Real Estate (R/E) Acquisition Process Flow Chart

July 2026

Scoping meeting determines R/E needs → Project assigned; R/E ID created → Base plat work begins → R/E Specialist assigned to project → If any relocations, complete the Relocation & Acquisition Stage Plans → Meet with Utility Coordinator to discuss utility (UTL) R/E contact list from 1077 forms → Determine parcels that will be appraised valued through sales study → Plat Review involving Plats, Real Estate and Utilities

Hire appraiser and request reviewer; begin low-bid process → Final plat recorded and filed → Encumber right of way (R/W) dollars; PCA (RE1532) → Parcels entered into READS; all owners, mortgages and parties of interest (i.e. utilities) → Schedule R/E start-up meeting to discuss utility exhibit and schedule staking → Work with Utility Coordinator to set up a Utility Information Meeting with all affected utility easements → Send introductory staking and appraisal letters → Sales study created, submitted and approved

Nominal Parcels (<$10,000)

Nominal Payment Parcel Report approved → Nominal Initiation of Negotiations (ION) sent to owner certified; work to obtain partial releases of mortgages → <u>Nominals that sign</u> Utility release packet sent to utility certified

<u>Nominals that don't sign</u> Complete short format appraisal; request reviewer (if applicable) → Regional Reviewer reviews/approves nominal appraisal (<$10,000) → ION offer made; owner has 60 days for second appraisal; negotiations continue

Appraised Parcels (>$10,000)

Central Office reviews/approves appraisals >$10,000 → Appraisal Initiation of Negotiations (ION) sent to owner certified; work to obtain partial releases of mortgages → Property owner has 60 days for second appraisal; negotiations continue; administrative revisions completed when needed

<u>Appraised Parcels that sign</u> Utility ION packet sent certified ↔ <u>Appraised Parcels that don't sign</u> Advance to condemnation proceedings via J.O. with copies to all parties of interest

Acquire by deed or award?

We need <u>all</u> parties to agree! Owner, Mortgate and Utility!
If <u>any</u> party refuses, we <u>must</u> move to condemnation.

Deed

Update title work (if needed) → Ensure you have all conveyances and required documents from all parties of interest → Document agreement between all parties on disbursement of funds between all parties in READS → Request check

Send check to owner with closing by mail letter and statement → Record all conveyances — warranty deed, TLE, PLE, HE, QCD, TRE, PROMs → Six-month letter of appeal rights and copies of recorded conveyances sent to owner and parties of interest

Award

After the 60-day timeline and/ or if negotiations have failed, we move to J.O. process → Update title work → Issue J.O. and Lis Pendens with 20-day expiration; complete award of damages → Request check

Send payment to Clerk of Courts → Record award of damages → Two-year letter of appeal rights and copy of award of damages sent to owner and parties of interest

https://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/repm-forms.aspx