

# 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
  - Review eminent domain policy with Airport:
  - Date and airport representatives*** \_\_\_\_\_
- 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, WisDOA Case Report
  - 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 policy
- 18. Recorded conveyance documents - ***Note: Must include appeal language from WI Statute 32.05(2a)***
- 19. Jurisdictional Offer, Lis Pendens, Award of Damages, deposit of compensation
- 20. Parcel file documentation and Documentation of expenses (BOA)
- 21. Project Closeout (BOA)
  - Sponsor certification, update files and Exhibit 'A' Property Map(s), copies of project 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/engrserv/airports/forms-documents.htm#land](http://www.dot.wisconsin.gov/business/engrserv/airports/forms-documents.htm#land)**