

For State and/or Federal Funds in Real Estate

WisDOT approvals needed BEFORE acquisition begins:

- Environmental Document and Design Study Report (DSR) approved.
- Acquisition Stage Relocation Plan, if any relocations; submit to LPREPM and WisDOT Statewide Relocation Coordinator for review and approval.
- Qualified individual from Municipality completes Project Cost Estimate and submits to LPREPM.
- Right of Way Plat and Relocation Order approved and filed/recorded or Construction Plan complete if right of way costs, including utilities, are under \$1000; approved by LPA.
- Real estate funding authorized by LPREPM.
- Acquisition Capabilities Statement submitted to LPREPM for approval.
- Consultant contracts approved by LPREPM. Contracts must use WisDOT standard language and forms

Negotiations cannot begin until funding has been authorized and Relocation Order has been approved!

Begin acquisition process:

- Order title searches.
- Conduct Startup Meeting.
- Create Sales Study; WisDOT approves.
- Determine which parcels will be appraised and which will attempt to use waiver valuations (non-complex, under \$25,000 in damages).
- Send letters to all property owners on plat w/brochure 'Rights of Landowners Under Wisconsin Eminent Domain Law' informing them of upcoming project and staking to be done on their property.
- Create Nominal Payment Parcel Report (NPPR) to report waiver offering prices based on Sales Study; submit to LPREPM for approval.
- Complete and review appraisals; submit appraisal with Offering Price Report & Submittal for WisDOT approval.
- Create parcel file with all required documentation for negotiations; file must also have all correspondence.
- Meet with property owner; explain their rights, discuss impacts to their property; present offer; listen and respond to owner questions and concerns.
- Documents requiring owner's signatures:
 - Conveyance w/legal description,
 - Nominal Payment Parcel - Waiver of Appraisal (If Applicable),
 - Statement to Construction Engineer,
 - Closing Statement,
 - Form IRS W-9 (if proceeds are \$600+).
- Get Partial Releases of Mortgage
- Negotiation Diary: During the process, document (tell the story) all conversations/correspondence about the parcel; note owner concerns, questions, etc.; Note when owner was paid and when conveyance was recorded; negotiator must sign first entry, initial all others, sign and date when negotiations are completed. (See sample in packet)
- Cut check and deliver/mail to property owner; owner MUST be paid BEFORE conveyance can be recorded!
- Record conveyance. Temporary Limited Easements (TLE) and Temporary Right of Entry Easements should be recorded.
- Complete Certification of Local Public Agency (LPA) Right of Way Acquisition; upload it with supporting documentation to READS; inform LPREPM when acquisition is complete.
- If requesting reimbursement, follow the process in the LP Real Estate Manual and work with LPREPM

For Local Funds Only Used for Real Estate Acquisition

WisDOT approvals needed BEFORE acquisition begins:

- Environmental Document and Design Study Report (DSR) approved.
- Acquisition Stage Relocation Plan, if any relocations; submit to LPREPM and WisDOT Statewide Relocation Coordinator for review and approval.
- Qualified individual from Municipality completes Project Cost Estimate.
- Right of Way Plat and Relocation Order approved and filed/recorded or Construction Plan complete if right of way costs, including utilities, are under \$1000; approved by LPA.
- Acquisition Capabilities Statement submitted to LPREPM for approval.
- Consultant contracts approved by LPA. Contracts must use WisDOT standard language and forms

Negotiations cannot begin until funding has been authorized and Relocation Order has been approved!

Begin acquisition process:

- Order title searches.
- Conduct Startup Meeting.
- Create Sales Study. Approved by LPA
- Determine which parcels will be appraised and which will attempt to use waiver valuations (non-complex, under \$25,000 in damages).
- Send letters to all property owners on plat w/brochure 'Rights of Landowners Under Wisconsin Eminent Domain Law' informing them of upcoming project and staking to be done on their property.
- Create Nominal Payment Parcel Report (NPPR) to report waiver offering prices based on Sales Study; LPA approves.
- Complete appraisals, conduct appraisal review, create appraisal review report and approve.
- Create parcel file with all required documentation for negotiations; file must also have all correspondence.
- Meet with property owner; explain their rights, discuss impacts to their property; present offer; listen and respond to owner questions and concerns.
- Documents requiring owner's signatures:
 - Conveyance w/legal description,
 - Nominal Payment Parcel - Waiver of Appraisal (If Applicable),
 - Statement to Construction Engineer,
 - Closing Statement,
 - Form IRS W-9 (if proceeds are \$600+).
- Get Partial Releases of Mortgage or complete project and parcel risk assessment (LP Real Estate Manual 1.13.1)
- Negotiation Diary: During the process, document (tell the story) all conversations/correspondence about the parcel; note owner concerns, questions, etc.; Note when owner was paid and when conveyance was recorded; negotiator must sign first entry, initial all others, sign and date when negotiations are completed. (See sample in packet)
- Cut check and deliver/mail to property owner; owner MUST be paid BEFORE conveyance can be recorded!
- Record conveyance. Temporary Limited Easements and Temporary Right of Entry Easements should be recorded.
- Complete Certification of Local Public Agency (LPA) Right of Way Acquisition; upload it with supporting documentation to READS; inform LPREPM when acquisition is complete.

-
- *Work with LPREPM on required documentation for your files and WisDOT files.*
 - *All files are subject to review by WisDOT and/or Federal Highways Administration. Intent is to verify LPAs followed all applicable code, statute, policies and procedures and maintained appropriate documentation.*
 - *This is a very condensed version of the acquisition process. It is a basic "LPA toolbox" only. You must reference the Real Estate Program Manual (REPM) and the LP Real Estate Manual for right of way procedures. Contact your LPREPM with any questions. The manuals are available on WisDOT's website.*
 - *Official forms and letter templates are in READS (Real Estate Automated Data System)*
 - *READS must be used in its full capacity.*
-