

VIRGINIA DEPARTMENT OF TRANSPORTATION

LOCATION AND DESIGN DIVISION

INSTRUCTIONAL AND INFORMATIONAL MEMORANDUM

GENERAL SUBJECT: PROFFER NOTIFICATION PROCESS	NUMBER: IIM-LD-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.

CURRENT REVISION

Revised to reflect current organization structure in the Districts.

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

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.

- Notification of any pending negotiated proffers



