

2692 VII

DRAFT

**MOVING COST AGREEMENT
FOR THE RELOCATION OF
OUTDOOR ADVERTISING SIGNS**

Prepared July 1, 1996 by:

**The Outdoor Advertising Association of Wisconsin
and
The Wisconsin Department of Transportation**

Date of Joint Finance Approval (Effective Date): _____

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PART 1 - GENERAL

1.1 Parties to, Purpose and Term of this Agreement

This Agreement has been created by the Outdoor Advertising Association of Wisconsin (hereinafter referred to as "OAAW") and the Wisconsin Department of Transportation (hereinafter referred to as "DOT"). The purpose is to establish a simplified, consistent and justifiable means by which an outdoor advertising sign company owner (hereinafter referred to as "Owner") eligible to use the provisions of this Agreement can be appropriately reimbursed for an eligible off premise outdoor advertising sign structure (hereinafter referred to as "Sign") that must be removed and/or relocated as a result of a highway project. This Agreement shall not address illegal Signs nor does it address any situation violating state or federal statute.

It is the intent of this Agreement to implement the provisions of Section 9155 (6y) of 1995 Act 113. This Agreement is subject to impairment by subsequently enacted or adopted state and federal laws, regulations and administrative rules.

This Agreement shall be effective as of _____, the date of approval by the Joint Finance Committee, for a term of three years. On or around the anniversary date of this Agreement, or at any time mutually agreeable to both parties, the OAAW and the DOT may make modifications upon mutual consent on non-cost related terms of the Agreement to expedite relocation issues as the Schedule is implemented. Cost - related terms, most importantly the scheduled costs in Part 2.6, shall not be modified during the term. However, in the event this agreement is extended at the end of the term, costs will be adjusted based upon annual statewide cost modifiers for similar structures from the most current Boeckh Cost Service Manual available at that time.

1.2 Scope of this Agreement

The Agreement contains two specific tools to aid in the relocation of signs:

- Part 2: A Schedule of costs for outdoor advertising signs that applies to signs which range from sixty (60) square feet to one thousand, five hundred (1,500) square feet in area. These costs are intended to be all inclusive with adjustments as detailed in Part 2 of this Agreement. Provisions and procedures for filing a claim under Part 2 are detailed.
- Part 3: A required procedural format for filing a claim for more complex sign relocations. This procedure is to be used upon mutual agreement between the Owner and DOT when Sign contains Extenuating Circumstances (Part 4.12) that may substantially reduce or exceed scheduled costs.

It is not necessarily the intention of this Agreement to address resolution of just compensation in the event a Sign can not be moved (e.g. non-conforming under Stat. 84.30). However, this Agreement may be used for this purpose upon mutual agreement between the DOT and the Owner. Also, there may be circumstances which render the cost of Sign relocation greater than the value of the Sign. In these circumstances the DOT shall pay the lesser of the relocation cost or the value of the Sign (Part 4.12).

1.3 Criteria for users of this policy

It is the intent of this Agreement that an eligible Owner be a licensed, professional sign company, with adequate insurance requirements and other requirements reasonably expected of such companies. A Sign under consideration for this Agreement must be owned by the eligible Owner that will be seeking

reimbursement, either at the time the sign is identified as being impacted by a highway project, or who during the process acquires the Sign as part of a bonafide offer. (In the latter case, the Owner must ascertain from the seller that the sign is to be relocated, and must provide written notice to the DOT of ownership.) Said Owner in accepting payment from the DOT for relocating a Sign under either Part 2 or Part 3 of this Agreement assumes all responsibility for rebuilding the Sign at a new site and for meeting all local ordinances and safety considerations.

1.4 Take down and Removal of Sign; How and when payment is to be made

Takedown and Removal. It will normally be the responsibility of the Owner to take down and remove the Sign. However, there may be circumstances where the Sign has no value to the Owner and can be taken down more cost effectively by the DOT (see Part 4.9 Salvage). **The DOT reserves the right in such situations to evaluate the costs and, if reasonably prudent to do so, have the Sign removed and deduct the scheduled takedown costs from the payment to the Owner.**

Payment. Payment shall be made by DOT to the Owner when: 1) a claim is signed by the Owner, agreeing to be reimbursed under this program, and 2) after the sign is removed from the highway right-of-way. Removal must be by the date indicated on the notification by DOT to Owner, and notice shall be given by DOT to Owner at ninety (90) days prior to this date, as required under the Uniform Relocation Act, and at thirty (30) days prior to this date, as is DOT practice. However, a different removal date, arranged mutually between the DOT and Owner and acknowledged in writing will preempt the removal date indicated on the notification and will not waive the Owner's right to reimbursement under this Agreement (such an arrangement may contain other terms i.e. rent to be paid by the Owner to the current landowner based upon the land lease in effect at the time). DOT will tender payment within thirty 30 days after DOT has received the sign relocation claim and other required documentation and the Owner has notified DOT that the sign is removed.

Payment shall be made to Owner under this Agreement only when the Owner's Sign is occupying the property with consent of the landowner (under lease or extension) for consideration, or owned by Owner, on the date the DOT acquires the parcel upon which the Sign is located.

Upon acceptance of payment under this Agreement, the Owner waives any right to future claims for damage or loss involving this Sign(s).

Provided that the DOT has given the 90 day notice and 30 day reminder to remove the Sign, in the event the signs are not removed by the removal date as specified in the notice or by mutual agreement, it is understood by the Owner that DOT shall remove the Sign and the amounts due the Owner under the terms of this Agreement shall be offset by the costs to DOT for removal of the sign and project delay, if applicable. The Owner will be entitled to the balance, if any, of relocation benefits. In the event the DOT does not provide the required 90 and 30 day notices, the removal date shall be extended by the notice period not given and the Owner shall not be responsible for project costs accrued by DOT throughout this period.

1.5 Communication Between the Parties

It is the intent of the OAAW and the DOT to foster better communications in the circumstances surrounding the necessary removal and relocation of an outdoor advertising Sign, so that problems can be identified early in the acquisition process. This will allow both parties to be aware of cost reimbursement issues, disclose the facts, allow for appropriate search time for the Owner and perhaps find resolution of part or all of the issues at hand well before the removal of the Sign is required.

The success of this Agreement is dependent upon both organizations generating responsible trust and understanding in the evaluation of each individual sign relocation situation. The DOT will make efforts on new sign issues to advise an Owner of appropriate meetings early in the preliminary planning stages (public involvement process) of a highway project to allow the affected Owner(s) and the DOT to mutually address concerns. It is the intent that both parties willingly and openly present all necessary data and information to support the situation at hand.

Subsequent to this early communication effort, the DOT will provide the Owner with the 90 day notice and 30 day reminder for the sign removal, and it is understood that the Owner will adhere to this removal date in the absence of a mutual written Agreement stating a different date has been negotiated.

During the Term of this Agreement, a team of four (4) individuals, two (2) from the OAAW and two (2) from the DOT, will act as a review committee to help implement the Agreement, to answer questions arising from its use, to aid in a final decision on a complex or confusing Sign issue, or to mediate a Sign issue between the DOT and an Owner.

PART 2: RELOCATION COST SCHEDULE

2.1 General. This Relocation Cost Schedule (Schedule) is for the relocation of Signs that range from 60 - 1500 square feet in area. Additional costs to be added for two-sided, side-by-side and certain V-type signs are addressed in the Schedule; typically all double-deck and some V-type signs may be submitted under Part 3 of this Agreement. The Schedule below is intended to include poster panel and painted bulletin, as well as wood and steel structures. **The Schedule is intended to include the vast majority of Sign relocations, and it is understood by the OAAW and the DOT that slight variations in actual costs higher or lower than the scheduled amount will balance out in all sign transactions over time.**

2.2 Scope of and Adjustments to Scheduled Costs

Scope of Scheduled Costs. The costs in the Schedule are derived from estimated costs itemized by the OAAW and provided to the DOT for typical sign relocations. The costs reflect takedown of an existing structure, the relocation of the structure, and the cost of rebuilding a sign new adjusted for the salvageable portions of the existing sign (See Part 4.9, Salvage). Additionally, depreciation shall be considered on signs which are being relocated on the same site or a comparable site (See Part 4.11, Depreciation). The OAAW derived the scheduled costs from standards developed by the Outdoor Advertising Association of America, applicable engineering codes for a 30lb. windload requirement (the national engineering code and DIHLR code for structures), and a reasonable average itemized breakdown of labor, equipment and other costs for relocation obtained through general experience.

Costs in this Schedule are intended to be all - inclusive of reasonable costs required for: assessing the sites; removing the existing structure (Owner removing the posts, and DOT removing underground footings); and re-erecting the sign with all new materials, less adjustments for salvageable components and other factors. The height above ground level (HAGL) used for Scheduled costs is fifteen feet (15').

Adjustments to Scheduled Costs. The Schedule (2.6) contains adjustments for:

- Variations in HAGL greater or less than fifteen feet (15') (Part 4.2 and Schedule, 2.6);
- A two-sided, Side-by-side, or V-type sign (Part 4.3);
- Electrical costs for illumination fixtures, installation and wiring based upon the size of the Sign (Part 4.4 and Schedule, 2.6);
- Utility charges which must be documented by separate invoice (Part 4.5);
- Platforms and aprons (Part 4.6);
- Credit for copy if Sign is not under a live or ongoing contract (Part 4.7).

The costs being claimed under the Schedule may be further adjusted as appropriate for:

- Other Reimbursable Relocation Expenses, which include costs for variances, permitting and legal fees in finding and negotiating/ re-negotiating a lease for the new site (Part 4.8);
- Salvage (Part 4.9);
- Advertising revenue, temporary removal of sign (Must see Part 4.10);
- Depreciation on same or comparable site (Part 4.11).

2.3 What is not included in Scheduled Costs

Extenuating Circumstances (Part 4.12) may exist which cause a given Sign relocation to substantially exceed or fall below the Scheduled amounts. Such Circumstances may require the use of the Itemized Cost Reimbursement Contract (Part 3) upon mutual agreement between the Owner and DOT. **In any situation where costs exceed the Schedule, they must be documented and itemized as indicated in Part 3 of this Agreement.**

2.4 Procedures for using this Schedule

The intent of this Schedule is to simplify and improve the Sign relocation reimbursement process for both the DOT and the OAAW. The procedures below outline required steps for reimbursement and are developed to enhance communications, so that appropriate information is exchanged and the reimbursement made under this Agreement is justifiable.

- Communication shall be initiated by the DOT during the preliminary planning/ scoping phase of a project in which an Owner's Sign will be impacted.
- The impacted Owner will be contacted during the preliminary planning stage of the project and invited to the public information meeting(s) prior to the sign being surveyed in the field by both DOT and the Owner.
- An Outdoor Advertising Survey Sheet (See **Appendix**) must be filled out in full to capture all necessary information on the Sign. This Survey Sheet should be jointly filled out by the DOT and the Owner, and copies provided for both parties.
- The Payment Schedule Summary Worksheet (2.5,) must be filled out, indicating the appropriate cost on the Schedule, with adjustments as indicated.
- The Survey Sheet and the Summary Worksheet must be submitted along with the **DOT Real Estate Reimbursement Claim - Application and Release Form 4014 (RE 4014)** (See **Appendix**) for reimbursement to occur.
- Payment will be made as indicated in Part 1.3 of this Agreement, and upon receipt of payment by Owner, future claims of any kind relative to this Sign are waived.
- In the event there are **Extenuating Circumstances** (Part 4.12) relative to this Sign that may indicate costs will exceed the Scheduled amounts, Owner has the option of filing an estimated **Itemized Cost Reimbursement Contract** (Part 3) to capture these costs.

PART 2.5: PAYMENT SCHEDULE SUMMARY WORKSHEET

Note: Use of this Schedule is subject to all terms of this Agreement. This form must be signed and submitted along with the completed Outdoor Advertising Survey Sheet and RE 4014 in order to claim reimbursement. ATTACH CALCULATIONS FOR ALL ADJUSTMENTS.

Find the size range and use the costs determined for that range. Signs less than 60 sq. ft. in area are not covered in this Schedule and moving estimates will be required. Signs in excess of 1500 sq. ft. should be considered in Part 3 procedures of this Agreement.

1. **Scheduled Cost.** Find the total costs from the Relocation Schedule.

Sign Size: _____	Scheduled Cost	\$ _____
-------------------------	-----------------------	-----------------

2. **Adjustments to Scheduled Cost - Additions (if applicable)**

- | | | | |
|---|--|----------|--|
| a. Other Reimbursable Relocation Expenses (Part 4.8) | | \$ _____ | |
| b. Structural Variation (Part 4.3) Structure | | \$ _____ | |
| c. HAGL, if greater than 15' (Part 4.2, Schedule 2.6) | | \$ _____ | |
| d. Platform or apron, if any (Part 4.6) | | \$ _____ | |
| e. Electrical costs (Part 4.4, Schedule 2.6) | | \$ _____ | |
| f. Utility costs (Part 4.5 - must submit documentation) | | \$ _____ | |
| g. Estimated ad. revenue adjustment,
temporary removal? (Very specific circumstance - See Part 4.10) | | \$ _____ | |

Total Additions **\$** _____

3. **Adjustment to Scheduled Costs - Credits (if applicable)**

- | | | | |
|---|--|----------|--|
| a. Salvage (Part 4.9) | | \$ _____ | |
| b. HAGL, if less than 15' (Part 4.2, Schedule 2.6) | | \$ _____ | |
| c. Depreciation, if any (Part 4.11) | | \$ _____ | |
| d. Copy Credit (deduct \$2/sq. ft. if no contract Part 4.7) | | \$ _____ | |
| e. Deduct Take down costs? (Part 1.4) | | \$ _____ | |

Total Credits **\$**(_____)

4. **Total Eligible Reimbursement**

Scheduled Cost		\$ _____	
Total Additions		\$ _____	
Total Credits		(_____)	

Reimbursement **\$** _____

Reviewed by:

Owner or Representative Date

DOT Representative Date

2.6 Relocation Cost Schedule

NOTE: Schedule is intended to cover most sign situations. Schedule is based upon a 15' HAGL.
Adjustments must be made based on Part 4 of this Agreement.

Sign Size	Wood		Steel		HAGL Adj. (4.2)	Electrical (4.4)
60 - 85	Take down	\$ 760	Take down	\$ 760	\$35 per lineal foot	\$530
	Build new	\$2,524	Build new	\$2,698		
	Total	\$3,284	Total	\$3,458		
86 - 115	Take down	\$ 760	Take down	\$ 760	\$60 per lineal foot	\$530
	Build new	\$2,698	Build new	\$3,188		
	Total	\$3,458	Total	\$3,948		
116 - 145	Take down	\$ 919	Take down	\$ 919	\$65 per lineal foot	\$925
	Build new	\$3,279	Build new	\$3,477		
	Total	\$4,198	Total	\$4,396		
145 - 180	Take down	\$1,028	Take down	\$1,028	\$75 per lineal foot	\$925
	Build new	\$3,862	Build new	\$3,996		
	Total	\$4,890	Total	\$5,024		
181 - 220	Take down	\$1,162	Take down	\$1,162	\$100 per lineal foot	\$990
	Build new	\$4,395	Build new	\$4,854		
	Total	\$5,557	Total	\$6,016		
221 - 270	Take down	\$1,271	Take down	\$1,271	\$110 per lineal foot	\$1,100
	Build new	\$5,002	Build new	\$5,412		
	Total	\$6,273	Total	\$6,683		
271 - 350	Take down	\$1,868	Take down	\$1,868	\$140 per lineal foot	\$1,225
	Build new	\$5,996	Build new	\$6,874		
	Total	\$7,864	Total	\$8,742		
351 - 475	Take down	\$ 2,310	Take down	\$ 2,310	\$180 per lineal foot	\$2,900
	Build new	\$ 8,276	Build new	\$ 8,558		
	Total	\$10,586	Total	\$10,868		
476 - 600	Take down	\$ 2,606	Take down	\$ 2,606	\$225 per lineal foot	\$3,000
	Build new	\$10,530	Build new	\$11,093		
	Total	\$13,136	Total	\$13,699		
601 - 800	Take down	\$ 2,902	Take down	\$ 2,902	\$300 per lineal foot	\$3,450
	Build new	\$13,923	Build new	\$14,746		
	Total	\$16,825	Total	\$17,648		
801 - 1000	Take down	\$ 3,153	Take down	\$ 3,153	\$400 per lineal foot	\$3,450
	Build new	\$17,805	Build new	\$18,353		
	Total	\$20,958	Total	\$21,506		
1001 - 1300	Take down	\$ 3,404	Take down	\$ 3,404	\$500 per lineal foot	\$4,300
	Build new	\$21,686	Build new	\$21,961		
	Total	\$25,090	Total	\$25,365		
1300-1500	Take down	\$ 3,656	Take down	\$ 3,656	\$575 per lineal foot	\$4,300
	Build new	\$25,568	Build new	\$25,568		
	Total	\$29,224	Total	\$29,224		

PART 3: ITEMIZED COST REIMBURSEMENT CONTRACT

3.1 General. It is intended that the fixed costs in Part 2 be used for every applicable sign situation. However, circumstances infrequently may significantly increase or decrease the cost of a sign relocation to a degree that scheduled costs are not appropriate. Part 3 of this Agreement, the **Itemized Cost Reimbursement Contract ("Contract")** is to be used when the DOT and the Owner mutually agree that: complexities in relocating a Sign create **Extenuating Circumstances** (4.12) that generate costs substantially greater, or less than, the Part 2 Schedule; or 2) the Sign size exceeds the maximum size of those identified in Part 2. The Contract is Part 3.2 of this Agreement.

When used, this Contract is auditable at any time by the DOT or a state agency. The Owner using this Contract must upon reasonable notice permit the DOT or agency to access company documentation and information to support the costs for Signs itemized in the Contract.

Full explanation and documentation must be provided for any cost exceeding the amounts in the Part A Schedule. The Owner may use the Schedule as a base, but shall provide detail on the Extenuating Circumstances that have exceeded scheduled amounts.

The cost of relocation or the value of the Sign (value to be determined in the future), **whichever is less**, will be the basis of payment in those circumstances where complex and potentially excessive relocation costs are indicated (Part 4.12).

It is assumed that the Sign structure at the new site will be reconstructed with equivalent materials or components, and comply with current standards and codes. Costs shall be adjusted for Salvage (Part 4.9) as applicable. Relocation costs to be submitted on this Contract are subject to other adjustments similar to those in the Part 2 Schedule, in addition to Betterment (Part 4.13). **The Contract format - Part 3.2 is the format under which an Owner shall file a claim under Part 3 of this Agreement.**

In order to be reimbursed under Part 3 of this Agreement, an Outdoor Advertising Survey Sheet, this Contract with all necessary documentation, and the RE4014 must be submitted to DOT (see Appendix).

3.2 ITEMIZED COST REIMBURSEMENT CONTRACT

Note: Use of this Contract is subject to all terms of this Agreement. complete documentation must be submitted for any costs that exceed the Part 2 Schedule. ATTACH CALCULATIONS FOR ALL ADJUSTMENTS.

1. **Extenuating Circumstances.** List the Extenuating Circumstances that substantially increase or decrease costs and make use of the Part 2 inappropriate. Provide explanation. If not using Part 2 Schedule as a base (i.e. sign is larger than ranges provided), itemize all costs. Apply adjustments as indicated. Provide information on additional attachments, if necessary.

2. **Scheduled Cost.** Find the total cost from the Schedule (2.6), if sign is within size range.

Sign Size:	Scheduled Cost	\$
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3. **Adjustments to Scheduled Cost - Additions (if applicable)**

- | | | |
|----|--|----------|
| a. | Other Reimbursable Relocation Expenses (Part 4.8) | \$ _____ |
| b. | Structural Variation (Part 4.3) Type _____ | \$ _____ |
| c. | HAGL, if greater than 15' Part 4.2, Schedule 2.6) | \$ _____ |
| d. | Platform or apron, if any (Part 4.6) | \$ _____ |
| e. | Electrical Costs (Part 4.4, Schedule 2.6) | \$ _____ |
| f. | Utility Costs (Part 4.5 - must submit documentation) | \$ _____ |
| g. | Estimated ad. revenue adjustment,
temporary removal? (Very specific circumstance - Part 4.10) | \$ _____ |
| h. | Betterment compensable (Part 4.13) ** | \$ _____ |

Total Additions	\$
------------------------	-----------

4. **Adjustment to Scheduled Costs - Credits**

- | | | |
|----|---|----------|
| a. | Salvage (Part 4.9) | \$ _____ |
| b. | HAGL, if less than 15' (See 4.2, Schedule 2.6) | \$ _____ |
| c. | Depreciation, if any (Part 4.11) | \$ _____ |
| d. | Copy Credit (deduct \$2/sq.ft. if no contract Part 4.7) | \$ _____ |
| e. | Deduct Take down Costs? (Part 1.4) | \$ _____ |
| f. | Betterment not compensable (Part 4.13) ** | \$ _____ |

Total Credits	\$(_____)
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5. **Total Eligible Reimbursement**

Extenuating Circumstances	\$ _____
Scheduled Costs	\$ _____
Total Additions	\$ _____
Total Credits	(_____)

Reimbursement	\$
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Reviewed by:

Owner or Representative Date

** Attach explanation
and calculations

DOT Representative Date

PART 4: ADJUSTMENTS TO SCHEDULE AND PART 3 COSTS

4.1 General. This section outlines the adjustments that should be made to the Schedule, and, in the event Part 3 is being used, provides explanation and cost information for the Itemized Cost Reimbursement Contract (3.2). Some of these adjustments must be considered and applied in all situations. Some apply only in specific circumstances.

4.2 Height Above Ground Level (HAGL). The Height Above Ground Level (HAGL) is the height of the Sign from ground level to the bottom of the Sign face. For Signs that have HAGL below or exceeding 15 feet, make adjustments as indicated in the Schedule, Part 2.6, on the Worksheet (Part 2.5) or the Contract (Part 3.2).

HAGL to HARG. HAGL shall be based upon maintaining a comparable Height Above Road Grade (HARG) for the relocated Sign as compared to the existing Sign.

When HAGL in Schedule may not apply. The costs for HAGL cover heights to thirty feet (30'). If HAGL exceeds 30', or the Sign does not fall within the scheduled size range, Part 3 of this Agreement should be considered.

4.3 Structural Variations. Make adjustments below for varying Sign structures. These adjustments apply only when the Part 2 Schedule is being used as a base for cost submittals. (If the Part 3 Contract is being used for signs that are not in the size ranges provided, full documentation must be submitted.)

- **Back-to-back (two-sided):** 1.3 times the total cost as indicated in the Schedule, if both sides are equivalent in size. If the sides are of different sizes, adjustment must be calculated at thirty percent (30%) of the build new cost for that smaller single face size in the Schedule, added to the cost from the Schedule of the larger single face.
- **Side-by-side:** If signs are not joined, take the sum of the costs in size ranges of the two individual signs. If signs are joined, take the cost in the appropriate size range that represents the total square footage.
- **V-type:** If the cost of the V-type sign can reasonably be estimated by using the Schedule (similar to the side-by-side calculations), use the Schedule. Or, if the Owner and DOT mutually agree, Part 3 may be used providing full documentation.
- **Double-deck:** Same as V-type above.

4.4 Electrical. Electrical costs (includes service panel, meter socket, service head, ground rods, fixtures, wire conduit, pipe, misc. hardware and labor) will be reimbursed only when the existing Sign is illuminated. The Schedule (Part 2.6) displays adjustments for relocation of illuminated signs based upon the given size ranges. Use these scheduled costs for all types of fixtures (i.e. metal halide, florescent, quartz). On a back-to-back Sign, use 1.8 times the total cost indicated in the Schedule. Electrical components as listed above are subject to Salvage credits (Part 4.9).

4.5 Utility Costs. All utility costs must be fully documented with price quotations/invoices.

4.6 Platforms and Aprons. Reimbursement for platforms and aprons will be as follows:

Platforms (planking/decking with supports; a plank or walkrail is not considered a platform for this purpose. These are included in the fixed cost Schedule 2.6 amounts):

24" width - add \$25 per lineal foot.

36" width - add \$42 per lineal foot.

48" width - add \$55 per lineal foot.

Aprons:

All widths - add \$12 per lineal foot.

4.7 Copy Credit. If the Sign is unsold, or face is blank on the date DOT acquires the parcel on which the Sign sits, a credit must be applied for the costs to repaint the existing copy, transfer vinyl, or apply a new poster panel. Deduct \$2.00 per square foot in this event.

4.8 Other Reimbursable Relocation Expenses. These expenses are those reasonable costs, including permitting fees, negotiation of land leases, and legal fees if necessary to establish a new site. \$1,000 per structure shall be paid for these Other Expenses (back-to-back, any side-by-side, any V-type, or decked Sign are considered a single structure for purposes of this provision). This amount should be inserted into the Part 2 Summary Worksheet (2.5) or the Part 3 Contract (3.2).

4.9 Salvage.

Salvage Credit. A salvage credit shall adjust costs when structural components in a take down may be used to rebuild the structure, or may be returned to stock for future use. Salvaged components shall be determined at the time the DOT and the Owner complete the Outdoor Advertising Survey Sheet. If a reasonable and prudent businessman would reuse the component in the normal course of business, that component should be salvaged and a salvage credit given.

No Salvage Value. If a component has no salvage value, it shall be disposed of. In this event, or in the event of minimal salvage, the DOT reserves the right to require that the Owner take down and remove the Sign and be provided take down costs, or have it removed by DOT contractors and deduct take down costs from the reimbursement to the Owner, whichever is more cost effective (See Part 1.4).

Calculation of Salvage. **The value assigned to salvageable components shall be calculated at ten percent (10%) of the present cost of like parts.** This salvage credit percentage was determined with consideration for the nature of salvageable parts in the sign industry - often, no immediate market exists, nor can the components be used for the Sign be relocated. **The Owner shall use the current Formetco Guide to price sign supplies, and the OAAA supplier's manual for fabricated steel, in establishing the value on which salvage will be taken.** Salvage shall be computed on the portion of the component which is useable after removal. For example, if a 30' I-beam is cut off above ground, leaving a 20' useable section, the calculation shall be made upon the 20' useable section.

Categories of salvage that shall be considered. The calculation of salvage shall be considered according to the four component categories below, and the Owner must follow the guidelines indicated.

- **Salvage of pipes, poles and beams.** Generally, components under twenty feet (20') will not be salvageable, unless they are set up with anchor bolt designs. All structures with anchor bolt design should be considered salvageable if not deteriorated beyond reasonable use.
- **Salvage of head and platforms.** These components are present on most larger structures and are typically constructed of steel bolted to the pipes or beams, but may also be of wood construction. Heads and platforms shall be considered salvageable unless the steel components are deteriorated beyond reasonable repair, or unless wood platforms are old or in a condition too poor to reuse.
- **Salvage of electrical fixtures and meter boxes.** These shall be considered salvageable unless the components are corroded or otherwise deteriorated, or obsolete as consistent with contemporary construction standards or code.
- **Salvage of face or face sections.** Condition of the face or its method of attachment shall determine if salvage value may be realized. For example: if a facing is attached in such a way that it may be damaged during removal, if a high degree of rust exists on metal faces, or there are numerous coats of paint to make re-attachment difficult, salvage is unlikely.

Procedure. The total calculation for salvageable components must be inserted into the Payment Schedule Summary Worksheet if claiming under the Schedule (Part 2.5), or the Itemized Cost Reimbursement Contract (Part 3.2) if the Owner will be documenting significant Extenuating Circumstances.

4.10. Reimbursement of Advertising Revenue, Temporary Removal of Sign.

When Eligible. In the event that an outdoor advertising Sign is temporarily removed during a construction project, and will be replaced at the same location at the end of the project, the Owner shall be eligible for reimbursement of revenue lost during such time, **providing that the Owner continues paying rent to the landowner and maintains responsibility for all other ownership costs during this period.** This provision shall not apply in normal relocations or when revenue is lost due to temporary road closures or diversion of traffic (detours) during construction. This provision also applies only to legally established Signs and, in the case of a legal non-conforming Sign, the Owner must provide proof of permission to re-establish such Sign from the appropriate zoning body having jurisdiction over the site. DOT will provide the Owner with a letter documenting the need for temporary removal that may be submitted to the zoning body for this purpose.

Costs to be Reimbursed for Removal, Re-erection and Revenue Loss. The costs for removal and re-erection of the Sign shall also be paid in accordance with this Agreement and all applicable adjustments. **Reimbursement will be subject to depreciation (Part 4.11), as the re-erection will be on the same site. Other Reimbursable Relocation Expenses (Part 4.8) shall not apply.** For revenue loss, it is the Owner's responsibility to provide documentation for reimbursement, which may include but not be limited to: proof of contract revenue, or the inability to provide coverage at another rental location.

Calculation of Reimbursement Amount. The reimbursement shall be based upon the total revenue generated by the structure for a three year period (whether or not vacant during part of this period) immediately preceding the date of displacement, then divided by 36, and multiplied by the number of months the structure is estimated to be out of service.

DOT Right to Pay Lesser of Costs. In the event that the total calculated revenue loss, take down and re-erection costs are significant enough that they may appear to approach or exceed the value of the Sign (value to be determined, see Part 4.12), the DOT shall have the right to evaluate the costs and pay the lesser of the two.

4.11 Depreciation.

When Depreciation Applies. Depreciation applies when a Sign can be relocated on the same site, or on a "comparable" site. A comparable site is one which would offer visibility or market exposure similar to that which would be enjoyed if the Sign was able to remain on the existing site. Both the Owner and the DOT shall mutually agree that a site meets the criteria for comparability.

Purpose of Depreciation Adjustment. Depreciation shall be applied to the build new cost of the Sign, and is appropriately applied to adjust payment according to the condition of the existing Sign at a comparable site. For the purposes of this Schedule, and in order to simplify the calculation, four different categories of Sign components shall be used to evaluate the Sign condition and estimate the discount which should be taken.

Calculation of Depreciation. The amount of the payment to the Owner shall be discounted according to the percentages in each of the categories below. This discounted amount will be credited on the **Payment Schedule Summary Worksheet (2.5) or the Itemized Cost Reimbursement Contract (3.2)** as appropriate.

Categories of Signs. During the initial meetings between the Owner and the DOT to evaluate the Sign in question, the **Outdoor Advertising Survey Sheet (Appendix)** will be filled out, indicating approximate age and condition of the Sign. both the Owner and the DOT should discuss the age and Sign condition and use reasonable judgement as to how the Sign fits into one of the four categories below.

- **Very Good - Excellent. NO DEPRECIATION.** The Sign will be new or nearly new, very sound overall, show virtually no wear and tear, and have an unlimited remaining life.
- **Good. DEPRECIATE AT FIFTEEN PERCENT (15%) (85% remaining life), of cost to build** (in Schedule, "build" element in appropriate size category). A Sign in this category is expected to

have a remaining life of many more years. The structure is physically sound but may show some weathering and wear and tear, but is curable with normal maintenance.

- **Fair. DEPRECIATE AT THIRTY PERCENT (30%) (70% remaining life) of cost to build.** The Sign requires extensive repair or replacement of uprights, stringers or metal components, because of deferred maintenance. The Sign is expected to have a limited remaining physical life.
- **Poor - Very Poor. DEPRECIATE AT SIXTY PERCENT (60%) (40% remaining life), of the cost to build.** These signs are in an unsound condition, severe deterioration is evident, and it is apparent that the remaining physical life of the Sign is very limited.

The amount of depreciation may be negotiated between the Owner and the DOT when a Sign is at or within these general ranges.

4.12 Extenuating Circumstances. Extenuating Circumstances are situations arising in a relocation that the Owner and the DOT mutually agree may substantially increase, or decrease the costs of moving a Sign and render the Part A Schedule amounts inappropriate. These situations are anticipated to be relatively infrequent. Increases may be, but are not limited to: a case where the DOT requests the Owner to remove substantial inground footings; environmental issues; substantial re-engineering of the Sign structure necessitated by the highway project; substantial costs to gain physical access to the new site; upgrades required by local ordinance; substantial soil problems. An example of a decrease is a situation where a Sign is being relocated on the same site and the existing structure is virtually being re-erected. In such a situation the Owner must submit actual costs for the take down and re-erection.

Costs of Relocation vs. Value of Sign. In the event that Extenuating Circumstances may cause a relocation to exceed the cost of the value of the Sign (such value anticipated to be legally determined for just compensation during the course of this Agreement), the DOT shall pay the cost of the relocation under this Agreement, or value of the Sign, whichever is less.

4.13. Betterment. NOTE: BETTERMENTS ARE CONSIDERED WHEN USING PART 3 OF THIS AGREEMENT.

Betterment Defined. A betterment is any improvement to the Sign that is being relocated. A comparison of the existing Sign and how it will exist at the new site must be made to determine if a betterment exists. If the relocated Sign is to be larger, will have greater HAGL (or greater height above road grade), better materials, longer expected service life, is stronger, safer, less subject to natural hazards or requires less service, a betterment is present. If a betterment exists, it must then be determined if the betterment is necessitated by the highway project or is being added solely at the option of the Owner for business (non-highway project required) purposes.

Compensable Betterment. Betterments which result from the most economical relocation of the Sign required to accommodate highway construction normally will be compensable. This may entail some evaluation between the Owner and the DOT of alternative solutions, and cost comparisons may have to take place to determine the most reasonable betterment option. For example, in some situations a taller and or heavier structure with larger footings may be necessary to place a sign at the same road grade to enjoy the same relative traffic exposure it had before. Or, if safety codes currently require platforms or other safety devices because of an increase in sign height to meet road grade, re-erecting a Sign with these requirements may be compensable. In any event, both parties must use reasonable judgement and come to an agreement that the betterment is required to place the Sign in the same relative position it was prior to the relocation.

Non-compensable Betterment. If the Owner elects the betterment at its own option, it is non-compensable. For example, in a case where the Owner chooses to place a Sign at the new site which is enlarged in any manner (non-conforming signs excluded), increased costs of added face size and structural accommodations necessary to support the enlargement will not be compensable. Additionally, the addition of illumination to the relocated Sign when illumination previously did not exist is non-compensable. Both the Owner and the DOT must use reasonable judgement in the evaluation and consider each of these situations on their own merit.

APPENDIX:
WORKING DOCUMENTS

Part 2.5: Payment Schedule Summary Worksheet

Part 3.2: Itemized Cost Reimbursement Contract

RE 4014: DOT Real Estate Reimbursement Claim - Application and Release Form

Outdoor Advertising Survey Sheet

PART 2.5: PAYMENT SCHEDULE SUMMARY WORKSHEET

Note: Use of this Schedule is subject to all terms of this Agreement. This form must be signed and submitted along with the completed Outdoor Advertising Survey Sheet and RE 4014 in order to claim reimbursement. ATTACH CALCULATIONS FOR ALL ADJUSTMENTS.

Find the size range and use the costs determined for that range. Signs less than 60 sq. ft. in area are not covered in this Schedule and moving estimates will be required. Signs in excess of 1500 sq. ft. should be considered in Part 3 procedures of this Agreement.

1.	Scheduled Cost. Find the total costs from the Relocation Schedule.	
	Sign Size:	Scheduled Cost \$

2.	Adjustments to Scheduled Cost - Additions (if applicable)	
	a. Other Reimbursable Relocation Expenses (Part 4.8)	\$ _____
	b. Structural Variation (Part 4.3) Structure	_____ \$ _____
	c. HAGL, if greater than 15' (Part 4.2, Schedule 2.6)	\$ _____
	d. Platform or apron, if any (Part 4.6)	\$ _____
	e. Electrical costs (Part 4.4, Schedule 2.6)	\$ _____
	f. Utility costs (Part 4.5 - must submit documentation)	\$ _____
	g. Estimated ad. revenue adjustment, temporary removal? (Very specific circumstance - See Part 4.10)	\$ _____
	Total Additions	\$

3.	Adjustment to Scheduled Costs - Credits (if applicable)	
	a. Salvage (Part 4.9)	\$ _____
	b. HAGL, if less than 15' (Part 4.2, Schedule 2.6)	\$ _____
	c. Depreciation, if any (Part 4.11)	\$ _____
	d. Copy Credit (deduct \$2/sq.ft. if no contract Part 4.7)	\$ _____
	e. Deduct Take down costs? (Part 1.4)	\$ _____
	Total Credits	\$ (_____)

4.	Total Eligible Reimbursement	
	Scheduled Cost	\$ _____
	Total Additions	\$ _____
	Total Credits	(_____)
	Reimbursement	\$

Reviewed by:

Owner or Representative Date

DOT Representative Date

3.2 ITEMIZED COST REIMBURSEMENT CONTRACT

Note: Use of this Contract is subject to all terms of this Agreement. complete documentation must be submitted for any costs that exceed the Part 2 Schedule. ATTACH CALCULATIONS FOR ALL ADJUSTMENTS.

1. **Extenuating Circumstances.** List the Extenuating Circumstances that substantially increase or decrease costs and make use of the Part 2 inappropriate. Provide explanation. If not using Part 2 Schedule as a base (i.e. sign is larger than ranges provided), itemize all costs. Apply adjustments as indicated. Provide information on additional attachments, if necessary.

2. **Scheduled Cost.** Find the total cost from the 2.6 Schedule, if sign is within size range.

Sign Size: _____	Scheduled Cost	\$
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3. **Adjustments to Scheduled Cost - Additions (if applicable)**

a. Other reimbursable relocation expenses (Part 4.8)	\$ _____	
b. Structural Variation (Part 4.3) Type _____	\$ _____	
c. HAGL, if greater than 15' Part 4.2, Schedule 2.6)	\$ _____	
d. Platform or apron, if any (Part 4.6)	\$ _____	
e. Electrical Costs (Part 4.4, Schedule 2.6)	\$ _____	
f. Utility Costs (Part 4.5 - must submit documentation)	\$ _____	
g. Estimated ad. revenue adjustment, temporary removal? (Very specific circumstance - Part 4.10)	\$ _____	
h. Betterment compensable (Part 4.13) **	\$ _____	
Total Additions		\$

4. **Adjustment to Scheduled Costs - Credits**

a. Salvage (Part 4.9)	\$ _____	
b. HAGL, if less than 15' (See 4.2, Schedule 2.6)	\$ _____	
c. Depreciation, if any (Part 4.11)	\$ _____	
d. Copy Credit (deduct \$2/sq.ft. if no contract Part 4.7)	\$ _____	
e. Deduct Take down Costs? (Part 1.4)	\$ _____	
f. Betterment not compensable (Part 4.13) **	\$ _____	
Total Credits		\$(_____)

5. **Total Eligible Reimbursement**

Extenuating Circumstances	\$ _____	
Scheduled Costs	\$ _____	
Total Additions	\$ _____	
Total Credits	(_____)	
Reimbursement		\$

Reviewed by: _____
 Owner or Representative Date

** Attach explanation and calculations _____
 DOT Representative Date

Project I.D.	Termini	Highway	County
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Parcel No.	Inv. No. and Year	Age of Sign ____ yrs. (known) (est.)	Permitted ___ Yes ___ No Conforming ___ Yes ___ No
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Sign Owner	Address	Advertiser
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Owner Rep.	Telephone	Inspection Date(s)
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DOT Rep.	Address	Telephone
----------	---------	-----------

Site Owner	Address	Telephone
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<p>FACE "A"</p> <p>DESCRIPTION (TYPE) OF SIGN CONFIGURATION</p> <p><input type="checkbox"/> Poster Panel <input type="checkbox"/> Single Face</p> <p><input type="checkbox"/> Junior Poster Panel <input type="checkbox"/> Double Face</p> <p><input type="checkbox"/> Painted Bulletin <input type="checkbox"/> Back to Back</p> <p><input type="checkbox"/> Professional <input type="checkbox"/> Wall Mount</p> <p><input type="checkbox"/> Mass Produced <input type="checkbox"/> Roof Mount</p> <p><input type="checkbox"/> Non-Professional <input type="checkbox"/> Side by Side</p> <p><input type="checkbox"/> Signs Painted on Structures <input type="checkbox"/> V-Type</p> <p><input type="checkbox"/> Other (Explain) <input type="checkbox"/> Double Deck</p> <p> <input type="checkbox"/> Other (Explain)</p>	<p>FACE "B"</p> <p>DESCRIPTION (TYPE) OF SIGN CONFIGURATION</p> <p><input type="checkbox"/> Poster Panel <input type="checkbox"/> Single Face</p> <p><input type="checkbox"/> Junior Poster Panel <input type="checkbox"/> Double Face</p> <p><input type="checkbox"/> Painted Bulletin <input type="checkbox"/> Back to Back</p> <p><input type="checkbox"/> Professional <input type="checkbox"/> Wall Mount</p> <p><input type="checkbox"/> Mass Produced <input type="checkbox"/> Roof Mount</p> <p><input type="checkbox"/> Non-Professional <input type="checkbox"/> Side by Side</p> <p><input type="checkbox"/> Signs Painted on Structures <input type="checkbox"/> V-Type</p> <p><input type="checkbox"/> Other (Explain) <input type="checkbox"/> Double Deck</p> <p> <input type="checkbox"/> Other</p> <p>(Explain)</p>
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<p>DIMENSIONS: FACE "A"</p> <p>Overall Size: Height ____ Width ____</p> <p>Sign Face: Height ____ Width ____</p> <p>Total Area of Sign Face ____ Sq. Ft.</p> <p>Height Above Ground Level (HAGL) ____ (measured to bottom of sign)</p> <p>Height Above Road Grade (HARG) ____ (measured to bottom of sign)</p>	<p>DIMENSIONS FACE "B"</p> <p>Overall Size: Height ____ Width ____</p> <p>Sign Face: Height ____ Width ____</p> <p>Total Area of Sign Face ____ Sq. Ft.</p> <p>Height Above Ground Level (HAGL) ____ (measured to bottom of sign)</p> <p>Height Above Road Grade (HARG) ____ (measured to bottom of sign)</p>
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<p>COMPONENTS</p> <p>UPRIGHTS</p> <p><input type="checkbox"/> Steel</p> <p><input type="checkbox"/> A-Frame</p> <p><input type="checkbox"/> I or H Beam</p> <p><input type="checkbox"/> Fence Post</p> <p><input type="checkbox"/> Pipe</p> <p><input type="checkbox"/> Other (Explain)</p> <p><input type="checkbox"/> Wood</p> <p><input type="checkbox"/> A-Frame</p> <p><input type="checkbox"/> Dimensional</p> <p><input type="checkbox"/> Round Posts</p> <p><input type="checkbox"/> Posts w/back Bracing</p> <p><input type="checkbox"/> Other (Explain)</p>	<p>MOULDING</p> <p><input type="checkbox"/> Metal</p> <p><input type="checkbox"/> Fiberglass</p> <p><input type="checkbox"/> Wood</p> <p><input type="checkbox"/> None (Explain)</p> <p>____ Lineal Feet</p> <p>APRON</p> <p><input type="checkbox"/> Wood</p> <p><input type="checkbox"/> Metal</p> <p><input type="checkbox"/> None</p> <p>____ L.F.</p>	<p>FACE</p> <p><input type="checkbox"/> Plywood</p> <p><input type="checkbox"/> Duraply</p> <p><input type="checkbox"/> Steel</p> <p><input type="checkbox"/> Other (Explain)</p> <p><input type="checkbox"/> None (Explain)</p> <p>PLATFORM</p> <p><input type="checkbox"/> Wood</p> <p><input type="checkbox"/> Steel</p> <p><input type="checkbox"/> None</p> <p>____ L.F.</p>	<p>STRINGERS</p> <p><input type="checkbox"/> Wood</p> <p><input type="checkbox"/> Metal</p> <p>POSTING RAIL</p> <p><input type="checkbox"/> Wood</p> <p><input type="checkbox"/> Steel</p> <p><input type="checkbox"/> None</p> <p>____ L.F.</p>
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List any salvageable items _____

Estimated salvage value \$ _____

ILLUMINATION

Number of Fixtures _____
 Type
 Fluorescent
 Incandescent
 Quartz
 Metal Halide
 Other _____
 None

SPECIAL ADDITIONS TO ART AND DISPLAY

Pictorial _____ Sq. Ft.
 Art & Display _____ Sq. Ft.
 Cutouts _____ Sq. Ft.
 Embellishments _____ Sq. Ft.
 Reflectorization _____ Sq. Ft.
 Other (Explain) _____
 None

List any salvageable items _____

Estimated salvage value \$ _____

SIGN CONSTRUCTION QUALITY

STRUCTURE	PANELS
Excellent <input type="checkbox"/>	<input type="checkbox"/>
Very Good <input type="checkbox"/>	<input type="checkbox"/>
Good <input type="checkbox"/>	<input type="checkbox"/>
Fair <input type="checkbox"/>	<input type="checkbox"/>
Poor <input type="checkbox"/>	<input type="checkbox"/>
Very Poor <input type="checkbox"/>	<input type="checkbox"/>

OBSERVED PHYSICAL CONDITION (Percentage of Physical Life Remaining)

STRUCTURE	PANELS
100% (New) <input type="checkbox"/>	<input type="checkbox"/>
81-99% <input type="checkbox"/>	<input type="checkbox"/>
61-80% <input type="checkbox"/>	<input type="checkbox"/>
41-60% <input type="checkbox"/>	<input type="checkbox"/>
21-40% <input type="checkbox"/>	<input type="checkbox"/>
0-20% <input type="checkbox"/>	<input type="checkbox"/>

Brief description of observations: _____

SIGN SITE ANALYSIS

SITE ZONING

Agriculture
 Recreational
 Commercial or Business
 Industrial
 Residential
 Unzoned

LAND LEASE OR RENTAL DATE

Written
 Recorded
 Unrecorded
 None
 No. of Years _____
 Years Remaining _____
 No. of Sign(s) _____
 No. of Face(s) _____
 Beginning _____ at \$ _____ per
 Ending _____ at \$ _____ per
 Renewal _____ at \$ _____ per
 Other (Explain) _____

ADJACENT LAND ZONING

Agriculture
 Recreational
 Commercial or Business
 Residential
 Industrial
 Unzoned

VISIBILITY TO TARGETED TRAFFIC

Excellent
 Good
 Fair
 Poor
 _____ Dir _____ Distance
 _____ Dir _____ Distance

COPY STATUS

Sold
 Unsold
 Face blank

Addendum Material

NOTES:

1. Photographs. Attach on a separate sheet of paper (properly labeled with applicable identification data) a photograph showing the sign as is at time of evaluation. There shall be one photograph of each sign face (frontal shot just filling view finder) and one photograph showing the structure (rear).
2. Advertising contract. Attach a copy of the applicable contract if available.
3. Land Lease. Attach a copy of the applicable lease if available.
4. Attach copy of original inventory if available.
5. Copies of all data, including this form, to sign owner/DOT.

RELOCATION CLAIM - APPLICATION AND RELEASE

RE4014 389 (Replaces REL11) s. 32.19, 32.195 & 32.20 Wis. Stats.

Wisconsin Department of Transportation

District Use ONLY
Claim Received and Filed

Claim Of: (Print Name)	Date
Address of Replacement Property	Place
Mailing Address of Claimant	By

Listed below are itemized damages claimed as the result of the acquisition of private property for public use, exclusion of all compensation previously agreed to, for the negotiated purchase or the Award of Damages as determined by the State of Wisconsin, Department of Transportation. All damages payable under ANY OF THE INDIVIDUAL ITEMS enumerated in Sections 32.19 and 32.195 Wisconsin Statutes, should be claimed at one time after such claimed damage items shall be fully materialized, as provided in Section 32.20 Wisconsin Statutes.

- | | | | |
|---------------------------------|-----------------------------------|------------------------------------|-----------------------------------|
| <input type="checkbox"/> Owner | <input type="checkbox"/> Business | <input type="checkbox"/> Residence | <input type="checkbox"/> Purchase |
| <input type="checkbox"/> Tenant | <input type="checkbox"/> Farm | <input type="checkbox"/> Rental | |

Items	Description of Items Claimed (Attach receipts & documentation)	Amount Claimed	Central Office Use Amount Allowed
1.	Moving Expenses: Actual - New Site s.32.19(3)(a)	\$	\$
2.	Moving Expenses: Re-establishment s.32.19(3)(a)	\$	\$
3.	Moving Expenses: Optional Fixed s.32.19(3)(b)1 Number of Rooms _____	\$	\$
4.	In Lieu of Actual Moving Expenses s.32.19(3)(b)2	\$	\$
5.	Replacement Housing: Owner-Occupant s.32.19(4)(a)	\$	\$
6.	Increased Interest: Owner s.32.19(4)(a)2 - (4m)(a)2	\$	\$
7.	Closing Costs & Related Expenses s.32.19(4)(a)3 - (4m)(a)3 - (4m)(b)2c	\$	\$
8.	Replacement Housing: Tenants & certain others - Rental s.32.19(4)(b)1	\$	\$
9.	Replacement Housing: Tenants & certain others - Purchase s.32.19(4)(b)2	\$	\$
10.	Replacement Business - Farm - Owner s.32.19(4m)(a)	\$	\$
11.	Replacement Business - Farm - Tenant s.32.19(4m)(b)	\$	\$
12.	Incidental Expenses - Acquisition s.32.195(1)	\$	\$
13.	Penalty Costs on Old Mortgage s.32.195(2)	\$	\$
14.	Prorata Share of Taxes s.32.195(3)	\$	\$
15.	Realignment of Personal Property - Same Site s.32.195(4)	\$	\$
16.	Expense of Plans Rendered Unusable s.32.195(5)	\$	\$
17.	Net Rental Loss s.32.195(6)	\$	\$
18.	Cost of Fencing s.32.195(7)	\$	\$
TOTAL		\$	\$

Information Below for State Use Only - Claimant Complete Reverse Side

(Items Recommended for Approval)	(District Real Estate Agent) (Date)
(Items Recommended for Approval)	(District Director or Real Estate Chief) (Date)
(Items Recommended for Approval)	(Division Real Estate Section) (Date)

The items in the above claim are (not) allowed in the total sum of \$ _____ this date: _____

Project ID	Highway	County	Parcel
(Administrator, Division of Highways and Transportation Services)			

CLAIMANT CERTIFICATION

1. The undersigned certifies that the foregoing statement is true and correct and that the damages described herein exist and costs have been suffered by me (us) in the amount shown after each item.
2. I (We) agree to accept the amounts as payment in full for the items claimed, and release the Department of Transportation and any public body, board or commission acting in its behalf, from any and all claims for damages arising through this project, for the listed items for which an amount is claimed.
3. In claiming payment for an amount under Item 5 [s.32.19(4)(a)], I (We) certify that: I (We) was (were) in occupancy at least 180 days prior to the date of initiation of negotiations for the acquisition of the property.
4. In claiming payment for an amount under Item 8 or 9 [s.32.19(4)(b)], I (We) certify that: I (We) was (were) in lawful occupancy for not less than 90 days prior to the initiation of negotiations for the acquisition of the property.
5. I (We) certify that: to the best of my (our) knowledge the replacement dwelling I (We) have purchased and occupy, meets the decent, safe and sanitary standards prescribed by state and federal regulations for such property.
6. In claiming payment for an amount under Item 10 or 11 [s.32.19(4m)], I (We) certify that: I (We) owned and occupied the business operation or owned the farm operation for not less than 1 (one) year prior to the initiation of negotiations for the acquisition of the property.

(Signature of Claimant)

(Signature of Claimant)

Subscribed and sworn to before me this date: _____

Notary
Seal

Notary Public, State of Wisconsin

My commission expires: _____

ACCEPTANCE AND RELEASE

(To Be Used if a Change is Made in a Claim Item as Originally Filed)

For and in consideration of the payment of \$ _____ for Item _____, the undersigned applicant releases the State of Wisconsin, and any public body, board or commission acting in its behalf, from any and all claims for that item and all other damages itemized herein and payable under the provisions of sections 32.19, 32.195, 32.20 Wisconsin Statutes.

(Signature of Applicant)

(Date)

CLAIM FORM COMPLETION INSTRUCTIONS

1. Print or type the required information.
2. **IMPORTANT:** Attach all receipted bills, paid statements, and other factual data supporting your claim for review. In support of a "Net Rental Loss" claim, submit a record of all rentals for the property in question showing that the losses claimed are directly attributable to the public improvement and that the losses exceed the normal rental or vacancy experience for similar properties in the area.
3. This claim form must be signed by the claimant and such signature must be notarized prior to the time the application form is submitted to the state.
4. If claim is mailed, send it to the District Office identified below.
Mail this claim form AND ALL RECEIPTED BILLS AND FACTUAL DATA, TO: