



**DISTRICT CHECKLIST FOR SURPLUS PROPERTY DISPOSAL
 (Property Management Agent Review)**

INSTRUCTIONS: This form is to be completed by the District Property Management Agent prior to submittal to Central Office.		Yes/See Comments
	Project Identification Section	
1.	Section 1 is fully completed	
	Section 2 is fully completed	
	All required attachments to be provided by the applicant have been acknowledged	
	Applicant signature and appraisal acknowledgement signature	
	CDE signature recommending approval	
2.	One (1) <u>Complete</u> set of: <ul style="list-style-type: none"> • Commonwealth source deed(s) for the right of way requested • Applicant source deed(s) for adjacent property 	
	All source documents are legible and contain the book, page and date of recordation	
3.	Two (2) copies of a land surveyor's plat, 8 ½" X 14" in size depicting the application area and the applicant's property lines, <u>the plat is stamped and signed by the surveyor</u>	
4.	All survey work has been staked in the field	
5.	Two (2) typed legal descriptions of the application area and electronic copy on disc	
6.	Two (2) sets of appropriate project plan and profile sheets with application area marked in red	
7.	Sufficient color photos to show the entire application area	
8.	Two (2) sets of completed (by District and Central Office) review sheets (Checklist for Disposal of Surplus Property, Form TC 62-7) from: <ul style="list-style-type: none"> • Project Development • Project Delivery and Preservation • Engineering Support 	
9.	Two (2) completed Surplus Property Notification of Environmental Conditions Sheets (TC 58-47)	
10.	Two (2) completed Surplus Property Categorical Exclusion Impact Summary Sheets (TC 58-46)	
11.	Is the applicant applying as a legal entity, i.e., Corporation, LLC, PSC? If so, then include: <ul style="list-style-type: none"> • KY Secretary of State Corporation Search denoting the entity's current standing • The name and title of person who will sign on the entity's behalf 	
12.	Was the application area acquired by KYTC as excess property? If so, then include: <ul style="list-style-type: none"> • Copy of corresponding TC 62-85 Notice of Excess Purchase 	
Comments:		
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; border-top: 1px solid black; text-align: center;"> <i>District Property Management Agent</i> </div> <div style="width: 45%; border-top: 1px solid black; text-align: center;"> <i>Date</i> </div> </div>		