

NTTA Projects	Original Issue Date: 05/10/2010	ROW-07
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Title: ROW Project Closeout Procedure		

1.0 PURPOSE:

The purpose of this procedure is to define the process for submitting final documentation upon closing out the Right-of-Way (ROW) Project.

2.0 RESPONSIBILITIES

- 2.1 ROW Team – The ROW Team is responsible for assembly of the ROW items required in the ROW acquisition file close out checklist, relocation file close out checklist and the eminent domain close out checklist. The ROW Manager is responsible for verifying that all electronic and hard copy ROW files and checklist items have been acquired, signing the required checklists and obtaining the necessary signatures on each checklist.
- 2.2 ROW Surveyor- The ROW Surveyor shall be responsible for providing the final approved ROW maps, ROW strip maps, electronic and CAD files and exhibits required for project ROW closeout.

3.0 SCOPE/APPLICABILITY:

This procedure shall apply to all NTTA ROW corridors and projects.

4.0 REFERENCES:

N/A

5.0 DEFINITIONS & ACRONYMS:

N/A

6.0 PROCEDURES:

- 6.1 **Final Maps** – The ROW Surveyor shall submit three sets of Final ROW Maps and electronic and CAD files to NTTA.
- 6.2 **Closeout** - ROW Team to furnish one copy of each of the File Close Out Checklist sheets pertaining to each parcel file closed out and audited.
 - ROW-03-F1, Acquisition File Close Out - Checklist
 - ROW-05-F1, Relocation File Close Out - Checklist
 - ROW-04-F1, Eminent Domain Close Out - Checklist

NOTE: If Government parcels are closed by legal counsel, the close out checklists pertaining to these files will come from legal counsel not the ROW Team.

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6.3 Completion - Upon completion of closeout, the ROW Team shall be responsible for completing the close-out checklist forms required in Section 6.2. and that all ROW records are properly archived into the NTTA plan room and the right of entry, recorded deed and title policy placed into the EPDS.

7.0 REGULATORY REQUIREMENTS:

- Parcel File Close out lists to be QA/QC by individual reviewer in case of an audit.
- Uniform ROW Act requires proper documentation of all ROW parcel files.

8.0 RELATED BOARD POLICY:

N/A

9.0 COMPONENT DOCUMENTS:

- ROW-03-F1 Acquisition File Close Out – Checklist
- ROW-04-F1 Eminent Domain Close Out – Checklist
- ROW-05-F1 Relocation File Close Out – Checklist
- ROW-07-A1 Master Parcel Acquisition/Relocation/Eminent Domain/Property Management Report
- ROW-07-A2 Final Cost Estimate Report
- ROW-07-A3 Cost Estimate vs. Actual Report
- ROW-07-A4 ROW Strip Maps

10.0 FLOWCHART:

N/A

11.0 REVISION HISTORY:

Revision	Revised by:	Date Issued	DRN	Reason for Revision
0	Dave Clarke	05/10/2010	10102	Original Issue
1	Sylvia Ehret	07/29/2010	10218	Remove ROW-06-F1
2	Kelly Johnson	03/19/2012	10390	Added " right entry, recorded deed and title policy" in 6.3 as items to be archived in EPDS
3	Marcos Sosa	05/26/2026	11109	Updated formatting and language to reflect current NTTA Closeout procedure and roles. Moved some content in References Article to Procedures Article.