



Connecticut DOT

Number: CD-2021-5

Office of Construction

Date: June 4, 2021

CONSTRUCTION DIRECTIVE

Construction Administrator

Procedures to Request Use of DOT Excess Property or Buildings for Project Use

The purpose of this directive is to create a standard procedure for requesting use of DOT excess property for project related activities.

The Division of Rights of Way (ROW) is responsible for managing DOT excess property. As such, all requests to utilize the same must be submitted to ROW for review and approval.

The following procedures should be followed:

1. All requests should be sent via memorandum from the level of District Engineer or above. This will ensure Construction's chain of command is aware of these requests and will help to prioritize in the event multiple projects require use of the same property.
2. All requests should be sent to the Principal Property Agent of ROW's Property Management Section (currently Amy Martinez) with the following minimum distribution:

cc: Principal Property Agent - ROW Administration Section (currently Steve Degen).
Supervising Property Agent – ROW Administration Section (currently Thomas Melzen)
Supervising Property Agent – ROW Property Management Section (currently Melanie Fadoir)
Principal Engineer – Environmental Compliance and Permit Coordination (currently Adam Fox).
Construction Division Chief (currently vacant)

3. At minimum, all requests should include the following information:
 - a. ROW Mapping identifying the property being requested.
 - b. The specific use the property is being requested for.
 - c. Confirmation that the Office of Environmental Compliance has reviewed and approved the proposed use. If this has not occurred, provide a statement to that effect.
 - d. Duration of the proposed use.
 - e. Information regarding the contract provisions for the proposed use. Specifically, it should be noted whether the contractor is required to obtain property for the proposed use and if they are entitled to payment/reimbursement from the Department.

Upon completion of ROW's review of the submitted information, a return memorandum will be provided indicating whether the property can be utilized along with any terms of use, if applicable. Depending on the circumstance, it may be necessary for the contractor to enter into a license agreement with the Department for a fee.