

RIGHT OF WAY CERTIFICATION CHECKLIST FOR MUNICIPALITY PROJECTS (LPA)

1. Copy of the signed municipal agreement
2. Submit all waiver valuations for just compensation approval prior to offer
 - a. **ALL NON-APPRAISED VALUES OF \$10,000.00 OR BELOW (WAIVER EVALUATIONS) MUST BE APPROVED BY THE DIVISION RIGHT OF WAY OFFICE**
 - i. Include the explanation of the determined values
 - ii. Comparable information if used
3. Copy of Certified Appraisals for values that exceed \$10,000.00
 - a. **ALL APPRAISALS MUST BE APPROVED BY THE AREA RIGHT OF WAY APPRAISAL OFFICE**
4. Letter requesting certification
 - a. Explanation of utility relocation
 - b. Explanation of displaced person(s) and/or improvement relocation
 - c. Explanation of purchases prior to funding
5. Signed waiver forms from LPA
6. You **may** elect to have the owner sign the waiver form
7. Copy of approved plans
 - a. Plans should show existing right of way
 - b. Parcel numbers preferred on plans
8. Copy of recorded agreements
9. Copy of recorded plats
10. Copy of offer letter provided to property owner
11. Copy of Memorandum of Action with the deposited amount
12. **The Uniform Relocation Act must be followed.**