



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 | | |



KENTUCKY TRANSPORTATION CABINET
Department of Highways
DIVISION OF RIGHT OF WAY AND UTILITIES

TC 62-222
Rev. 05/2019
Page 2 of 2

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

Empty space for comments.

SECTION 5: SIGNATURE

_____ **DISTRICT PROPERTY MANAGEMENT AGENT**

_____ **DATE**

Empty space for additional information.