**Project Name**

**Relocation Plan**

Prepared by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

The following plan is written in accordance with Chapter 12 of the Washington State Department of Transportation Right of Way Manual and the Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended. This report is written with the understanding that state and federal regulations will be followed. The purpose of this report is to:

**TIPS:**

This **Relocation Plan Template** is a tool to document the anticipated displacement needs of the project. The template outlines standard topics for a full relocation plan. Depending on the complexity or simplicity of anticipated displacements, it may be necessary to expand or condense details within these topics. See WSDOT Right of Way Manual Chapter 12-5.2.2.2 for more details.

Please note:

* *Italicized red text is informational and should be deleted.*
* Formatting, charts, and tables are included as a sample template and can be edited, deleted, or added as necessary.

**Delete this text box.**

* identify affected occupants,
* discuss possible issues associated with displacement(s),
* provide solutions to minimize the impacts and expedite project completion, and
* estimate relocation costs.
1. GENERAL
	* + 1. Description of Project

Provide a description of the project *including information on limits, area location, the purpose of the project, type and extent of work, acquisition types, pertinent terms, project timelines, estimated construction dates, etc., and other relevant information as necessary.*

* + - 1. Assurances

The Department will inform the public of relocation payments and services that will be available and will provide such relocation payments and services. No person lawfully occupying real property will be required to move from the acquired dwelling, business, farm, or non-profit operation without being provided a written assurance at least ninety (90) days prior to the earliest date by which they could be required to vacate the property. No person to be displaced shall be required to move from a residential dwelling unless at least one comparable replacement dwelling has been made available to the person.

Residential needs and available housing have been inventoried and are reported herein. From the analysis and correlation of such inventories, a realistic and adequate plan has been developed and is set forth herein which provides for the timely and efficient relocation of displaced persons.

* + - 1. Number of Displacements

Insert discussion of the number of parcels *to be acquired and the resulting number of displacements by type (residential owner, residential tenant, business, PPO, etc.).*

If additional displacements are identified an addendum to this plan may be completed addressing them in full.

*A table can be provided for large projects or with multiple displacement types.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Totals | Residential Owners | Residential Tenants | Non-Res. Business/Farm/NP | PPO | Temp. |
| Acquisition | # |  |  |  |  |  |
| Displacements | # | # | # | # | # | # |

1. INVENTORY OF INDIVIDUAL NEEDS

*Include the following information for* ***each*** *displacee in the project, add or delete tables as necessary.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Parcel No.:** |       | **Displacee No:** |       |
| **Displacee Name:** |       |
| **Site Address:** |       |
| **Mailing Address:** |       |
| **Contact Name:***(if different from above)* |       |
| **Contact Number:** |       | **Email:** |       |
|  |
| *Insert photo(s) here…**(Include additional photographs as necessary)* |  |
| Provide a narrative regarding the relocation needs of the displacee. *Include firsthand information from the occupancy survey.* *For businesses, discuss needs and preferences, replacement site requirements, current lease terms or contractual obligations, need for an outside specialist to plan the move, assistance in the actual move, reinstallation of personal property, personalty/realty issues, financial capacity of the business to accomplish the move, estimated time needed to vacate, an estimate of difficulty locating a replacement, identify any advanced relo payments, discuss possibly moving claims like site search, obsolete items, utility connection, etc., the approximate number of employees that may be affected.* *For residential discuss owner or tenant status, family characteristics, and special considerations for their housing needs. This may include disability accommodations, large families, income levels, the elderly, or additional advisory services that may be needed. Discuss current lease amount, mortgage balances, interest rates, and other details to identify current housing costs and availability of DSS within their financial means. Estimate housing replacement payment, if any. Detail personal property on site and estimate move expenses.* |
| Displacement Type: Insert Displacement Type |
| Estimated costs:*Provide estimates as applicable and necessary:*Reestablishment:Site Search:Storage:RHP:Moving: | $     $     $     $     $      |
| **Total Estimate:** | **$**      |

|  |  |  |  |
| --- | --- | --- | --- |
| **Parcel No.:** |       | **Displacee No:** |       |
| **Displacee Name:** |       |
| **Site Address:** |       |
| **Mailing Address:** |       |
| **Contact Name:***(if different from above)* |       |
| **Contact Number:** |       | **Email:** |       |
|  |
| *Insert photo(s) here…**(Include additional photographs as necessary)* |  |
| Provide a narrative regarding the relocation needs of the displacee. *Include firsthand information from the occupancy survey.*  |
| Displacement Type: Insert Displacement Type |
| Estimated costs:*Provide estimates as applicable and necessary:*Reestablishment:Site Search:Storage:RHP:Moving: | $     $     $     $     $      |
| **Total Estimate:** | **$**      |

|  |  |  |  |
| --- | --- | --- | --- |
| **Parcel No.:** |       | **Displacee No:** |       |
| **Displacee Name:** |       |
| **Site Address:** |       |
| **Mailing Address:** |       |
| **Contact Name:***(if different from above)* |       |
| **Contact Number:** |       | **Email:** |       |
|  |
| *Insert photo(s) here…**(Include additional photographs as necessary)* |  |
| Provide a narrative regarding the relocation needs of the displacee. *Include firsthand information from the occupancy survey.*  |
| Displacement Type: Insert Displacement Type |
| Estimated costs:*Provide estimates as applicable and necessary:*Reestablishment:Site Search:Storage:RHP:Moving: | $     $     $     $     $      |
| **Total Estimate:** | **$**      |

1. INVENTORY OF AVAILABLE HOUSING & BUSINESS SITES

Insert written description of estimated comparable inventory available *on the market for each displacement type. Indicate sources and search parameters for each type of displacement site.*

*A table can be used to help summarize inventory. Customize as appropriate for the project.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type ofUnit | HousingNeeded | BedroomCount / Size | CurrentlyAvailable | PriceRange |
| Single Family –Purchase | x | x / sf | x | $ – $ |
|  | x | x / sf | x | $ – $ |
| Single Family - Rent | x | x / sf | x | $ – $ month |
| Multi-Family | x | x / sf | x | $ – $ month |
| Commercial building –Lease | x | N/A | x | $/sf |

*Include information on neighborhood type, the proximity of public transportation, commercial shopping area, and distance to any pertinent social institutions, church, community facilities, and other identified needs.*

*For residential, summarize*

* + - 1. *Number of comp replacements in the area including price ranges and rental rates. (not including bank-owned or short sales)*
			2. *Rate of turnover in sales and rental market*
			3. *Rate new housing is being added*
			4. *Projection of the amount of housing that will become available within the lead time during acquisition*

*For non-residential, summarize*

1. *Availability of replacement sites. When an adequate supply of replacement business sites is not expected to be available, the impacts of displacing the business should be considered and addressed.*
2. *Planning for complex or lengthy moves or small businesses with limited financial resources and or few alternative relocation sites should include an analysis of business moving problems.*
3. ANALYSIS OF INVENTORIES

Insert analysis of the above inventory *and how it will directly impact the project. Discuss various problems, such as low-income or minority groups. Estimate the amount of lead time required to carry out timely, orderly, and humane relocation. Provide an analysis of problems and offer potential resolutions.*

1. SOURCE OF INFORMATION

List the names/sources from which information was obtained and relied upon for the report.

1. PROJECT RELOCATION ASSISTANCE OFFICE

Insert project office discussion *Address the intended means by which displacee’s and adjacent occupants will have reasonable access to adequately staffed offices and how such offices will be operated, staffed, and equipped to provide relocation assistance services. This discussion should encompass the need or lack of need for project relocation assistance offices, the hours of operation, the location of said office, and the resources to be available at said office.*

*Example:*

*The project is about an hour’s drive from Olympia. Our headquarters office provides relocation assistance to displacees throughout the I-5 corridor on a daily basis. We can adequately perform the services necessary from our home office. Our office is open from 7:00 am until 4:30 pm. There is always someone available to answer questions during those hours and our Relocation Specialist would be available to meet with displaced persons at their convenience. We see no need to have a project office located in Maple Valley.*

1. ALTERNATE AND/OR HOUSING OF LAST RESORT NEEDS

Insert discussion on alternative and/or housing of last resort. *Discuss the impact of the project on available replacement housing within the financial means of the displacee. Explain in this section that either:*

1. *There is an adequate, continuing supply of replacement housing available within the financial means of the displacee, or*
2. *A “Housing of Last Resort” plan will be prepared on a case-by-case basis.*
3. MAPS, PLATS, CHARTS, PICTORIAL, AND/OR GRAPHIC DATA

*Maps, plats, charts pictorial, and/or graphic data which further illustrate the needs of the displacee or describes the availability or lack of availability of suitable replacement housing may be included with the report. Approved right of way plans are not included as a part of this plan but should be available in the appropriate region and HQ offices.*

1. SUMMARY OF TOTAL ESTIMATED RELOCATION COSTS

The total estimated relocation cost is anticipated to be $     .

APPENDIX

* Occupancy Surveys
* *Additional documents as necessary.*