



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. Submittal of Packet should include one hard copy and one emailed pdf.

SECTION 1: PROJECT INFORMATION

| COUNTY | ITEM NO. | PARCEL | (ORIGINAL) PARCEL OWNER |
|-------------|----------------|---------|-------------------------|
| | | | |
| PROJECT NO. | FEDERAL NUMBER | PROJECT | |
| | | | |

SECTION 2: APPLICANT INFORMATION

| NAME | MARITAL STATUS | BUSINESS STATUS |
|------|---|-----------------|
| | <input type="checkbox"/> M <input type="checkbox"/> S | |

SECTION 3: CHECKLIST (Check YES or NO. Record comments in Section 4 of this form.)

| | | YES | NO | |
|-----|---|---|----|--|
| 1. | Section 1 of TC 62-8 is fully completed. | | | |
| | Section 2 of TC 62-8 is fully completed. | | | |
| | Applicant signature and appraisal acknowledgement signature | | | |
| | CDE signature recommending approval | | | |
| 2. | One (1) complete set of: <ul style="list-style-type: none"> Commonwealth source deed(s) for the right of way requested Deed Book _____ Page _____ Date _____ Applicant source deed(s) for adjacent property Deed Book _____ Page _____ Date _____ 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 1/2" x 14" in size, depicting the application area and the applicant's property lines, the plat is stamped and signed by the surveyor. (May require flagging in field.) | | |
| 4. | Two (2) legal descriptions of the application area and Word electronic version | | | |
| 5. | Two (2) sets of appropriate project plan and profile sheets with application area marked in yellow | | | |
| 6. | Sufficient color photos to show the entire application area and aerial overlay (with area outlined). | | | |
| 7. | Two (2) sets of review sheets (Checklist for Disposal of Surplus Property, Form TC 62-7) completed by District and Central Office from: <ul style="list-style-type: none"> Project Development Project Delivery and Preservation Engineering Support | | | |
| | 8. | Does this request include an encroachment permit? If yes, give status below: | | |
| | 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 (corporation, LLC, PSC)? If yes, include the following: <ul style="list-style-type: none"> KY Secretary of State Corporation Search denoting the entity's current standing 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 yes, include the following: <ul style="list-style-type: none"> Copy of corresponding TC 62-85, Notice of Excess Purchase | | |



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SECTION 4: COMMENTS *(Use this section to explain any answers recorded in Section 3 of this form, if needed.)*

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SECTION 5: SIGNATURE

_____ **DISTRICT PROPERTY MANAGEMENT AGENT**

_____ **DATE**

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