VIRGINIA DEPARTMENT OF TRANSPORTATION

LOCATION AND DESIGN DIVISION

INSTRUCTIONAL AND INFORMATIONAL MEMORANDUM

	GENERAL SUBJECT: PROFFER NOTIFICATION PROCES	NUMBER: IIM-I D-189.4								
	SPECIFIC SUBJECT:		DATE: OCTOBER 28, 2011							
			SUPERSEDES: IIM-LD-189.3							
	DIVISION ADMINISTRATOR APPROVAL: Mohammad Mirshahi, P.E. State Location and Design Engineer Approved October 28, 2011									
	Changes are	shaded.								
CL	JRRENT REVISION									
	Revised to reflect current organization structure in the Districts.									
DE	FINITION									
•	Land offered for dedication to the Department/Municipality/County by a property owne or developer for the purpose of making road improvements is defined as a proffer.									
PC	DLICY PRIOR TO RIGHT OF WAY APPROVA	L								
OCTOBER 28, 2011 SUPERSEDES: IIM-LD-189.3 DIVISION ADMINISTRATOR APPROVAL: State Location and Design Engineer Approved October 28, 2011 Changes are shaded. CURRENT REVISION Revised to reflect current organization structure in the Districts. DEFINITION Land offered for dedication to the Department/Municipality/County by a property own										

Approved Proffers and/or Proffers Being Negotiated/Rezoning, Special Exceptions, Etc.

- Area Land Use Engineer requests that County/Municipality provide copy prior to field inspection.
- Area Land Use Engineer provides copy to District Transportation Planner and District Location and Design Engineer at field inspection.

- District Planning and Investment Manager / District Project Development Engineer provides a copy of all proffers which affect any project in the Department's Six-Year Improvement Program to:
 - District Location and Design Engineer
 - District Transportation Planner
 - Regional Right of Way Manager
 - District Administrator
 - Programming Division Administrator

When:

Preliminary engineering is authorized
 or

 Project is approved by Local Assistance Division

During the design phase and up to the Right of Way Approval

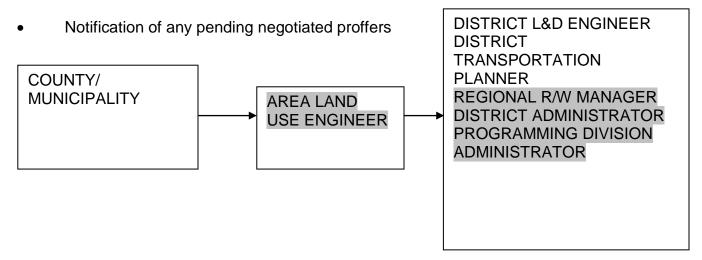
POLICY AFTER RIGHT OF WAY APPROVAL

Proffers Being Negotiated/Rezoning, Special Exceptions, Etc.

 Following authorization of Right of Way acquisition, District Administration notifies Area Land Use Engineer.

Area Land Use Engineer notifies County of authorization and requests the latest proffer information.

Local Assistance Division notifies Municipality of authorization and requests the latest proffer information.



- Requests from Area Land Use Engineer for joint meeting to discuss negotiated proffers
 - From Municipality/County/VDOT
 - Discussion matter
 - (1) timing
 - (2) negotiation
 - (3) establishing cut-off date for introducing new proffers prior to R/W acquisition
- Prior to actual negotiation process:

Right of Way Division contacts Municipality/County to determine if additional proffers are outstanding on project.

RIGHT OF WAY DATA SHEET

- Revised to include column for proffers
- Include this sheet on all projects requiring right of way for construction.
- Projects with no federal participation need only to show Parcel No., Landowner, Sheet No., Total Area, and Proffers (Yes/No).
- Fill in "Proffers (Yes/No)" column for all parcels. Do not leave column blank.

	PRELIMINARY RIGHT OF WAY DATA SHEET											
	LANDOWNER		AREA									
PARCEL NO.		SHEET NO.	TOTAL	FEE TAKING		PRESCRIPTIVE R/W		FEE REMAINDER				
			ACRES OR SQUARE FEET	ACRES OR SO.FEET	HECTARES/ OR SO.METERS	ACRES OR SO.FEET	HECTARES/ OR SO.METERS	ACRES OR SO.FEET	HECTARES/ OR SO.METERS			
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