

RIGHT OF WAY CERTIFICATIONS

The Rights of Way Division for the South Carolina Department of Transportation (SCDOT) currently has four (4) Right of Way Certification Forms used for certifying acquisition of all rights of way, including legal and physical possession, in addition to certifying that all occupants have vacated the property, for compliance with 23 CFR 635.309.

The template(s) can be obtained through SCDOT's Project Wise search. Upon opening of the template, the user is required to make one of the following selections for the applicable certification.

1. Conditional with Construction Hold-Offs – Form 1000A – A conditional certification with construction hold-offs certifies that all rights of way, including legal and physical possession, in addition to certifying that all occupants have vacated the property, with the exception of one or more remaining parcels that is not complete. Holds-offs for those parcels must be identified on an attached sheet, stating an estimated possession date. This certification may also include tracts with Rights of Entries, but need to state an estimated possession date also.
2. Existing Right of Way – Form 1000B – An existing certification certifies all new construction work will be within the existing right of way limits, which could include slopes and/or other permissions.
3. Right of Entry (ROE) – Form 1000C – certifies that all rights of way required for the construction has been secured; however all necessary rights of way have not been fully acquired. SCDOT will obtain all legal rights within six months and will provide a Final or Revised Certification at that time. The Right of Entry tracts must be identified on an attached sheet.
4. Final – Form 1000D – certifies that all rights of way, including legal and physical possession, in addition to certifying that all occupants have vacated the property – certifying that the project is clear for construction.

The project information consisting of the Project ID No., Letting Date, Road/Route data, FAP No., Category Type, County and Project Name must be entered in the top table. The total number of tracts with corresponding number of acquisitions based on Deeds/Easements, Condemnations, Permissions and/or Rights of Entry is required in the lower table, in addition to the number of displaces and the number vacated. Samples for SCDOT projects are shown in the **Sample SCDOT Project Certifications** link.

If your firm is a Local Public Agency (LPA) Entity, an On-Call Consultant Firm, or Design Build Firm responsible for the acquisition and relocation activities, please insure all certifications are prepared on your entity or firm's letterhead with logo. All LPA Certifications will be Category Type 3, as shown in the **Sample LPA Project Certifications** link. For additional information, and applicable signature authority, refer to the Rights of Way Acquisition Manual, more specifically Chapter 3, Pages 14 – 16.

If you are currently not a Project Wise user, please contact Hugh Haddock, Assistant Director of Rights of Way for Acquisitions for assistance.