**Real Estate Delegation Table**

### Wis. Stats., 15.02(4) & 84.011 Updated 4/3/2025

**Note:** Delegation authorization is not extended to consultants or consultant project managers

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Function** | | **Activity** | Allowable Delegation Level (except where noted) | | | |
|  | |  | **Regional Staff** | **RE Supv** | **Statewide Bureau (BTS)** | **Other** |
| **Appraisal** | | **Appraisal review/offering prices & new offering prices due to change in acquisition size/effect on remainder** | | | | |
| Nominal Payment Parcel Report (waiver valuation) $25,000 *or less* | Designated Regional Reviewer | X | **Statewide Review Appraiser**  **BTS – RE Manager** |  |
| Non-Complex Appraisals $25,000 *or less* | Designated Regional Reviewer |  | Statewide Review Appraiser |  |
| Non-Complex Appraisals $25,001 *or more* |  |  | Statewide Review Appraiser |  |
| Complex appraisals |  |  | Statewide Review Appraiser |  |
| Sales Study | Designated Regional Reviewer |  | Statewide Review Appraiser |  |
| Waiver of Sales Study |  |  | Statewide Review Appraiser |  |
| **Alternate Offers** | | | | |
| Non-complex & Where offering price + alternate offer $25,000 *or less* | Designated Regional Reviewer |  | Statewide Review Appraiser |  |
| Complex or Where offering price + alternate offer is $25,001 *or more* |  |  | Statewide Review Appraiser |  |
|  | |  | **Regional Staff** | **RE Supv** | **Statewide Bureau (BTS)** | **Other** |
| **Acquisition** | | Relocation Orders (original and revised) |  | X |  |  |
| Project Cost Allocation | Real Estate Staff | X |  | Also, FIIPS Coordinator |
| Early acquisition approvals, advanced hardship, and protective purchase requests |  |  |  | Also, Region Ad Hocs |
| Issuance of Jurisdictional Offer prior to 60 days |  |  | Statewide Acquisition Facilitator |  |
| Jurisdictional Offers and Award of Damages |  | X |  |  |
| Notice of Lis Pendens, Discharge of Lis Pendens, Release of TLE |  | X |  | Acquisition Agent |
| Administrative Revisions with additional monies of $250,000 *or less* |  | X |  |  |
| Administrative Revisions with additional monies $250,001 *or more* |  |  | BTS - RE Managers |  |
| Additional parcel payments (including owner appraisal payments) |  | X |  |  |
| Purchase Agreement or Nominal Waiver |  | X |  | Acquisition Agent, if $ amount was previously approved |
| Certificate of Right of Way |  | X |  |  |
|  | |  | **Regional Staff** | **RE Supv** | **Statewide Bureau (BTS)** | **Other** |
| **Litigation** | | Legal settlements, including Regional Litigation Coordinator input (state and local projects with state or federal dollars in R/W) |  | X |  |  |
|  | |  | **Regional Staff** | **RE Supv** | **Statewide Bureau (BTS)** | **Other** |
| **Relocation** | | Relocation plans |  |  | Statewide Relocation Facilitator | DOA delegated |
| All residential and nonresidential relocation computations and claims |  |  |  |  |
| Replacement payment computations and packages |  |  | Statewide Relocation Facilitator |  |
| Relocation claims |  |  | Statewide Relocation Facilitator |  |
| Fencing claims, if not part of acquisition |  |  | Statewide Relocation Facilitator |  |
| Personal property moves only and realignment of personal property on same parcel claims |  |  | Statewide Relocation Facilitator |  |
| Outdoor advertising sign relocation claims |  |  | Statewide Relocation Facilitator |  |
| Relocation appeals |  |  | Statewide Relocation Facilitator |  |
|  |  | | **Regional Staff** | **RE Supv** | **Statewide Bureau (BTS)** | **Other** |
| **Prop Mgmt** | Quit Claim Deed execution for surplus land or access sales $15,000 *or less* | |  | X |  |  |
| Sales of property or access $15,000 *or less* | |  | X |  |  |
| Sales of property or access valued 15,001 *or more* | |  |  | First to Statewide Surplus Property Facilitator; then to WisDOT Secretary; final approval Governor | |
| Statewide Surplus Property Facilitator will review proposals for mutually beneficial transfer considerations $15,001 *or more*. | |  |  | First to Statewide Surplus Property Facilitator; then, if over $15,000, to WisDOT Secretary; final approval Governor | |
| Lease signatures | |  | X |  |  |
| Valuation determinations using assessed value or average unit comparison method $15,000 *or less* | | X |  |  |  |
| Valuation determinations using assessed value or average unit comparison method $15,001 *to* $50,000 | |  |  | Statewide Review Appraiser | |
| Surplus property appraisals $15,000 *or less* *and otherwise considered non-complex* | | Designated Regional Reviewer |  | Statewide Review Appraiser | |
| Surplus property appraisals $15,001 *or more and otherwise considered complex* | |  |  | Statewide Review Appraiser | |
| FHWA must approve sales of any/all surplus parcels bordering Interstate system where there was federal funding in the real estate including disposals and access control. | |  |  | First to Statewide Surplus Property Facilitator; then to FHWA | |
|  |  | | **Regional Staff** | **RE Supv** | **Statewide Bureau (BTS)** | **Other** |
| **LPA** | **LPA Projects - WITH state or federal funds in R/W** | | | | | |
| Consultant services contracts (for projects with state or federal funds in R/W) | | Regional LPREPM |  |  |  |
| Relocation Order & Plat Approval (for all LPA Projects) | |  |  |  | LPA |
| Acquisition Capability Statement Approval (for all LPA Projects) | | Regional LPREPM |  |  |  |
| Nominal Payment Parcel Report (waiver valuation) $25,000 *or less* | | Designated Regional Reviewer | X | **Statewide Review Appraiser**  **BTS – RE Manager** |  |
| *Non-Complex Appraisals $25,000 or less* | | Designated Regional Reviewer |  |  |  |
| *Non-Complex Appraisals $25,001 or more* | |  |  | Statewide Review Appraiser |  |
| Complex appraisals | |  |  | Statewide Review Appraiser |  |
| Sales Study | | Regional Reviewer |  | Statewide Review Appraiser |  |
| Waiver of Sales Study | | Regional Reviewer |  | Statewide Review Appraiser |  |
| Administrative Revisions with additional monies of $250,000 *or less* | |  | X |  |  |
| Administrative Revisions with additional monies $250,001 *or more* | |  |  | BTS - RE Manager |  |
| Nominal Waiver | | Regional LPREPM, if $ was previously approved | X |  |  |
| LPA relocations – plan approvals, relocation claim review, and approvals | |  |  | Statewide Relocation Facilitator |  |
| Early acquisition approvals, advanced hardship, and protective purchase requests | |  |  | Statewide LPREM | Also, Region & Local Ad Hocs |
| Certification of Right of Way | | Regional LPREPM |  | Statewide LPREM clears in PSETrak |  |
| Statement of Expenditures / Real Estate Reimbursement to Locals | | Regional LPREPM |  | Also, Statewide Program & Policy Coordinator |  |
| Jurisdictional Offers and Award of Damages | |  |  |  | LPA |
| Notice of Lis Pendens, Discharge of Lis Pendens, Release of TLE | |  |  |  | Acquisition Agent |
| **LPA Projects - with NO state or federal funds in R/W (Real Estate is Locally Funded),** the LPA is the approving authority on the above LPA items where applicable, and project review appraiser is responsible for regional & statewide review appraiser duties. | | | | | |