**Real Estate Delegation Table**

### Wis. Stats., 15.02(4) & 84.011 Updated 06/12/2018

**Note:** Delegation authorization is not extended to consultants or consultant project managers

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| **Function** | **Activity** | Lowest Delegation Level (except where noted) | | | |
|  |  | **Regional Staff** | **RE Supv** | **Statewide Bureau (BTS)** | **Other** |
| **Appraisal** | **Appraisal review/offering prices & new offering prices due to change in acquisition size/effect on remainder** | | | | |
| Nominal Payment Parcel Report (waiver valuation) $25,000 *or less* | Designated Regional Reviewer |  |  |  |
| Non-Complex Appraisals $10,000 *or less* | Designated Regional Reviewer |  |  |  |
| Non-Complex Appraisals $10,001 *or more* |  |  | Statewide Review Appraiser |  |
| Complex appraisals |  |  | Statewide Review Appraiser |  |
| Project Data Book (exception: regional reviewer can approve if all appraisals were delegated to region) |  |  | Statewide Review Appraiser |  |
| Approval of owner appraisal payments (for reasonableness of fee and within time requirements) |  | X |  |  |
| **Alternate Offers** | | | | |
| Where offering price + alternate offer $10,000 *or less* | Designated Regional Reviewer |  |  |  |
| Where offering price + alternate offer is $10,001 *or more* |  |  | Statewide Review Appraiser |  |
|  |  | **Regional Staff** | **RE Supv** | **Statewide Bureau (BTS)** | **Other** |
| **Acquisition** | Relocation Orders (original and revised) |  | X |  |  |
| Early acquisition approvals (no federal dollars allowed in acquisitions) |  | X |  |  |
| Advanced hardship and protective purchase requests |  |  | Statewide Acquisition Facilitator |  |
| Issuance of Jurisdictional Offer prior to 60 days |  |  | Statewide Acquisition Facilitator |  |
| Jurisdictional Offers and Award of Damages |  | X |  |  |
| Administrative Revisions with additional monies of $250,000 *or less* |  | X |  |  |
| Administrative Revisions with additional monies $250,001 *or more* |  | X | Also, requires BTS-RE Manager concurrence | |
| Additional parcel payments |  | X |  |  |
| Purchase Agreement |  | X |  |  |
|  |  | **Regional Staff** | **RE Supv** | **Statewide Bureau (BTS)** | **Other** |
| **Litigation** | Legal settlements (state and local projects with state or federal dollars in R/W) |  | X |  |  |
|  |  | **Regional Staff** | **RE Supv** | **Statewide Bureau (BTS)** | **Other** |
| **Relocation** | Relocation plans |  |  | Statewide Relocation Facilitator | DOA delegated |
| All residential and nonresidential relocation computations and claims |  |  |  |  |
| Replacement payment computations and packages |  |  | Statewide Relocation Facilitator |  |
| Relocation claims |  |  | Statewide Relocation Facilitator |  |
| Fencing claims, if not part of acquisition |  |  | Statewide Relocation Facilitator |  |
| Personal property moves only and realignment of personal property on same parcel claims |  |  | Statewide Relocation Facilitator |  |
| Outdoor advertising sign relocation claims |  |  | Statewide Relocation Facilitator |  |
| Relocation appeals |  |  | Statewide Relocation Facilitator |  |

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|  |  | **Regional Staff** | **RE Supv** | **Statewide Bureau (BTS)** | **Other** |
| **Prop Mgmt** | Quit Claim Deed execution for surplus land sales $15,000 *or less* |  | X |  |  |
| Property sales $15,000 *or less* |  | X |  |  |
| Property sales valued 15,001 *or more* |  |  | First to Statewide Surplus Property Facilitator; then, to WisDOT Secretary; final approval Governor | |
| Statewide Surplus Property Facilitator will review proposals for mutually beneficial transfer considerations |  |  | First to Statewide Surplus Property Facilitator; then, if over $15,000, to WisDOT Secretary; final approval Governor | |
| Lease signatures |  | X |  |  |
| Valuation determinations using assessed value or average unit comparison method $15,000 *or less* | X |  |  |  |
| Valuation determinations using assessed value or average unit comparison method $15,001 *to* $50,000 |  |  | Statewide Appraiser/Statewide Review Appraiser | |
| Surplus property appraisals $15,000 *or less* *and otherwise considered non-complex* | X |  |  |  |
| Surplus property appraisals $15,001 *or more and otherwise considered complex* |  |  | Statewide Appraiser/Statewide Review Appraiser | |
| FHWA must approve sales of any/all surplus parcels bordering Interstate system |  |  | First to Statewide Surplus Property Facilitator; then, to FHWA | |
|  |  | **Regional Staff** | **RE Supv** | **Statewide Bureau (BTS)** | **Other** |
| **LPA** | Consultant services contracts (for projects with state or federal dollars in R/W) | Regional LPA Coordinator |  |  |  |
| **Acquisition Capabilities Statements** | | | | |
| Projects without state or federal dollars in R/W | Regional LPA Coordinator |  |  |  |
| Projects with state or federal or dollars in R/W |  |  | Statewide LPA Facilitator |  |
| **Nominal parcel processing & appraisal waivers** | | | | |
| Nominal Payment Parcel Report (appraisal waivers $10,000 *or less* with no land severance or damages to improvements) | Designated Regional Reviewer |  |  |  |
| Nominal Payment Parcel Report (appraisal wavers of $10,001 - $25,000 with no land severance or damages to improvements) |  |  | Statewide Review Appraiser |  |
| **Appraisal review on projects with state or federal dollars in R/W** | | | | |
| Short Format and Abbreviated Standard Appraisals $10,000 *or less* with no damages to improvements and land severance $5,000 *or less* | Designated Regional Reviewer |  |  |  |
| Short Format and Abbreviated Standard Appraisals $10,001 - $25,000 with no damages to improvements and land severance $5,000 *or less* |  |  | Statewide Review Appraiser |  |
| Complex appraisals and offering prices that do not meet above criteria |  |  | Statewide Review Appraiser |  |
| Administrative Revisions (projects with state or federal dollars in R/W - WisDOT approval needed to assure federal/state participation) |  | X |  |  |
| LPA relocations – plan approvals, relocation claim review, and approvals |  |  | Statewide Relocation Facilitator |  |