

1. Describe how your Right of Way Division is organized and staffed, including organizational charts of the Right of Way and Legal Departments.
 2. Describe how the Right of Way staff is utilized in the determination of highway locations, development and preparation of right of way plans, and how this is documented.
 3. Indicate what percentage of appraisal work is accomplished by Right of Way staff appraisers, other staff appraisers of the Local Agency, or fee appraisers.
 4. Describe the qualifications required of Right of Way staff appraisers, fee appraisers, and review appraisers.
 5. Describe the procedures under which fee appraisers are employed and fees established.
 6. Explain whether or not all properties are appraised and fair market value established by a review appraiser prior to the initiation of negotiations for condemnation proceedings; and if not, the exception. Who approves amount as fair market value? Indicate the extent to which value finding and abbreviated appraisals are used and the monetary limits on such use.
 7. Describe when and what Right of Way information and instructions are furnished appraisers.
 8. Describe the appraisal standards, format, documentation required, and the practice as to number of appraisals and review procedures required by your Agency.
 9. Indicate whether appraisals are dated, signed, and certified by the individual making the appraisal and whether the appraisals show both the date of valuation and the date of the reports.
 10. State when your Agency in acquiring right of way, both by purchase and condemnation, becomes legally obligated to make payment to the property owner.
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11. Describe negotiation procedures and state whether negotiations are conducted by your appraisers, by other agency employees, or by outside negotiators. Explain the necessity, how they are selected, and how their fees are established. Submit sample copies of forms and written reports required of a negotiator as record or negotiations. Indicate if a parcel diary signed by the negotiator is retained in the parcel file.
 12. Describe the qualifications required for negotiators, both regular employees and outside negotiators.
 13.
 - a) Describe the procedures for approval of negotiated settlements.
 - b) If negotiated settlements are not reached, who decides to institute condemnation proceedings?
 14. Describe form and source of the written justification to be included in your Agency's records and available to the State when the amount of negotiated or stipulated settlement or if an award differs from the fair market value is established by your review appraiser.
 15. Describe the interest in land acquired, the form of title information secured, other title services utilized, procedures used for obtaining title services, the degree of use of outside individuals or firms, and how fees are determined.
 16. State who provides closing and escrow services. Describe how payments are made to property owners. Where your Agency retains private individuals or firms for these services, explain how they are selected, how fees are determined, and closing and escrow procedures.
 17. Describe how right of way lead time is established in the scheduling of highway construction projects. Indicate typical minimum times allowed for different types of projects. Indicate typical minimum times allowed for different types of projects.
 18. Indicate time within which possession can be obtained and the immediate possession procedures used by your Agency. Indicate the extent to which payment is made prior to the taking of physical possession. Are Rights of Entry obtained by your Agency? If so, describe the steps taken to ensure prompt acquisition of permanent rights.
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19. Indicate who conducts condemnation cases and who approves settlement after condemnation is filed. Describe what written justification is provided for the project files.
 20. Indicate who decides when an appeal shall be taken from an award or adverse judgment.
 21. Indicate whom your governing body, city council, or board of supervisors has delegated authority to sign the Right of Way Certificate and other supporting documents.
 22. Describe procedures followed in occupancy, rental, accounting for, and disposition of all lands, improvements and appurtenances acquired as part of the right of way. Include information as to whether such procedures have been established in writing.
 23. Furnish information as to the extent the Local Agency has authority to acquire rights of way for future use and excess lands; the extent to which your Agency utilizes such authority; and the procedures followed.
 24. Describe the procedures followed in furnishing relocation advisory assistance and the procedures for making relocation payments. This shall be in the form of a policy and procedural statement or a manual form and contain the information required by current FHWA regulations and directives on relocation assistance.
 25. Describe methods employed to control and protect proposed right of way from improvements or rezoning.
 26. If available, provide copies of all manuals, regulations, and procedural directives governing the operation of the Right of Way staff, the Property Management staff, and the Legal staff handling Right of Way work.
 27. Indicate if your Agency agrees to correct any deficiencies found in their policies or procedures found in an audit by the State.
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