

Access Change Quitclaim Deed Execution Process

This document summarizes key steps in the execution of Quitclaim Deeds (**TR-64**) associated with access changes in controlled access right of way. Additional details can be found in [EPG 941.2 Entrance Requests in Controlled Access Right of Way](#).

Contact the Highway Safety and Traffic Division for any questions regarding this process.

Step 1 – Execute Applicable Agreements with the Property Owner(s):

The following documents must be completed based on the type of access change, prior to the execution of a Quitclaim Deed (**TR-64**).

- *Contiguous Entrance Shift and/or Widening*s: Traffic Agreement signed by property owner, General Warranty Deed (**TR-65**) signed by property owner(s) of existing access break.
- *Non-Contiguous Entrance Shift*: Traffic Agreement signed by both property owners, General Warranty Deed (**TR-65**) signed by property owner(s) of existing access break.
- *New Access Break*: Traffic Agreement signed by property owner (if geometric improvements are necessary), OR complete [941.2.5-Access_Change_Checklist-06_2023.docx](#) for new access break location.

District Traffic Staff – Ensure all applicable Traffic agreements are completed, signed by property owner(s) and upload in eAgreements OR complete the Access Change Checklist.

District Right of Way Staff – Ensure the General Warranty Deed (**TR-65**) is completed, signed by the property owner(s) and uploaded in eAgreements (if applicable).

Step 2 – Quitclaim Deed Drafting

Once all necessary documents as described above are completed, the execution process for the quitclaim deed (**TR-64**) can be started.

District Traffic Staff – Notify District Right of Way staff of the District Traffic contact as well as any associated Traffic agreements (with eAgreement numbers) or Access Change Checklist.

District Right of Way Staff

- Draft Quitclaim Deed (**TR-64**) in eAgreements, based on details in the Traffic Agreement or Access Change Checklist
- Update the eAgreement properties page to include:
 - Under the “Previous/Parent Agreement” on properties page for the Quitclaim Deed (**TR-64**), include the eAgreement number associated with the General Warranty Deed (**TR-65**).

- The District Traffic contact to be able to answer any questions from CSO regarding this transaction
- In Comments section include the type of transaction (access break, entrance shift, etc.)
- Notify District Traffic when the Quitclaim Deed **(TR-64)** is ready for further processing.

Step 3 – Submittal to Central Office Highway Safety and Traffic Staff

District Traffic Staff – Email the Central Office Highway Safety and Traffic staff notifying them that the Quitclaim Deed **(TR-64)**, with e-Agreement number, is ready for signature by the CSO.

Step 4 – Submittal to CSO

Central Office Highway Safety and Traffic – Review the Quitclaim Deed **(TR-64)** and properties page for completeness and send the following printed documents to the CSO via inter-office mail.

- eAgreement Properties Page
- Quitclaim Deed **(TR-64)** (printed one sided)

Step 5 – Dissemination of Copies and Recording of Deed

Once the Quitclaim Deed **(TR-64)** has been executed, CSO will upload the executed deed in eAgreements and then send a hard copy of the executed deed to the District Traffic contact included on the agreement comments.

Note: The following is a suggested approach for handling the remainder of the process. However, each District's ROW and Traffic staff may choose the method that works best for their specific needs.

District Right of Way Staff

- Retain the original recorded agreement, original recorded General Warranty Deed **(TR-65)**, and a copy of the recorded Quit Claim Deed **(TR-64)** for their records.
- Send the original recorded Quit Claim Deed **(TR-64)** along with copies of the other recorded documents to the owner for their records.
- Distribute copies of all recorded documents to District Traffic for their records.