

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

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

Right-of-Way Application Package

- _____ Acknowledgement Letter
- _____ Incomplete/Complete Letter
- Consent(s):
- _____ Tribal Resolution
- _____ Landowner(s) Consent to Grant ROW
- _____ Spreadsheet – consent percentage calculation
- _____ Superintendent/Regional Director per 25 CFR 169.108

Map(s):

- _____ Survey Plat/Legal Description/Map of Definite Location
- _____ BILS LDR

Environmental Compliance:

- _____ Categorical Exclusion (CatEX)
- _____ Environmental Assessment (EA)
- _____ Finding of No Significant Impact (FONSI)
- _____ Environmental Impact Statement (EIS)
- _____ Record of Decision (ROD)
- _____ NHPA Section 106

Valuation:

- _____ Valuation Report Received
- _____ Valuation Review requested (AVIS)
- _____ Certification of Valuation Review by(AVSO)
- _____ Fair Market Value
- _____ Applicant’s Offer
- _____ Letter(s) – Landowner Notification of FMV

Corporate Documents:

- _____ Authority of Officers to Execute Documents
- _____ Articles of Partnership or Association
- _____ State Certified Corporate Charter
- _____ License to do Business (Tribe and/or State)

Waivers:

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

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: _____