BEST PRACTICES
CONVEYANCE APPROVAL PROCESS

Jennifer Bailey Matti, LS
Property Conveyance Supervisor
MnDOT
OUTLINE

- Legislation
- History
- Process
- Approvals
- Wrap Up
2013 Legislation

Inventory of surplus Right of Way

Must report inventory findings to legislature each odd numbered year
HISTORY

- 8 Districts – 1 Central Office

- 2 Step Conveyance Process
  - District & Central Office
TODAY

• 1 Conveyance Unit:
  • Centralized out of St. Paul

• 5 Person Team

• Supplemented with contractors and district personnel
APPROVALS REQUIRED

- DISTRICT OFFICE
- CENTRAL OFFICE
- FHWA
- MINNESOTA MANAGEMENT & BUDGET OFFICE
DISTRICT APPROVALS

- DISTRICT OFFICE REVIEW
  - Design
  - Traffic
  - Water Resources
  - Right OF WAY
  - Maintenance
  - Planning/Pre-Design
  - State Aid
  - Permits
  - ? More ?
CENTRAL OFFICE APPROVALS

- CENTRAL OFFICE REVIEWS
  - Land Management

- Materials (Gravel Pits)

- Office Of Environmental Services

- Rail Office (Railbank Land)
Microsoft Outlook Email

- Community Mailbox
- Reviewers Have Read & Write Privileges
Each District Remains Independent In Approval Process

Central Office Personnel remain close to source of work
OUTLOOK SHARED REVIEW
OUTLOOK SHARED REVIEW
<table>
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<tr>
<th>Date</th>
<th>Title</th>
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<td>8:35 AM</td>
<td>DOT_OLM Conveyance Review Maintenance Comments</td>
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<tr>
<td>Thu 4/9</td>
<td>DOT_OLM Conveyance Review Traffic</td>
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<td>Wed 4/8</td>
<td>DOT_OLM Conveyance Review Planning Comments</td>
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<td>3/24/2015</td>
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<td>DOT_OLM Conveyance Review Loren's comments</td>
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Maintenance has no comments.

Mark Watson, P.E.
MnDOT Metro Maintenance
Engineering Services Unit
(651) 234 - 7943

From: Erickson, Chad (DOT) On Behalf Of *DOT_CLM Conveyance Review
Posted At: Thursday, April 09, 2015 4:34 PM
Posted To: 2014-0069 & 0070 SW Quad TH7 & Williston RD.
Conversation: 2014-0069 & 0070 Pre-Approval SW Quad TH7 & Williston RD.
Subject: Traffic

I concur with Nancy and Tod. We should not convey this unless access is available from Lloyds Drive.

From: Sherman, Tod (DOT) On Behalf Of *DOT_CLM Conveyance Review
Posted At: Wednesday, April 08, 2015 11:57 AM
Posted To: 2014-0069 & 0070 SW Quad TH7 & Williston RD.
Conversation: 2014-0069 & 0070 Pre-Approval SW Quad TH7 & Williston RD.
Subject: Planning Comments

Attached is the completed bike/ped checklist for 2014-0069. From the bike and ped standpoint, we should convey the property.

We shouldn’t convey the property if the driveway access is going to remain on MN 7. There are very few direct driveway accesses on the corridor, there’s no right turn lane, and we couldn’t require one with the development of a couple homes. Every effort should be made to get access from Lloyd’s...
OUTLOOK SHARED REVIEW
CONCLUSION

- Work In Progress
- Always Looking To Improve
- Promote Consistency
- Use The Tools We Have