





























RIGHT OF WAY CHECKLIST

RIGHT OF WAY No.: Enter ROW No. Here
ALLOTTMENT No.: Enter Allotment No. Here
APPLICANT: Enter Applicant Name Here
BENEFICIARY: Enter landowner(s) Name(s) Here

REVIEW	ITEMS TO CONSIDER	CROSS REFERENCE	STAFF COMMENTS/NOTES
Yes/No/NA	Case Initiation Letter	Tab 1	Comments / Notes 
Yes/No/NA	Provide the Right of Way Checklist in and the supporting documents to the Applicant	Tab 1	Comments / Notes 
Yes/No/NA	<p>Overview of ROW Process; Statutes, Regulations, Policy</p> <p>There are several documents available to assist the applicant, landowner and Realty Specialist in processing an easement for right-of-way. The base materials include:</p> <ul style="list-style-type: none"> • Review 25 CFR Part 169 • Review PL-407 / the Act of February 5, 1948 • Review Procedural Handbook Grants of Easement for Rights-of-Way on Indian Land • Review City of Palm Springs right-of-way policy on Tribal lands • Review Palm Springs Agency DRAFT right-of-way policy 	Tab 1	Comments / Notes
Yes/No/NA	<p>NEPA Compliance</p> <ul style="list-style-type: none"> • Review the NEPA Handbook • Select the appropriate level of NEPA Document 	Tab 1	Comments / Notes 
Yes/No/NA	<p>ROW's in Section 14 – Downtown Palm Springs</p> <ul style="list-style-type: none"> • Section 14, T4S, R4E - Environmental Assessment 	Tab 1	Comments / Notes 
Yes/No/NA	Categorical Exclusion	Tab 1	Comments / Notes 
Yes/No/NA	Environmental Impact Statement	Tab 1	Comments / Notes 
Yes/No/NA	<p>Environmental Assessment</p> <ul style="list-style-type: none"> • Archaeological Report • Biological Report • Hydrology Report • Traffic Count Report • Geology Report 	Tab 1	Comments / Notes 

Yes/No/NA	CEQUA Documents <ul style="list-style-type: none"> • Tribal Habitat Conservation • Fringe Toed Lizard • Milk Vetch 	Tab 1	Comments / Notes	
Yes/No/NA	Application for Right of Way	Tab 1	Comments / Notes	
Yes/No/NA	Invoice Administrative Fee	Tab 1	Comments / Notes	
Yes/No/NA	Remit Administrative Fee	Tab 1	Comments / Notes	
Yes/No/NA	Application for Permission to Survey for Right-of-Way	Tab 1	Comments / Notes	
Yes/No/NA	Landowner Consent	Tab 1	Comments / Notes	
Yes/No/NA	Consent from Individual Indian Landowners (other than ACBCI) <ul style="list-style-type: none"> • Request consent from individual Indian landowners • Receive consents from individual landowner 	Tab 1	Comments / Notes	
Yes/No/NA	Consent from ACBCI as landowner <ul style="list-style-type: none"> • Consent from the Tribe as landowner • Notify the Tribe of request for ROW • Tribal Resolution providing consent 	Tab 1	Comments / Notes	
Yes/No/NA	Notify applicant of landowner consents	Tab 1	Comments / Notes	
Yes/No/NA	Survey Plat <ul style="list-style-type: none"> • Submit a map or plat and field notes prepared by a registered land surveyor 	Tab 1	Comments / Notes	
Yes/No/NA	BLM review of legal description	Tab 1	Comments / Notes	
Yes/No/NA	Superintendent's acceptance of engineer's map	Tab 1	Comments / Notes	
Yes/No/NA	Review Appraisal Handbooks and Reference Guides <ul style="list-style-type: none"> • 52 BIAM and Supplement 1 to 52 BIAM U.S. DOI BIA Real Estate Appraisal Handbook April 16, 1970 • U.S. DOI - Bureau of Indian Affairs Real Estate Services Appraisal Handbook - dated October 1998 • Uniform Appraisal Standards for Federal Land Acquisitions, dated December 20, 2000 • United States Department of the Interior Appraisal policy Manual - dated October 1, 2006 	Tab 1	Comments / Notes	
Yes/No/NA	Landowners' Appraisal <ul style="list-style-type: none"> • Appraisal Request from landowner • Ordered by BIA • Contracted by ACBCI • Approved by OST's OAS 	Tab 1	Comments / Notes	
Yes/No/NA	Disclosure of Appraised Value	Tab 1	Comments / Notes	
Yes/No/NA	Consideration is at or above fair market value	Tab 1	Comments / Notes	

Yes/No/NA	Corporate Documents for Corporations / Corp. <input type="checkbox"/> Articles of Incorporation <input type="checkbox"/> Corporate Resolution with Authority to Sign <input type="checkbox"/> Statement/List of Officers <input type="checkbox"/> Financial Statement(s) <input type="checkbox"/> Credit Report (if foreign Corp. or CA filing reports) <input type="checkbox"/> Certificate of Good Standing <input type="checkbox"/> Fictitious Name Filing	Tab 1	Comments / Notes	
Yes/No/NA	Corporate Documents for Limited Liability Company / LLC <input type="checkbox"/> Articles of Organization or Cert. of Formation <input type="checkbox"/> Evidence of Authority to Sign <input type="checkbox"/> Operating Agreement <input type="checkbox"/> Financial Statement(s) <input type="checkbox"/> Certificate of Good Standing <input type="checkbox"/> Fictitious Name Filing	Tab 1	Comments / Notes	
Yes/No/NA	Corporate Documents for Partnership / Limited Partnership <input type="checkbox"/> Partnership Agreement <input type="checkbox"/> Financial Statement(s) <input type="checkbox"/> Certificate of Limited Partnership <input type="checkbox"/> Evidence of Authority to Sign <input type="checkbox"/> Operating Agreement <input type="checkbox"/> Financial Statement(s) <input type="checkbox"/> Certificate of Good Standing <input type="checkbox"/> Fictitious Name Filing	Tab 1	Comments / Notes	
Yes/No/NA	Corporate Documents for Public Entity <input type="checkbox"/> Articles of Incorporation <input type="checkbox"/> Powers of Board Members <input type="checkbox"/> Financial Statement(s) <input type="checkbox"/> Evidence of Authority to Sign <input type="checkbox"/> Operating Agreement <input type="checkbox"/> Fictitious Name Filing	Tab 1	Comments / Notes	
Yes/No/NA	Certificate of Liability Insurance	Tab 1	Comments / Notes	
Yes/No/NA	Bonding <ul style="list-style-type: none"> • Surety Bond • Rental Bond 	Tab 1	Comments / Notes	
Yes/No/NA	Title Status Report showing no other encumbrances on land subject to Right-of-Way	Tab 1	Comments / Notes	
Yes/No/NA	Enter right-of-way in TAAMS	Tab 1	Comments / Notes	
Yes/No/NA	Direct pay / agency pay	Tab 1	Comments / Notes	
Yes/No/NA	Prepare approval pages	Tab 1	Comments / Notes	
Yes/No/NA	Realty Officer's Review	Tab 1	Comments / Notes	
Yes/No/NA	Deputy Superintendent's Review	Tab 1	Comments / Notes	

Yes/No/NA	Superintendent's Approval	Tab 1	Comments / Notes 
Yes/No/NA	Approval of ROW in TAAMS	Tab 1	Comments / Notes
Yes/No/NA	Apply the payment terms in TAAMS	Tab 1	Comments / Notes
Yes/No/NA	Generate an invoice in TAAMS	Tab 1	Comments / Notes
Yes/No/NA	Record ROW on title	Tab 1	Comments / Notes 
Yes/No/NA	New Field	Tab 1	Comments / Notes 
Yes/No/NA	New Field	Tab 1	Comments / Notes
Yes/No/NA	New Field	Tab 1	Comments / Notes
Yes/No/NA	New Field	Tab 1	Comments / Notes
Yes/No/NA	New Field	Tab 1	Comments / Notes