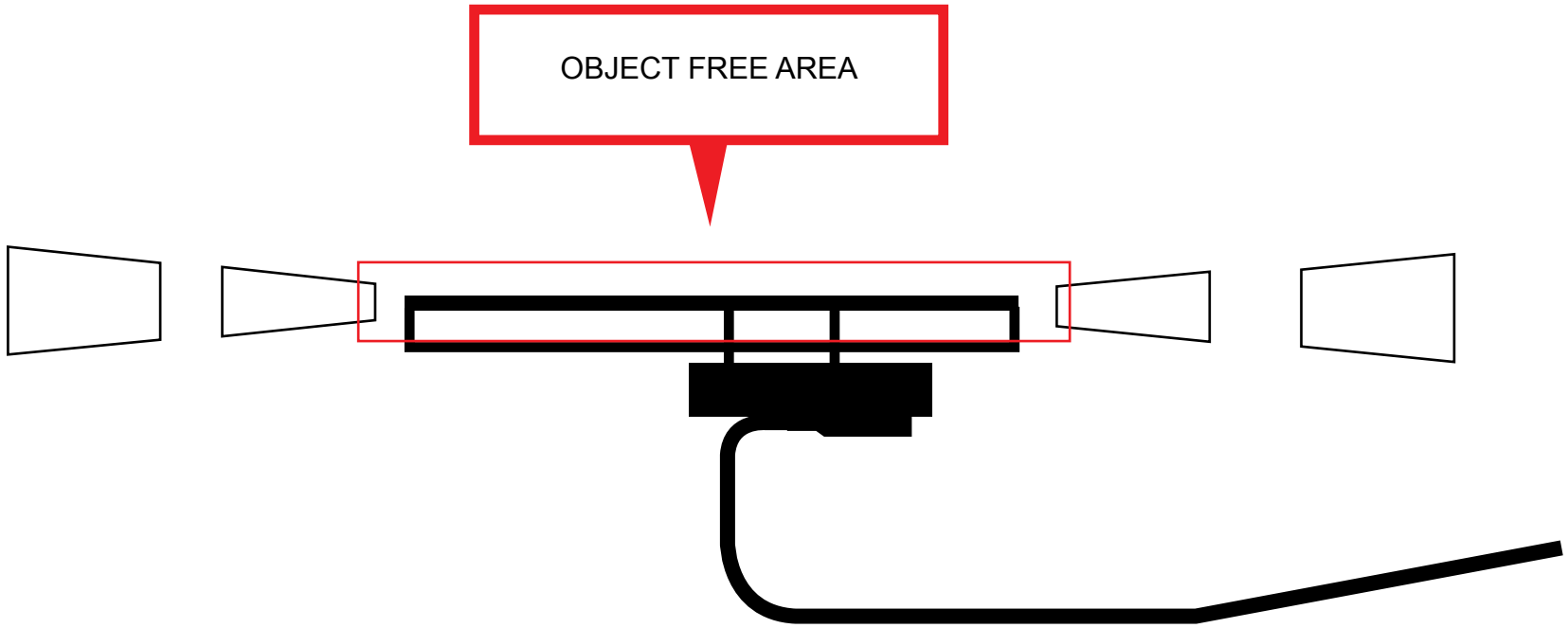
APPROACH AND DEPARTURE (RPZ) **Illustration #3**



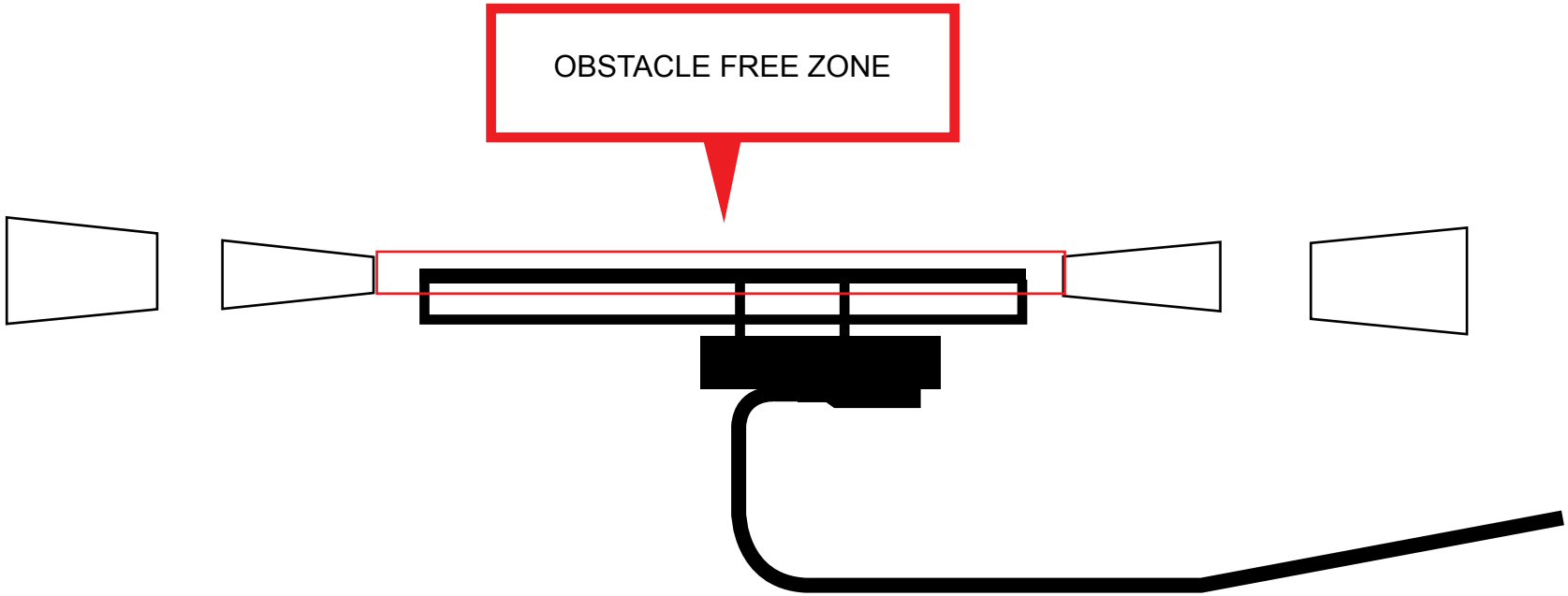
RUNWAY SAFETY AREA (RSA) **Illustration #4**



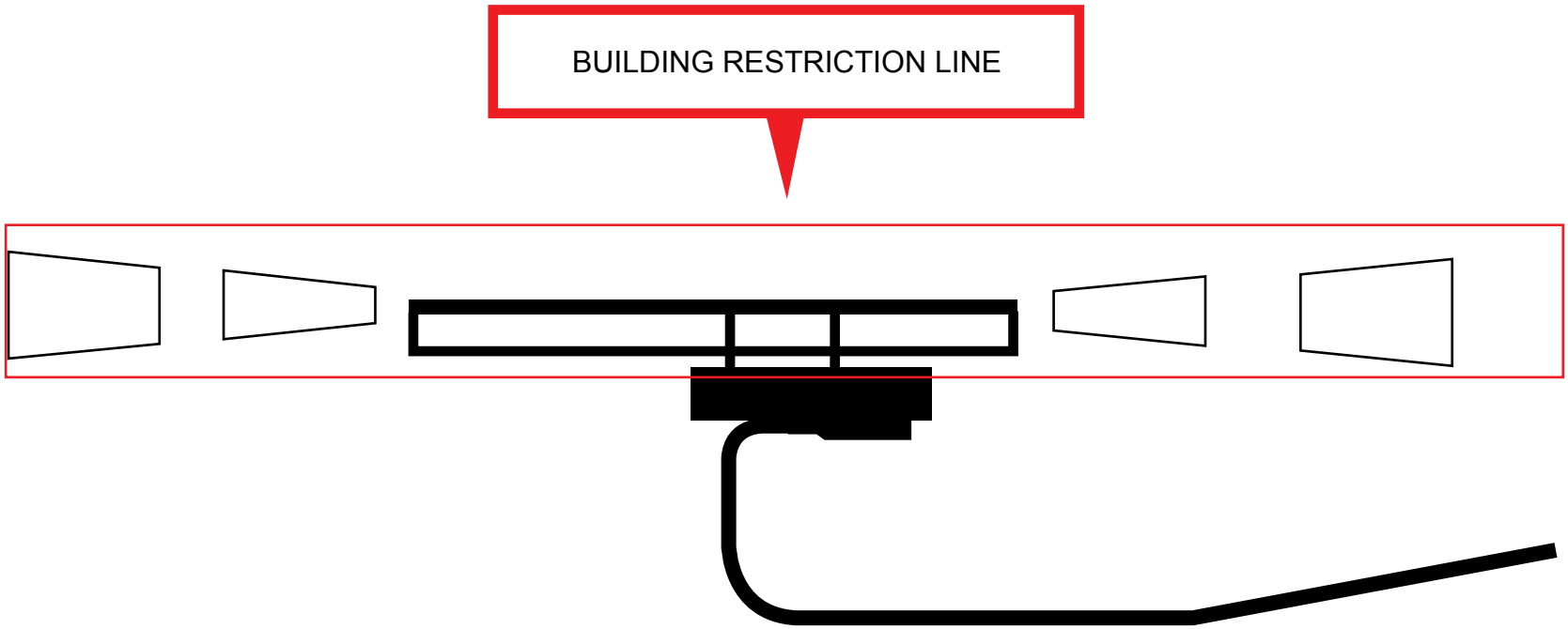
OBJECT FREE AREA (OFA) **Illustration #5**



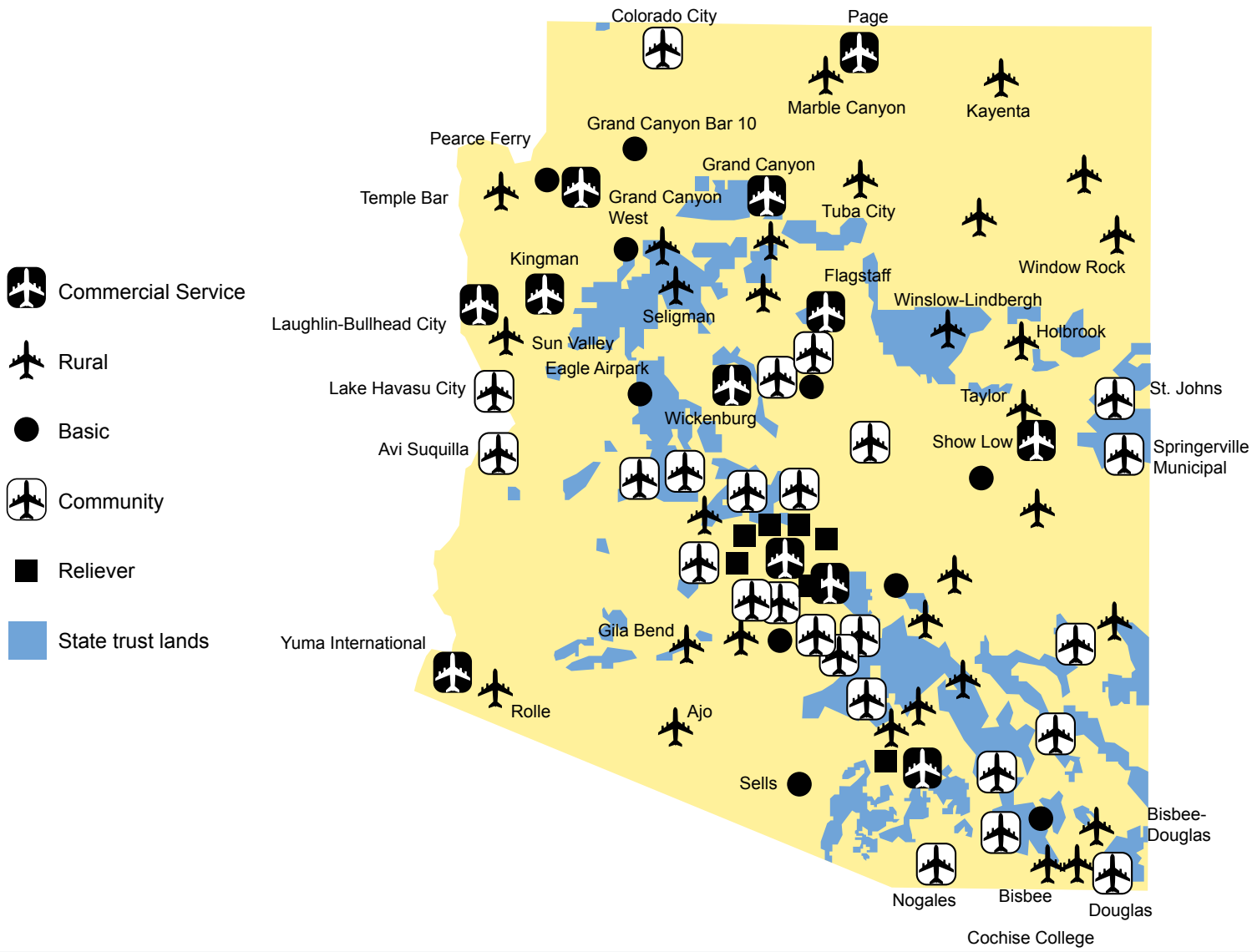
OBSTACLE FREE ZONE (OFZ) **Illustration #6**



BUILDING RESTRICTION LINE (BRL) **Illustration #7**



AIRPORTS AND STATE TRUST LANDS **Illustration #8**



CHAPTER 6

GUIDELINES FOR

CULTURAL RESOURCES

GUIDELINES FOR CULTURAL RESOURCES

The Cultural Resources Subgroup has implemented several changes resulting in a more efficient process. ADOT contributed funding to a part-time position at ASLD, which allowed ASLD to hire a cultural resources specialist who is focusing on ADOT projects. A checklist for report standards has been created. A programmatic agreement titled “Regarding the Historic Preservation Compliance Process for Highway Projects Crossing State Trust Land Administered by the Arizona State Land Department” is being developed.

The new position, checklist and the programmatic agreement will increase efficiency and streamline the review process. The relationship between the agencies has greatly improved. The programmatic agreement will formalize the process so that future employees will continue to work together for the benefit of both agencies.

COMMUNICATION

ASLD Cultural Resources Manager
1616 W. Adams St., Phoenix, AZ 85007
602.542.2119

ADOT Environmental Planning Group Manager
1611 W. Jackson St., MD EM02, Phoenix, AZ 85007
602.712.7767

CHAPTER 7

GUIDELINES FOR

RESOURCE MANAGEMENT

FOR CONSTRUCTION AND MAINTENANCE

GUIDELINES FOR RESOURCE MANAGEMENT FOR CONSTRUCTION AND MAINTENANCE

Information presented in this chapter applies only to State Trust Lands leased by the ADOT for constructing and maintaining ADOT roadway projects and facilities. Private contractors leasing State Trust Lands and participating in ADOT projects may not rely on the information presented in this document. Private contractors leasing State Trust Lands with the intention of using the land to support ADOT projects must coordinate with both ADOT and ASLD.

This summary describes the general application process for ASLD permits, grants, or leases associated with proposed ADOT construction and maintenance activities. ASLD processes all applications individually and evaluates each application for unique situations or characteristics that might require special attention. Consequently, ADOT should contact the appropriate person at ASLD as soon as a project moves from concept to planning so ASLD and ADOT can devise the best approach for the roadway project. Contact information can be found in chapter 10 of this document. Chapter 8 of this manual provides guidance for issue resolution and an escalation ladder that will be utilized when staff are unable to resolve an issue.

ASLD classifies ADOT activities conducted on State Trust Lands into three categories:

1. Construction and maintenance activities conducted within existing ADOT ROW

2. Construction and Maintenance activities conducted outside existing ADOT ROW

3. State Trust Lands leased by ADOT as a materials source or as an established maintenance facility

ADOT and the FHWA developed procedures to comply with NEPA; ADOT typically implements these procedures to satisfy NEPA requirements on roadway projects. In general, ADOT's NEPA procedures also satisfy ASLD requirements for ADOT activities conducted on State Trust Lands within ADOT ROW (**Category 1**).

The following ASLD leases, grants and permits apply to ADOT activities conducted outside ADOT ROW on State Trust Lands (**Categories 2 and 3**).

COMMON VARIETY MINERAL MATERIAL LEASE

This lease agreement applies to mining, processing and selling of natural rock products (aggregates, clay, borrow and landscape materials). ASLD requires 10 to 12 months to process a common variety mineral material lease application. Lease applicants must submit a Mineral Development Report as part of the application process. Arizona statutes require that ASLD award common variety mineral material leases to the highest bidder at public auction.

These activities are associated with a common variety mineral material lease:

- Clearing vegetation
- Excavating materials
- Processing
- Batching
- Hauling materials
- Storing/stockpiling
- Staging equipment
- Maintaining equipment
- Suppressing dust
- Wasting (backfilling excavations with inert material as part of reclamation)

Lease holders cannot renew common variety mineral material leases beyond the original term of the lease, in accordance with state statutes. The holder of a common variety mineral material lease must submit a new application to continue mining common variety mineral material after the lease expires. ADOT currently holds no active common variety mineral material leases on State Trust Lands, nor has ADOT submitted any applications for common variety mineral material leases.

INCIDENTAL SALES AGREEMENT

The holder of this agreement may use small volumes of natural rock products removed from State Trust Lands under special circumstances, such as an emergency (for example, using soil or rock to temporarily repair a roadway damaged by a flood event) or a one-time occurrence. ASLD will require a Cultural Resources Report and a Native Plant Survey to complete the agreement. ASLD typically requires three to five months to process an Incidental Sales Agreement, and ASLD will assign a royalty rate to the natural

rock product on a per ton basis. Real-world situations rarely support selling natural rock products under an Incidental Sales Agreement.

These activities are associated with Incidental Sale Agreements:

- Repairing flood damage
- Protecting flood-control structures with rip-rap
- Improving drainage with fill

ASLD SPECIAL LAND USE PERMIT (SLUP)

This license agreement only grants surface rights to the permit holder for activities on State Trust Lands. This permit prohibits subsurface disturbances such as septic systems, utilities, fuel tanks, spill containment, drainage ditches or retention/detention basins. The permit holder may stockpile materials on site for the term of the permit. The permit allows material processing and batching. The permit holder may stage and fuel equipment, but may not conduct equipment maintenance. The permit holder may establish a nursery to sustain plants removed during the project with the ultimate goal of reusing the plants for reclamation. ASLD typically requires six to eight months to process a SLUP application. Applicants must submit a Cultural Resources Report and a Native Plant Survey as part of the application process.

These activities are associated with a SLUP:

- Clearing vegetation
- Processing
- Batching
- Hauling materials
- Storing/stockpiling (natural rock products and project materials)
- Establishing a temporary plant nursery
- Staging equipment overnight
- Fueling equipment
- Suppressing dust

ADOT may renew any active SLUP by submitting a renewal application and filing fee 12 months prior to the expiration date. ASLD will process the application and recommend additional actions (if required) prior to renewing the application.

TEMPORARY CONSTRUCTION EASEMENT (TCE)

A temporary construction easement (TCE) is a defined area strategically located to facilitate constructing a roadway project by temporarily establishing a workspace adjacent to or nearby an existing road ROW. The grant does not allow staging equipment overnight, fueling equipment, storing significant amounts of project-related supplies, storing any liquids (other than water), processing materials or batching materials. ASLD will assess the need for a Cultural Resources Report or a Native Plant Survey. The grant prohibits subsurface disturbances such as septic systems, utilities, fuel tanks, spill containment, drainage ditches or retention/detention basins. ASLD typically requires 10 to 12 months to process a stand-alone TCE application. ASLD will process a TCE application as part of a new ROW application if the applicant submits both documents simultaneously.

These activities are associated with TCEs:

- Clearing vegetation
- Suppressing dust
- Constructing fences

A TCE holder cannot renew a TCE but may extend the term of a TCE for one year by requesting an extension in writing prior to expiration of the TCE.

ROAD RIGHT OF WAY EASEMENT

Lease holders may use existing legal public roads on State Trust Lands or may construct preapproved new roads on State Trust Lands for hauling and project access. ASLD requires, at a minimum, a Cultural Resources Report and a Native Plant Survey. ASLD typically requires 10 to 12 months to process a Road ROW Easement application. The ASLD Road ROW Easement prohibits subsurface disturbances such as septic systems, utilities, fuel tanks or spill containment. Road ROW Easements may include project-related drainage ditches or retention/detention basins. Utility companies approved and permitted by ADOT may apply for a separate Utility ROW Easement from ASLD to install utilities in ADOT ROW on State Trust Lands.

These activities are associated with Road ROW Easements:

- Clearing vegetation
- Hauling materials
- Accessing construction projects
- Maintaining ROW
- Improving drainage
- Suppressing dust

Grantees may renew any active Road ROW Easement by submitting a renewal application and filing fee prior to the expiration date. ASLD will process the application and recommend additional actions (if required) prior to renewing the application. The typical term for a service or haul road ROW Easement is 10 years. ASLD typically grants perpetual terms for public road ROW Easements.

Access to material sources on State Trust Lands will be processed by ASLD Natural Resources Minerals Section.

Access crossing State Trust Lands to material sources on non-State Trust Lands will be processed by the ASLD ROW Section.

NOXIOUS AND INVASIVE VEGETATION

ROW easements issued to ADOT by ASLD contain Supplemental Conditions regarding noxious and invasive vegetation on State Trust lands. ADOT will meet the Supplemental Conditions for noxious and invasive vegetation on State Trust Lands by following the procedures outlined in its guidance documents for controlling noxious and invasive vegetation located within the ROW and including mitigation measures in contract documents.

The guidance documents include ADOT EPG's NEPA guidance on Biological Resources, Guidelines for Highways on BLM and USFS Lands, Noxious and Invasive Species Lists, standard Special Provisions and standard Mitigation Measures that are included in contracts. Links to these documents can be found under Additional Resources on page 48.

ADDITIONAL RESOURCES

Arizona State Land Department Native Plant Survey Process

Arizona State Land Department Water Sales Process

ADOT Stormwater Program (Including links to the Best Management Practices Manuals)

Arizona Wildlands Invasive Plant Working Group (AZWIPWG): Invasive Non-Native Plants That Threaten Wildlands in Arizona

Federal Noxious Weed List

Arizona Regulated / Restricted Noxious Weeds (R3-4-244)
Arizona Prohibited Noxious Weeds (R3-4-245)

Report 341, Integrated Roadside Vegetation Management, National Cooperative Highway Research Program

ADOT EPG's NEPA guidance on Biological Resources

Guidelines for Highways on BLM & USFS Lands

Noxious and Invasive Species List and Special Provisions to be included in contracts

Standard Mitigation Measures

COMMUNICATION

ASLD ROW Section Manager
1616 W. Adams St., Phoenix, AZ 85007
602.542.2648

ASLD Natural Resources Minerals Section
1616 W. Adams St., Phoenix, AZ 85007
602.542.2687

ADOT Chief ROW Agent
205 S. 17th Ave., MD 612E, Phoenix, AZ 85007
602.712.7316

CHAPTER 8

ISSUE RESOLUTION

ISSUE RESOLUTION

Problem solving and issue resolution are two of the most critical elements in the partnering process. Commitment to the proper use of the issue resolution process is vital to the success of the partnership. Mentoring and monitoring the process at every level requires this commitment be held from the very top of each stakeholder's organization. When administered correctly, the issue resolution process can minimize stress, create empowerment, build and strengthen relationships, and maximize program delivery.

The issue resolution process consists of identifying and resolving issues, action planning and follow-up agreements. Issues will arise during a project and the team members should use the Issue Resolution Steps on the following page to resolve those issues. The Issue Escalation Ladder is a tool that will only be used when issues cannot be resolved at the project level. Issues need to be clearly defined by all parties.

The focus of effective problem solving should always be to learn as much about the issue as possible, which includes getting information from all stakeholders. Issue resolution should be used as an opportunity to educate one another.

Once mutual understanding is obtained, it is important to look for ways to meet the needs of all parties through a common solution. Another priority should always be on the timely resolution of any issue. The longer an issue remains unresolved, the more negative the impact it will have on the project.

All team members need to follow the issue resolution process as developed. If an issue is not being resolved to your satisfaction, then a formal escalation should be requested. "I would like to formally escalate this issue" needs to be stated to the partner at your level. This is not up for debate. If an escalation is requested, it must be escalated to the next level.

It is the next level's responsibility to ensure that the appropriate effort has been made to resolve the issue at the prior level. If it is determined that an issue was escalated too soon, it is the next level's responsibility to de-escalate the issue and coach the previous level through the resolution process, not to resolve it for them. However, there are times that it is better to escalate an issue because of potential personality or relationship issues. Each level needs to

understand this and have a discussion to determine why the escalation has been requested.

Either party may initiate escalation, but acknowledgment is required by both parties. Once escalation is initiated, the issue will be transmitted jointly by those involved from one level to the next until the issue is resolved. When issues arise at any specific level, that level is responsible for identifying if they have the authority to resolve the issue. If they do not have the authority to make the decision, the issue should be escalated immediately and jointly by both parties. Once an issue is escalated, the next level must meet as soon as possible. This meeting is critical to the resolution process. It is the responsibility of the person scheduling the meeting to contact all those involved. Resolutions must be substantiated with facts. Each stakeholder should come prepared for the escalation meeting with supporting documentation such as plans, specifications, testing results or costs.

It is recommended that representatives from each level be asked to attend the next level's escalation meeting. Their role is to observe the process, understand approaches and hear the resolution, which is especially critical if there is a reversal in a decision. Inviting prior levels to attend the next level's meeting provides an opportunity for all levels to learn that there are different ways to approach project issues.

Consider using a neutral facilitator or mediator to facilitate the resolution for complex or highly contentious issues. Each agency should schedule a meeting with all levels of project staff involved in the issue after the successful conclusion of an escalation meeting. This meeting should include open discussion regarding the merit and facts of the issue, the nature of the disagreement and the commitments made by each stakeholder. Lessons learned and educational opportunities to improve the effectiveness of individual team members should also be discussed.

Problems are to be resolved by following the Issue Resolution Steps and Issue Escalation Ladders shown on pages 54 through 57 for each specific area.

Issues are to be escalated one level at a time without skipping levels. Individuals shall make decisions that are within their expertise and comfort level.

When an issue requires escalation, the person escalating the

issue will:

- send an email to the parties involved at the operations level stating that an agreement cannot be met, or an issue cannot be resolved, and that the issue is being escalated to the next level.

- telephone the person who is on the next level of the escalation ladder for their agency and inform them of the escalation.

- follow the phone call with an email describing the issue. Copy the others that have been involved in discussion about the issue. Request that the others involved forward the information to the person on the next level of the escalation ladder for their agency.

- document the issue and the discussions that have occurred.

- provide the documentation to all parties involved in the discussion to date and those on the next level of the escalation ladder.

ISSUE RESOLUTION STEPS

1. Identify and clarify the issue.

- Be open and honest.
- Document the issue.

2. Gather the facts.

- Deal in facts and focus on the issue.
- Separate technical issues from policy and business issues.
- Maintain the original definition throughout the escalation process.
- Seek advice from more experienced personnel to problem solve.

3. Determine who needs to be involved.

4. Assure uninterrupted time when meeting (schedule a meeting).

5. Communicate the issue to and ask input from those involved.

- Clearly understand the various levels of authority of other team members.

6. Brainstorm resolutions and prioritize.

- Do not let personalities interfere; avoid blame.
- Look at the issue from the other person's point of view to better understand his/her perspective.

7. Decide on resolution at the operations level.

- Reach an agreement or escalate the issue.
- Do not skip levels on the Issue Escalation Ladder.

8. Record agreements and action items.

9. Use Issue Resolution levels as needed.

- Honor the time pledges committed to during the partnering workshop.
- Key players may agree to modify time pledges if needed to avoid impacts to the project.
- If you can't agree, then agree to disagree and escalate together.

10. Bring final decision back to all those involved.

- Communicate in writing, the rationale (technical, policy or business) behind the resolution.

ISSUE ESCALATION LADDERS

LONG-RANGE TRANSPORTATION PLANNING

Level	ASLD	ADOT	FHWA	Time
Staff Level	Planning Project Manager	Project Manager	Planner	30 days
Management	Planning and Engineering Section Manager	Assistant Director of Planning and Programming	PEAR Team Leader	2 weeks
Senior Management	Director of Real Estate	Director of Planning and Programming	Assistant Division Administrator	2 weeks
Steering Committee	Commissioner's Office	MPD Director	Assistant Division Administrator	As needed

PROJECT DEVELOPMENT

Level	ASLD	ADOT	FHWA	Time
Staff Level	Planning Project Manager	Project Manager	Area Engineer	30 days
Management	Planning and Engineering Section Manager	Senior Project Manager	PEAR Team Leader	2 weeks
Senior Management	Director of Real Estate	Group Manager	Assistant Division Administrator	2 weeks
Steering Committee	Commissioner's Office	State Engineer's Office	Assistant Division Administrator	As needed

ACCESS MANAGEMENT OR ACCESS CONTROL

Level	ASLD	ADOT	FHWA	Time
Staff Level	ROW Administrator	ROW Agent / Project Manager	Area Engineer / ROW Officer	30 days
Management	ROW Section Manager	Deputy Chief ROW Agent / Senior Project Manager	PEAR Team Leader	2 weeks
Senior Management	Director of Real Estate	Chief ROW Agent / Group Manager	Assistant Division Administrator	2 weeks
Steering Committee	Commissioner's Office	State Engineer's Office	Assistant Division Administrator	As needed

RIGHT OF WAY

Level	ASLD	ADOT	FHWA	Time
Staff Level	ROW Administrator	ROW Agent / Manager	ROW Officer	2 weeks
Management	ROW Section Manager	Deputy Chief ROW Agent	ROW Officer / PEAR Team Leader	2 weeks
Senior Management	Real Estate Division Director	Chief ROW Agent	PEAR Team Leader / Assistant Division Administrator	1 week
Steering Committee	Commissioner's Office	State Engineer's Office	Assistant Division Administrator	As needed

UTILITIES AND RAILROADS

Level	ASLD	ADOT	FHWA	Time
Staff Level	ROW Administator	Coordinator	Area Engineer	30 days
Management	ROW Section Manager	Supervisor	PEAR Team Leader	2 weeks
Senior Management	Real Estate Division Director	Manager	Assistant Division Administrator	2 weeks
Steering Committee	Commissioner's Office	State Engineer's Office	Assistant Division Administrator	As needed

LAND ACQUISITION FOR AIRPORT DEVELOPMENT

Level	ASLD	ADOT	FHWA	FAA	Time
Staff Level	Administrator / Project Manager	Airport Grants Manager	PEAR Team Leader	NA	30 days
Management	Section Manager	Airport Grants Manager	PEAR Team Leader	NA	2 weeks
Senior Management	Director	Aeronautics Group Manager	PEAR Team Leader	Western Region Airports Division Compliance Officer	2 weeks
Steering Committee	Commissioner's Office	MPD Director / State Engineer’s Office	Assistant Division Administrator	Western Region Airports Division Compliance Officer	As needed

CULTURAL RESOURCES

Level	ASLD	ADOT	FHWA	Time
Staff Level	Archaeologists	Historic Preservation Specialist and/or Project Manager	Environmental Coordinator	30 days
Management	Natural Rescources Division Director	Team Lead / Technical Section Manager	PEAR Team Leader	2 weeks
Senior Management	Natural Rescources Division Director	Group Manager	Assistant Division Administrator	2 weeks
Steering Committee	Commissioner's Office	State Engineer's Office	Assistant Division Administrator	As needed

RESOURCE MANAGEMENT FOR CONSTRUCTION AND MAINTENANCE

Level	ASLD	ADOT	FHWA	Time
Staff Level	Staff	Staff	Area Engineer / Environmental Coordinator	30 days
Management	Section Manager	Section Manager / Engineer	Project Delivery Team Leader	2 weeks
Senior Management	Division Director	Group Manager / District Engineer	Assistant Division Administrator	2 weeks
Steering Committee	Commissioner's Office	State Engineer's Office	Assistant Division Administrator	As needed

CHAPTER 9

GLOSSARY AND DEFINITIONS

GLOSSARY

- **Approach Minimums:** The altitude below which an aircraft may not descend while on an IFR approach unless the pilot has the runway in sight

- **ARC, Airplane Reference Code**: A coding system used to relate airport design criteria to the operational (Aircraft Approach Category) to the physical characteristics (Airplane Design Group) of the airplanes intended to operate at the airport

- **ASLD, Arizona State Land Department**

- **BRL, Building Restriction Line**: A line that identifies suitable building areas on airports. The BRL should encompass the runway protection zones, runway object free area, runway visibility zone, NAVAID critical areas, areas required for instrument procedures and airport traffic control tower clear line of sight. The dimensions are determined by the aircraft type using the airport

- **COG, Council of Governments**: Such as, Northern Arizona Council of Governments

- **DCR, Design Concept Report**: Initial conceptual design and engineering report for the design of highway projects. The NEPA process is conducted during the development of a DCR

- **EA, Environmental Assessment:** An evaluation to determine if a project will have a significant impact to the environment

- **ED, Environmental Document**

- **EIS, Environmental Impact Statement** – An evaluation of a project that will have significant impact to the environment

- **Emergency:** A situation requiring immediate action and declared by either agency as an emergency. If an agency states that work is being done due to an emergency, the other agency will respect that and respond as necessary to accommodate the needs of the agency responding to the emergency

- **FAA, Federal Aviation Administration**

- **FHWA, Federal Highway Administration**

- **IFR, Instrument Flight Rules**: Procedures for the conduct of flight in weather conditions below Visual Flight Rules weather minimums. The term IFR is often used to define weather conditions and the type of flight plan under which aircraft is operating

- **KE, Kind of Entry Code**

- **MPD, Multimodal Planning Division**: ADOT's long-range planning division

- **MPO, Metropolitan Planning Organization**: Such as, the Maricopa Association of Governments (MAG)

- **NAVAID, Navigational Aid**: A term used to describe any electrical or visual air navigational aids, lights, signs and associated supporting equipment

- **NEPA, National Environmental Policy Act**: A law requiring the evaluation of environmental impacts of federal projects

- **OFA, Object Free Area**: An area on the ground centered on a runway, taxiway or taxilane centerline provided to enhance the safety of aircraft operations by having the area free of objects, except for objects that need to be located in the OFA for air navigation or aircraft ground maneuvering purposes. The dimensions are determined by the aircraft type using the airport. The width ranges from 250 to 800 feet. The length ranges from 240 to 1,000 feet

- **OFZ, Obstacle Free Zone**: The airspace below 150 feet above the established airport elevation and along the runway and extended runway centerline that is required to be free of all objects, except for frangible visual NAVAIDS that need to be located in the OFZ because of their function, to provide clearance protection for landing or taking off from the runway and for missed approaches. There are several types of obstacle free zones such as runway or inner approach. The dimensions are determined by the aircraft type using the airport. The OFZ begins 200 feet from the end of the runway, and width ranges from 200 to 800 feet

- **PA, Project Assessment**: A formal process by which the Highway Development and Highway Operations Groups reach initial consensus on project scope, cost and schedule

- **PARA, Planning Assistance for Rural Areas**: A program under which long-range planning studies are conducted by MPD for rural local governments and tribes

- **PEAR Team**: The FHWA team that focuses on Planning, Environment, Air Quality and Realty

- **ROW, Right of Way**

- **RPZ, Runway Protection Zone**: Formerly known as the "clear zone," an area off the runway end to enhance the protection of people and property on the ground. The RPZ is trapezoidal in shape. Its dimensions are determined by the aircraft approach speed and runway instrument approach type. The runway protection begins 200 feet beyond the area used for landing or takeoff. The inner width ranges from 250 feet to 1,000 feet. The outer width ranges from 450 feet to 1,750 feet. The length ranges from 1,000 feet to 2,500. The area ranges from 8 to 79 acres. The departure RPZ is equal to or less than the approach RPZ standards

- **RSA, Runway Safety Area**: A defined surface surrounding the runway prepared or suitable for reducing the risk of damage to airplanes in the event of an undershoot, overshoot or excursion from the runway. The runway safety area must be clear, graded, free of objects and have good drainage. The dimensions are determined by the aircraft type using the airport. It must be able to support the weight of an aircraft, fire vehicle and snow removal equipment. The width ranges from 120 to 500 feet. The length ranges from 240 to 1,000 feet

- **SASP, State Airports System Plan**

- **TAC, Technical Advisory Committee:** A group of technical professionals from public agencies who guide the technical aspects of a planning study

CHAPTER 10

RESOURCES

MAPS

ASLD Parcel Viewer

Airport, ADOT District boundaries and ADOT mileposts

CONTACT INFORMATION

ARIZONA DEPARTMENT OF TRANSPORTATION

Arizona Department of Transportation, Home Page

Multimodal Planning Division, Long-Range Planning

- Airport Development, Contacts
- Airport Development and Planning

Highways, Engineering and Construction

- Materials Group
- Permits, Outdoor Advertising and Encroachment
- Right of Way
- Utility and Railroad

Environmental Planning, Home Page

ARIZONA STATE LAND DEPARTMENT

- Arizona State Land Department, Home Page

Contact Us

- Cultural Resources
- Natural Resources
- Planning and Engineering Section
- Real Estate Division
- Right of Way Section
- Sales and Commercial Leasing

FEDERAL HIGHWAY ADMINISTRATION

FHWA, Home Page

ORGANIZATION CHARTS

Arizona State Land Department

Arizona Department of Transportation

MANUAL UPDATES

Any ASLD, FHWA or ADOT employee may submit a request for changes to this manual. The request should be submitted by email to the ADOT Partnering Office at partneringinfo@azdot.gov. The request should include a description of the change, the reason for the change and the contact information for the person making the request. The partnering facilitator assigned to the partnership will contact the person making the request, provide information to the executive steering committee and follow the guidance they provide, including responding with an action plan to the person making the request.