

A Very General Flow Chart for ROW Acquisition Process

ROW = Any interest in a property

What Can be done to help the process?

ALWAYS ALLOW FOR PLENTY OF TIME FOR THE PROCESS

Order title research as early as possible. Error on the side of ordering two tracts too many than one tracts too short.

If you know of potential title issues allow for more time in the process if will be needed.

Use 3D Modeling, Fly-throughs, arerials, and artistic graphics

Establish a relationship with affected parties, find out their concerns, needs, and help them to understand the project scope and property impacts.

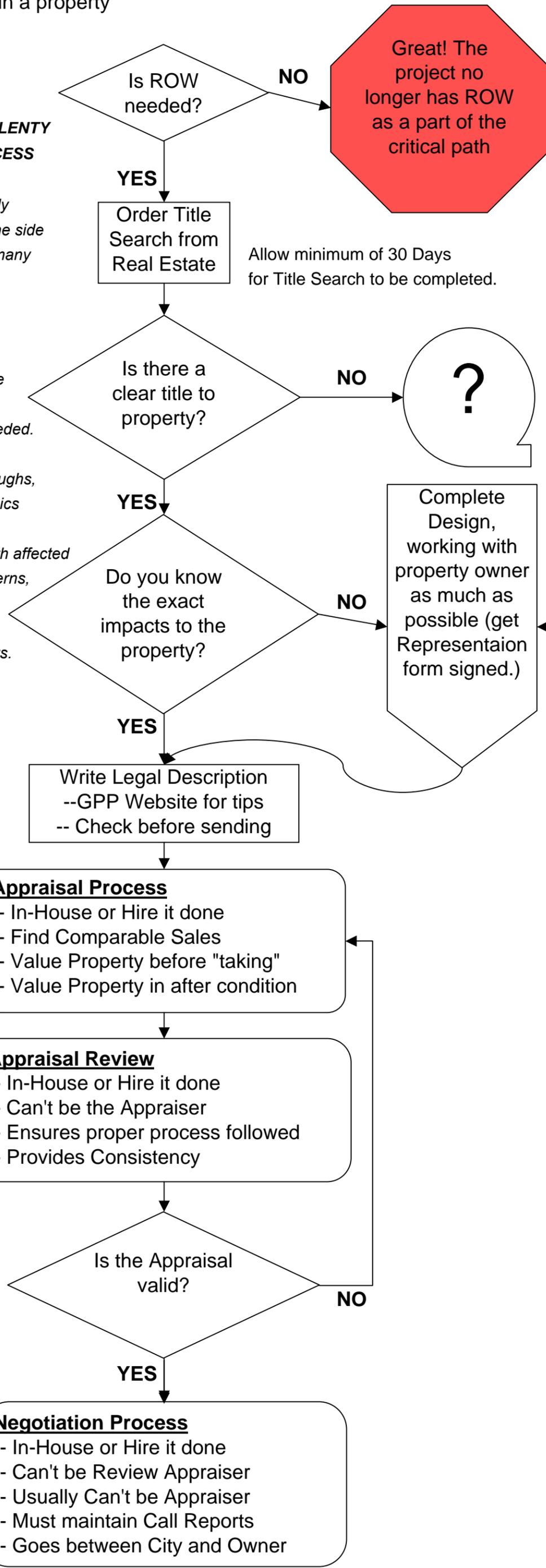
Ensure design details are completed before writing legal descriptions.

Have someone check the legal descriptions before they are sent to Real Estate.

Answer Questions and return calls promptly.

Answer Questions and return calls promptly.

Be available to help Answer any questions and return calls promptly.



Allow minimum of 30 Days for Title Search to be completed.

Great! The project no longer has ROW as a part of the critical path

Complete Design, working with property owner as much as possible (get Representaion form signed.)

Write Legal Description --GPP Website for tips -- Check before sending

Appraisal Process
 -- In-House or Hire it done
 -- Find Comparable Sales
 -- Value Property before "taking"
 -- Value Property in after condition

Appraisal Review
 -- In-House or Hire it done
 -- Can't be the Appraiser
 -- Ensures proper process followed
 -- Provides Consistency

Is the Appraisal valid?

Negotiation Process
 -- In-House or Hire it done
 -- Can't be Review Appraiser
 -- Usually Can't be Appraiser
 -- Must maintain Call Reports
 -- Goes between City and Owner

A Very General Flow Chart for ROW Acquisition Process

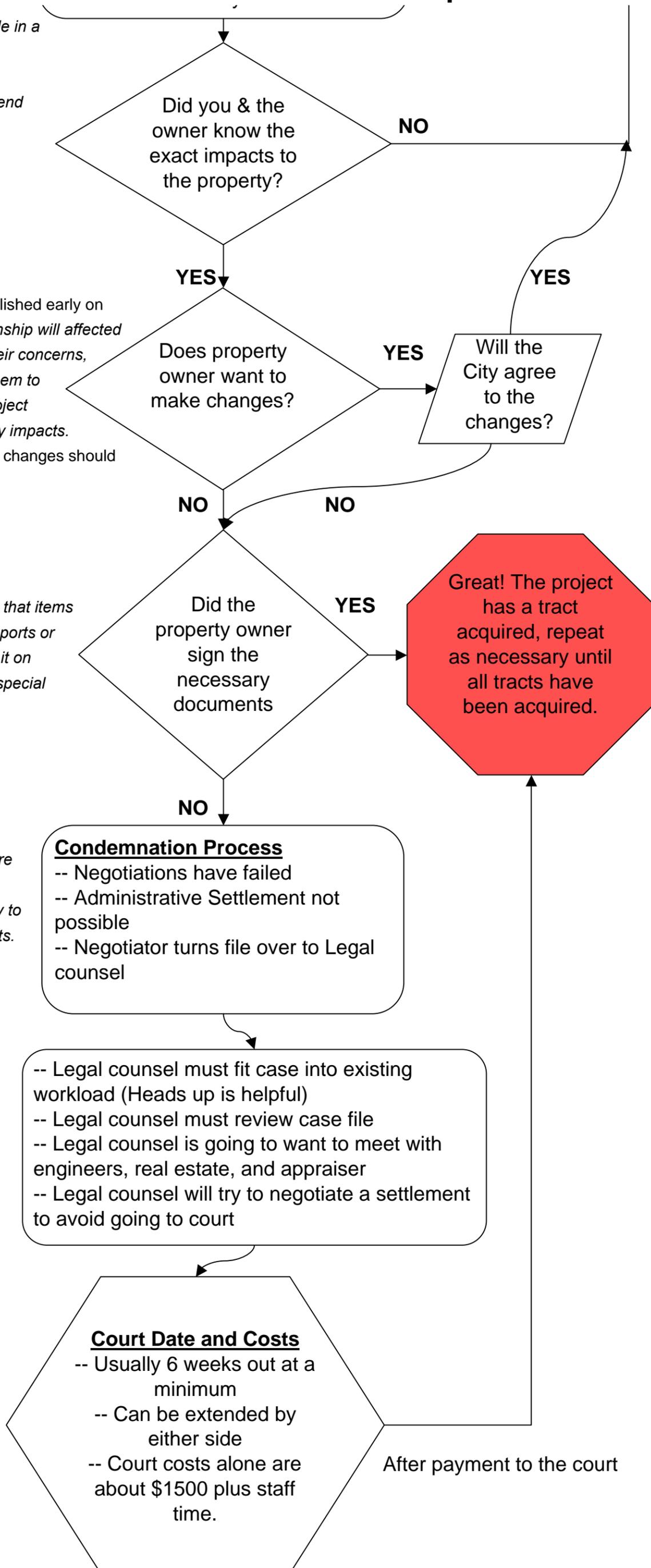
Get decisions made in a timely manner.

Be prepared to attend property owner meetings with the negotiator.

If this was accomplished early on Establish a relationship will affected parties, find out their concerns, needs, and help them to understand the project scope and property impacts. THEN Last minute changes should be minimized.

It is very important that items agreed to in call reports or agreements make it on the plans and the special provisions.

Remember: You are not there to argue design issues, only to set price on impacts.



Great! The project has a tract acquired, repeat as necessary until all tracts have been acquired.

Condemnation Process
 -- Negotiations have failed
 -- Administrative Settlement not possible
 -- Negotiator turns file over to Legal counsel

-- Legal counsel must fit case into existing workload (Heads up is helpful)
 -- Legal counsel must review case file
 -- Legal counsel is going to want to meet with engineers, real estate, and appraiser
 -- Legal counsel will try to negotiate a settlement to avoid going to court

Court Date and Costs
 -- Usually 6 weeks out at a minimum
 -- Can be extended by either side
 -- Court costs alone are about \$1500 plus staff time.

After payment to the court