

Bureau of Aeronautics

Checklist for Land Acquisition/Reimbursement

(As required - see *Airport Owner's Guide to Land Acquisition and supplements*)

Airport _____ Project _____

Parcel _____ Owner _____ Acreage/Interest _____

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