Right of Way Acquisition Training

Course 102

Introduction to Right of Way Acquisition
Law & Regulations Consultant Right of Way Training
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Laws & Regulations

➢ 23 CFR Part 710 Right of Way Program Administration

➢ 49 CFR Part 24 The Uniform Relocation Assistance & Real Property Acquisition Act of 1970

➢ OCGA Title 32 Highway, Bridges & Ferries

➢ OCGA Title 22 Eminent Domain

➢ Right of Way Manual
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Laws & Regulations

5th Amendment

...Nor shall private property be taken for public use without Just Compensation
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Purpose of the Uniform Act

To encourage and expedite the acquisition of real property by agreement with owners, to avoid litigation and relieve congestion in the courts to assure consistent and fair treatment of owners in the many Federal Programs, and to promote confidence in Federal Land Acquisition Practices.
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Purpose of the Uniform Act

Decent Safe & Sanitary Housing

To ensure that no one family is displaced unless Decent, Safe and Sanitary (DS &S) housing is available

Avoid Delays

To encourage and expedite acquisition by agreement

Minimize litigation

Promote Confidence

Public Confidence in Federal Aid Acquisition Programs
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Basic Requirements of 49 CFR Part 24

➢ Appraise FMV of property to be acquired
➢ Review Appraisals
➢ Offer no less than FMV
➢ Offer must be in writing
➢ Relocate residences, businesses and others
➢ Provide Relocation Advisory Services
➢ Payment before possession
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Pre-Acquisition

Where do we start? There is so much to be done!

Start Here

Keep Moving!
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Pre-Acquisition

Detailed Cost Estimates

Funding

Project Inspections & Appraisal Scoping

Negotiations (Appraisal Waivers)
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Pre-Acquisition

Project Inspection

- Who should attend project inspection?
  - Reviewer, Pre-Acquisition Agent, ROW Project Manager, Appraisers, & Specialty Valuation Experts.

- Appraisal Prime Contracts (Project Lead)
  - Cost Estimates must be completed
  - Appraisal & Specialty Report Due Dates

- Project Inspection Checklist is developed from this meeting.
Appraisal Scoping Meeting

➢ Who should attend this meeting?
  ➢ Project Lead, (Valuation Specialist), Reviewer,
  ➢ Pre-Acquisition Agent & ROW Project Manager

➢ What is the purpose of this meeting?
  ➢ To make sure that all parties are in agreement with the scope of work to be done.
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Pre-Acquisition

Utilities Coordination

A coordination meeting between the District Right of Way Office and the District Utilities Office prior to pre-acquisition.

➢ Public Utilities are to be handled by the District Utilities Office

➢ Private Utilities are to be handled by the District Right of Way Office
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Pre-Acquisition

Utilities Coordination

The purpose of the coordination meeting is to address utility ownerships, utility relocations and any other matters affecting right of way acquisition in relation to utilities.
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Pre-Acquisition

SAAG
(Special Assistant Attorney General)

➢ Meet with your Attorney
  ➢ Initial meeting should be in person
  ➢ Discuss Project Schedules
➢ Hold monthly meetings with your attorney
➢ Distribute Owner Verifications & Title Certificates to Stakeholders
Relocation Interview

Information is important to determine what relocation benefits the relocatee is entitled to. This is the first formal contact in the relocation process. It is a fact-finding mission.

PM 1 (Property Management)

Identifies Improvements that are being impacted by the project. These forms are to be prepared during the pre-acquisition phase of the project.
The Consultant will list all buildings and improvements. List all real property on the Improvement Status Report.
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Pre-Acquisition
Relocation & Property Management
Trade Fixture Report
➢ Submitted prior to Appraisal
➢ Resubmitted upon final field plan review
➢ Updated upon R/W Certification

Shows station numbers, offsets, description/construction and indicates if trade fixture has been removed
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Pre-Acquisition
Relocation & Property Management

Billboard & Signs Report

➢ All Billboards and Signs are treated as trade fixtures
➢ They are shown on the report
➢ Billboards and Signs are removed by the Right of Way Contractor unless they are retained by the sign owner
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Pre-Acquisition

Staking, Plan Review & Plan Revisions

Request Project to be Staked
(Preferably before the Appraisal process)

Review plans for correctness

When plans are revised, please send all stakeholders updated plans.
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Pre-Acquisition

Property Owners Meeting

Purpose of the property owners meeting is to communicate to the property owners concerning the project and items that are pertinent to their property and explain the acquisition process to them.
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Pre-Acquisition

Property Owners Meeting

➢ Find Location near project (School, Church, Community Center)

➢ Schedule meeting for several hours in the afternoon so that most of the property owners can attend

➢ Pick a date(s) and send out invitations to property owners. *(For large project may need to have 2 days)*

➢ Have the necessary personnel present to conduct the meeting
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Appraisal Process
Types of Appraisals

➢ 388-C Summary Report (Strip Take)

➢ 388-N Before & After (Narrative)
Appraisal Process: The Five Step Process

(1) Determine the fair market value of the entire tract of property before any part is taken;

(2) The value of the partial portion taken considered as a part of the whole tract;

(3) The value of the remaining tract but just before the taking; i.e., the value of the remainder as a part of the whole by subtracting the value of a part taken from the value of the entire property;

(4) The market value of the remainder just after the taking, considering the negative impact of the separation of the part from the whole; and

(5) The positive impact of the taking of the part upon the value of the remainder just after the taking. Obviously steps 4 and 5 dealing with consequential damages must be determined separately from steps 1, 2, and 3 in as much as actual value is determined separately from consequential damages which may be added to but cannot be deducted from the value of the part taken.
Appraisal Process

The Five Step Process

(2) The value of the partial portion taken considered as a part of the whole tract.
Pre-Acquisition

The Appraisal Process: Damages to Remainder

Proximity Damages

are specifically defined as “an element of severance [compensable] damages that is caused by the remainder's proximity to the improvement being constructed, e.g., a highway; may also arise from proximity to an objectionable characteristic of a site or improvement.

Consequential Damages

Consequential damages are damages that occur as an indirect result of a transportation related project such as parking, maneuverability, change of access, etc.
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Pre-Acquisition

The Appraisal Process: Cost to Cures

What is a cost to cure?
The amount of money that is necessary to remedy something that is effected the value of the property due to a roadway project.

1. Complete
2. Partial
3. Not Possible

Cost to Cures can be simple or they can be very complex.
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Pre-Acquisition: Trade Fixtures

Trade Fixtures are items that are not classified as either real-estate or moveable personal property by the Georgia Department of Transportation but serve a contributing purpose as integral part of the specific business operation related to a specific business type.

Signs, Billboards, Commercial Fencing (Security) & Underground Storage Tanks (UST’s) are all considered to be Trade Fixtures.
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Property Management: Underground Storage Tanks

➢ Ownership registration with EPA form 7530
➢ Location of UST’s on R/W Plans
➢ GDOT doesn’t take ownership of UST’s
➢ GDOT removes UST’s as abandoned trade fixtures acting as the authorized agent of the owner
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Appraisal Process

Review Appraisers Report

Once the appraisals are completed this completes the pre-acquisition phase.
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Pre-Acquisition

Other Interests

➢ Signs (Off Site & On Premise)
➢ C-Store Signs
➢ Tenants
➢ Leasehold Estates
➢ Churches (Ownership)
➢ Condominium & Townhouses
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Right of Way Acquisition

NEGOTIATIONS
OF
COMPLEX PARCELS
Right of Way Acquisition
Complex Negotiations

➢ Leasehold Estate
➢ Life Estates
➢ Corporation
➢ Churches
➢ Condominiums
➢ Multiple Interests
➢ Damages
Parcel 15 Complex Parcel

Parcel 15

- Highlighted Areas
- Construction Features
- Impacts to Land
- Impacts to Improvements
Parcel 15 Impacts

Land

- ROW Area
- Easement Area
- Trees
- Slopes
- Cuts or Fills
- Visibility
- Exposure
- Drainage
  - Ditches/Swales
  - Flumes
  - Culverts
- Driveway Location
- Road Location
Parcel 15 Impacts

Improvements

- Proximity?
  195 to old road
  125 to new road
  To new RW line
  To existing RW line
  To Swale/ditch

- Driveway
  Location
  Circulation
  Mailbox
  Drainage/Rip Rap
15 Aerial

Google
15 View from Existing Road
Right of Way Acquisition

➢ Read the Appraisal & 532 Reviewer Report
➢ Be familiar with the Property
➢ Negotiations Records
➢ Be mindful of the schedule
➢ Elevate when necessary
Right of Way Acquisition
Methods of Making Offers

1. In Person
2. Certified Mail
3. Do not make offer over the phone
4. Technology?
Right of Way Acquisition
Sharing Appraisal Information

➢ Do not give the property owner a copy of the Appraisal

➢ Items you can share with the property owner

1. Comparable Sales
2. Cost to Cure Information
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Negotiator Responsibility

➢ No Coercive Action in order to induce an agreement
➢ Remember that the owner knows more about his property than you do
➢ Listen to the property owner
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Negotiator Responsibility

➢ Explain the basis of the offer to property owner
➢ Procedures include payment of incidental expenses
➢ Owner must be given reasonable opportunity to consider the offer
Right of Way Acquisition Negotiation Records

If it is not written in the negotiation records, it did not happen.

➢ Dated
➢ Legible
➢ Detailed (not a novel)
➢ Signed
Right of Way Acquisition

➢ Offer must be made in writing (Offer Letter)
➢ Summary Statement Basis for Just and Adequate Compensation
➢ Receipt for Brochure
➢ Availability of Incidental Payment Letter
➢ Option for Right of Way
➢ Owner’s Acknowledgement of Plans & Explanation
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Right of Way Acquisition

MOCK NEGOTIATIONS EXERCISE – Parcel 15
(Classroom Activity)
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Performance Management
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Right of Way Acquisition

Performance Management

GDOT has timeline of when each activity is to completed.

➢ Critical Events Schedule

➢ Timeline for Right of Way Activities

GDOT is like a big ship when it gets to you, you have to be ready to go.
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Relocation
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Right of Way Acquisition

Relocation

➢ Relocation needs a separate negotiation record
➢ Keep copy of all documents
➢ Closeout Checklist once all benefits have been filed
The GDOT Brochure Is Your Friend
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Right of Way Acquisition: Relocation

➢ Initial Contact with Owner: Overview of Offer & Explanation of Brochure
➢ Possession: 90 day from Availability of Relocation Assistance Letter, Offer Date or 60 days from Notice to Vacate or Closing Date whichever one is longer.
➢ Comparable Replacement Housing Offered (DS&S, Functional Equivalent, Size, Available)
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Relocation: Residential Moving Methods

Method A- Fixed Rate
Method B- Actual Cost
Method C- Self Move
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Relocation: Business, Farms & Non-Profits Moving Methods

Method A - Self Move
Method B - Actual Cost

Additional Benefits to Method A or B
➢ Moving Incidentals
➢ Search Expense (Max $2,500)
➢ Reestablishment (Max $25,000)

Method C - In Lieu of “A” or “B”
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Relocation: Replacement Housing Payment

➢ Replacement Housing Payments (RHP) Last Resort more than $31,000
➢ Cost of Comparable Housing (Less FMV equals Comparable House difference)
➢ Closing Cost (Reasonable & Necessary)
➢ Maximum RHP Reduced dollar for dollar when Counter Offer to FMV
➢ Closing – Representative to Attend Closing
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Relocation: Replacement Housing Payment

➢ Carve Out- A major attribute of the displacement such as pool or workshop

➢ Cost of Comparable- FMV Relocation Base equals RHP
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Relocation: Replacement Housing Payment

**Carve Out Calculation**

- Land/Improvement: $105,000
- Pool: $10,000
- FMV-532 Review: $115,000

Less Pool $10,000

**FMV Relocation Base** $105,000

Cost of Comparable Housing $130,000
Replacement Housing Pmt.: Res. Owner

Replacement Housing Report Content

Residential Owner – Replacement Housing Report

1. Tabulation - Replacement Housing (If Consultant, Use Form w/3 Signature Lines)
2. Photo-Subject
3. Floor Plan Sketch - Subject
4. RA-44, rev2-17, Residential Relocation - Displacee Summary (Attach Res. Interview)
5. Photos-Comps
6. RA-43, rev9-17, Supplemental Housing Comparison Check Sheet
7. RA-45, rev7-17, Comparable Replacement Housing
8. Map, Subject & Comps
9. RA-46, rev5-14, Determination Of RHP - Residential Owner-Occupant
10. Narrative
11. Released or Approved Appraisal Review (Form 532)
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Relocation: Rent Supplement

- Based on 42 Monthly Payments
- Lump Sum Paid if less than $10,000
- Last Resort above $7,200

Down Payment Option

- Eligible Down Payment Applied to Equity Purchase
- Not to exceed max tabulated rent supplement payment
Rent Supplement Pmt. (RSP): Res. Tenant

Rent Supplement Study Report Content

Residential Tenant – Replacement Housing Report

1. Tabulation-Rent Supplement (If Consultant, Use Form w/3Signature Lines)
2. Photo-Subject
3. Floor Plan Sketch-Subject
4. RA-44,rev2-17, Residential Relocation – Displacee Summary (Attach Interview)
5. Photos-Comps
6. RA-43,rev9-17, Supplemental Housing Comparison Check Sheet
7. RA-45,rev7-17, Comparable Replacement Housing
8. Map – Subject and Comps
9. RA-47,rev5-14, Housing Supplement Summary And Certification
10. Narrative
11. Released or Approved Appraisal Review (Form 532)
Relocation Offer Packages

Types & Benefits

• Residential Owner
  RHP & Move Payment

• Residential Tenant
  RSP & Move Payment

• Non-Resident Owner (NRO)
  Move Only (Room Count)
  Reestablishment Only (Landlord)
  Move & Reestablishment (Landlord)
Relocation Offer Packages

Types & Benefits

• Business/Farm/Non-Profit
  Reestablishment & Move Payment

• Non-Resident Owner (NRO)
  Move Only (Pre-Acq. Move Estimate)
  Reestablishment Only (Landlord)
  Move & Reestablishment (Landlord)
Relocation Offer Packages

Critical to Remember

• Maintain Document Integrity:
  - Do Not Change Content or Format!
• Read Letters Carefully
• Check Benefit Amounts in Availability Letter
• Review Offer Package (Include all Documents)
Relocation Offer Packages

Typical Relocation Offer Packages

• Typical Offer Pkg. (List of Forms/Letters) *
• By Type Relocation (Samples)*
  -Res. Owner,
  -Res. Tenant,
  -Business/Farm/Non-Profit Org.
• Order of Offer Pkgs.
• Exceptions to Typical Pkgs.
Relocation Offer Packages

Residential Owner – Offer Package
1. Memo-Internal or Cover Letter–Consultant (Transmittal Dated, Signed)
2. RA-07,rev10-14, Availability Of Relocation Assistance Letter
3. RA-26,rev5-14, List of Available Housing
4. RA-30,rev5-14, Receipt For Brochure
5. RA-31,rev5-14, Application For Relocation Assistance
6. RA-36,rev5-14, Method B, Moving Contractor Form – Residential
7. RA-40,rev5-14, Residential Claim For Relocation Moving Expense
8. RA-21,rev5-14, Notice To Vacate Letter
9. RA-50,rev5-14, Claim For Replacement Housing Supplement
10. RA-42,rev5-14, D.S.&S. Inspection
11. Replacement Photo
12. RA-55,rev5-14, Planning The Purchase Of Your Replacement Dwelling – Owner
13. RA-57,rev5-14, Instructions For The Closing Attorney – Owner
14. RA-27,rev5-14, Relocation Advisory Activities Log
Relocation Offer Packages

Residential Tenant – Offer Package
1. Memo/Internal or Cover Letter–Consultant (Transmittal Dated, Signed)
2. RA-12,rev10-14, Availability Of Relocation Assistance Letter
3. RA-26,rev5-14, List of Available Housing
4. RA-30,rev5-14, Receipt For Brochure
5. RA-31,rev5-14, Application For Relocation Assistance
6. RA-36,rev5-14, Method B, Moving Contractor Form – Residential
7. RA-40,rev5-14, Residential Claim For Relocation Moving Expense
8. RA-21,rev5-14, Notice To Vacate Letter
9. RA-52,rev5-14, Claim For Rent Supplement Payment (Last Resort or Not)
10. RA-42,rev5-14, D.S.&S. Inspection
11. RA-Replacement Housing Photo
12. RA-56,rev5-14, Planning The Purchase Of Your Replacement Dwelling – Tenant
13. RA-58,rev5-14, Instructions For Closing Attorney – Tenant
14. RA-27,rev5-14, Relocation Advisory Activities Log
Relocation Offer Packages

NRO - Reestablishment Offer Package (Landlord)
1. Memo-Internal or Cover Letter-Consultant, (Transmittal Dated, Signed)
2. RA-0,rev5-14, Availability Of Relocation Assistance Letter
3. RA-30,rev5-14, Receipt For Brochure
4. RA-32,rev5-14, Application For Relocation Assistance
5. RA-41,rev5-14, Bus., Farm, Nonprofit or NRO Claim For Relocation Moving Expenses
6. RA-22,rev5-14, Notice To Vacate Letter
7. RA-27,rev5-14, Relocation Advisory Activity Log
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Right of Way Acquisition

Relocation

➢ Consequential Displacee
  ➢ Loss of parking, circulation
  ➢ Change in access
  ➢ Loss of UST
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Right of Way Acquisition

Relocation

➢ Availability Letter of Relocation Benefits
➢ Claim Forms & Timelines
➢ Appeals & Timelines
➢ Timeline for Consequential Displacee’s
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Property Management During Acquisition
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Property Management: Mission

Responsible for the timely demolition and removal of structures, signs, billboards, fences and underground storage tanks and other trade fixtures from the GDOT right of way.
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Property Management

Property Management begins and ends with the cooperation between the acquisition team/consultants and the property management team. Once the parcels are acquired, the property management begins.
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Property Management

Vital for Property Mgmt Demolition

Property Management uses PM forms to identify all structures or improvements (buildings, houses, outbuildings, wells, pump houses, dilapidated buildings, UST’s, etc.)
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Property Management

➢ R/W Improvement Status Form
➢ Trade Fixtures & Sign Inventory
➢ Notices At Closing
✓ Notice to Vacate
✓ Reminder Notice to Remove
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Property Management: Closing/Judgement

➢ Notices At Closing to Parcel Owner
  ✓ Notice to Vacate
  ✓ Reminder Notice to Remove
  ✓ Generally items on R/W Improvement Status Form
  ✓ Could be items on Trade Fixture Report
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Property Management: Post Acquisition

➢ If there are structures located within the required Right of Way shall be cleared prior to Certifying the Project

➢ Underground Storage Tanks (UST’s) & Monitoring Wells (Please contact GDOT Property Management Office)
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Property Management: Post Acquisition

Notice of Final Vacancy & Demolition/UST Removal Authorization

➢ GDOT is in legal possession of the parcel
➢ Copy of the option and plat attached
➢ Submitted by the Consultant to Property Management at G.O. who hires a Demolition Contractor
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Property Management: Post Acquisition

Notice of Final Vacancy & Demolition/UST Removal Authorization

➢ Improvements are Vacant
➢ Utility disconnection is ordered
➢ Ready for demolition
➢ Authorizes the removal of improvements, Trade fixtures, signs, etc.
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Property Management: Clearance Report

➢ GDOT Demolition Contractor is responsible for clearing Right of Way
➢ Must indicate by name who cleared the Right of Way
➢ Attach photo of cleared structures and/or fixtures
➢ Once cleared, the Clearance Report is submitted by consultant to property management within three (3) business days.
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Property Management: Monitoring Wells

➢ Indicate a Georgia EPD registered contamination site
➢ Remediation may be Active or Inactive
➢ Advise GDOT Pre-Construction Engineer if you see one of these
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Property Management: Underground Storage Tanks

- Ownership registration with EPA form 7530
- Location of UST’s on R/W Plans
- GDOT doesn’t take ownership of UST’s
- GDOT removes UST’s as abandoned trade fixtures acting as the authorized agent of the owner
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P.M. Forms at Certification

- Right of Way Improvement Status
- Trade Fixture and Sign Inventory Report
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CLOSINGS
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Right of Way Acquisition: Closings

➢ Closings will be conducted by GDOT Attorney (SAAG)
➢ Examine title certificate and discuss potential issues with property owner
➢ Ensure all interests have been acquired
➢ Owner interest cannot be closed if other interests are outstanding
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Right of Way Acquisition: Closings – Request Funds From District

- Signed & Accepted Option
- Settlement & Disbursement Statement To Attorney’s Escrow Account
- Partial Lien Waiver (if applicable)
- Ensure all interests are addressed
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Right of Way Acquisition: Closings

- Right of Way Deeds & Easements
- Settlement and Disbursement Statement
- IRS 1099-S Form
- Owner’s Affidavit
- Final Title Certificate
- Quit-Claim Deeds
- R-Parcels require separate deeds
Uneconomic Remnants

Always the option of the owner – not required Right of Way
R Parcel (Remnant)

No Demo Easement; other easements (if applicable remain). GDOT purchases both parcels – R parcel could become surplus property.
LIST RW11

RW11

<table>
<thead>
<tr>
<th>TO</th>
<th>POINT</th>
<th>STATION</th>
<th>OFFSET</th>
</tr>
</thead>
<tbody>
<tr>
<td>-----</td>
<td>34+73.84</td>
<td>53.93L</td>
<td></td>
</tr>
</tbody>
</table>

DESCRIPTION OF RW11:

; running thence N 49°05'49.3" W a distance of 145.81 feet to a point 53.90 feet left of and opposite station 36+19.65 on said construction centerline laid out for SR 66; thence N 26°42'19.6" E a distance of 88.91 feet to a point 32.30 feet right of and opposite station 36+41.44 on said construction centerline laid out for SR 66; thence S 63°17'40.4" E a distance of 163.58 feet to a point 72.39 feet right of and opposite station 34+82.85 on said construction centerline laid out for SR 66; thence S 36°48'44.1" W a distance of 126.64 feet back to the point of beginning.

Containing 0.378 acres more or less.
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Condemnations
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Condemnation

➢ Title Certificates should be within 6 months of current date
➢ Appraisal Reports should be within 12 months of current date
Condemnation Prep Flow Chart

1. Team sends a 10-day letter

2. Request 3 copies of the Page 13 and the output file

3. When received, run the output file thru deed writer to get Exhibit A (legal). Make sure all R/W and Easement are described

4. If Parcel settles in Administrative Review and close. Cancel Petition

5. GDOT SAAG prepares the petition and emails them back to the Team in Word Format within 10 business days

6. Team Prints one Petitions (Hardcopy) and insert the original page 13 and then send that petition and the other original page 13 to Condemnation Prep.
   Then, Cond. Prep will review and send to GDOT Commissioner/Treasurer for signing.
   This should take no more than 20 Days

7. Petitions are Returned to Cond. Prep and sent to R/W Team Manager

8. Cond Prep will track

9. Email Legal Description, Colored and Un-colored Plan Sheets, a Condemnation Petition Request letter with a due date, Names/Addresses of Tenant in Possession & copy of the Page 13 to GDOT SAAG for preparing the petition

10. Order the Check to the Project Attorney Escrow Account and Takes the petition to GDOT SAAG for them to file.
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Condemnation – Petition Request & Information for SAAG

➢ Copy of the Appraisal Report
➢ Appraisal Affidavit (pg 13)
➢ Copy of Option, if applicable
➢ List_addresses of tenants, occupants, other interests
➢ Correct Plans
➢ Legal Descriptions
DEPARTMENT OF TRANSPORTATION
STATE OF GEORGIA

INTERDEPARTMENTAL CORRESPONDENCE

FILE: Project #: PROJECT_
County: COUNTY
P. I. #: PI

OFFICE: D-1
DATE:

FROM: Gary Webb, Consultant

TO: Special Assistant Attorney General, Mark Weinstein

SUBJECT: CONDEMNATION PETITION REQUEST
PARCEL NO. PARCEL_

Please prepare a condemnation petition for subject parcel. The following is provided for your use in the preparation of the petition.

☐ Option (if applicable)
☐ Appraisal Review Form 532
☐ Names & Addresses of Condemnees
☐ Names & Addresses of Tenants in Possession
☐ Executed Appraiser Affidavit (page 13)
☐ Legal, colored/non-colored Plat(s), and Data sheet(s)

It is expected that the petition will be completed and returned to the District R/W Team Manager within 10 days from receipt of this request.
APPENDIX “C” TO EXHIBIT “A”

GEORGIA, FULTON COUNTY

Personally comes, [redacted], MAI, residing at [redacted], and was employed by the Department of Transportation to appraise Parcel No. [redacted] of the right of way and rights required for construction of Project No. STP90-0114-01(085) in Fulton County, Georgia for said Department and makes this sworn statement to be used in connection with condemnation proceedings under the Official Code of Georgia Annotated Sections 32-3-4 through 32-3-19, for the acquisition of said parcel.

2. Affiant is familiar with real estate values in said county and in the vicinity where said parcel is located. Affiant has personally inspected the property or right condemned and in appraising said parcel affiant took into consideration the Fair Market Value of said parcel, as well as any consequential damages to remaining property of the Condemnors by reason of the taking and use of said parcel and other rights for the construction of said project, and any consequential benefits which may result to such remaining property by reason of such taking and use (consequential benefits not, however, considered except as offsetting consequential damages). After said investigation and research, affiant has thus estimated that the just and adequate compensation for said parcel, and any consequential damages or benefits considered, is in the amount of $[redacted].

Sworn to and subscribed before me, this [redacted] day of [redacted], 2015.

[Redacted]

NOTARY PUBLIC
My commission expires [redacted].

Parcel No. [redacted]
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Right of Way Management
Consultant Right of Way Training

Right of Way Schedule Management

➢ T-Pro Updates
➢ Timely updates are important
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Right of Way Schedule Management Certification

➢ Preconstruction Status Report
➢ ROW Project Status Report
➢ Relocation Advisory Service Certificate
➢ Relocation Report
➢ Right of Way Improvement Status
➢ Trade Fixture and Sign Inventory Report
➢ Copies of all Right of Entries & Options w/Special Stipulations
➢ Copy of Cover Sheet highlighting outstanding parcels
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Right of Way Schedule Management Certification

Certifications are due in the Right of Way office by the date listed on the Critical Events schedule.
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Right of Way Schedule Management

Final Field Plan Review (FFPR)

A review of final plans, specifications, special provisions, permits, right of way agreements and utility conflict resolutions. The final field plan review shall be held at a minimum of 24 weeks prior to letting.
Final Field Plan Review (FFPR)

➢ A representative from the ROW Acquisition Team must participate in the FFPR

➢ The ROW Representative will discuss special conditions negotiated with property owners

➢ The ROW Representative will also discuss the status of the acquisition, the projected date of completion of the ROW acquisition
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Right of Way Schedule Management

Construction Transition Meeting

➢ Two copies of signed options and a summary of the special conditions negotiated with the property owner for review and discussion

➢ Any commitments to the property owners will be
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THE END