**Relinquishment Approval Report**

***Enter reason(s) per Appendix Z***

On Route

Between

And

I have reviewed the right-of-way information contained in this report and the right-of-way data sheet attached hereto, and find the data to be complete, current and accurate:

Name, District Division Chief, Right of Way

APPROVAL RECOMMENDED:

Name, Project Manager

PROJECT APPROVED: *(only include “PROJECT” for milestone M200 PA&ED)*

Name, District Director *(or delegated authority) Date*

**Vicinity Map**

|  |
| --- |
| *Insert a vicinity map, showing:*   * *Project limits* * *Topographical features listed in report* * *North arrow* |

This report has been prepared under the direction of the following registered civil engineer. The registered civil engineer attests to the technical information contained herein and the engineering data upon which recommendations, conclusions, and decisions are based.

*REGISTERED CIVIL ENGINEER DATE*



**XX/XX/XX**

**C12345**

**Name**

**Table of Contents**

*As needed, include a table of contents with the topics from the body of the report.*

**1. INTRODUCTION, WORK DESCRIPTION AND SUMMARY TABLE**

Project Description:

*Describe the proposed project and include the category of relinquishment (Legislative Enactment, Superseded by Relocation, Collateral Facility, Park-and-Ride Lot, Nonmotorized Transportation Facility)*

*Modify the table as needed to summarize the most pertinent aspects of the relinquishment.*

|  |  |  |
| --- | --- | --- |
| **Project Limits** | *District-County-Route*  *begin post mile/end post mile* | |
| **Number of Alternatives\*** |  | |
|  | **Current Cost Estimate:** | **Escalated Cost Estimate:** |
| **Capital Outlay Support\*** |  |  |
| **Capital Outlay Construction\*** |  |  |
| **Capital Outlay Right-of-Way\*** |  |  |
| **Funding Source\*** | *Enter program code(s)* | |
| **Funding Year\*** |  | |
| **Type of Facility** | *#-lane conventional highway, expressway, freeway* | |
| **Number of Structures** |  | |
| **SHOPP Project Output\*** |  | |
| **Environmental Determination or Document** |  | |
| **Legal Description** | *See the Plans Preparation Manual Section 2-2.2 heading “Title Sheet Project Descriptions”* | |
| **Project Development Category** | *See PDPM Chapter 8, Section 5* | |

\**Delete row if not applicable*

**2. Purpose and NEED**

**Purpose:**

*State the purpose of the project.*

**Need:**

*State the need of the project.*

**3. RECOMMENDATION**

*State the recommendation.*

**4. RISK SUMMARY**

*Discuss the most pertinent risks and the risk response from the risk register. Refer to attachment as needed.*

**5. BACKGROUND**

*Discuss background.*

**6. EXISTING FACILITY CONDITION**

*Discuss applicable project-specific topics for the existing conditions; for relinquishment projects with no proposed construction improvements, the items marked with “\*\*” should only be included when there are relevant issues associated with the topic. The complete list of topics includes:*

* *Corridor Geometric Information and Condition plus Topical Attributes*
* *Right-of-way*
* *Earth retaining systems*
* *Utilities\*\**
* *Landscape\*\**
* *Landscape irrigation facilities\*\**
* *Traffic signals\*\**
* *Lights\*\**
* *Traffic volumes\*\**
* *Traffic collisions\*\**
* *Pedestrian facilities*
* *Bicycle facilities*
* *Railroads*
* *Others*
* *Roadway Geometric Information*
* *Traveled way*
* *Shoulders*
* *Median*
* *Others*
* *Structure Geometric Information*
* *Bridge length*
* *Width between curbs*
* *Others*

**7. ALTERNATIVES**

*Identify and describe the alternative(s).*

**Build Alternative**

Alternative 1 - Relinquishment

**No Build Alternative *(no relinquishment)***

*Discuss the consequences of the No Build Alternative.*

*Relinquishment Projects that Propose Construction*

*Discuss project-specific topics for the Build alternatives; the complete list of topics includes:*

* *Proposed engineering features*
* *Design standards and deviations from design standards (*[*Highway Design Manual*](http://www.dot.ca.gov/design/manuals/hdm.html)*, Tables 82.1A and 82.1B)*

*For projects with multiple build alternatives—include the design standards risk assessment table for the alternatives with proposed nonstandard design features.*

|  |  |  |  |
| --- | --- | --- | --- |
| Design Standards Risk Assessment | | | |
| Alternative | Design Standard from Highway Design Manual Tables 82.1A & 82.1B | Probability of Nonstandard Design Feature Approval (None, Low, Medium, High,) | Justification for Probability Rating |
|  |  |  |  |
|  |  |  |  |

*The project engineer lists the standards for each alternative. The appropriate approval authority (as designated in* [*Chapter 21*](http://www.dot.ca.gov/design/manuals/pdpm/chapter/chapt21.pdf) *– Design Standard Decisions, Article 3 “Policies”) provides the probability rating, justification, and language to summarize their understanding of the design standards risk assessment. The table and summary must be included in this report.*

* *Interim features*
* *High-occupancy vehicle lanes*
* *Ramp metering*
* *California Highway Patrol (CHP) enforcement activities*
* *Highway planting and irrigation*
* *Erosion control*
* *Roadside design and management*
* *Noise barriers*
* *Earth retaining systems*
* *Context-sensitive-solutions*
* *Complete-streets*
* *Pedestrian facilities*
* *Bicycle facilities*
* *Transit facilities*
* *Park-and-ride facilities*
* *Traffic analysis*
* *Current construction and right-of-way cost estimates*
* *Other topics as needed*

**8. Life-Cycle Cost Analysis**

*Discuss life-cycle cost analysis. Refer to attachment as needed.*

*Legislative Enactment Relinquishments*

*For legislative enactment relinquishments, modify the “Life-Cycle Cost Analysis” section name to “Life-Cycle Cost Analysis and Benefit-Cost Analysis.”*

*For no cost and for financial contribution only legislative enactment relinquishments, state that a life-cycle cost analysis is not applicable and discuss the benefit-cost analysis.*

*For capital project legislative enactment relinquishments, discuss the life-cycle cost analysis and the benefit-cost analysis.*

**9. ENVIRONMENTAL COMPLIANCE**

*Indicate what was completed for this report and what is anticipated. Discuss environmental issues. Refer to attachment as needed.*

**10. Right-of-Way**

*Discuss right-of-way issues. Refer to attachment as needed.*

**11. Stormwater**

*Indicate what was completed for this report and what is anticipated. Discuss stormwater issues. Refer to attachment as needed.*

**12. TraNSPORTATION Management Plan**

*Discuss transportation management plan issues. Refer to attachment as needed.*

**13. ADDITIONAL Considerations**

*Discuss applicable project-specific topics for the relinquishment alternative; the complete list of topics includes:*

* *Complete-streets*
* *Maintenance and worker safety*
* *Contaminated material including regulated, designated and hazardous waste*
* *Material and/or disposal site*
* *Salvaging and recycling of hardware and other non-renewable resources*
* *Recycled materials*
* *Resource conservation*
* *Value analysis*
* *Air quality conformity*
* *Environmental Justice (Title VI considerations)*
* *Noise abatement decision report*
* *Public hearing process*
* *Route adoptions, freeway agreements, relinquishments & modification of access control*
* *Report on feasibility of providing access to navigable rivers*
* *Public boat ramps*
* *Floodplain issues*
* *Constructability issues*
* *Construction staging*
* *Accommodation of oversize loads*
* *Graffiti control*
* *Other topics, as needed*

**14. FUNDING, PROGRAMMING AND ESTIMATE**

*When there is no cost for the relinquishment, fill in this section with “Not applicable.”*

*When the relinquishment is financial contribution only, use the benefit-cost analysis for the cost estimate rather than a construction cost estimate.*

Funding

*Discuss the project funding and include one of these statements:*

It has been determined that this project is eligible for Federal-aid funding.

*Or*

It has been determined that this project is not eligible for Federal-aid funding.

Programming

*If the project is already programmed, include the programmed data for comparison and discuss how the proposed estimates compare to the current programmed amounts.*

*Complete the table for each funding source. Consult with the project manager to determine the fiscal funding year, the escalated estimates, and the escalation rates. Enter funding source, estimates, adjust fiscal year designations as needed, and state any key assumptions including the escalation rates used.*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Fund Source | Fiscal Year Estimate | | | | | | | | |
| 20.XX.###.### | Prior | 14/15 | 15/16 | 16/17 | 17/18 | 18/19 | 19/20 | Future | Total |
| Component | In thousands of dollars ($1,000) | | | | | | | | |
| PA&ED Support |  |  |  |  |  |  |  |  |  |
| PS&E Support |  |  |  |  |  |  |  |  |  |
| Right-of-Way Support |  |  |  |  |  |  |  |  |  |
| Construction Support |  |  |  |  |  |  |  |  |  |
| Right-of-Way |  |  |  |  |  |  |  |  |  |
| Construction |  |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |  |

*State the support cost ratio. Consult with the project manager to determine the support cost ratio.*

The support cost ratio is ##.## %.

Estimate

*Discuss significant aspects of the construction estimate. Refer to attachment as needed.*

**15. DELIVERY SCHEDULE**

*All Relinquishment Projects*

*Provide the dates, with explanation as needed, for:*

* Project Start
* Relinquishment Approval Report
* Relinquishment Agreement
* Federal Highway Administration (FHWA) Approval (when applicable)
* Right-of-Way Mapping
* California Transportation Commission (CTC) Meeting

*Relinquishment Projects that Propose Construction*

|  |  |  |  |
| --- | --- | --- | --- |
| Project Milestones | | Milestone Date  (Month/Day/Year) | Milestone Designation (Target/Actual) |
| PROGRAM PROJECT | M015 |  |  |
| BEGIN ENVIRONMENTAL | M020 |  |  |
| NOTICE OF PREPARATION (NOP) | M030 |  |  |
| NOTICE OF INTENT (NOI) | M035 |  |  |
| CIRCULATE DPR & DED EXTERNALLY | M120 |  |  |
| PA & ED | M200 |  |  |
| BEGIN STRUCTURE | M215 |  |  |
| PS&E TO DOE | M377 |  |  |
| DRAFT STRUCTURES PS&E | M378 |  |  |
| PROJECT PS&E | M380 |  |  |
| RIGHT OF WAY CERTIFICATION | M410 |  |  |
| READY TO LIST | M460 |  |  |
| HEADQUARTERS ADVERTISE | M480 |  |  |
| AWARD | M495 |  |  |
| APPROVE CONTRACT | M500 |  |  |
| CONTRACT ACCEPTANCE | M600 |  |  |
| END PROJECT EXPENDITURES | M800 |  |  |
| FINAL PROJECT CLOSEOUT | M900 |  |  |

*The Milestone Designation column may be deleted when all the milestone dates are in the future. Delete rows as needed:*

*M030 is only required when there is an EIR environmental document*

*M035 is only required when there is an EIS environmental document*

*M120 is only required if there is a draft environmental document that will be released to the public*

*M215 is only required if there are structures involved*

*M377 is not required, but optional*

*M378 is not required, but optional if there are structures involved*

*M480 is not required, but optional*

**16. EXTERNAL AGENCY COORDINATION**

Federal Highway Administration (FHWA)

*Discuss project actions, as appropriate, assumed by Caltrans and any coordination with the FHWA for review and approval of project actions.*

The project requires the following coordination:

*The following is a list of common entities that Caltrans coordinates with on projects, delete and add to the list as appropriate.*

US Army Corps of Engineers

Department of Army Permit for:

Clean Water Act Section 404

Rivers and Harbors Act of 1899 Section 9

Rivers and Harbors Act of 1899 Section 10

General Permits (Regional Permit, Nationwide Permit or Programmatic Permit)

Standard Permits (Individual Permit or Letter of Permission)

Section 9 Permit

United States Coast Guard

Rivers and Harbors Act of 1899 Section 9

Bridge Permit

California Department of Fish and Wildlife

California Fish and Game Code Section1602

Lake or Streambed Alteration Agreement

California Coastal Commission and/or Local Coastal Program

California Public Resources Code Division 20 (California Coastal Act)

Coastal Development Permit

California State Lands Commission

California Public Resources Code Division 6

Permit

Central Valley Flood Protection Board

California Water Code Division 5, Part 4

Encroachment Permit

Regional Water Quality Control Board

Clean Water Act Section 401

Water Quality Certification

San Francisco Bay Conservation and Development Commission

California Government Code Title 7.2

California Public Resources Code Division 19

Major Permit, Administrative Permit, or Regionwide Permit

Local Agency

Cooperative Agreements with

Local Agency

Agreements with

Railroads

Railroad Agreement for at-grade or separated-grade crossings

Other

Specify

**17. PROJECT REVIEWS**

*The template includes a list of possible reviews. Modify the list to reflect district review procedures. Include “Completed,” or the reviewer’s name with the review completion date, or “Not applicable.” Depending on the project aspects and phase, some reviews are mandatory.*

Scoping team field review Date

List participants of the scoping team field review.

Safety field review Date

List participants of the safety field review.

District Program Advisor *Enter Name* Date

Headquarters SHOPP Program Advisor *Enter Name* Date

District Maintenance *Enter Name* Date

Headquarters Project Delivery Coordinator *Enter Name* Date

Project Manager *Enter Name* Date

FHWA *Enter Name* Date

District Safety Review Date

Constructability Review Date

Other Date

**18. PROJECT PERSONNEL**

*List the project personnel, such as:*

Name, Title Phone #

**19. ATTACHMENTS (Number of Pages)**

*List attachments with the number of pages, such as:*

1. Location map (1)
2. Storm Water Data Report-signed cover sheet (1)