**CONCEPTUAL RELOCATION PLAN**

### Project I.D.

### Project Description

### USH

### COUNTY

### Prepared by:

### Name

### Organization

### Date

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# Purpose (Adm 92.24)

The purpose of a relocation plan is to assure that the agency will provide adequate relocation payments and services and to determine whether displaced persons can be satisfactorily relocated. The conceptual relocation plan recognizes the problems associated with the displacement of individuals, families, businesses, farms and nonprofit organizations and provides solutions to minimize the adverse impacts of displacement. The conceptual relocation plan contains the following:

a. An approximate number of households to be displaced including information regarding owner/tenant status, estimated value and rental rates of properties to be acquired, family characteristics and special considerations when applicable.

b. The probable availability of decent, safe and sanitary replacement housing within the financial means of the households affected by the project, including price ranges and rental rates and housing of last resort actions.

c. An approximate number and type of businesses, farms and nonprofit organizations to be displaced and approximate number of employees that may be affected.

d. The probable availability of replacement businesses, farms and non-profit organizations sites. Planning for displaced businesses which are reasonably expected to involve complex or lengthy moving processes including considerations of any special relocation advisory services that may be necessary.

e. The estimated total relocation assistance costs.

f. The information provided in the conceptual relocation plan will be used in the relocation discussion of the environmental documentation required for the project such as the Environmental Impact Statement (EIS), Environmental Assessment, Environmental Report, or the Categorical Exclusion Checklist. Information from this document may be used in the EIS but not necessarily included. For further clarification regarding this process, talk to the Region Environmental Coordinator.

**2. Project Assurance (Adm. 92.26 & Adm. 92.28)**

Project is pursuant to requirements of Uniform Relocation Assistance Act, Wisconsin Statutes 32.195 and 32.25, and Chapter Adm 92, the agency assures that:

1. All displaced persons (residential and nonresidential) are treated fairly, consistently and equitably under laws of the United States and State of Wisconsin.
2. No person lawfully occupying real property will be required to move from an acquired dwelling, business or farm operation without at least ninety (90) days written notice by WisDOT.
3. No person(s) to be displaced will be required to move permanently from a dwelling or business location unless at least one comparable replacement dwelling has been made available.
4. No person shall be asked or required to waive relocation rights, assistance or benefits provided under 49 CFR Part 24.
5. Persons will not suffer disproportionate injuries because of projects designed for benefit of the public as a whole.
6. Relocation program for this project as developed in this plan is realistic and is adequate to provide for the orderly, timely and efficient relocation of displaced persons.

**3. Relocation Program Standards**

*Check all that apply:*

[ ]  Local zoning/regulations and codes establish standards to meet Adm 92.04 requirements for decent, safe and sanitary housing for a replacement dwelling.

[ ]  State of Wisconsin Uniform Dwelling Code and/or Wisconsin Commercial Building Codes apply to the replacement properties.

[ ]  Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act and code of federal regulations 49 CFR Part 24 applies to this project and relocations.

**4. Relocation Assistance Guidelines (Adm. 92.24)**

1. Gather data and advise residential and non-residential accordingly.
2. Assist in planning for and establishing moving arrangements, obtaining or transferring business permits and licenses, and transfer of utility services. Jointly develop an inventory of personal property to be moved.
3. Provide all required written notices, to ensure a full understanding of eligibility requirements, payment options, project information and other notices required by law, regulations, or as otherwise appropriate.
4. Provide counsel in regard to replacement housing that is decent, safe and sanitary, adequate to their needs, suitably located, and within their financial means. Provide information on available nonresidential properties to nonresidential displaced persons on a regular basis.
5. Provide current information on availability and prices of comparable residential and nonresidential replacements.
6. Provide referrals to local housing and social service assistance agencies, advise displaced person(s) of available resources through local development corporations, Small Business Administration and other similar organizations to assist in the reestablishment of the business.
7. The actual number of in-person appointments and contacts shall be based on the complexity of the relocation services needed to complete the relocation and specific needs of the displaced person(s).
8. Provide all required written notices, to ensure a full understanding of eligibility requirements, payment options, project information and other notices required by law, regulations, or as otherwise appropriate.
9. Assist and advise displaced person(s) in filing relocation claims for payments.
10. Provide information regarding appeal rights procedures under s. 32.20, Wis. Stats.

# 5. Project Description (Adm. 92.28)

EXPLAIN PROJECT LOCATION, EXTENTS, WORK PROPOSED, AND RELOCATIONS POSSIBLE WITH THE PREFERRED ALTERNATIVE(s). For example:

*This project on USH/STH \_\_\_is located in the City/Village of \_\_\_\_ in \_\_\_\_ County between highways\_\_\_\_\_\_\_\_\_\_. The proposed work for USH/STH \_\_\_\_\_includes\_\_\_\_\_\_\_\_\_. There are \_\_\_\_potential relocations that include \_\_\_\_business displacements and \_\_\_ residential displacements.*

# 6. Estimated Displacements (Adm. 92.28)

DESCRIBE ESTIMATED DISPLACEMENTS, NUMBER AND TYPE.

The recommended highway project improvements would result in (AMOUNT) of displacements.

In section(s) a. through c. below, describe each subject property that may be affected by relocation. Provide a detailed narrative paragraph(s) describing each potential household and/or business, basic information compiled for purpose of this conceptual relocation plan. Address potential issues that may arise based on a visual inspection only, and possible solutions. Identify each property by the address, possible number of tenants, and type of relocation displacement. Include a picture of the exterior of the subject.

1. **Residential Displacements**

Street Address, City, WI, Zip Code; Tax Key?

Description

1. **Business Displacements**

Street Address, City, WI, Zip Code; Tax Key?

Description

1. **Other Displacements (Community Centers, Food Pantry’s, Church’s, Schools, Non-Profit Organizations)**

Street Address, City, WI, Zip Code; Tax Key?

Description

# 7. Beneficial and Adverse Effects

### The proposed roadway improvements will displace **(# of) residential** properties, **(# of) business** relocations, **(# of) landlord** relocations and **(# of) personal property move only** relocations. Describe any disruptive effects short term or long term by the project such as access, loss of business and safety concerns being addressed by the project.

# 8. Neighborhood Impact

### Describe the specific parcels and type of uses that may affect the neighborhood. Describe whether the impacts are significant or not significant.

**9. Concurrent Displacements**

### Concurrent displacements is when multiple individuals may be affected by a property acquisition and relocation requires multiple individuals being displaced. For example, multi-tenant apartment buildings and mixed-use properties.

# 10. Special Relocation Advisory Services (Adm. 92.28(6))

### Relocation personnel assigned to the project will provide the necessary and appropriate services. Business and residential acquisitions and relocations will be completed in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended; 49 CFR Part 24; Wisconsin Statutes s. 32.19 – 32.27 and Wisconsin Administrative Code Adm 92.

### Relocation benefits are available to eligible displaced persons required to relocate from their business or residence including advisory services, reimbursement of moving expenses, and pricing differentials. In compliance with state and federal statutes, no person is displaced unless a comparable replacement dwelling that is decent, safe and sanitary, or comparable replacement business has been provided to them.

Compensation is available to all displaced persons without discrimination. Before initiating property acquisition activities, business owner/tenant or property owners would be contacted and given an explanation of details of the acquisition process and Wisconsin’s Eminent Domain Law under Section 32.05, Wisconsin Statutes. Any property to be acquired would be inspected by one or more professional appraisers. The property owner would be invited to accompany the appraiser during the inspection to ensure the appraiser is informed of every aspect of the property. Property owners will be given the opportunity to obtain an appraisal by a qualified appraiser that will be considered by WisDOT in establishing just compensation. Based on the appraisal(s) made, the value of the property would be determined, and that amount offered to the owner.

**11. Residential Properties Available**

1. **Single Family Homes Available for Purchase**

The information provided in the table below is based on a data pull (include *month date, year),* from MLS in the (*municipality(ies), County, and mile radius*).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ASKING PRICE | ONE BEDROOM | TWO BEDROOM | THREE BEDROOM | FOUR BEDROOM | FIVE BEDROOM |
| LESS THAN $100,000  |  |  |  |  |  |
| $100,000 - $125,000 |  |  |  |  |  |
| $126,000 - $150,000 |  |  |  |  |  |
| $151,000 - $175,000 |  |  |  |  |  |
| $176,000 - $200,000 |  |  |  |  |  |
| $201,000 - $225,000 |  |  |  |  |  |
| $226,000 - $250,000 |  |  |  |  |  |

1. **Rental Properties Available**

The information provided in the table below is based on a data pull (include *month date, year), year* from (list sources) in the (*municipality(ies), County, and mile radius*).

SINGLE FAMILY HOMES FOR RENT

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| MONTHLY RENT  | AVG UTILITIES | ONE BEDROOM | TWO BEDROOM | THREE BEDROOM | FOUR BEDROOM |
| LESS THAN $1,000  |  |  |  |  |  |
| $1,000 - $1,250 |  |  |  |  |  |
| $1,251 - $1,500 |  |  |  |  |  |
| $1,501 - $1,750 |  |  |  |  |  |
| $1,751 - $2,000 |  |  |  |  |  |

DUPLEX HOMES FOR RENT

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| MONTHLY RENT  | AVG UTILITIES | ONE BEDROOM | TWO BEDROOM | THREE BEDROOM | FOUR BEDROOM |
| LESS THAN $1,000  |  |  |  |  |  |
| $1,000 - $1,250 |  |  |  |  |  |
| $1,251 - $1,500 |  |  |  |  |  |
| $1,501 - $1,750 |  |  |  |  |  |
| $1,751 - $2,000 |  |  |  |  |  |

APARTMENTS FOR RENT

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| MONTHLY RENT  | AVG UTILITIES | ONE BEDROOM | TWO BEDROOM | THREE BEDROOM | FOUR BEDROOM |
| LESS THAN $1,000  |  |  |  |  |  |
| $1,000 - $1,250 |  |  |  |  |  |
| $1,251 - $1,500 |  |  |  |  |  |
| $1,501 - $1,750 |  |  |  |  |  |
| $1,751 - $2,000 |  |  |  |  |  |

**12. Business Properties Available**

1. **Business Properties Available for Purchase**

The information provided in the table below is based on a data pull (include *month date, year), year* from (list sources) in the (*municipality(ies), County, and mile radius*).  *Adjust the tables below to the specifications of the estimated displaced business properties.*

MANUFACTURING PROPERTIES

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PURCHASE PRICE  | LESS THAN 2,000 SF | 2,001 – 3,000 SF | 3,001 – 4,000 SF | 4,001 – 5,000 SF | 5,001 – 6,000 SF |
| LESS THAN $350,000  |  |  |  |  |  |
| $350,001- $500,000 |  |  |  |  |  |
| $500,001 - $750,000 |  |  |  |  |  |
| $750,001 - $1,000,000 |  |  |  |  |  |
| $1,000,000 + |  |  |  |  |  |

RETAIL PROPERTIES

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PURCHASE PRICE | LESS THAN 2,000 SF | 2,001 – 3,000 SF | 3,001 – 4,000 SF | 4,001 – 5,000 SF | 5,001 – 6,000 SF |
| LESS THAN $350,000  |  |  |  |  |  |
| $350,001- $500,000 |  |  |  |  |  |
| $500,001 - $750,000 |  |  |  |  |  |
| $750,001 - $1,000,000 |  |  |  |  |  |
| $1,000,000 + |  |  |  |  |  |

GAS STATION PROPERTIES

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PURCHASE PRICE | LESS THAN 2,000 SF | 2,001 – 3,000 SF | 3,001 – 4,000 SF | 4,001 – 5,000 SF | 5,001 – 6,000 SF |
| LESS THAN $350,000  |  |  |  |  |  |
| $350,001- $500,000 |  |  |  |  |  |
| $500,001 - $750,000 |  |  |  |  |  |
| $750,001 - $1,000,000 |  |  |  |  |  |
| $1,000,000 + |  |  |  |  |  |

1. **Business Properties Available for Rent**

The information provided in the table below is based on a data pull (include *month date, year),* from (list sources) in the (*municipality(ies), County, and mile radius*).  *Adjust the tables below to the specifications of the estimated displaced business properties.*

MANUFACTURING PROPERTIES

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| MONTHLY RENT  | LESS THAN 2,000 SF | 2,001 – 3,000 SF | 3,001 – 4,000 SF | 4,001 – 5,000 SF | 5,001 – 6,000 SF |
| LESS THAN $1,000  |  |  |  |  |  |
| $1,000 - $2,000 |  |  |  |  |  |
| $2,001 - $3,000 |  |  |  |  |  |
| $3,001 - $4,000 |  |  |  |  |  |
| $4,001 - $5,000 |  |  |  |  |  |

RETAIL PROPERTIES

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| MONTHLY RENT  | LESS THAN 2,000 SF | 2,001 – 3,000 SF | 3,001 – 4,000 SF | 4,001 – 5,000 SF | 5,001 – 6,000 SF |
| LESS THAN $1,000  |  |  |  |  |  |
| $1,000 - $2,000 |  |  |  |  |  |
| $2,001 - $3,000 |  |  |  |  |  |
| $3,001 - $4,000 |  |  |  |  |  |
| $4,001 - $5,000 |  |  |  |  |  |

GAS STATION PROPERTIES

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| MONTHLY RENT  | LESS THAN 2,000 SF | 2,001 – 3,000 SF | 3,001 – 4,000 SF | 4,001 – 5,000 SF | 5,001 – 6,000 SF |
| LESS THAN $1,000  |  |  |  |  |  |
| $1,000 - $2,000 |  |  |  |  |  |
| $2,001 - $3,000 |  |  |  |  |  |
| $3,001 - $4,000 |  |  |  |  |  |
| $4,001 - $5,000 |  |  |  |  |  |

**13. Relocation Preliminary Cost Estimates**

1. **Residential Properties**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DISPLACED PROPERTY ADDRESS | PRICING DIFFERENTIAL PAYMENT | INCIDENTIAL COSTS | MOVE PAYMENT | TOTAL PAYMENT |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  | **TOTAL ESTIMATED RESIDENTIAL COSTS** |  |

1. **Business Properties**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DISPLACED PROPERTY ADDRESS | BUSINESS NAME | BUSINESS REPLACEMENT PAYMENT  | MOVE PAYMENT(S) | TOTAL PAYMENT |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  | **TOTAL ESTIMATED BUSINESS COSTS** |  |

#

# 14. Data Sources

#1

#2

#3

**15. RELOCATION APPEALS**

Under Wisconsin Statutes s. 32.20 and Wisconsin Administrative Code ADM 92.18, a displaced person (or a person claiming to be displaced) may appeal a determination or a decision by Wisconsin Department of Transportation (WisDOT). The following methods are available:

1. **Appeal to the Wisconsin Department of Transportation (WisDOT), the displacing agency, under ADM 92.18(2) and 49 CFR 24.10**

A person who disagrees with a relocation decision, may request to have the decision reviewed by WisDOT’s statewide relocation facilitator (or the Bureau of Technical Services manager, if the relocation decision being appealed was by the statewide facilitator) in an effort to resolve the complaint internally. A person must file an appeal to WisDOT within 60 days after receiving written notification of WisDOT's determination.

Reviewable decisions include items such as: eligibility determination; a claim denial; reduction in a claim amount; and/or computed benefits. A person must submit an explanation for their appeal within 60 days of a written response from WisDOT, preferably by letter, including additional facts and documentation to:

Statewide Relocation Facilitator

Wisconsin Department of Transportation - Real Estate

4822 Madison Yards Way, 5th Floor South

PO Box 7986

Madison WI 53707-7986

WisDOT will review the submitted explanation, documentation, facts and any new information. Within 30 days of receipt of an appeal, WisDOT will notify the person in writing of the agency’s decision regarding their appeal.

1. **Appeal to the Wisconsin Department of Administration (DOA) under ADM 92.18(3)**

A person may petition DOA for an informal review of a relocation dispute or claim. Appeals to DOA identifying the reasons for dissatisfaction with a decision on a claim or appeal may be sent to:

Relocation Assistance

Division of Legal Services

Department of Administration

101 E. Wilson Street

Madison, WI 53703

DOA will review the appeal, attempt to negotiate an acceptable solution and provide a written determination. If an acceptable solution cannot be negotiated, DOA will notify all parties within 90 days.

1. **Legal Appeal (Wisconsin Statutes s. 32.20)**

At any time after a claim or decision denial, a displaced person has the right of legal action under Wis. Stats. s. 32.20 in the court of record in the county where the displacement occurred.

LOCAL PUBLIC AGENCY APPEALS

Local Public Agency appeal methods (enter an N/A, if not applicable):