|  |  |
| --- | --- |
| Project Title: | |
| Relocation Plan Prepared By: | Date: |

The relocation services provided on this project will adhere to state and federal laws and regulations as well as the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA). The purpose of this report is to:

* identify affected personal property and ownership,
* discuss possible issues associated with displacement(s),
* provide solutions to minimize the impacts and expedite project completion, and
* estimate relocation costs.

1. **General**
2. **Project Description:**

1. **Assurances:**

The Department will inform all displaced parties of relocation payments and services that will be provided. No displaced person, lawfully occupying real property, will be required to move from the acquired site without being provided a written assurance of at least ninety (90) days prior to the earliest date by which they could be required to vacate the property.

**There are NO residential or business displacements on this project.**

1. **Number of Displacements:**

There is/are property(ies) affected by this project and the acquisition(s) will result in the relocation of personal property only (PPO) from the proposed right of way. If additional PPO displacements are identified an addendum to this plan may be completed addressing them in full. If additional types of displacements are identified this relocation plan will be revised to a full relocation plan format.

1. **Inventory of Individual Needs:**

The proposed acquisition of right of way for this project, at the time of this report, identifies the following PPO displacements:

**Parcel Number:**

**Displacee Number:**

**Displacee Name(s):**

**Mailing Address:**

**Telephone/Email:**

All info from occupancy survey should be discussed below. Include photo(s). Discuss any individual needs, or items that may be difficult, complex, or hazardous to move. Include estimated relocation costs. Issues to be considered may include:

* financial capacity to accomplish the move and/or need for advanced payments,
* determine the need for outside specialist to accomplish the move,
* identify any personalty/realty issues,
* estimate the time required to vacate the site, and
* anticipated difficulty locating a replacement site.

***ADD PHOTOS and attach Occupancy Survey(s) to appendix***

***(Repeat this section for each PPO displacement).***

**C. Inventory and Analysis of Available Property:**

If applicable, provided analysis of available storage/replacement site(s) necessary to accommodate personal property move. Provide details if additional time or accommodations will be required to complete the move.

**D. Sources of Information:**

Information Gathering:

Other:

**E. Project Relocation Assistance Office:**

Give a brief discussion addressing 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.

**F. Summary-Estimated Personal Property Only Relocations Costs:**