

**EXAMPLE
OF
NOMINAL
PARCEL
FORMS**

STATEMENT TO CONSTRUCTION ENGINEER

LPA1528 8/2011 (Replaces DT3034) s. 84.09 Wis. Stats.

Provide copies to: project engineer, parcel folder and owner

Owner Name(s) Best Investments, LLC	Address W406 State St., Anycity, WI 55555	Area code - phone Home: 920-922-5555 Cell: Work:
Tenant, if any	Address	Area code - phone Home: Cell: Work:

- **Basic concepts of construction project have been explained to owner.**
- **All commitments agreed upon between negotiator and property owner are listed below.**
- **No other commitments, either verbal or implied, are valid.**
- **All commitments are subject to approval of WisDOT.**

Commitments made (fences, driveways, trees, drainage or other items):

The field engineer will confirm that water will not pond behind the proposed curb in front of this parcel east of the driveway.

Other matters of interest and owner concerns:

None.



Mary Smith, Best Investments, LLC 10-06-10
 (Property Owner Signature) Mary Smith, Best Investments, LLC (Date)

Dianne M. Johnson 10-14-10
 (Negotiator Signature) Dianne M. Johnson (Date)

 (Property Owner Signature) (Date)

Commitments Approved:

Local Public Agency, Project Engineer
 (Approving Authority Signature and Title) Local Public Agency, Project Engineer

10-18-10
 (Date)

NEGOTIATION DIARY

LPA2058 12/07 (Replaces LPA3032)

Owner Best Investments, LLC contacts: Mary Smith and Katherine Miller			
Address W406 State St., Anycity, WI 55555			Area Code – Telephone Number 920-922-5555
Date-Initiation of Negotiations 09/24/10	Date Brochure Sent 06/07/10	60th Day to Receive Owner's Appraisal	1099 Amount
Offering Price \$1,500.00	Date Approved 09/09/10	Alternate Offer (a, b)	Date Approved
Revised Offer \$1,950.00	Date Approved 11/12/10	Administrative Settlement	Date Approved

On 09/24/10 I, the negotiator, (~~gave~~)(sent) the subject property owner a copy of the right of way plat, our appraisal(s), and other required documents.

Under "REMARKS" below, the Real Estate Agent should indicate persons present, attitude of owner, owner's appraisers, owner's attorney, owner's asking price, information regarding buildings, improvements, extended occupancy, fixture apportionment, date to vacate buildings, and any pertinent data regarding items such as drainage, driveways, fencing, title lines, wells, dry wells, etc. Remarks are not to be necessarily limited to the foregoing. Delete blank rows to create a narrative using your computer rather than completing the form by hand, if you prefer.

DATE & AGENT	REMARKS
12-10-09 D.Johnson	I received a copy of the title search dated January 11, 2009 from the engineer. According to the title, the property is owned by Best Investments, LLC and there are no mortgages listed.
06-07-10 D. J.	Sent introduction letter to the attention of Mary Smith. The letter included a copy of the brochure entitled "The Rights of Landowners Under Wisconsin Eminent Domain Law", right of way plat, and list of at least 10 owners on the project.
09-09-10 D. J.	Nominal Payment Parcel Report was reviewed and approved by LOCAL PUBLIC AGENCY today. This parcel was approved in the amount of \$1,500.
09-10-10 D. J.	Requested update on title work.
09-20-10 D. J.	Received updated title work. Best Investments, LLC is the owner and there are no liens on the property.
09-24-10 D.J.	<p>Met with Mary Smith and Katherine Miller this afternoon to explain the project in general and how it will affect the property. I showed them the property on the plan and profile and discussed with them how the land was going to be affected. I then answered their question concerning the project.</p> <p>I presented them with the offering price letter, offering them \$1,500 for the property needed for the project.</p> <p>I explained that the nominal nature of the acquisition enabled us to present the offer without an appraisal. However the amount offered was based on fair market value. I informed them that if they did not agree with the estimated value, we would prepare an appraisal and present it to them at a later date.</p> <p>Ms. Miller was concerned about drainage after the project. We looked at the existing ditch, which should be removed by the project because curb and gutter is being installed, but it looks like there could still be a ditch behind the proposed curb and gutter. Ms. Miller was concerned about this because the project intends to remove the culvert from under the driveway. When the culvert is removed and the water can't flow over the curb, this would create a ponding problem in this area. I will place a comment in the Statement to Construction Engineer, advising him of this so the contractor is aware of this and they can avoid the situation.</p> <p>Ms. Smith pointed out that their planter was in the TLE area and not being compensated for. I estimated that the damages to the planter would be \$450. I informed Ms. Smith and Ms. Miller that this increase must be approved by the county.</p> <p>Lastly, Ms. Miller questioned when the project was going to start and according to current schedules it will be July, 2011 at the earliest. Ms. Miller and Ms. Smith wanted a few days to review the offer. I told them I would call them in a few days.</p>

10-1-10 D.J.	I called Ms. Miller to see if they have decided to accept the County's offer. They did agree to the \$1,950. They said they would have the documents signed and notarized and mailed to me.
10-14-10 D.J.	Received signed conveyance, nominal waiver of appraisal, statement to construction engineer, and W-9.
11-12-10 D.J.	County approved the increase.
12-12-10 D.J.	Requested payment.
01-14-11 D.J.	Payment check of \$1,950 was sent to Ms. Miller, via certified mail. My letter included the appeal rights.
01-31-11 D.J.	The original signed easement was sent to the Register of Deeds to be recorded.
02-18-11 D.J.	I received the original recorded document back from the Register of Deeds.

Dianne M. Johnson

Project ID 9999-99-99	County Door	Owner Best Investments, LLC	Parcel 21
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TEMPORARY LIMITED EASEMENT

Exempt from fee: s. 77.25(2r) Wis. Stats.
LPA1577 10/2011 (Replaces LPA3042)

THIS EASEMENT, made by **Best Investments, LLC, a Wisconsin Limited Liability Company** GRANTOR, conveys a temporary limited easement as described below to the **Door County**, GRANTEE, for the sum of **One Thousand Nine Hundred Fifty and no/100** dollars (\$1,950.00) for the purpose of **reconstructing slopes**.

Any person named in this conveyance may make an appeal from the amount of compensation within six months after the date of recording of this conveyance as set forth in s. 32.05(2a) Wisconsin Statutes. For the purpose of any such appeal, the amount of compensation stated on the conveyance shall be treated as the award, and the date the conveyance is recorded shall be treated as the date of taking and the date of evaluation.

Other persons having an interest of record in the property: **None**.

Legal description:

LEGAL DESCRIPTION IS ATTACHED HERETO AND MADE A PART OF HEREOF BY REFERENCE.

This space is reserved for recording data

Return to
Local Public Agency
9988 Main St.
Thiscity, WI 55555

Parcel Identification Number/Tax Key Number
100292217

This easement shall terminate upon completion of the construction project for which this instrument is given.

Mary Smith 10-06-10
(Signature & Date)

Mary Smith, member – Best Investments, LLC
(Print Name)

Katherine Miller 10-06-10
(Signature & Date)

Katherine Miller, member – Best Investments, LLC
(Print Name)

10-06-10
(Date)

State of Wisconsin)
) ss.
Door County)

On the above date, this instrument was acknowledged before me by the named person(s).

Dianne M. Kramer
(Signature, Notary Public, State of Wisconsin)

Dianne M. Kramer
(Print or Type Name, Notary Public, State of Wisconsin)

01-29-12
(Date Commission Expires)

PERMANENT LIMITED EASEMENT

Exempt from fee: s.77.25(2r) Wis. Stats.
LPA1552 08/2011 (Replaces LPA3043) Ch. 84 Wis. Stats.

THIS EASEMENT, made by **Emily and Samuel McDonald, husband and wife** GRANTOR, conveys a permanent limited easement as described below to the **Local Public Agency**, GRANTEE, for the sum of **Five hundred and no/100** dollars (**\$500.00**) for the purpose of: **drainage**.

Any person named in this conveyance may make an appeal from the amount of compensation within six months after the date of recording of this conveyance as set forth in s.32.05(2a) Wisconsin Statutes. For the purpose of any such appeal, the amount of compensation stated on the conveyance shall be treated as the award, and the date the conveyance is recorded shall be treated as the date of taking and the date of evaluation.

Other persons having an interest of record in the property: **None**.

Legal description:

LEGAL DESCRIPTION IS ATTACHED HERETO AND MADE A PART HEREOF BY REFERENCE.

Doc 9658215
Recorded
February 10, 2011 3:42 pm

Door County
Register of Deeds

This space is reserved for recording data

Return to
Local Public Agency
9988 Main St.
Thiscity, WI 55555

Parcel Identification Number/Tax Key Number
VH-568

Emily McDonald 03-25-11
(Signature & Date)

Emily McDonald
(Print Name)

Samuel McDonald 03-25-11
(Signature & Date)

Samuel McDonald
(Print Name)

(Signature & Date)

(Print Name)

(Signature & Date)

(Print Name)

03-25-11
(Date)

State of Wisconsin)
Brown _____ County) ss.

On the above date, this instrument was acknowledged before me by the named person(s).

Dianne M. Kramer
(Signature, Notary Public, State of Wisconsin)

Dianne M. Kramer
(Print or Type Name, Notary Public, State of Wisconsin)

01-29-12
(Date Commission Expires)

DEED BY CORPORATION

Exempt from fee: s. 77.25(2r) Wis. Stats.
Exempt from filing transfer form s. 77.255 Wis. Stats.
LPA1546 08/2011 (Replaces LPA3005)

THIS DEED, made by **Gus Enterprises, Inc.**, a corporation duly organized and existing under the laws of the State of **Wisconsin** and duly authorized to transact business in the State of Wisconsin, with its principal place of business at **65 Fast Street** City of **Thiscity**, County of **Brown**, State of **Wisconsin** GRANTOR, conveys and warrants the property described below to **Local Public Agency** GRANTEE, for the sum of **Eight Hundred Twenty and no/100** dollars (**\$820.00**)

Any person named in this deed may make an appeal from the amount of compensation within six months after the date of recording of this deed as set forth in s. 32.05(2a) Wisconsin Statutes. For the purpose of any such appeal, the amount of compensation stated on the deed shall be treated as the award, and the date the deed is recorded shall be treated as the date of taking and the date of evaluation.

Other persons having an interest of record in the property: **None.**

Legal description:

LEGAL DESCRIPTION IS ATTACHED HERETO AND MADE A PART OF HEREOF BY REFERENCE.

Doc 9658215
Recorded
February 10, 2011 3:42 pm

Door County
Register of Deeds

This space is reserved for recording data

Return to
Local Public Agency
9988 Main St.
Thiscity, WI 55555

Parcel Identification Number/Tax Key Number
82453872

The undersigned certify that this instrument is being executed pursuant to a resolution of the board of directors (or shareholders, if authorized by law) of GRANTOR corporation.

Gus Enterprises, Inc.
(Corporation Name)

03-09-10
(Date)

Gustave Johnson 03-09-10
(Officer Signature & Date)

State of Wisconsin)
Door County) ss.

Gustave Johnson, President
(Print Name, Title)

On the above date, this instrument was acknowledged before me by the named person(s) or officers.

Jonathan Johnson 03-09-10
(Officer Signature & Date)

Jonathan Johnson, Vice President
(Print Name, Title)

Dianne M. Johnson
(Signature, Notary Public, State of Wisconsin)

Dianne M. Johnson
(Print or Type Name, Notary Public, State of Wisconsin)

01-29-12
(Date Commission Expires)

NOMINAL PAYMENT PARCEL - WAIVER OF APPRAISAL RECOMMENDATION AND APPROVAL

LPA1897 04/2010 (Replaces LPA3041) Ch. 32 Wis. Stats.

Owner Best Investments, LLC	Area and Interest Required TLE - 0.11 acre
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Allocation

Land	_____	acres	X	\$	_____	/ac	=	\$	_____
	_____	acres	X	\$	_____	/ac	=	\$	_____
Permanent Limited Easement	_____	acres	X	\$	_____	/ac	=	\$	_____
Temporary Limited Easement	0.11	acres	X	\$ 14,500.00x10%	_____	/ac	=	\$1,450.00	_____
Fencing	_____						=	\$	_____
Landscaping	<i>Planter</i>						=	\$ 450.00 (MS)	_____
Improvements	_____						=	\$	_____
Other	_____						=	\$	_____
								Total Damages	= \$ 1,450.00 1,900.00 (MS)
								Rounded To	= \$ 1,500.00 1,900.00 (MS)

The undersigned owner(s), having been fully informed of the right to have the property appraised, and to receive just compensation based upon an appraisal, have decided to waive the right to an appraisal and agree to accept settlement in the above-stated amount as full payment for the parcel stated, subject to approval by the Local Public Agency.

The undersigned owner(s) further state that the decision to waive the right of an appraisal was made without undue influences or coercive action of any nature.

It is intended that the instrument of conveyance will be executed upon presentation by the Local Public Agency agents or representatives.

X Mary Smith 10-06-10
(Owner) Mary Smith, Best Investments, LLC (Date)

X Katherine Miller 10-06-10
(Owner) Katherine Miller, Best Investments, LLC (Date)

X _____
(Owner) (Date)

X _____
(Owner) (Date)

For Office Use Only

APPROVED FOR: Local Public Agency

X Local Public Agency 11-12-10
Local Public Agency (Date)

Project ID 9999-99-99	County Door	Parcel 21
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DONATION - WAIVER OF APPRAISAL RECOMMENDATION AND APPROVAL

LPA1896 09/2011 (Replaces LPA3040) Ch. 32 Wis. Stats.

Owner Christine Sanders	
Acres/Sq. Ft. Required 150 sq ft	Interest Required 50 sq ft in Fee; 100 sq ft in TLE

The undersigned owner(s) of the above lands declare intent to dedicate said lands.

Having been fully informed of the right to have the property appraised and to receive just compensation based upon an appraisal, the undersigned further state that the decision to dedicate said lands was made without any undue influence or coercive action of any nature, and that the right to an appraisal and to just compensation is hereby waived.

It is intended that the instrument of conveyance will be executed upon presentation by Local Public Agency agents or representatives.

Christine Sanders _____ *07-10-10*
 (Owner signature) (Date)

Christine Sanders _____
 (Print name)

 (Owner signature) (Date)

 (Print name)

APPROVED FOR:

Localtowne _____
 (Municipality name)

Local Public Agency _____ *07-15-10*
 (Approval signature) (Date)

Local Public Agency, Manager _____
 (Print name and title)

Project ID 9999-99-99	County Door	Parcel 19
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Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶	
	<input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶ <i>Mary Smith</i>	Date ▶ 10-06-10
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

LETTERHEAD OF LOCAL PUBLIC AGENCY

June 7, 2010

Best Investments, LLC
W406 State Street
Anycity, WI 55555

Subject: Project ID 9999-99-99
Townline Rd – 2nd St
STH 99
Door County
Parcel # 21

The LOCAL PUBLIC AGENCY is beginning an improvement project on STH 99 in Door County.

I will soon contact you to discuss the project and its effect on your property. If you prefer that I meet with your representative, please provide me with the name and telephone number of your representative.

The brochure "Rights of Landowners Under Wisconsin Eminent Domain Law" is enclosed to provide you with information about the public acquisition process.

A preliminary right-of-way plat is enclosed. It shows how the improvement project affects your property and lists the names of other property owners on the project.

For certain non-complicated parcels, WisDOT may make an offer through an expedited process that does not involve an appraisal. However, Wisconsin Law provides owners of property along our improvement projects with the right to a written appraisal. Should you choose to have a written appraisal, I will make the necessary arrangements to prepare one and provide it to you.

If you have any questions about the project or the acquisition process, please call me at (920) 555-5555. I sincerely look forward to working with you on the improvement of STH 99.

Sincerely,

Dianne M. Johnson
LOCAL PUBLIC AGENCY