



## 7.3 PROJECTS LESS THAN \$1,000

[Wisconsin Statute 32.05\(1\)\(b\)](#) allows for an exception to the relocation order requirement for certain projects under \$1000. It states, "No relocation order is necessary under par. (a) if the compensation, as estimated by the appraisal under sub. (2)(a) will be less than \$1,000 in the aggregate." Such projects also do not require a standard right of way plat. The acquisition interests can instead be identified on the construction plan. These exceptions apply even with projects that involve parcel condemnations. The process for such projects is as follows:

- Region will assign a unique Real Estate project ID for projects that meet criteria as defined above, as done with typical projects of \$1,000 or more.
- A relocation order is not required to charge 5550 acquisition costs to unique Real Estate project ID assigned to such a project.
- Region will complete and submit a Project Cost Allocation (RE1532) to Bureau of Technical Services-Real Estate (BTS-RE)/Finance to authorize project for encumbrance purposes. Region should make note in 'Project Concepts' box to read, "Project is under \$1,000 in total aggregate and meets criteria of [s. 32.05\(1\)\(b\) Wis. Stats.](#)"
- Only the first Project Cost Allocation form that accompanies original right of way plat will need to be signed by regional Planning and Real Estate. The form will not require signatures for revisions. When funding changes are involved, a Contract Change Order (RE1597) will still require an appropriate signature.
- Regions will identify such projects in READS by specifying "under \$1,000" choice in 'Project Type' field found on first line of Project/Cost Allocation screen.