

REQUIRED FIELDS

Project Information Screen- (Pg 2)

- Project Details
 - ♣ Work Performed by
 - ♣ Sales Study Approval date (required if any parcel is acquired by Sales Study Valuation)
- Parcels
 - ♣ Target Acquisition Date (1 week prior to PSE-excluding weekends)

Parcel Central- (Pg. 3)

- Parcel Information
- Property Address- cannot be left blank- if no physical address, use closest intersection
- County
- Parcel Type
- Zoning o Acquisition Type
- Current Status
- City
- State
- Zip
- Present Use
- Brochure Sent Date
- Initiations of Negotiations
- Closing Date
- Taxing Unit

Interests- (Pg. 4)

- Access Rights
- Total Size
- Type of Interest

Offer Negotiations- (Pg.'s 5-6)

- Pro-Rata Taxes- If Fee Simple is acquired- a Disposition of RE Taxes must be generated and State's Share included in the payment request
- Recording Tab
 - ♣ Instrument Type
 - ♣ Recording Date
 - ♣ Document Number

Negotiation Diary- (Pg.7)

- Entry- No less than five (5) diary entries per parcel will be considered acceptable

Project Information

Responsible DOT Office: Green Bay Project ID: 6240-32-21 Project Name: APPLETON - BLACK CREEK Project Highway: STH - 047 Project Type: State

Project Details

RIPS Subprogram: 303 - State Highway Rehabilitation Work performed By: Green Bay Project Counties: Outagamie Cert Status: Cert 1 Date: 04/15/2023

Project Termini: CTH'S INTERSECTION Report Code: Sales Study Approved 07/24/2023 Final Parcel Closed: 04/15/2023 Closed for Charging: 04/15/2023

RIPS Concept: RECONSTRUCTION, PRESERVATION Agency to appear on Docs: # of Parcels: 6 # Acquired Parcels: 6 Federal ID: 6240-32-00 Design ID: 6240-32-00

RE Funding %

Federal: 0.00 State: 100.00 County: 0.00 Local: 0.00

Required entry before Saving

Required entry before any Close Parcel- based on conditional value with at least one parcel marked as "Waiver"

To be completed by RE Staff signing RE Cert 1899

Project Information

Responsible DOT Office: Central Office Project ID: 6204-56-78 Project Name: Test Project - Training Tutorial Project Highway: 84 Project Type: State

Project Details

Parcel No: 1

Parcel Scoping: Approve Nominal Offers Assign Target Acquisition Dates

Open	Remove from Ac...	Parcel No	Parcel Owner	Acq. Specialist	Relo. Specialist	Parcel Type	Closing Date	Admin Delete
☒	☐	1	James Fraser and Claire Beauchamp Fraser, husband and wife, as survivorship marital property	Terri J Foley		Nominal	04/15/2027	X
☒	☐	2	HoweDell, LLC	Terri J Foley		Nominal		X
☒	☐	3	Jack and Rose Dawson, as survivorship marital property	Terri J Foley		Nominal		X
☒	☐	6	Norman and Nancy Pasieczny, husband and wife, as survivorship marital property	Terri J Foley		Complex		X
☒	☐	18	Greg Messing, a married person	Terri J Foley		Nominal		X
☒	☐	19						X

Target Acquisition Date

Target Acq. Date: 08/01/2023

Parcel: 1

2

3

4

5

Required entry before Close Parcel

ROW

E-HelpsE-ManualLogout

Project

Advanced Search

My Parcels

Parcel Central

Parcel Information

Acquisition Team

Participants

Interests

Waiver of Appraisal

Appraisal

Owner Appraisal

Offer/Negotiations

Negotiation Diary

Relocation

Buildings/Structures

Litigation

Additional Parcel Costs

Payment Request

Log

Responsible DOT Office

Project ID

Project Name

Parcel No

Show Closed Projects

View Plats

View Legal Description

Prev

Next

Parcel information

Edit

Parcel No *

Owner Name

Property Address Line 1

County

Parcel Type

Construction ID

Address Line 2

Zoning

Acquisition Type

Current Status

City

State

Zip

Present Use

Appraisal Format

--Select Appraisal Format--

Wetland Mitigation

4f

Homestead

5f

Brochure Sent

Target Acq. Date

Initiations of Negotiations

Closing Date

08/01/2026

10/01/2028

10/01/2028

04/15/2027

Add New

Testing

Unit

Tax Key No

Edit

Delete

City

Hillsboro

111/11111/11

1 - 1 of 1 Items

Title

Title Company

Title Policy #

Southwest Title

Legal Name

James Fraser and Claire Beauchamp Fraser, husband and wife, as survivorship marital property

Required entry before Saving

Required entry before Close Parcel

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Responsible DOT Office

Central Office

Project ID

1234-56-78

Project Name

Test Project - Training Tutorials

Parcel No

1

☐ Show Closed Projects

View Plats

View Legal Description

Prev

Next

Interests

Notify Appraiser

Edit

Add New

Access Rights

No

(acres)

(sq. ft.)

Total Size

0.500

21,780.00

To be acquired

0.000

15.00

Existing ROW

0.000

0.00

Total ROW

0.000

15.00

Type of Interest	Size	Unit	Edit	Delete
Temporary Limited Easement (TLE)	225.00	sq. ft.		
Fee	15.00	sq. ft.		
Existing Row	5.00	sq. ft.		

Page 1 of 11 - 3 of 3 items

Field(s) must not be blank- conditional value based on State Projects only

Required entry before Saving

6

ROW

Project

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Responsible DOT Office: Central Office

Project ID: 1234-56-78

Project Name: Test Project - Training Tutorial

Parcel No: 1

Show Closed Projects

View Plats

View Legal Description

Prev

Next

Add Diary Item

Date	Description	Edit	Delete	Admin Delete
01/27/2027	copies of the receipts upon arrival. Today, through Inter-D mail, I received the check issued to Donna. I drafted the Closing Letter and placed the letter and check in the mail with copies of the signed documents and placed in the post.			
12/15/2026	Initiation of Negotiation packet mailed certified today. It included ION letter, conveyance, W-9, marked up plat pages, Statement to Construction Engineer, Rights Brochure, Waiver of Appraisal form and return envelope.			
08/01/2026	Today, I sent the Introduction Packet. It contained the Preliminary Plat sheet with 10 other affected property owners, the Ownership Information Record, and the Rights of Landowners brochure, and my business card with my contact information.			

Page 1 of 1

1 - 5 of 5 items

Must be no less than five (5) entries per parcel

Required entry before Close Parcel