

Surplus Procedures after Approval from Chief Engineer

- Location and Surveys (L&S) Unit head will be carbon copied when the disposal approval package is sent to Right of Way (R/W) Unit Manager so they are aware of the approved disposal.
- L&S Unit head will forward the approval information to the appropriate NCDOT Locating Engineer.
- Since the existing right of way is the Department's boundary and establishing the existing right of way may require locating right of way monuments that are located a substantial distance away from the requested disposal area, L&S will reestablish and stake the existing right of way, if requested.

Fee Simple with Enhancement steps:

1. Property Management Unit emails memo to the Division R/W Agent with instructions to collect signed FRM14-BB-FS-E, and \$3,500.00 appraisal deposit fee. This memo will include the WBS element number for the project.
2. The Division R/W Agent will inform the requesting party of the following:
 - a. A preliminary metes and bounds survey along with a property boundary description shall be developed by the requesting party's Professional Land Surveyor. An electronic version of the survey and description is to be emailed to the Division R/W Agent.
 - b. The requesting party needs to be informed that L&S will reestablish and stake the existing right of way if requested. The requesting part must sign and return the FRM14-BB-FS-E.
 - c. The requesting party must supply a certified or bank check payable to NCDOT in the amount of \$3,500.00.
 - d. The approval is only valid for 2 years and the deed must be recorded within 2 years.
3. The Division R/W Agent emails the preliminary metes and bounds survey and property description to the Preconstruction Office and the Division Locating Engineer to ensure the disposal area is consistent with the committee's approval and to ensure the map shows the necessary survey information.

4. Once approved by Preconstruction and L&S, the preliminary metes and bounds survey can be used for appraisal activities.
5. Division R/W Agent sends \$3,500.00 check with completed FRM14-E and signed FRM14-BB-FS-E to Property Management Unit.
6. Property Management Unit sends FRM14-BB-FS-E to R/W Unit Manager for approval and signature. Then returned to Property Management Unit.
7. Property Management Unit scans FRM14-BB-FS-E into the file on the S drive, and sends check to Fiscal. Property Management Unit emails Division R/W Agent explaining that the Division R/W Agent should request the appraisal.
8. The Division R/W Agent requests an appraisal for the disposal area. The preliminary metes and bounds survey should be attached to the request and the areas shown should be used for the appraisal.
9. Appraisal is completed, reviewed and approved by NCDOT review appraiser, and returned to both the Division R/W Agent and the Property Management Unit.
10. Property Management Unit emails a memo to the Division R/W Agent requesting that they contact the potential buyer to see if they are still interested in buying the surplus right of way for the amount of the approved appraisal.
11. Division R/W Agent contacts potential buyer to inform them of the purchase price.
12. If the requesting party agrees to pay the enhancements and plans to proceed with purchase of the disposal area:
 - i. The Division R/W Agent emails the Property Management Unit stating that the potential buyer's desire is to proceed with the purchase.
 - ii. Division RW Agent requests that the requesting party's Professional Land Surveyor stake the new right of way monuments in the field and provide NCDOT a sealed final metes and bounds survey. Surveyor can obtain right of way monuments from the Division L&S Office.
13. Property Management Unit places conveyance of surplus right of way on the Board of Transportation (BOT) agenda.

14. BOT approves conveyance.
15. Property Management Unit places conveyance on the Council of State agenda.
16. Council of State approves conveyance.
17. Deed is drawn by Property Management Unit and AG's Office using sealed final metes and bounds survey and description. The final metes and bounds survey needs to be attached to the deed as an exhibit or the requesting party can record a plat (the deed should then reference the plat book/page number of the recorded plat).
18. Property Management Unit delivers deed to Governor's Office for his/her signature, if applicable.
19. Property Management Unit delivers deed to Secretary of State's Office for his/her signature and seal.
20. Property Management Unit takes the deed back to the AG's Office for review and approval, and signatures.
21. Property Management Unit sends a memo and the deed to the Division R/W Agent with instructions on how much money will need to be collected at closing. If the appraisal costs were less than \$3,500.00, the remaining balance will be applied towards the purchase price of the land.
22. Division R/W Office sets up closing and at the closing collects a certified or bank check payable to NCDOT for the remaining balance and delivers deed.
23. Division R/W Agent sends certified or bank check for the remainder of the purchase price with completed FRM14-E to Property Management Unit.
24. Property Management Unit submits the check to Fiscal to be deposited within 24 hours of receipt.
25. The recorded deed is to be delivered to the Property Management Unit. Some Counties send this directly to the Raleigh Central Office, others send theirs to the Division R/W

Office, or require a R/W Agent to come in to request a copy. That copy is then forwarded to the Central Office c/o the Property Management Unit.

26. Property Management Unit scans the entire file into the S drive, and closes the file.
27. Division R/W Agent will send L&S a copy of the sealed final metes and bounds survey and submit a r/w revision through normal procedures. L&S will field verify the setting of the right of way monuments and use the sealed final metes and bounds survey to develop the CADD file for the right of way revision on a let project and forward to Roadway Design.

Fee Simple with NO Enhancement steps:

1. Property Management Unit emails memo to Division R/W Agent with instructions to collect signed FRM14-BB-FS-NE. This memo will include the WBS element number for the project.
 - a. Division R/W Agent will inform the requesting party of the following:
 - b. The requesting party needs to be informed that L&S will reestablish and stake the existing right of way if required for the disposal.
 - c. A preliminary metes and bounds survey along with a description will be developed by requesting party's Professional Land Surveyor. An electronic version is to be emailed to the Division R/W Agent.
 - d. The requesting part must sign and return the FRM14-BB FS-NE
 - e. There are 2 years from the date of the approval to record the deed.
 - f. The Division R/W Agent emails the preliminary metes and bounds survey to the Preconstruction Office and the Division Locating Engineer to ensure the disposal area is consistent with the committee's approval and to ensure the map shows the necessary survey information.
 - g. Once approved by Preconstruction and L&S, the requesting party's Professional Land Surveyor will stake the new right of way monuments in the field and provide NCDOT a sealed final metes and bounds survey.
2. Division R/W Agent sends signed FRM14-BB-FS-NE, sealed final metes and bounds survey, and description to Property Management Unit.

3. Property Management Unit sends FRM14-BB-FS-NE to R/W Manager for approval and signature. Then returned to Property Management Unit.
4. Property Management Unit scans FRM14-BB-FS-NE into the file on the S drive.
5. Property Management Unit places conveyance on the Board of Transportation (BOT) agenda.
6. BOT approves conveyance.
7. Property Management Unit places conveyance on the Council of State agenda.
8. Council of State approves conveyance.
9. Deed is drawn by Property Management Unit and AG's Office using sealed final metes and bounds survey and description. The final metes and bounds survey needs to be attached to the deed as an exhibit or the requesting party can record a plat (the deed should then reference the plat book/page number of the recorded plat).
10. Property Management Unit delivers deed to RW Unit Manager for his/her signature.
11. Property Management Unit delivers deed to Secretary of BOT for his/her signature and seal.
12. Property Management Unit takes the deed back to the AG's Office for review and approval, and signatures.
13. Property Management Unit sends a memo and the deed to the Division R/W Agent.
14. Division R/W Office delivers deed to purchaser.
15. The recorded deed is to be delivered to the Property Management Unit. Some Counties send this directly to the Raleigh Central Office, others send theirs to the Division R/W Office, or require a R/W Agent to come in to request a copy. That copy is then forwarded to the Central Office c/o the Property Management Unit.
16. Property Management Unit scans the entire file into the S drive, and closes the file.

17. Division R/W Agent will send L&S the sealed final metes and bounds survey and submit a r/w revision through normal procedures. L&S will field verify the setting of the right of way monuments and use the sealed final metes and bounds survey to develop the CADD file for the right of way revision on a let project and forward to Roadway Design.

Easement (NO Enhancement) steps:

1. Property Management Unit emails memo to Division R/W Agent with instructions to collect signed FRM14-BB-E. This memo will include the WBS element number for the project.
 - a. Division R/W Agent will inform the requesting party of the following:
 - b. The requesting party needs to be informed that L&S will reestablish and stake the existing right of way if required for the disposal.
 - c. A preliminary metes and bounds survey along with a description will be developed by requesting party's Professional Land Surveyor. An electronic version is to be emailed to the Division R/W Agent.
 - d. The requesting part must sign and return the FRM14-BB-E
 - e. There are 2 years from the date of the approval to record the deed.
 - f. The Division R/W Agent emails the preliminary metes and bounds survey to the Preconstruction Office and the Division Locating Engineer to ensure the disposal area is consistent with the committee's approval and to ensure the map shows the necessary survey information.
 - g. Once approved by Preconstruction and L&S, the requesting party's Professional Land Surveyor will stake the new right of way monuments in the field and provide NCDOT a sealed final metes and bounds survey.
2. Division R/W Agent sends signed FRM14-BB-E, sealed final metes and bounds survey, and description to Property Management Unit.
3. Property Management Unit sends FRM14-BB-E to R/W Manager for approval and signature. Then returned to Property Management Unit.
4. Property Management Unit scans FRM14-BB-E into the file on the S drive.

5. Property Management Unit places conveyance on the Board of Transportation (BOT) agenda.
6. BOT approves conveyance.
7. Deed is drawn by Property Management Unit and AG's Office using sealed final metes and bounds survey and description. The final metes and bounds survey needs to be attached to the deed as an exhibit or the requesting party can record a plat.
8. Property Management Unit delivers deed to RW Unit Manager his/her signature.
9. Property Management Unit delivers deed to Secretary of BOT for his/her signature and seal.
10. Property Management Unit takes the deed back to the AG's Office for review and approval, and signatures.
11. Property Management Unit sends a memo and the deed to the Division R/W Agent.
12. Division R/W Office delivers deed to purchaser.
13. The recorded deed is to be delivered to the Property Management Unit. Some Counties send this directly to the Raleigh Central Office, others send theirs to the Division R/W Office, or require a R/W Agent to come in to request a copy. That copy is then forwarded to the Central Office c/o the Property Management Unit.
14. Property Management Unit scans the entire file into the S drive, and closes the file.
15. Division R/W Agent will send L&S the sealed final metes and bounds survey and submit a r/w revision through normal procedures. L&S will field verify the setting of the right of way monuments and use the sealed final metes and bounds survey to develop the CADD file for the right of way revision on a let project and forward to Roadway Design.

Control of Access Procedures after Approval from Chief Engineer

Control of Access Changes with Enhancement steps:

1. Property Management Unit emails memo to Division R/W Agent with instructions to collect signed FRM14-BB-CA-E, and \$3,500.00 deposit fee. This memo will include the WBS element for the project.
2. Division R/W Agent will inform the requesting party of the following:
 - a. The requesting part must sign and return the FRM14-BB-CA-E
 - b. The requesting party must supply a certified or bank check payable to NCDOT in the amount of \$3,500.00.
 - c. There are 2 years from the date of the approval to record the agreement.
3. Division R/W Agent sends \$3,500.00 check with completed FRM14-E and signed FRM14-BB-CA-E to Property Management Unit.
4. Property Management Unit sends FRM14-BB-CA-E to R/W Manager for approval and signature. Then returned to Property Management Unit.
5. Property Management Unit scans FRM14-BB-CA-E into the file on the S drive, and sends check to Fiscal. Property Management Unit emails Division R/W Agent explaining that the Division R/W Agent should request the appraisal.
6. The Division R/W Agent requests an appraisal for the requested c/a changes.
7. Appraisal is completed, reviewed and approved by NCDOT review appraiser, and returned to both the Division R/W Agent and the Property Management Unit.
8. Property Management Unit emails memo to the Division R/W Agent requesting that they contact the potential buyer to see if they are still interested in completing the c/a change for the amount of the approved appraisal.

9. Division R/W Agent contacts potential buyer to inform them of the purchase price. If the requesting party agrees to pay the enhancements and plans to proceed with the c/a change, Division R/W Agent emails the Property Management Unit stating that the potential buyer's desire is to proceed with the purchase.
10. Property Management Unit places c/a revision on the Board of Transportation (BOT) agenda.
11. BOT approves the c/a revision.
12. Access Change Agreement is drawn by Property Management Unit.
13. Property Management Unit delivers Agreement to R/W Unit Manager for his/her signature.
14. Property Management Unit delivers Agreement to Secretary of BOT for his/her signature and seal.
15. Property Management Unit takes the Agreement back to the AG's Office for review and approval, and signatures.
16. Property Management Unit sends a memo and the Agreement to the Division R/W Agent with instructions on how much money will need to be collected at closing. If the appraisal costs were less than \$3,500.00, the remaining balance will be applied towards the enhancement.
17. Division R/W Office sets up closing and at closing collects a certified or bank check payable to NCDOT for the remaining balance, has Agreement executed by owner, if applicable, and delivers Agreement. Owner records agreement, unless it is in best interest of Department to record.
18. Division R/W Agent certified or bank check for the remainder of the purchase price with completed FRM14-E to Property Management Unit.
19. Property Management Unit submits the check to Fiscal to be deposited within 24 hours of receipt.

20. The recorded Agreement is to be delivered to the Property Management Unit. Some Counties send this directly to the Raleigh Central Office, others send theirs to the Division R/W Office, or require a R/W Agent to come in to request a copy. That copy is then forwarded to the Central Office c/o the Property Management Unit.
21. Property Management Unit scans the entire file into the S drive, and closes the file.
22. Division R/W Agent will submit a r/w revision through normal procedures.

C/A Changes with NO Enhancement steps:

1. Property Management Unit emails memo to Division R/W Agent with instructions to collect signed FRM14-BB-CA-NE. This memo will include the WBS element for the project.
2. Division R/W Agent will inform the requesting party of the following:
 - a. The requesting part must sign and return the FRM14-BB-CA-NE
 - b. There are 2 years from the date of the approval to record the agreement.
3. Division R/W Agent sends signed FRM14-BB-CA-NE to Property Management Unit.
4. Property Management Unit sends FRM14-BB-CA-NE to R/W Manager for approval and signature. Then returned to Property Management Unit.
5. Property Management Unit scans FRM14-BB-CA-NE into the file on the S drive.
6. Property Management Unit places c/a revision on the Board of Transportation (BOT) agenda.
7. BOT approves c/a revision.
8. Access Change Agreement is drawn by Property Management Unit.
9. Property Management Unit delivers Agreement to RW Unit Manager for his/her signature.

10. Property Management Unit delivers Agreement to Secretary of BOT for his/her signature and seal.
11. Property Management Unit takes the Agreement back to the AG's Office for review and approval, and signatures.
12. Property Management Unit sends a memo and the Agreement to the Division R/W Agent with instructions.
13. Division R/W Office sets up closing. Has agreement executed by owner, if applicable, and delivers agreement. Owner records agreement, unless it is in best interest of Department to record.
14. The recorded agreement is to be delivered to the Property Management Unit. Some Counties send this directly to the Raleigh Central Office, others send theirs to the Division R/W Office, or require a R/W Agent to come in to request a copy. That copy is then forwarded to the Central Office c/o the Property Management Unit.
15. Property Management Unit scans the entire file into the S drive, and closes the file.
16. Division R/W Agent will submit a r/w revision through normal procedures.