

# NCDOT Right of Way Fee Appraiser Application Process

## Application Packet Required Documents

- **Experience Questionnaire:** To be filled out completely and must have his/her Appraisal Seal indicating N.C. State-Certified General Real Estate Appraiser, affixed to front page, *(or a separate sheet of paper is allowed if unable to attach to questionnaire)* (**Experience Questionnaire will not be accepted or considered without the Seal**)
- **Appraiser Certificate:** Must provide a copy of current and active North Carolina State-Certified General Real Estate Appraiser certification (Appraiser Qualification Card).  
**Note:** Only N. C. State-Certified General Real Estate Appraisers are eligible to apply. If accepted, a copy of Appraiser Qualification Card from the N.C. Appraisal Board must be submitted annually to the State Appraisal Office, which will be kept on file permanently. (**Application will not be accepted or considered without a copy of Appraiser Qualification Card from the N.C. Appraisal Board.**)
- **Sample Appraisals:** Fee Appraisers must submit (2) samples of “before and after” narrative appraisals. If no “before and after” narrative appraisals have been completed, contact your local Area Appraisal Office to gain approval to submit an alternate appraisal type.

## If approved to do business with NCDOT, then the following documentation will be required.

- Complete and pass NCDOT’s Plan Reading Course
- Complete and submit the Certification of Eligibility Under the Iran Divestment Act
- **Provide Payment Documents:**
  - W9 form
  - Direct Deposit/ACH Authorization form
  - If your business is a Disadvantaged Business Enterprise (DBE) a signed DBE Application will need to be submitted as well. *(If the Fee Appraiser’s company/business name is a registered HUB/WBE based business then a DBE form will not be needed but proof of HUB/WBE registration will be required)*

You may email your application packet to your respective Area Appraiser and cc. the State Appraiser and State Appraiser Administrative Assistant; click on this [link](#) for their email and mailing addresses. To select the appropriate Area Appraisal Office, consider the county where your business is located and see the following page that lists which Area Appraiser has responsibility.

\*\* Any changes to name/business name, address, or bank, require immediate notification to the local Area Appraisal Office and providing the appropriate updated forms. Forms may include changes to the Experience Questionnaire, W9 form, and Direct Deposit form for records and system updating.

\*\* Fee Appraisers wishing to be removed from the NCDOT Approved Certified Appraiser List must submit his/her request to the local Area Appraisal Office.

## Area Appraisal Offices by County

### NCDOT Divisions

Click on this [link](#) for an interactive map of NCDOT Divisions (*hover over the map and it will display the counties in that division*).

<b>Area 1 Appraisal Office</b> 1430 E. Arlington Blvd. Greenville, NC 27858 <a href="mailto:rhjessup@ncdot.gov">rhjessup@ncdot.gov</a> (Divisions 1, 2, 3, 4)	<b>Area 2 Appraisal Office</b> 3509 Haworth Drive, Suite 400 Raleigh, NC 27609 <a href="mailto:blopp@ncdot.gov">blopp@ncdot.gov</a> (Divisions 5, 6, 8)	<b>Area 3 Appraisal Office</b> 1605 Westbrook Plaza Dr. Ste. 202 Winston-Salem, NC 27103 <a href="mailto:mrhoades@ncdot.gov">mrhoades@ncdot.gov</a> (Divisions 7, 9, 11)	<b>Area 4 Appraisal Office</b> 8305 University Executive Park Dr., Suite 320 Charlotte, NC 28262 <a href="mailto:hbabb@ncdot.gov">hbabb@ncdot.gov</a> (Divisions 10, 12)	<b>Area 5 Appraisal Office</b> 6 Roberts Rd., Suite 102 Asheville, NC 28803 <a href="mailto:nmedford@ncdot.gov">nmedford@ncdot.gov</a> (Divisions 13, 14)
Beaufort Bertie Brunswick Camden Carteret Chowan Craven Currituck Dare Duplin Edgecombe Gates Greene Halifax Hertford Hyde Jones Lenoir Martin Nash New Hanover Northampton Onslow Pamlico Pasquotank Pender Perquimans Pitt Sampson Tyrrell Washington Wayne Wilson	Bladen Chatham Columbus Cumberland Durham Franklin Granville Harnett Hoke Johnston Lee Moore Orange Person Robeson Scotland Vance Wake Warren	Alamance Alleghany Ashe Avery Caldwell Caswell Davidson Davie Forsyth Guilford Montgomery Randolph Richmond Rockingham Rowan Stokes Surry Watauga Wilkes Yadkin	Alexander Anson Cabarrus Catawba Cleveland Gaston Iredell Lincoln Mecklenburg Stanly Union	Buncombe Burke Cherokee Clay Graham Haywood Henderson Jackson Macon Madison McDowell Mitchell Polk Rutherford Swain Transylvania Yancey