

Before a plan revision is made, the designer should be certain that the revision does not conflict with Federal (or State) regulations or does not substantially alter the location or design as presented at the public hearing. If a revision is of substantial nature, such as a location change or addition to the scope of the work, it may be necessary to repeat the public hearing process.

See [Electronic Plan Submission Process Flow Chart](#).

INFORMAL REVISIONS - MINOR CHANGES

The Location and Design Division has a working agreement with the Right of Way Division whereby certain types of plan changes can be made with a written request (via email) and without formal processing. This type of plan change includes changes in names, parcel numbers, building and sign numbers. Make sure changes are made on all sheets. If a revision is made that affects any information on the Right of Way Data Sheet, then it must also be changed.*

Informal revisions are handled via email and the Right of Way Division is responsible for obtaining the prints.

If the need for a plan change is determined by someone other than from the Right of Way Division, the revised plans are to be distributed formally, regardless of whether the revision is considered to be a major or minor change.

Email requests for informal revisions can be initiated by the Central Office or District Right of Way personnel.

PROPOSED CONVEYANCES OF RESIDUE PARCELS

Right of Way Division will request that Location and Design Division determine the need to retain residue parcels of Right of Way for future highway purposes or to make them available for sale. The process now occurs using an electronic circulation process on line using the "Portal".

* Rev. 7/13