

# RIGHT OF WAY CERTIFICATION CHECKLIST FOR MUNICIPALITY PROJECTS (LPA)

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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 REVIEWED BY AN NCDOT RECOMMEND REVIEWER AND THEN APPROVED BY THE AREA RIGHT OF WAY APPRAISAL OFFICE**
4. Letter requesting certification (Use the municipal agreement as a guide)
  - a. Explanation of utility relocation
  - b. Explanation of displaced person(s) and/or improvement relocation
  - c. Explanation of purchases prior to funding
  - d. Explanation if all work is being performed in existing right of way
5. Signed waiver forms from LPA
6. You **may** elect to have the owner sign the waiver form except during donations
7. Copy of approved plans
  - a. Plans should show existing right of way
  - b. Parcel numbers, ownership name, deed, and PIN preferred on plans
8. Copy of recorded agreements (Clear title is the responsibility of the LPA)
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.**

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