

NOTICE OF PROPOSED GUIDANCE DOCUMENT

DTIMBOA34

Pursuant to Wis. Stat. s. 227.112, the Wisconsin Department of Transportation is hereby seeking comment on DTIMBOA34, a proposed guidance document.

PUBLIC COMMENTS AND DEADLINE FOR SUBMISSION

Comments may be submitted to the Wisconsin Department of Transportation for 21 days by:

1. Department's website: <https://appengine.egov.com/apps/wi/dot/guidance-docs?guidDocId=DTIMBOA34>

2. Mailing written comments to:

Division of Transportation Investment Management
Wisconsin Department of Transportation
4822 Madison Yards Way
PO Box 7913
Madison, WI 53707-7913

WEBSITE LOCATION OF FINAL GUIDANCE DOCUMENT

The final version of this guidance document will be posted at wisconsin.dot.gov to allow for ongoing comment.

AGENCY CONTACT

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Bureau of Aeronautics

Checklist for Land Acquisition/Reimbursement

Airport _____ Project _____

Parcel _____ Owner _____ Acreage/Interest _____

- 1. Project Initiation (BOA)
 - Airport Layout Plan (ALP) showing eligibility of property to be acquired or reimbursed
 - Project petition resolution authorizing purchase of property
- 2. Land Loan Projects (BOA)
 - Resolution, Agency Agreement, and Responsibility & Performance Note
 - Land Loan Committee Review
- 3. Project Introduction Letter to Property Owner including WisDOA brochures
 - Wisconsin Relocation Rights - Residential or Businesses, Farm and Non Profit Organizations*
 - The Rights of Landowners Under Wisconsin Eminent Domain Law (Street, Utility, Airports)*
 - Date materials were given to owner** _____
- 4. Environmental Investigations (as required)
 - Environmental Action Choice Document (EA or CatEx)
 - Phase I Hazardous Material Site Assessment and/or Asbestos and Hazardous Materials Assessment
 - Agricultural Impact Statement
 - Archeological and/or Historical Review - Section 106 Coordination
- 5. Title work
- 6. Survey
- 7. Exhibit "A" map
- 8. Relocation Order
- 9. Voluntary Acquisitions
 - Letter explaining qualification as a Voluntary Acquisition (see four points in the Uniform Act & WI Ch Adm 92)
 - WisDOA Relocation Assistance Program approval of exclusion from WI Chapter Adm 92
- 10. Relocations
 - Relocation Plan & WisDOA Relocation Assistance Program plan approval
 - Relocation assistance documentation including notices, payments, claims and relocation agent diary
- 11. Appraisal & Appraisal Review
- 12. Recommended Purchase Price
- 13. Offer to Purchase letter including WisDOA Relocation Assistance Program brochures
 - Wisconsin Relocation Rights - Residential or Businesses, Farm and Non Profit Organizations*
 - The Rights of Landowners Under Wisconsin Eminent Domain Law (Street, Utility, Airports)*
 - Date materials were given to owner** _____
- 14. Property Owner's Appraisal & Review
- 15. Administrative Settlement Report
- 16. Negotiation Diary
- 17. Closing & Settlement
 - Updated title work, purchase agreement, satisfaction/release of mortgage, closing statement signed by both buyer and seller, title insurance
- 18. Recorded conveyance documents - **Note: Must include appeal language from WI Statute 32.05(2a)**
- 19. Jurisdictional Offer, Lis Pendens & Award of Compensation
- 20. Parcel file documentation and Documentation of expenses (BOA)
- 21. Project Closeout (BOA)
 - Sponsor certification, update files and Airport Property Map, copies of land acquisition records to Sponsor

Questions? Please contact the Wisconsin Bureau of Aeronautics at (608) 266-1709.

For current forms and guidelines, visit www.dot.wisconsin.gov/business/engserv/airports/forms-documents.htm#land