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

***Please Note: Agencies that do not have relocation staff listed within their Approved ROW Procedures will need to receive a project specific addendum to their procedures in order to utilize this form.***

The relocation services provided on this project will adhere to state and federal laws and regulations.

1. **Project Description:**
2. **Assurances:**

The Agency, or its consultant, 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 dwelling or business 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 from the proposed right of way.

1. **Inventory of Individual Needs:**

The proposed acquisition of right of way for this project, at the time of this report, identifies the following Personal Property Only (PPO) displacements:

**Parcel Number:**

**Displacee Number:**

**Type of Displacee:**

**Displacee Name(s):**

**Mailing Address:**

**Telephone/Email:**

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

***WRITE UP ON PERSONAL PROPERTY***

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

1. **Decent, Safe, & Sanitary Requirements:**

Not Applicable-Personal Property Only Displacement(s)

1. **Analysis of Available Property:**

Not Applicable-Personal Property Only Displacement(s)

1. **Last Resort Housing Discussion:**

Not Applicable-Personal Property Only Displacement(s)

1. **Sources of Information:**

Information Gathering:

Other:

1. **Relocation Assistance Office Address:**
2. **Summary-Estimated Personal Property Only Relocations Costs:**