

**BIA RIGHT-OF-WAY CHECKLIST**

Applicant: \_\_\_\_\_ Purpose: \_\_\_\_\_  
 Land Status:  Tribal Allotment Location: \_\_\_\_\_  
 New  Renewal  Amendment  Assignment  Mortgage

**DATE:** \_\_\_\_\_ **DOCUMENTATION:** \_\_\_\_\_ **YES** **NO** **N/A**

**Preliminary Documents**

_____ Applicant's Letter of Intent to Obtain ROW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Title Status Report, Landowner Name and Address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Permission to Survey from Landowners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Field Inspection (Photos, Maps, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Right-of-Way Application Package**

_____ Acknowledgement Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Incomplete/Complete Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consent(s):			
_____ Tribal Resolution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Landowner(s) Consent to Grant ROW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Spreadsheet - consent percentage calculation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Superintendent/Regional Director per 25 CFR 169.108	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Maps:			
_____ Survey Plat/Legal description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Location Map showing adjacent existing facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Environmental Compliance:			
_____ Categorical Exclusion (CatEX)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Environmental Assessment (EA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Finding of No Significant of Impact (FONSI)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Environmental Impact Statement (EIS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Record of Decision (ROD)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ NHPA Section 106	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ ESA Section 7 review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Valuation:			
_____ Valuation Report received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Valuation Review requested (OASIS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Certification of Valuation Review by OST Appraisal Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Fair Market Value _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Applicant's Offer _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Letter(s) to Landowner(s) re: FMV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Corporate Documents:			
_____ Authority of Officers to Execute Documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Articles of Partnership or Association	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ State-certified corporate charter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ License to do business (Tribe and/or State)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Waivers:			
_____ Valuation (Appraisal, market analysis, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Bond(s), insurance, and/or alternative form of security	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Compensation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Permission to cross existing rights-of-way, if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Decision**

_____ Findings and Recommendation Report for Decision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Letter - Notice of Intent to Grant b/c Landowners So Numerous (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Letter - Approval or Denial with Appeal Right to Parties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Payment - Lockbox or Proof of Payment for Direct Payment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Grant of Easement for ROW Approval Date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Distribution:			
_____ Applicant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Tribe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Landowner(s), if requested.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Post Decision**

Encode in TAAMS:			
_____ LAC: _____ TAAMS ID No. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Contractor ID No. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Scan Image	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ TIR Log	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Recording No. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Construction Completion (Due Diligence)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Final Field Inspection Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Prepared by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_