

Before a 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 involvement process.

Note: Right of Way Division will bundle Formal Revision request together weekly or every two weeks except in special cases, such as condemnation suits. **All Right of Way Revisions shall be completed and processed no later than two weeks of receipt.**

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

PLAN CHANGES

Plan changes are any changes made to plans except those changes mentioned under **FORMAL PLAN REVISIONS**. Communication is a key factor when plan changes are being made. When changes to plans occur, the design team will make the plan changes and coordinate with Survey. The Project Manager and all disciplines should be notified of all changes to the plans.

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

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

PROPOSED CONVEYANCES OF RESIDUE PARCELS

Right of Way Division will request that Location and Design Division and Maintenance 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. 4/16