

**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: \_\_\_\_\_

Total Number of Real Estate Parcels: \_\_\_\_\_

Number of Utility Release of Rights: \_\_\_\_\_

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: \_\_\_\_\_

Last day to JO: \_\_\_\_\_

**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 should be obtained on all parcels with Fee Acquisition.  
Signed waiver by property owner and completed risk assessment signed by LPA if  
unable to obtain partial release.

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. Include site improvements  
acquired under "commitments", provide photos of acquired improvements if available.

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 \_\_\_\_\_