Rights-of-Way (ROW) Internal Checklist

Applicant: ____________________________ Purpose: ____________________________

Land Status: Tribal Allotment Location: ____________________________

New Renewal Amendment Assignment Mortgage

DATE: DOCUMENTATION: Yes No N/A

Preliminary Documents

1. Applicant’s Letter of Intent to Obtain ROW
2. Title Status Report, Landowner Name and Address
3. Permission to Access Indian land from Landowner(s)
4. Field Inspection (Photos, Maps, etc.)

Right-of-Way Application Package

1. Acknowledgement Letter
2. Incomplete/Complete Letter

Consent(s):

1. Tribal Resolution
2. Landowner(s) Consent to Grant ROW
3. Spreadsheet – consent percentage calculation
4. Superintendent/Regional Director per 25 CFR 169.108

Map(s):

1. Survey Plat/Legal Description/Map of Definite Location
2. BILS LDR

Environmental Compliance:

1. Categorical Exclusion (CatEX)
2. Environmental Assessment (EA)
3. Finding of No Significant Impact (FONSI)
4. Environmental Impact Statement (EIS)
5. Record of Decision (ROD)
6. NHPA Section 106

Valuation:

1. Valuation Report Received
2. Valuation Review requested (AVIS)
3. Certification of Valuation Review by (AVSO)
4. Fair Market Value
5. Applicant’s Offer
6. Letter(s) – Landowner Notification of FMV

Corporate Documents:

1. Authority of Officers to Execute Documents
2. Articles of Partnership or Association
3. State Certified Corporate Charter
4. License to do Business (Tribe and/or State)

Waivers:

1. Valuation (Appraisal, market analysis, etc.)
2. Bond(s), insurance, and/or alternative form of security
3. Compensation

BIA Division of Real Estate Services, OTS

November 2021 version
Decision

Findings and Recommendation Report for Decision
Letter - Notice of Intent to Grant b/c Landowners So Numerous (if applicable)
Letter - Approval or Denial with Appeal Rights to Parties
Payment - Lockbox or Proof of Payment for Direct Payment
Grant of Easement for ROW

Approval Date: ____________________

Distribution:

Applicant
Tribe
Landowner(s), if requested

Post Decision

Encode into TAAMS
LAC: __________
TAAMS ID No. __________________________
Contractor ID No. ________________________
Scan/Image
Date Notified LTRO
Recording No. ________________
Construction Completion (Due Diligence)
Final Field Inspection Report

Prepared by:___________________Title:___________________Date:______________