**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

**INTRADEPARTMENTAL CORRESPONDENCE**

**REFERRED TO**

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 REFERRED FOR ACTION

 ANSWER FOR MY SIGNATURE

 FOR FILE

 FOR YOUR INFORMATION

 FOR SIGNATURE

 RETURN TO ME

 PLEASE SEE ME

 PLEASE TELEPHONE ME

 FOR APPROVAL

 PLEASE ADVISE ME

\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BY \_\_\_\_\_\_\_\_ DATE ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_

BY \_\_\_\_\_\_\_\_ DATE ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_

BY \_\_\_\_\_\_\_\_ DATE ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_



(225) 242-\* FAX NO. (225) 242-4689

**MEMORANDUM**

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

**\* HIGHWAY**

**ROUTE LA \***

**\* PARISH**

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

**TO:** \*

DISTRICT ENGINEER ADMINISTRATOR

**FROM:** \*

PROPERTY MANAGEMENT AGENT

**DATE:** April 8, 2019

**SUBJECT:** Residual Property

 Parcel No.

The Department is planning to offer the following residual property on the captioned project at public bid/private sale:

PARCEL NO. \*

I have provided the right of way maps with the residual area outlined in yellow.

Please review this matter and provide your recommendations as to disposal or retention of this property on the attached Disposal Checklist page. Also, please advise of any other residual property or excess right of way in this area you recommend for disposal. If further information is needed, please let me know.

1) (For Federal Projects only), By copy of this memorandum, I am requesting the Real Estate Regional Manager to do an on‑site inspection of this property for any environmental problems, fill out the environmental screening criteria check list, take photographs, and advise me of any conditions out of the ordinary on this property in regard to selling at public bid/private sale.

or

2) (For State Projects only), By copy of this memorandum, I am requesting the Real Estate Regional Manager to do an on‑site inspection of this property, take photographs and advise me of any conditions out of the ordinary on this property in regard to selling at public bid/private sale.

\*/\*

Attachments

cc: Assistant Real Estate Administrator

 Right of Way Regional Manager

**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

**INTRADEPARTMENTAL CORRESPONDENCE**



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

**\* HIGHWAY**

**ROUTE LA \***

**\* PARISH**

**FILE \*\*-\*\*\***

|  |  |
| --- | --- |
|  | **DISPOSAL CHECKLIST** |
|  | **ORIGINAL DISPOSAL REQUEST: \*** |
|  | **RECOMMENDATIONS:** **(Please mark the appropriate box below in regards to your recommendation, add comments if necessary, date and initial.)** |
| **NAME** | **CONCUR** | **PROPOSE CHANGES** | **RETAIN IN FULL** | **COMMENTS** | **DATE** | **INITIAL** |
| ***\******DISTRICT ADMINISTRATOR** |  |  |  |  |  |  |
| ***DAVID S. SMITH, P.E.*****ROAD DESIGN ENGINEER ADMIN.** |  |  |  |  |  |  |
| ***JOSHUA HARROUCH, P.E.*****TRAFFIC ENGINEERING DEV. ADMIN.** |  |  |  |  |  |  |
| ***CHARLES MCBRIDE*****REAL ESTATE** **ADMINISTRATOR** |  |  |  |  |  |  |