**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

**INTRADEPARTMENTAL CORRESPONDENCE**



**MEMORANDUM**

**SPN. \*\*\*-\*\*-\*\*\*\***

**\* HIGHWAY**

**ROUTE LA \***

**\* PARISH**

**FILE NO. \*\*-\*\*\***

**TO:** CHAD WINCHESTER, P.E.

PROJECT DEVELOPMENT DIVISION CHIEF

CHRISTOPHER P. KNOTTS, P.E.

 CHIEF ENGINEER

**FROM:** \*

PROPERTY MANAGEMENT AGENT

**DATE:** April 24, 2018

**SUBJECT:** Excess Right of Way

 Parcel No. \*

In reference to review for disposal of excess right of way, attached please find:

1. Approval Checklist
2. Disposal Checklist with recommendations and comments from the District Engineer Administrator and Headquarters Engineers
3. Right of Way map highlighting the area in question.
4. Photos of the area in question

This property was acquired in \*(date) by \*(fee title/servitude/expropriation). If disposal is recommended, we will dispose of the property by \*(private/public sale/abandonment).

Please review this request and complete approval checklist based on your recommendations regarding this disposal.

\*/\*

Attachments

cc: Property Management Officer

 Assistant Real Estate Administrator

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| --- |
| **APPROVAL CHECKLIST** |
| **CONSENSUS DISPOSAL RECOMMENDATION: \*** |
| **RECOMMENDATIONS:** **(Please mark the appropriate box below in regards to your recommendation, add comments if necessary, date and initial or sign.)** |
| **NAME** | **CONCUR** | **PROPOSE CHANGES** | **RETAIN IN FULL** | **COMMENTS OR ALTERNATIVE RECOMMENDATION** | **DATE** | **INITIAL** |
| ***CHAD WINCHESTER, P.E.*****PROJECT DEVELOPMENT DIVISION CHIEF** |  |  |  |  |  |  |
| **CHRISTOPHER P. KNOTTS, P.E.****CHIEF ENGINEER** |  |  |  |  | **Sign below** | **Sign below** |

CHRISTOPHER P. KNOTTS, P.E.

CHIEF ENGINEER

DATE: