

VIRGINIA DEPARTMENT OF TRANSPORTATION

# LOCATION AND DESIGN DIVISION

## INSTRUCTIONAL AND INFORMATIONAL MEMORANDUM

GENERAL SUBJECT: Proffer Notification Process	NUMBER: IIM-LD-189.5
SPECIFIC SUBJECT:	DATE: July 29, 2015
	SUPERSEDES: IIM-LD-189.4
APPROVED:	B. A. Thrasher, P.E. State Location and Design Engineer Approved July 22, 2015

Changes are shaded.

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### CURRENT REVISION

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- Programming Division was changed to Federal Programs Management Division.
  - Position titles were updated as appropriate.
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### DEFINITION

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- Land offered for dedication to the Department/Municipality/County by a property owner or developer for the purpose of making road improvements is defined as a proffer.
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### POLICY PRIOR TO RIGHT OF WAY APPROVAL

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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 Engineer / Administrator
  - Federal Programs Management 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

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## POLICY AFTER RIGHT OF WAY APPROVAL

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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.

- Notification of any pending negotiated proffers



