Purpose
To provide general guidelines for when the Utah Department of Transportation (Department) should seek approval to buy land for maintenance stations.

Policy
The Department does not need approval from the Building Board, the Legislature, or the Governor’s Office to purchase land for maintenance stations. The Department will submit the request through the standard budgetary process if the Department requires additional funding to make the land purchase.

The Department will coordinate the location and purchase of the land with the Department of Administrative Services Division of Facilities Construction and Management (DAS/DFCM).

The Department will notify the Governor’s Office of Management and Budget (GOMB) and the Legislative Fiscal Analyst’s Office (LFA) before purchasing land for building maintenance stations.

All Maintenance Station land purchases must go through the Right of Way Division and be coordinated with Central Maintenance.

Background
The Department contacted the GOMB, DAS/DFCM, and the LFA to put current practice into policy. The policy reflects the understanding of all parties.