

REAL ESTATE START-UP ACQUISITION MEETING AGENDA

Project ID ____ - ____ - ____ Project name

Limits

LPA Sponsor and County

Date

Meeting Location

Call in – ____ - ____ - ____ access code ____

Virtual access –

Introductions:

List individuals invited and additional members of project team here, include company/agency, title/role, phone number & email address

Funding: _____ **Example: State funding in Real Estate**

The Project and Parcel Details:

Reason for the project: _____

Trail Project? Yes / No

The process and documentation are different since the agency does NOT have condemnation authority. Get the process and documents from the LPREPM.

Total Number of Real Estate Parcels: _____

Number of Utility Release of Rights: _____

Who is obtaining Utility Release of Rights? _____

Utility coordinator must provide RE with names and contact information for utility companies.

Identify specific utilities that will be acquired via the real estate process

Relocation Parcels _____

Number of Appraisals: _____

Type of Appraisals: _____

Number of Waivers: _____ (starting out)

Sensitive/Priority Parcels: _____

Railroad Parcels: _____

Billboards: _____

State/County/Municipality owned Parcels: _____

Encroachment Report prepared by _____ on _____

And approved by _____ on _____

_____ encroachments to be removed prior to construction

_____ encroachments are allowed, and each encroachment will be issued a Revocable Occupancy Permit.

Hazmat concerns: _____

Schedule and Approvals:

Project PS&E date: _____

Project Letting date: _____

Environment Document Approved: _____

DSR (Design Study Report) Approved: _____

Final R/W Plat Approved: _____

Acquisition Capability Statement Approved: _____

Plat will be recorded: _____ Filed: _____

Real Estate Clear date: _____ 28 days prior to PS&E

Offers to be mailed by: _____

Appraisals completed by: _____

Responsibilities:

Title Work and Updates to be provided by: _____

Introduction Letters and Brochures to be sent to property owners by _____ on _____

R/W Staking to be accomplished by: _____ no later than _____

Utility Release of Rights to be secured by: _____

Establishing Parcel Values:

1) Cost Estimate will be prepared by: _____

2) Expanded Sales Study will be prepared by: _____

Reviewed by _____ and Approved by _____

3) TLE time frame will be from the date of the appraisal to the end of construction.

Construction will Start _____ and End _____

4) Appraisals will be prepared by: _____

Reviewed by _____ under \$10,000 _____ over \$10,000.

Appraisal Reviewer to prepare and sign the OPR (Offering Price Report). Additionally,

OPRs will be approved by: _____

5) Nominal Payment Parcel Report will be prepared by: _____

NPPR will be reviewed by: _____ and
recommend approval to _____.

6) Administrative Revisions will be reviewed by _____, approved by
_____ and then _____

Process for Negotiations / Documents required for Certification of R/W (1)

WisDOT RE Forms to be used in READS

Partial Release of Mortgage are required on all parcels with Fee Acquisition

Minimum Offer will be: _____

Negotiation Diaries are to be signed. /s/ with a typed name is acceptable.

Statement to Construction Engineer should be signed by the property owner, negotiator, and
LPA. Note "None" if no commitments were made.

Local Certification of LPA R/W, Form LPA 3028 to be prepared by _____
signed and dated by _____.

Supporting documents are to be in READS. (see LPREPM)

Other Issues:

Relocation: _____

Fixtures: _____

Remnant Parcels _____

Certified Survey Maps / Plats of Survey _____