
District	County	Route	Postmile	Project ID

Date:

Project Description:

Appraisal Map No(s):

Map Date:

Parcel Number(s):

I hereby certify that the right of way and degree of access control are correctly shown on the above-referenced appraisal map(s) and are sufficient for the construction of this project, and the approved Hazardous Materials Disclosure Document, attached hereto.

By _____ Date _____
Project Engineer

By _____ Date _____
Senior Design Engineer

	Required attachment, Hazardous Materials Disclosure Document (Form ENV-001)
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**INSTRUCTIONS FOR
CERTIFICATE OF SUFFICIENCY (6-EX-9)
AND HAZARDOUS MATERIALS DISCLOSURE DOCUMENT (ENV-001)**

The unsigned Certificate of Sufficiency is generated by Right of Way Engineering upon completion of the appraisal map, and shall be sent with the initial transmittal of the map to the appropriate design office (e.g., Design, Traffic, Maintenance, or Hydraulics) to be approved by both the Project Engineer and the Senior Design Engineer. **This approval authority cannot be sub-delegated.** The certification shall apply to all right of way parcels listed, by Right of Way Engineering, under the heading, "Parcel Number(s)." Right of Way Appraisals may perform preliminary work based on the initial transmittal of appraisal maps; however, the appraisal report cannot be approved for the first written offer until Right of Way Appraisals receives the completed Certificate of Sufficiency.

The Hazardous Materials Disclosure Document (HMDD) is a required attachment to the Certificate of Sufficiency. The HMDD shall be approved by the District Hazardous Waste Coordinator. The disclosure(s) shall apply to all right of way parcels listed under the heading, "R/W PARCEL NUMBER(S)." The parcel number(s) should be typed inside of the parentheses located to the left of the applicable disclosure statement. Right of Way Engineering will send a copy of the appraisal map to the District Hazardous Waste Coordinator at the same time as the initial transmittal to Right of Way Appraisals, to trigger the production of the HMDD. Design is responsible for obtaining the approved HMDD for attachment to the Certificate of Sufficiency.

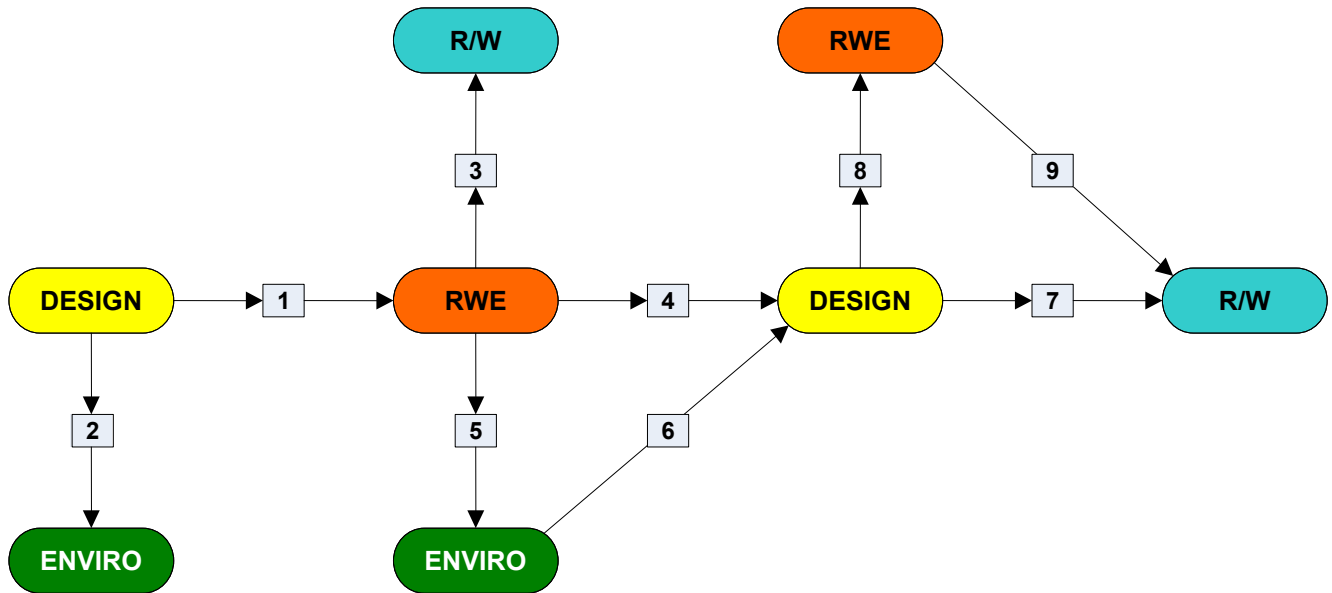
The attached flowchart is the recommended process and outlines the following:

Once the appropriate signatures have been obtained, the original Certificate of Sufficiency and HMDD(s) with attachment(s), if any, are sent to Right of Way Appraisals, and a copy of only the Certificate of Sufficiency is sent to Right of Way Engineering. Right of Way Engineering transmits the final appraisal maps to Right of Way Appraisals, if necessary.

The original Certificate of Sufficiency is not valid unless the approved HMDD is attached.

Any revision to the maps will require a new Certificate of Sufficiency. A new HMDD will be required only if the right of way requirements have increased.

CERTIFICATE OF SUFFICIENCY (CoS) FLOWCHART



- 1 DESIGN transmits right of way requirements to RIGHT OF WAY ENGINEERING (RWE)
- 2 DESIGN cc's right of way requirements to ENVIRONMENTAL (ENVIRO)
- 3 RWE transmits initial¹ Appraisal Maps to RIGHT OF WAY (R/W) for preliminary activities
- 4 RWE transmits initial Appraisal Maps to DESIGN with unsigned CoS²
- 5 RWE cc's initial Appraisal Maps to ENVIRO with unsigned CoS
- 6 ENVIRO transmits unsigned CoS with approved Hazardous Materials Disclosure Document (HMDD) to DESIGN
- 7 DESIGN transmits approved CoS with approved HMDD to R/W
- 9 8 DESIGN cc's approved CoS (without HMDD) to RWE

RWE transmits final Appraisal Maps to R/W

¹ The initial transmittal becomes the Final Map once the CoS is attached. Any changes to right of way requirements after transmittal of initial Appraisal Maps constitutes a revision and requires a return to 1

² CoS will include parcel numbers coinciding with initial Appraisal Maps.

