STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

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GOVERNOR SECRETARY

October 20, 1998

To: Area Engineers
Group Leaders

From: Charles W. Brown, PE, PLS
State Location & Surveys Engineer

Subject: Right Of Way Appraisal Requests

At the request of the Right Of Way Branch, we are changing our procedure of requesting right of way abstracts. Previously, the procedure was for you to send a request for a right of way abstract to the Right Of Way Branch, where it would be forwarded on from there. This has been confusing and caused unnecessary delays. From now on, please use the following procedure:

- Make your request for an abstract in writing to the Division Right Of Way Agent. This includes any projects for which you will be utilizing a PEF. The request for an abstract should originate and be delivered to our field offices rather than to a PEF.
- Send a copy of your request (cc:) to Jim West, Right Of Way Branch,.
- We do not need a copy of the letter in the Central Office. Nor do we need a copy of the Right of Way abstract. The abstract should be forwarded on to Roadway Design with the other project data.

Thank you for your assistance in this matter. If you have questions or comments please do not hesitate to contact your Area Engineer or me.

CWB

cc: Mr. Jim West, Right Of Way Branch