

[use appropriate letterhead]

**RE: PROJECT:**                      **COUNTY:**  
**P. I. NUMBER:**                      **PARCEL:**

Dear                      :

As you know, the State of Georgia acting through the Department of Transportation must acquire a portion of your property in conjunction with the construction of the above numbered project.

The property rights required have been explained by our negotiator and are shown in color on the plat attached to the option previously furnished you. Through a process of thorough review of expert appraisals, we believe that the Fair Market Value for your property is \$                      .

We prefer to and do purchase most of the property needed for right of way; however, we are authorized by law to acquire property by condemnation. As litigation is costly to both the State and Landowner, it is our sincere desire that upon reconsideration of our offer, a settlement agreement can be reached, hopefully avoiding litigation. Since negotiations for the required property rights have concluded, the Department provides an administrative appeal process as a final opportunity toward reaching an amicable settlement. Should you elect to submit an appeal, your request must be made directly to                      within ten (10) days of this letter, or by \_\_\_\_\_. This appeal should be requested by mail using the attached form. It must include the lowest monetary amount acceptable to you with any supporting documentation.

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Project            County  
P. I. Number       Parcel

Upon receipt of your appeal, an authorized representative of the Department will contact you to arrange a meeting for a discussion of your views and supporting documentation of the value of your property. With this being the final effort for settlement, please be prepared to furnish any supporting documentation. You are not required to be represented by an attorney; however, anyone you deem necessary may accompany you. Should this final review fail to produce an agreement, condemnation action will be initiated.

Legal proceedings will be instituted after \_\_\_\_\_, if we have not received an executed option, a request for an appeal, or some other form of satisfactory reply. We regret that such action may become necessary, but we must proceed with acquisition in order to meet the scheduled construction dates.

Yours very truly,

Cc:    File

**DATE:** \_\_\_\_\_

Local Sponsor Address

**SUBJECT: ADMINISTRATIVE APPEAL OF FAIR MARKET VALUE**

**PROJECT #:** \_\_\_\_\_

**COUNTY:** \_\_\_\_\_

**PARCEL #:** \_\_\_\_\_

**P. I. Number:** \_\_\_\_\_

Dear \_\_\_\_\_ :

I am requesting the review of my settlement proposal as a final effort to avoid legal proceedings.

After having considered the Department's offer, I am of the opinion that the least I can settle this matter for is \$ \_\_\_\_\_ in view of the following support of my estimate of value. (A settlement amount must be specified for consideration)

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**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**LG Rev 08-01-2010**