



MONTANA DEPARTMENT OF TRANSPORTATION

MONTANA RIGHT-OF-WAY DESIGN MANUAL

Appendix C – Authorization Sample Memos

**Appendix C
AUTHORIZATION SAMPLE MEMOS**

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APPENDIX C-1

Montana Department of Transportation
Helena, Montana 59620-1001

Memorandum

To: Patty Patterson
District R/W Supervisor
Glendive District

From: David M. Hoerning, P.L.S.
Design Manager
Right-of-Way Bureau

Date: November 6, 2009

Subject: Original Authorization - FOR: Acquisition
Project No.: 4838-008
R/W ID.: STPS 363-1(8)9
PE ID.: STPS 363-1(6)9
Designation: East of Wagner - East

1. This is your authorization to proceed with the acquisition of right-of-way for the above-captioned project.
Authorization APPROVED by the FHWA on 2-3-04.
2. White prints - sheets 1-4 of 4 sheets are attached.
3. Copies of Title Commitments
4. 2 sets of Construction plans 1 set of Cross Sections
5. Route description required.
6. R/W Coordinate File 4838ROBRK001.TXT and 4838ROBAS001.TXT are located in the RO Directory.

(According to the latest reports:)

RAILROAD INVOLVED: NO

Remarks: This is your authorization to acquire parcels 1, 2, 3, 4, and 5. Categorical Exclusion under the provisions of (23 CFR 771.117 (d) and approved on October 28, 2003 applies. **This is a Title Commitment Project:** Phillips County Title Company; PO Box 250; Malta, MT 59538.

	<u>Project</u>	<u>Agreement</u>	<u>Unit</u>	<u>Account</u>
Cost Account Codes:	4838	008	000	9202

DMH:BJM:alb

Attachment(s)

cc: District Administrator - Glendive	Real Estate Services Section	Highways Bureau
District Construction Engineer - Glendive	Access Management Section	Traffic & Safety Bureau
District Utility Agent	R/W Plans Section	Fiscal Programming Section
Chief – R/W Bureau	Project File	FHWA
Operations Manager	County	Environmental
Acquisition Section	Utilities Section	Accounting Systems Operations-
Appraisal Review Section		(State Funded Projects Only)

APPENDIX C-2

Montana Department of Transportation
Helena, Montana 59620-1001

Memorandum

To: Patty Patterson
District R/W Supervisor
Glendive District

From: David M. Hoerning, P.L.S.
Design Manager
Right-of-Way Bureau

Date: November 6, 2009

Subject: Original Authorization - FOR: Appraisals
Project No.: 4363-002
R/W ID.:
PE ID.: STPU 8009(2)
Designation: Stower St – Miles City

1. This is your authorization to proceed with the appraisal of right-of-way for the above-captioned project.
Authorization APPROVED by the FHWA on 5-5-03.
2. White prints - sheets 1-7 of 7 sheets are attached.
3. Copies of Title Commitments
4. 2 sets of Construction plans 1 set of Cross Sections
5. Route description required.
6. R/W Coordinate Files 4363ROBRK001.TXT and 4363ROBAS001.TXT are located in the RO directory.

(According to the latest reports:)

RAILROAD INVOLVED: NO

Remarks: This is your authorization to begin the appraisal process for parcel 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, and 16. Any revisions or changes on the authorization to appraise plans will not be detailed in a blue sheet. At the time of authorization, any changes in names and addresses will be noted by parcel number.

	<u>Project</u>	<u>Agreement</u>	<u>Unit</u>	<u>Account</u>
Cost Account Codes:	4363	002	000	9102

DMH:BJM:alb

Attachment(s)

cc: District Administrator - Glendive	Real Estate Services Section	Highways Bureau
District Construction Engineer – Glendive	Access Management Section	Traffic & Safety Bureau
District Utility Agent	R/W Plans Section	Fiscal Programming Section
Chief – R/W Bureau	Project File	FHWA
Operations Manager	County	Environmental
Acquisition Section	Utilities Section	Accounting Systems Operations -
Appraisal Review Section		(State Funded Projects Only)

APPENDIX C-3

Montana Department of Transportation
Helena, Montana 59620-1001

Memorandum

To: Jerilee Weibel
Field Right-of-Way Supervisor
Great Falls District

From: David M. Hoerning, P.L.S.
Design Manager
Right-of-Way Bureau

Date: May 11, 2005

Subject: Original Authorization - FOR: Advanced Acquisition
Project No.: 4321-059
R/W ID.: NH 1-6(59)381
PE ID.: NH 1-6(28)381
Designation: US-2 – Havre

1. This is your authorization to proceed with the **ADVANCED** acquisition for Parcel 133 of right-of-way for the above-captioned project.
Authorization APPROVED by the FHWA on 4-1-05.
2. White prints - sheets 4 and 25 of 28 sheets are attached.
3. Copies of Title Commitment for Parcel 133
4. sets of Construction plans set of Cross Sections
5. Route description required.
6. R/W Coordinate Files

(According to the latest reports:)

RAILROAD INVOLVED: NO

Remarks: This is your authorization to acquire Parcel 133 (Patricia A. O'Neill, Etal). Categorical Exclusion under the provisions of (23 CFR 771.117(d) and approved on April 7, 2004 applies. **This is a Title Commitment Project:** Hill County Title Company, P.O. Box 1688, Havre, MT 59501.

	<u>Project</u>	<u>Agreement</u>	<u>Unit</u>	<u>Account</u>
Cost Account Codes:	4321	059	000	9202

DMH:BJM:rlc

Attachment(s)

cc: District Administrator – Great Falls	Real Estate Services Section	Highways Bureau
District Construction Engineer–Great Falls	Access Management Section	Traffic & Safety Bureau
District Utility Agent	R/W Plans Section	Fiscal Programming Section
Chief – R/W Bureau	Project File	FHWA
Operations Manager	County	Environmental
Acquisition Section	Utilities Section	Accounting Systems Operations -
Appraisal Review Section		(State Funded Projects Only)

**Montana Department of Transportation
Helena, Montana 59620-1001**

Memorandum

To: Patty Patterson
District R/W Supervisor
Glendive District

From: David M. Hoerning, P.L.S.
Design Manager
Right-of-Way Bureau

Date: November 6, 2009

Subject: **Supplemental Authorization** - FOR: Acquisition
Project No.: 1514-029
R/W ID.: NH 23-1(29)33
PE ID.: F-NH 23-1(15)33 F
Designation: Volborg – N & S

1. This is your authorization to proceed with the acquisition of right-of-way for the above-captioned project.
Authorization APPROVED by the FHWA on 1-1-07.
2. White prints - sheets and of sheets are attached.
3. Copies of Title Commitments
4. sets of Construction plans set of Cross Sections
5. Route description required.
6. R/W Coordinate Files

(According to the latest reports:)

RAILROAD INVOLVED: NO

Remarks: This supplemental authorization is to correct the PE ID on the original authorization from F 23-1(15)33 to **F-NH 23-1(15)33 F** and Designation from Volberg – N & S to **Volborg – N & S** and also to authorize those lease parcels inadvertently not authorized on the original authorization. This is your authority to acquire parcels 8L1, 8L2, 10L1, 10L2, 10L3, 22L1, 22L2, and 29L1.

Cost Account Codes:	<u>Project</u> 1514	<u>Agreement</u> 029	<u>Unit</u> 000	<u>Account</u> 9202
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DMH:MDO:rol

Attachment(s)

cc: District Administrator – Glendive	Real Estate Services Section	Highways Bureau
District Construction Engineer–Glendive	Access Management Section	Traffic & Safety Bureau
District Utility Agent	R/W Plans Section	Fiscal Programming Section
Chief – R/W Bureau	Project File	FHWA
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Appraisal Review Section		(State Funded Projects Only)