

CHEAT SHEET FOR APPRAISAL SUBMITTALS OF FEES AND INVOICES

CHECKLIST FOR APPRAISAL FEE SUBMITTAL TO CENTRAL OFFICE RIGHT OF WAY AND PROFESSIONAL SERVICES (under \$50,000.00)

- APPRAISAL FEE PROPOSAL (Cover Letter, Scoping Meeting Minutes, TC 40-2, Appraisal Parcel List Breakdown, Negotiation Minutes if Applicable) – Send to CO ROW & Professional Services
- PROJECT REPORT – send to Central Office Right of Way only

CHECKLIST FOR APPRAISAL FEE SUBMITTAL TO PROFESSIONAL SERVICES ONLY (\$50,000.00 and over)

- APPRAISAL FEE PROPOSAL (Cover Letter, Scoping Meeting Minutes, TC 40-2, Appraisal Parcel List Breakdown with Fees, Negotiation Minutes if Applicable)
- Send Appraisal Parcel List Breakdown to Central Office Right of Way without Fees

CHECKLIST FOR INVOICE SUBMITTAL

ALL FORMS AVAILABLE ON PROFESSIONAL SERVICES WEBSITE IN
FORMS LINK

- PSC Blank Invoice Form (aka LRC FORM)
- RIGHT OF WAY – CONSULTANT MONTHLY REPORT
- TC 40-408 – Breakdown by parcel & include summary of details for each parcel

Guidance sheets are available on the Right of Way Appraisal Site at the link below.

<https://transportation.ky.gov/RightofWay/Pages/Appraisals.aspx>