

Checklist for Determining Complex Parcel for Appraisal Purposes

County/City _____ Project No. _____

Name of Preparer _____ Title _____

Date _____

It is the responsibility of the county or city to determine the complexity of a parcel. The following yes/no type questions are intended to provide guidance to help in making that determination. If the answer to any of these questions is yes (or even maybe) the parcel may have sufficient complexity to classify it as complex. A "yes" answer should be an alert that more questions need to be asked.

1. Is estimating value difficult due to a lack of sufficient market data (comparable sales)?
2. Is the anticipated value of the proposed acquisition over \$10,000?
3. Is the anticipated value of the proposed acquisition anything more than a strip acquisition?
4. Are buildings, wells, signs, etc. affected?
5. Is the anticipated value of the proposed acquisition severing any buildings from the remainder?
6. Are trees, shrubs or any other landscaping involved?
7. Does moving the proposed right of way line require analysis of possible proximity damages?
8. Is access to the property changed or limited?
9. Is the current highest and best use of the property going to be changed as a result of the proposed acquisition?
10. Does a significant amount of the total compensation involve items other than land value?
11. Are there any borrow areas?
12. Is there reason to believe this parcel will proceed to Condemnation?
13. Is more land than actually needed being acquired?
14. Does the proposed acquisition impact the sewage disposal system or property drainage?
15. Are there any other considerations that complicate the valuing of this parcel?

Local Public Agency Checklist

LPA:

Project:

	YES	NO	N/A
PLANNING AND PREPARATION:			
Notified DOT of project			
Contact DOT LPA Coordinator for Right of Way information			
Scope project and consider right of way needs			
Prepare parcel files			
Research title			
Layout right of way needs			
REQUESTS AND APPROVALS:			
Request authorization for incidental right of way reimbursement			
Apply for hardship/advance purchases (if any)			
Receive environmental clearances			
Receive authorization to acquire right of way			
COMPLETING THE ROW PROCESS:			
Provide 30 day notices of Public Hearings (Sec.6B.2A)			
Provide landowners Statement of Rights (Sec. 6B.2B)			
Value property rights (Appraisal or Appraisal Waiver Process)			
Values reviewed (Appraisal or Appraisal Waiver Process)			
Develop Relocation Assistance Offers			
Send full appraisals 10 days before opening negotiations			
Provide good faith negotiations			
Offer Relocation Assistance			
WRAPPING UP:			
All parcels acquired or condemned			
Secure possession of all parcels			
Clear all properties			
Plan turn in			
Let project			

Parcel Specific Valuation Review

Project:

Parcel No:

County:

LPA:

	Acceptable	Concern	Problem	N/A
Basics of Appraisal:				
Owner offered opportunity to accompany				
5-year delineation of title provided				
Tenants identified and considered				
Adequate property information provided				
Appropriate selection of appraisal format				
The Report:				
Applicable approaches to value developed				
Discussion as to why approaches not developed				
Persuasive highest and best use analysis				
Adequate support for all conclusions				
Non-compensable items ignored				
Tenant owned improvements identified				
Allocation of major leasehold interests				
Review Appraiser:				
Reviewer competent for assignment				
Errors were identified				
Fair Market Value supported				
Differences between appraisals reconciled				
Appropriate actions taken on appraisal inadequacies				
Appraisal Waiver (Compensation Estimates)				
Uses of C.E.'s were appropriate				
Approved process utilized				
Competent person provided estimate				
Compensation Estimate reviewed				

Other remarks:

Parcel Specific Acquisition Review

Project:

Parcel No:

County:

LPA:

	Acceptable	Concern	Problem	N/A
OFFERS:				
Original offer not less than approved value				
Revised offers if original offer modified				
30-day and 90-day notices within offers				
Statement of Rights provided				
Appraisal sent 10 days before 1 st meeting				
Tenant offers				
DOCUMENTATION:				
Completed contracts or agreements				
Negotiation contact notes				
Copies of all negotiation correspondence				
Explanatory administrative settlement				
Breakdown of payments				
Applicable estimates				
Evidence of good faith negotiations				
Compensation estimates approved				

Other comments or concerns:

Parcel Specific Relocation Review

Project:

Parcel No:

County:

LPA:

	Acceptable	Concern	Problem	N/A
GENERAL:				
General Information provided				
Services offered and furnished to displacee				
Relocation benefits explained to displacee				
NOTICES:				
Comparable dwellings available at displacement				
Notice of eligibility issues				
90-day and 30-day notices issued				
OFFERS:				
Offers of all applicable benefits to owner				
Offer of all applicable benefits to tenant				
RHP or basis of offer provided in writing				
Replacement DSS inspection prior to move				
REIMBURSEMENTS:				
Moving costs paid				
Appropriate incidentals paid				
Increased mortgage computed and paid				
RHP paid to owner				
RHP paid to tenant				
CONCLUSIONS:				
Appeal process explained				
Appellant notified in writing of determination				
Absence of discrimination				

Other remarks: