

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. Updated Airport Layout Plan (ALP) showing eligibility of property to be acquired or reimbursed
- 2. Updated project petition describing the property to be acquired or reimbursed
- 3. Resolution giving authority to purchase property
- 4. Environmental Investigations (fee acquisitions only):
 - Hazardous Material Site Assessment (Initial Site Reconnaissance plus other phases as necessary)
 - Agricultural Impact Statement (if property is a farm operation of five or more acres)
 - Archeological/Historical Assessment (Section 106 notification as necessary)
- 5. Survey accurately depicting property in relation to airport runways following BOA surveying and mapping guidelines*
- 6. Exhibit "A" map* for proposed and final acquisition/reimbursement, signed by sponsor
- 7. Title report, commitment and insurance
- 8. Appraisal by a Wisconsin Certified General Appraiser following BOA appraisal guidelines*
- 9. Appraisal Review by a Wisconsin Certified General Appraiser following BOA appraisal guidelines*
- 10. Property Owner's Appraisal & Review
- 11. Negotiator's Diary
- 12. Owner receipt of Department of Commerce brochures: 1) *The Rights of Landowners Under Wisconsin Eminent Domain Law* and 2) *Wisconsin Relocation Rights - Residential or Wisconsin Relocation Rights - Business, Farm and Non Profit Organizations* *
Date materials were sent to owner _____
- 13. Offer to Purchase letter
- 14. Relocation Plan (if property is occupied); Department of Commerce plan approval
- 15. For Voluntary Acquisitions Only – Letter explaining qualification as a Voluntary Acquisition (see the four points in the Uniform Act); Department of Commerce approval of exclusion from Uniform Act
- 16. Administrative Settlement Report* (if the purchase price exceeds approved appraisal amount)
- 17. Satisfaction of Mortgage or Partial Release of Mortgage (if acquisition is over \$5,000 and property was not acquired by Eminent Domain)
- 18. Closing statement signed by both buyer and seller
- 19. Recorded conveyance documents* – Avigation Easement, Clear Zone and Avigation Easement, Warranty Deed and any other permanent or temporary easements or agreements.
Note: Must include appeal language from WI Statute 32.05(2a).
- 20. Real Estate Transfer Return form (not needed if title company closes)
- 21. Relocation Order, Jurisdictional Offer, Lis Pendens & Award of Compensation if property was acquired by Eminent Domain
- 22. Documentation for all expenses
- 23. Sponsor certification*, signed by sponsor

If you have questions regarding land acquisition and reimbursement, or for current forms* and documents*, please call the Wisconsin Bureau of Aeronautics, Airport Program Section at (608) 266-1709