

3-7-2019

TITLE REQUEST INFORMATION (WHAT'S NEEDED)

- I. Email to Central Office Requesting Titles (Acquisition Branch-c/o Shannon Dearing, Michael Beaven, & Marion Sizemore)
 1. Subject- County and Item #
 2. Body
 - a) Project Identification
 - b) Estimated number of parcels
 - c) Description of the type of properties needing title reports
 - d) List of any special needs, such as mineral titles
 - e) Deadline to be completed (This should be a specific date)
 3. Attachments or Links
 - a) ROW Summary Sheet (Required)
 - b) Deed Sources (Required)

Property Owners Deeds, the complete deed. This sometimes can be a very large file. You can upload this to the ftp site <https://ftp.ky.gov>
Username: kytc\transportation
Password: bigfiles. Provide link if uploaded to ftp site
 - c) ROW Strip Map very helpful if large project. (Optional)
- II. When submitted to Central Office it will be reviewed and forwarded to Office of Legal Services (OLS). When forwarded to OLS the Right of Way Agent Supervisor will be copied

Example Request

To: Shannon.Dearing@ky.gov MichaelH.Beaven@ky.gov Marion.Sizemore@ky.gov
From: Right of Way Agent Supervisor
RE: Perry County, 10-269.10 Title Request

Project Identification:

Perry County, Item No.10-269.10
12F0 FD52 097 4829101R; NHPP 0151 (73)
Hazard-Jackson

District 10 requests titles for the subject project. There are a total of 32 parcels of mixed use i.e. residential, commercial, and special purpose. No mineral titles are expected. I have attached the right of way summary, right of way strip map, and a link to our ftp site where the deed sources can be located. The titles should be completed on or before 01 May 2014. If you have any questions feel free to call.

Thanks.

[Insert Link to ftp site (location of deed sources)]