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| ***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.* |

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| **SECTION 1: PROJECT INFORMATION** |
| **COUNTY** | **ITEM NO.** | **PARCEL** | **(ORIGINAL) PARCEL OWNER** |
|       |       |       |       |
| **PROJECT NO.** | **FEDERAL NUMBER** | **PROJECT** |
|       |       |       |

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| **SECTION 2: APPLICANT INFORMATION** |
| **NAME** | **MARITAL STATUS** | **BUSINESS STATUS** |
|        |  | [ ]  |  **M** | [ ]  |  **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:* 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 ½” 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:* 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: |    |    |  |
|  | * 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: |    |    |  |
|  | * 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.)* |
|       |
| **SECTION 5: SIGNATURE** |
|  |  |  |  |  |  |  |  |  |
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|  |  | **DISTRICT PROPERTY MANAGEMENT AGENT** |  |  | **DATE** |  |  |  |
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