

RIGHT OF WAY MANUAL CHANGE

RWMC 25-01

EFFECTIVE DATE: January 24, 2025

PURPOSE:

The Right of Way (RW) Manual is revised each January and July to update policy, procedure, and guidance. Content revisions are noted on the following pages.

CURRENT RIGHT OF WAY MANUAL DIRECTIVES:

There are currently no Right of Way Manual Directives (RWMDs) in effect.

SUPERSEDED RIGHT OF WAY MANUAL DIRECTIVES:

The following Right of Way Manual Directives (RWMDs) have been incorporated in the RW Manual and are superseded upon the effective date of this RW Manual Change:

RWMD	Title	Date Issued
24-03	Increase the Waiver Valuation Limit for 1st Tier Waivers for Caltrans and Local Agencies	10-31-2024
24-02	Identifying and Expediting the Disposition of Excess Land for Affordable Housing Development	07-02-2024
23-01	Right of Way Acceptance Document for Middle Mile Broadband Network (MMBN) Projects	03-02-2023

RELATED POLICY AND PROCEDURES:

Throughout the RW Manual, gray shading highlights all current revisions (except hyperlinks) – all shading from previous revisions has been removed. The following is a summary of the revisions.

Chapter 1 – Introduction

- **Section 1.01, Right of Way Manual Overview**
 - 1.01.06.00, Revisions – updated publication deadlines for July 2025 RW Manual.

Chapter 2 – Organization and Policy

No revisions.

Chapter 3 – Programming and Budgeting

No revisions.

Chapter 4 – Estimating

No revisions.

Chapter 5 – Early and Advance Acquisition; Corridor Preservation; Hardship and Protection; Donations and Dedications

No revisions.

Chapter 6 – Right of Way Engineering

No revisions.

Chapter 7 – Appraisals

- *Revisions noted below incorporate the interim policy from [RWMD 24-03](#).*
- **Section 7.01, Appraisal Policies and General Requirements**
 - 7.01.02.00, Appraisal Report Not Required –
 - Updated dollar limits.
 - Added paragraph regarding the determination of using waiver valuations.
 - Updated CFR reference.
 - Added clarification regarding delegations.
 - 7.01.05.00, Separation of Appraisal and Acquisition Functions –
 - Updated dollar limits.
 - Added paragraph regarding waiver valuations.
 - 7.01.10.01, Notice of Decision to Inspect – new subsection.
 - 7.01.18.00, Criteria for Use of Contracted or Independent Fee Appraisers – added paragraph regarding guidelines and appraisal report requirements.
 - 7.01.19.00, Report Processing and Record Keeping – at Item 4, added Notification of Loss of Business Goodwill.

- **Section 7.02, Appraisal Reports**
 - 7.02.13.00, Waiver Valuation In Lieu of an Appraisal –
 - Added CFR reference.
 - Added reference to Section 7.01.02.00 for determination authority.
 - Updated waiver valuation limits.
 - 7.02.13.02, Waiver Valuation (\$2,501 to \$25,000) – Contents and Requirements –
 - Added Certificate of Sufficiency and HMDD.

- **Section 7.15, Airspace Estimates, Bid Lease Valuations and Appraisals**
 - 7.15.03.00, Appraisals – General – added references regarding restrictions to sections of the RW Manual Chapter 15.
 - 7.15.03.01, Format – added reference to new Exhibit 7-EX-26.
 - 7.15.03.03, Preparation – added clarification regarding lease data.

Chapter 8 – Acquisition

- **Section 8.01, Function and Responsibility**
 - 8.01.28.00, Administrative Authorizations – removed; the administrative authorization process was eliminated pursuant to the guideline memorandum dated July 29, 2020, [“Legal-Right of Way Procedures Regarding Retention of Expert Witness Appraisers and Other Professional Services Consultants, Pre-submission Conferences, and Requests for Settlement Authority Approval in Eminent Domain Cases”](#) (internal Caltrans link). The purpose of this process change is to streamline the preparation and submission of expert valuations and effectuate more timely requests from Legal to RW for settlement authority and approval.
 - 8.01.29.00, Administrative Settlements –
 - Removed references to Administrative Authorizations.
 - Updated subsection numbering to 8.01.28.00.
 - 8.01.29.01, Legal Settlement Recommendations –
 - Revised to incorporate additional information regarding Settlement Authority and/or Approval.
 - Updated subsection numbering to 8.01.29.00.

- **Section 8.03, Right of Way Contracts and Contract Approvals**
 - 8.03.08.00, Contracts Approved by District Office or Right of Way – updated RW Manual reference from 8.01.29.00 to 8.01.28.00.

- **Section 8.04, Title Exceptions**
 - 8.04.42.00, Tax Identification Numbers – corrected code references.
- **Section 8.05, Escrow Provisions**
 - 8.05.07.00, Dedication by Executors, Administrators, Guardians – Probate Code Section 587 – removed outdated code reference.
- **Section 8.09, Rental and Possession Provisions**
 - 8.09.15.00, Confirming Vacation in Hardship Acquisitions – updated code reference.
- **Section 8.13, Execution of Documents**
 - 8.13.04.00, Declaration of Homestead – updated code reference.
 - 8.13.08.00, Proof of Termination of Joint Tenancies – updated code reference.
- **Section 8.14.01.00, Acknowledgments**
 - 8.14.01.00, General Recordation Requirements – removed outdated reference regarding subscribing witnesses.
- **Section 8.17, Acquisition of Mobile Homes**
 - 8.17.01.00, General – updated forms information for the Department of Housing and Community Development (HCD).
 - 8.17.08.00, Closing Procedures – updated forms information for the California Department of Tax and Fee Administration.
- **Section 8.18, Federal Lands**
 - 8.18.01.00, General – added clarification regarding FHWA engagement.
 - 8.18.02.00, Region/District FLT Coordinator – added clarification regarding interactions and points of contact.
 - 8.18.03.00, Early Coordination – added references to Region/District FLT Coordinator.
 - 8.18.12.00, Federal Highway Administration (FHWA) – added clarification regarding FHWA involvement.
 - 8.18.13.00, United States Forest Service (USFS) – added clarification regarding the interagency agreement.
 - 8.18.14.00, Bureau of Land Management (BLM) – corrected interagency agreement date.
 - 8.18.17.00, Other Federal Agencies – added/corrected specific references to the US Code, Code of Federal Regulations, and the National Park Service.

- **Section 8.18, Federal Lands (Continued)**
 - 8.18.18.00, Environmental Clearance –
 - Added specific references to the National Historic Preservation Act.
 - Added paragraph regarding the timeframe of the Environmental Document.
 - 8.18.19.00, Federal Land Transfer Procedure to Obtain a DOT Easement – added clarification regarding timelines.
 - 8.18.19.01, Preparation of the DOT Easement – added references to Region/District FLT Coordinator and HQ RWLS Liaison.
 - 8.18.19.02, Federal Land Transfer (FLT) Package – added reference to Region/District FLT Coordinator.
 - 8.18.19.04, Termination of a Federal Land Transfer – corrected reference to the Code of Federal Regulations.
 - 8.18.23.00, Typical Steps in the Federal Land Transfer Process – added references to Region/District FLT Coordinator (R/D FLTC).

- **Section 8.20, Indian Lands**
 - 8.20.01.01, Tribal Indian Lands – added clarification regarding condemnation.
 - 8.20.02.00, Preparation of Maps – clarified mapping resources.
 - 8.20.04.00, Payment of Assessed Damages –
 - Added accounting requirements for payment.
 - Added section for direct payments.
 - 8.20.06.00, Memorandum of Settlement – removed; replaced with new subsection “Right of Entry, Permit to Enter, or Interim Temporary Permit.”

- **Section 8.21, Public Lands – State**
 - 8.21.05.01, Transfer of Jurisdiction Procedural Instructions – added clarification regarding Department of General Services (DGS) requirements.
 - 8.21.05.02, Transfer of Jurisdiction Process Flowchart – retitled “Transfer of Jurisdiction Process” and updated contents to current process.

- **Section 8.23, Public Agencies – Joint Powers Agreements**
 - 8.23.02.00, Public School District Lands – updated code reference.

- **Section 8.26, Mutual Water Company Stock**
 - 8.26.01.00, General – updated code reference.

- **Section 8.50, Memorandum of Settlement**
 - 8.50.04.01, Federal Reimbursement Provisions – at Item I, updated CFR reference.
- **Section 8.61, Procedure with Escrow Companies**
 - 8.61.06.00, Warrants Delivered to District – updated references to the State Administrative Manual (SAM).
- **Section 8.68, Other Acquisition Payment Requests**
 - 8.68.06.00, General Day Labor Expenditures – updated reference to the Accounting Manual.
- **Section 8.70, Delegations**
 - 8.70.01.00, Delegations of Authority –
 - Removed delegations regarding Administrative Authorizations.
 - Updated subsection references.

Chapter 9 – Condemnation

- **Section 9.05, Contracts with Independent Experts**
 - 9.05.03.00, Rate of Pay – revised to update roles and responsibilities between Legal and Right of Way when hiring Expert Witness Appraisers.
 - 9.05.04.00, Responsibility for Final Terms and Proper Fee – revised to update roles and responsibilities between Legal and Right of Way when hiring Expert Witness Appraisers.
 - 9.05.05.000, Presubmission Conference –
 - Removed; eliminated the requirement for a Pre-Submission Conference pursuant to the guideline memorandum dated July 29, 2020, [“Legal-Right of Way Procedures Regarding Retention of Expert Witness Appraisers and Other Professional Services Consultants, Pre-submission Conferences, and Requests for Settlement Authority Approval in Eminent Domain Cases”](#) (internal Caltrans link).
 - Updated numbering of remaining subsections.
 - 9.05.06.00, Specialty Contracts – in “Contracts Requirements” table, updated regarding hiring experts for appraisal and expert witness services.

- **Section 9.05, Contracts with Independent Experts (Continued)**
 - 9.05.11.00, Report Analysis – removed; eliminated the requirement and use of Exhibit 07-EX-18 (Report Analysis) pursuant to the guideline memorandum dated July 29, 2020, [“Legal-Right of Way Procedures Regarding Retention of Expert Witness Appraisers and Other Professional Services Consultants, Pre-submission Conferences, and Requests for Settlement Authority Approval in Eminent Domain Cases”](#) (internal Caltrans link).
 - 9.05.12.00, Pretrial Settlements Over Approved Appraisal Amount – updated RW Manual references.

- **Section 9.16, Condemnation Timeline and Flowcharts**
 - Updated section throughout as a result of the guideline memorandum dated July 29, 2020, [“Legal-Right of Way Procedures Regarding Retention of Expert Witness Appraisers and Other Professional Services Consultants, Pre-submission Conferences, and Requests for Settlement Authority Approval in Eminent Domain Cases”](#) (internal Caltrans link). Said guideline memorandum eliminated the administrative authorization process regarding expert witness appraisals which included the use of an appraisal report analysis (07-EX-18) and the requirement of having pre-submission conferences.

Chapter 10 – Relocation Assistance

No revisions.

Chapter 11 – Property Management

- **All Sections**
 - Added hyperlinks throughout (no changes to revision date unless sections are revised below).

- **Section 11.01, General**
 - 11.01.10.00, FHWA Approval of Less Than Fair Market Rent – removed exceptions for bikeways and pedestrian walkways ([CFR section removed 10-8-2019](#)).
 - 11.01.16.00, Batch Plants – updated reference from “Standard Identification Code” to “North American Industrial Classification System (NAICS).”

- **Section 11.05, Nonresidential Rentals**
 - 11.05.01.01, Appraisal's Requirements – edited subsection title to “Appraisal Service Request Requirements.”
 - 11.05.02.00, Nominal Value Nonresidential Rentals – added clarification to map details.
- **Section 11.07, Rental Procedures**
 - 11.07.24.00, Notices – corrected CFR reference.
- **Section 11.09, Rental Internal Controls**
 - 11.09.06.03, Receipts – updated cash form reference.
- **Section 11.10, Property Maintenance and Rehabilitation**
 - 11.10.09.02, Carbon Monoxide Alarms with Alternative Power Sources – updated National Fire Protection Association Standard reference.
 - 11.10.12.00, Reasonable Accommodations and Reasonable Accommodations – corrected Government Code reference.
- **Section 11.15, State as Lessee Leases**
 - 11.15.03.07, Hazardous Materials Certification – updated “American Board of Industrial Hygiene” reference to “Board for Global EHS Credentialing.”
 - 11.15.03.04, Standards for State Space – corrected reference to the State Administrative Manual.
- **Section 11.18, Department-Owned Employee Housing**
 - 11.18.08.00, Payment of Rent – updated DPA reference to the “California Department of Transportation (CalHR).”

Chapter 12 – Clearance and Demolition

No revisions.

Chapter 13 – Utility Relocations

- **All Sections**
 - Added hyperlinks throughout (no changes to revision date unless sections are revised below).
- **Section 13.01, Introduction**
 - 13.01.05.00, Right of Way Utility Management System (RUMS) – updated title to “Right of Way Management Information System II (ROWMIS II)” and updated language to reflect the new system and process.

- **Section 13.03, Design Phase**
 - 13.03.04.06, Receipt of Relocation Plans, Claim of Liability, and Estimate of Cost – updated language to provide clarity to the Utility Engineering Workgroup (UEW) and Utility Coordinator responsibilities.
 - 13.03.05.00, Utilities on Structures – amended to provide structures manual information.

- **Section 13.06, Notice to Owner**
 - 13.06.03.03, Construction Responsibilities – corrected a reference to the [Construction Manual](#) and removed a reference to 13.09.03.05 as it is no longer available.

- **Section 13.07, Utility Agreements**
 - 13.07.02.00, Circumstances Requiring a Utility Agreement – amended section for clarification. A Utility Agreement is required regardless of where the funds go.
 - 13.07.03.02, Section II. Liability for Work: – in subsection II-12, “Local Public Agency (LPA) Requests Undergrounding,” added a reference to the [Local Assistance Procedures Manual \(LAPM\)](#).
 - 13.07.03.04, Section IV. Payment for Work: –
 - In part IV-1., “Owner Operates Under PUC, FERC or FCC Rules:” – amended Notes section for clarity.
 - In part IV-10., “State’s Contractor Performs Portion of Work-Owner Liability:” – amended Notes section for clarity.
 - 13.07.04.01, Processing a Phase 4 Utility Agreement Where the State’s Contractor Will Be Handling All or a Portion of the Utility Relocation for the Owner – amended section for clarity.

Chapter 14 – Right of Way Certification

- **Section 14.03, Certification Format/Contents**
 - 14.03.04.00, Certification with Caltrans Rights of Entry (Exhibits 08-EX-24 and 08-EX-25) – corrected Exhibit references to 08-EX-23 and 08-EX-24.

- **Section 14.04, Middle Mile Broadband Network (MMBN)**
 - Added new section to incorporate the interim policy from [RWMD 23-01](#).

- **Section 14.05, Delegations**
 - Renumbered from the previous section 14.04.

Chapter 15 – Airspace

- **Section 15.01, General**

- 15.01.01.00, Function – added clarification of the Airspace function.
- 15.01.01.01, Definition –
 - Updated subsection title to “Definitions.”
 - Added headers to definitions and more in-depth explanations for clarity.
- 15.01.01.02, Airspace Policy –
 - Updated title to “General Airspace Policy.”
 - Added CTC resolution references to help explain procedural requirements.
 - Added reference to the Caltrans Wireless Communication Guidebook for cell tower and telecommunications guidance.
- 15.01.01.03, Statutory and CTC Resolution Requirements – Direct Negotiation vs. Competitive Bidding – new subsection.
- 15.01.01.04, Statutory Provisions Related to Leased Rights of Way –
 - Renumbered section due to addition of 15.01.01.03.
 - Added references to additional statutes governing airspace.
- 15.01.02.00, Responsibilities of Headquarters Airspace –
 - In the first bullet, deleted encroachment permit reference as there are instances where alternate use agreements are required within operating right of way of a conventional highway to address Department liability concerns.
 - In the second to last bullet, added a note section regarding subleasing.
- 15.01.02.02, HQ Liaison Region/District Visits – clarified “instructions” to “policies and procedures.”
- 15.01.03.00, Responsibilities of Region and District Airspace Development Units –
 - Deleted/updated responsibilities that are no longer relevant.
 - Added requirement for Districts to obtain approval from HQ RW RPS for any activities not discussed in the chapter or not included in the delegation matrix.
- 15.01.04.00, Region/District Airspace Review – updated to add clarity.

- **Section 15.02, Inventory of Airspace Leases and Internal Uses**

- 15.02.01.00, Inventory Requirements – updated to reflect that site inventory is now held in ROWMIS instead of the former RWPM.
- 15.02.01.01, Identification Number –
 - Updated title to “Identification Numbers.”
 - Updated identification number guidance due to changes necessitated by ROWMIS implementation.

- **Section 15.03, Planning and Marketing**
 - 15.03.03.02, Signs for Advertising Site Prior to Auction – deleted Open Storage alternate use which is no longer allowed per Department policy.
 - 15.03.04.00, Broker Commissions – updated CTC Resolution reference.

- **Section 15.04, Airspace Right of Way Use Agreements**
 - 15.04.01.00, Types of Right of Way Use Agreements – updated parameters of agreement types due to new requirements in CTC resolution G-24-14.
 - 15.04.01.01, Rental Agreement – updated rental agreement term limit due to new requirements in CTC resolution G-24-14.
 - 15.04.01.04, Non-Developmental Agreement – updated language and provided examples under which a non-developmental agreement could be used and clarified that this lease format may be used for both direct negotiation and bidding scenarios.
 - 15.04.01.05, Developmental Agreement – updated to reflect new policy prohibiting development of buildings or parking garages.
 - 15.04.01.08, Three-Year Directly Negotiated Nondevelopmental Agreement – updated to reflect new parameters due to CTC resolution G-24-14.
 - 15.04.06.00, Exercising Option to Extend an Existing Lease – included new Department policy that as of June 2024, new leases cannot contain an option to extend without unanimous CTC approval.

- **Section 15.06, Airspace Leases – Processing**
 - 15.06.01.01, Rental Agreement (Private Entities) –
 - Updated references from “RWPM” to “ROWMIS.”
 - Included language that extension of airspace leases requires CTC approval.
 - Updated CTC Resolution reference.
 - 15.06.03.00, Long-Term Leases – Competitive Bid – deleted language that competitive bid leases over five years must be approved by CTC because this CTC requirement does not exist in any guiding CTC resolution.

- **Section 15.06, Airspace Leases – Processing (Continued)**
 - 15.06.04.00, Long-Term Leases – Directly Negotiated –
 - Updated title and subsection to remove “Long-Term Leases” – CTC resolutions do not refer to “long-term” agreements in their resolutions, therefore the language referring to “long-term” in this subsection is deleted.
 - Updated to clarify CTC must approve all Directly Negotiated leases except for approved exceptions listed in CTC resolutions G-19-43 and G-24-14.
 - 15.06.05.00, CTC Approval – updated CTC Resolution reference.
 - 15.06.10.02, Encumbrance – added language that any non-standard language shall be approved by HQ Airspace and HQ Legal.

- **Section 15.07, Inspection and Use Requirements**
 - 15.07.01.00, Inspections – updated reference from “RWPM” to “ROWMIS.”
 - 15.07.08.05, Reporting of Fire – clarified that Local Agencies shall follow their agencies’ fire reporting protocol.
 - 15.07.12.00, Vacated Delinquent Accounts – updated reference from “RWPM” to “ROWMIS.”
 - 15.07.12.01, Amounts \$250 or Less – updated reference from “RWPM” to “ROWMIS.”
 - 15.07.12.02, Amounts Greater Than \$250 – updated reference from “RWPM” to “ROWMIS.”

- **Section 15.08, Managing the Airspace Program – Property Management and the Marketing Plan**
 - 15.08.05.00, Income – updated reference from “RWPM” to “ROWMIS.”
 - 15.08.09.00, Training and Development – updated reference from “RWPM” to “ROWMIS.”
 - 15.08.10.00, Reference Materials – updated reference from “RWPM” to “ROWMIS.”

- **Section 15.09, Delegations**

- 15.09.01.00, Delegations of Authority –
 - Added requirement that a District must obtain approval from HQ RW RPS for any activities outside the manual scope or delegation matrix.
 - Updated CTC Resolution references throughout.
 - At “Three-Year Directly Negotiated Agreement,” added clarification when allowed.
 - At “Approval of Nonstandard Lease and Agreements,” revised to “Approval of Nonstandard Lease Language and Agreements.”
 - At “Approval/Execution of Long-Term Building Development Leases,” added clarification and updated the lowest level of sub-delegation from “Supervising RW Agent” to “Caltrans Director.”
 - At “Approval of Subleases and Assignments,” updated delegation from “District” to “HQ.”

Chapter 16 – Excess Land

- **Section 16.01, General**

- 16.01.01.00, Function and Responsibility – updated RW Manual reference from 16.13.01.00 to 16.14.01.00.

- **Section 16.03, Clearance Procedures**

- 16.03.05.00, Offers to Local Public Agencies and State Resources Agency – in tables, removed outdated references to Government Codes 7073 and 7082 (repealed in 2013).

- **Section 16.05, Disposal Methods and Procedures**

- 16.05.08.00, Exchange by Right of Way Contract – updated RW Manual reference from 8.01.29.00 to 8.01.28.00.

- **Section 16.09, Rescinded Route Procedures**

- 16.09.06.00, RAP Policy – updated CTC Resolution reference.

- **Section 16.11, Porter Bill Park Leases**

- 16.11.03.00, Local Agency Notification – updated corresponding Exhibit titles.

- **Section 16.12, Statutes**
 - 16.12.01.00, General – updated statutes publication reference.
 - 16.12.03.00, Government Code –
 - Removed outdated references to Government Codes 7073 and 7082 (repealed in 2013).
 - Updated Government Code 14911 to match current code.
 - Updated Government Code 65858 to match current code.
 - 16.12.04.00, Health and Safety Code – updated to match current code.
 - 16.12.05.00, Public Resources Code – updated to match current code.

- **Section 16.13, Affordable Housing**
 - Added new section to incorporate the interim policy from [RWMD 24-02](#).

- **Section 16.14, Delegations**
 - Updated section numbering from 16.13 to 16.14 to accommodate new Section 16.13, Affordable Housing.

Chapter 17 – Local Programs

- **Section 17.04, Local Public Agency Projects on the State Highway System**
 - 17.04.08.02, Acquisition Settlements – updated RW Manual reference from 8.01.29.00 to 8.01.28.00.

Chapter 18 – Railroad Coordination

- **All Sections**
 - Added hyperlinks throughout (no changes to revision date unless sections are revised below).

- **Section 18.04, Determination of Railroad Involvement**
 - 18.04.03.01, Federal Aid Requirements – updated CFR reference.

- **Section 18.05, Property Classifications**
 - 18.05.01.01, Operating Property – Definition –
 - Added the term “roadbed” with definition.
 - Added a section regarding railroad tenant operators.

- **Section 18.06, Acquisition Procedures**
 - 18.06.03.04, Right of Way Agreements and Other Agreements –
 - Added a new subsection (and renumbered the two sections following 18.06.03.04).

Exhibit Updates

- **03-EX-08, Right of Way Object Codes** – added object codes for contracting out appraisal services consistent with the [Division of Accounting's Coding Manual](#) (internal Caltrans link). (10-2024)
- **07-EX-17A, Notice of Decision to Inspect** – in the last sentence of the third paragraph, the bolded text was changed to normal (non-bolded) text. (12-2024)
- **07-EX-26, Certificate of Appraiser – Airspace** – new Exhibit similar to Form RW 07-17, Certificate of Appraiser – Excess Land (will ultimately be converted to a Form).
- **14-EX-12, Middle Mile Broadband Network – Right of Way Acceptance** – updated signature blocks to reflect current approvals. (12-2024)
- **15-EX-06, Request for Approval of Terms and Conditions (CTC) – Sample** – deleted outdated reference to the disbanded Airspace Advisory Committee (AAC).
- **15-EX-15, Developmental Inspection Report**
 - In the “Type of Property” section, added a description in the option for “Other.”
 - In the “Reason for Inspection” section:
 - Updated “Mandatory Yearly Inspection” to “Quarterly” consistent with the RW Manual.
 - Added a new option of “State Fire Marshal Yearly Inspection.”
 - Updated “RWPMS” reference to “ROWMIS.”
 - Removed/reconfigured sections throughout that require professional expertise outside of a Right of Way Agent – the State Fire Marshal (SFM) will inspect for fire safety items, other inspections fall under the professional expertise of others, etc.
 - Reformatted language throughout for flow/consistency.
 - In the “General Housekeeping” section, added items for unpermitted new construction, evidence of habitation, prohibited items, unpermitted use, and unpermitted sub-leasing.
 - Updated signature block area.
 - Removed California Fire Code (CFC) references throughout. (10-2024)

- **15-EX-17, FHWA/Caltrans Approval Matrix – Right of Way Use Agreement**
 - Under “Commercial Uses,” removed “Open Storage” as this use is not prohibited by Department policy.
 - Under “Public Agency/Non-Profit,” added “Secure Vehicle Lot Program (SVLP).”
- **17-EX-08, Acknowledgment for Donations** – fixed typos. (10-2024)
- **18-EX-01, Railroad Agreements Glossary** – added definition for “roadbed” and removed Bridge Glossary figure (now new Exhibit 18-EX-02). (10-2024)
- **18-EX-02, Bridge Glossary** – last page from 18-EX-01 made into a standalone Exhibit. (10-2024)
- **18-EX-03, References** – new. (10-2024)
- **18-EX-04, Local Public Agency Process for Right of Way Certifications when Railroad Facilities are within the Project Limits** – new. (10-2024)
- **18-EX-05, Disencumbrance Decision Document** – new. (10-2024)

Form Updates

- **DOT RW 16-05, Purchase and Sale Agreement – Public Sale**
 - Edits made to improve form functionality, including:
 - Pg. 1 – expanded data entry fields throughout the page.
 - Items 2d and 3 – added “tentatively scheduled for” language to the California Transportation Commission (CTC) date.
 - Pg. 6 – at the signature block area, reformatted signers and added date fields. (09-2024)
- Many forms have been or are currently in the process of updating the form names – external forms will be preceded with a “DOT” ahead of the normal “RW xx-xx” format. If you’re looking a CEFS form, please make sure to check if the form is alphabetized in the “DOT” or “RW” section of the CEFS webpage.

The [Right of Way Manual](#) is available on the [Division of Right of Way and Land Surveys webpage](#).

To receive email update notifications, please visit our [subscription sign-up](#).

Anyone can propose an update to the RW Manual! Visit the [RW Manual webpage](#) to submit a “Right of Way Manual Revision Request.” (Please save the document to your local drive before completing it to access all features).

Other comments and suggestions for improvement to the RW Manual may be submitted to RWManual@dot.ca.gov.