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
   1. **ALL NON-APPRAISED VALUES OF $10,000.00 OR BELOW (WAIVER EVALUATIONS) MUST BE APPROVED BY THE DIVISION RIGHT OF WAY OFFICE**
      1. Include the explanation of the determined values
      2. Comparable information if used
3. Copy of Certified Appraisals for values that exceed $10,000.00
   1. **ALL APPRAISALS MUST BE APPROVED BY THE AREA RIGHT OF WAY APPRAISAL OFFICE**
4. Signed Waiver forms from property owners if waiver evaluations are used
5. Copy of approved plans
   1. Plans should show existing right of way
6. Copy of recorded agreements
7. Copy of recorded plats, if utilized for recording
8. Copy of offer letter provided to property owner
9. Copy of Memorandum of Action with the deposited amount
10. **The Uniform Relocation Act**  **must be followed.**

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