



**CHECKLIST FOR DISPOSAL OF SURPLUS PROPERTY**

**SECTION 1: PROJECT INFORMATION**

|                    |                       |               |                |
|--------------------|-----------------------|---------------|----------------|
| <b>COUNTY</b>      | <b>ITEM NO.</b>       | <b>PARCEL</b> | <b>NAME</b>    |
|                    |                       |               |                |
| <b>PROJECT NO.</b> | <b>FEDERAL NUMBER</b> |               | <b>PROJECT</b> |
|                    |                       |               |                |

**30-Day Review Period Expires:** \_\_\_\_\_ **Applicant Name:** \_\_\_\_\_

**SECTION 2: SURPLUS PROPERTY COMMENTS – PROJECT DEVELOPMENT**

| <b>Part A. Checklist</b> |  | <b>COMMENTS</b> |             |
|--------------------------|--|-----------------|-------------|
|                          |  | <b>District</b> | <b>C.O.</b> |
| 1.                       | Is the property located adjacent to a project in the design or planning stage? If so, Will this property be needed for right of way? Should it be utilized as a waste or borrow area? Will it be needed for detour or temporary access purposes? |                 |             |
| 2.                       | Could the property be used for a needed roadway facility? ( <i>rest area, roadside park, weigh station, etc.</i> )   |                 |             |
| 3.                       | If the property is located at an intersection, should the property be retained for future enlargement of the intersection for traffic operational purposes?  |                 |             |
| 4.                       | Based on land use observations, can we anticipate that the disposal and subsequent development of this property will create an undesirable development?  |                 |             |
| 5.                       | Is there a probability that the roadway adjacent to this property will be widened or reconstructed in the future? If so, will this property be utilized?   |                 |             |
| 6.                       | Could disposal and subsequent developments cause changes in the drainage pattern that would adversely affect the road or the surrounding areas?  |                 |             |
| 7.                       | Would any or all of this property be needed to meet "Roadside Design Guide" requirements?  |                 |             |
| 8.                       | <b>The property reviewed for this application appears to be surplus to the needs of KYTC.</b>  |                 |             |

**Part B. Written Comments** (*Text is limited for accurate printing. Attach pages if additional room is needed.*)

**District Project Development Engineer:**  
 \_\_\_\_\_

**Central Office Highway Design:**  
 \_\_\_\_\_

**Part C. Signatures (Surplus Property Comments – Project Development)**

|                                     |             |                                      |             |
|-------------------------------------|-------------|--------------------------------------|-------------|
| _____                               | _____       | _____                                | _____       |
| <b>TEBM for Project Development</b> | <b>Date</b> | <b>Central Office Highway Design</b> | <b>Date</b> |

*As Chief District Engineer, I have reviewed all information related to Surplus Property Comments – Project Development. (Sections 3 and 4 also require CDE signature.)*

\_\_\_\_\_ **Chief District Engineer** \_\_\_\_\_ **Date**



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| <b>COUNTY</b>      | <b>ITEM NO.</b>       | <b>PARCEL</b> | <b>NAME</b>    |
|                    |                       |               |                |
| <b>PROJECT NO.</b> | <b>FEDERAL NUMBER</b> |               | <b>PROJECT</b> |
|                    |                       |               |                |

**30-Day Review Period Expires:** \_\_\_\_\_ **Applicant Name:** \_\_\_\_\_

**SECTION 3: SURPLUS PROPERTY COMMENTS – PROJECT DELIVERY & PRESERVATION**

| <b>Part A. Checklist</b> |   | <b>COMMENTS</b> |             |
|--------------------------|---|-----------------|-------------|
|                          |   | <b>District</b> | <b>C.O.</b> |
| 1.                       | Is any or all of the property presently needed for proper maintenance of the roadway appurtenances? ( <i>i.e., drainage ditches, scenic enhancement, waste or borrow area</i> )                                   |                 |             |
| 2.                       | Is any or all of the property needed for access to work areas of the department or other governmental agencies? ( <i>i.e., drainage ditches, bridge substructures, signs, moving areas, stream gauges, etc.</i> ) |                 |             |
| 3.                       | Could the property be utilized to satisfy needs for a department building of the non-roadway category? ( <i>Maintenance, traffic, equipment, etc.</i> )   |                 |             |
| 4.                       | Could the property be used for needed expansion of another existing roadway facility?   |                 |             |
| 5.                       | Will the development of the property require undesirable access to the adjacent roadway?  |                 |             |
| 6.                       | Does the property or any part thereof presently serve as a scenic buffer zone isolating the roadway from nearby undesirable development?  |                 |             |
|                          | Should the property or any part thereof be developed as a scenic buffer zone to isolate the roadway from present or anticipated undesirable development?  |                 |             |
| 7.                       | Would any or all of this property be needed to meet "Roadside Design Guide" requirements?   |                 |             |
| 8.                       | <b>The property reviewed for this application appears to be surplus to the needs of KYTC.</b>   |                 |             |

**Part B. Written Comments** (*Text is limited for accurate printing. Attach pages if additional room is needed.*)

**District Project Delivery & Preservation:**

**Central Office Operations:**

**Part C. Signatures (Surplus Property Comments – Project Delivery & Preservation)**

\_\_\_\_\_ **TEBM for Project Delivery & Preservation**      **Date**      \_\_\_\_\_ **Central Office Operations**      **Date**

*As Chief District Engineer, I have reviewed all information related to Surplus Property Comments – Delivery & Preservation.  
 (Sections 2 and 4 also require CDE signature.)*

\_\_\_\_\_ **Chief District Engineer**      **Date**



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|--------------------|-----------------------|---------------|----------------|
| <b>COUNTY</b>      | <b>ITEM NO.</b>       | <b>PARCEL</b> | <b>NAME</b>    |
|                    |                       |               |                |
| <b>PROJECT NO.</b> | <b>FEDERAL NUMBER</b> |               | <b>PROJECT</b> |
|                    |                       |               |                |

**30-Day Review Period Expires:** \_\_\_\_\_ **Applicant Name:** \_\_\_\_\_

**SECTION 4: SURPLUS PROPERTY COMMENTS – ENGINEERING SUPPORT**

| <b>Part A. Checklist</b> |   | <b>COMMENTS</b> |             |
|--------------------------|---|-----------------|-------------|
|                          |   | <b>District</b> | <b>C.O.</b> |
| 1.                       | Has applicant applied for an encroachment permit? If yes, explain in comments. Include status of permit application at the time of this review.             |                 |             |
| 2.                       | Could the property be used to satisfy needs for a department service building or structure? <i>Maintenance, traffic, equipment, etc.)</i>                   |                 |             |
| 3.                       | Will the disposal and subsequent development of this property create a possible sight distance restriction? <i>(Particular emphasis at intersections)</i>   |                 |             |
| 4.                       | If the property is located at an intersection, should the property be retained for future enlargement of the intersection for traffic operational purposes? |                 |             |
| 5.                       | Will the development of the property require undesirable access to the adjacent roadway?  |                 |             |
| 6.                       | Would any or all of this property be needed to meet "Roadside Design Guide" requirements?   |                 |             |
| 7.                       | If disposal is not approved, could the area be airspaced?   |                 |             |
| 8.                       | Will disposal infringe on the rights of the adjacent property owner(s)?   |                 |             |
| 9.                       | Could the area be used for a Park & Ride lot, service or rest area, or other motorist accommodation facility?   |                 |             |
| 10.                      | Are utilities present on the area?  |                 |             |
| 11.                      | Is there an encroachment permit application pending or an approved permit associated with this area?  |                 |             |
| 12.                      | If right of way is Limited Access, does a "window" for save access exist?   |                 |             |
| 13.                      | <b>The property reviewed for this application appears to be surplus to the needs of KYTC.</b>   |                 |             |

**Part B. Written Comments** *(Text is limited for accurate printing. Attach pages if additional room is needed.)*

**District Engineering Support Branch:**  
 \_\_\_\_\_

**Central Office Permits:**  
 \_\_\_\_\_

**Part C. Signatures (Surplus Property Comments – Engineering Support)**

|  |                      |  |                      |
|--|----------------------|--|----------------------|
| _____<br><b>TEBM for Engineering Support</b> | _____<br><b>Date</b> | _____<br><b>Central Office Permits</b> | _____<br><b>Date</b> |
|--|----------------------|--|----------------------|

*As Chief District Engineer, I have reviewed all information related to Surplus Property Comments – Engineering Support.  
 (Sections 2 and 3 also require CDE signature.)*

\_\_\_\_\_  
**Chief District Engineer**
\_\_\_\_\_  
**Date**