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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.* |  |  |  |  |  | | --- | --- | --- | --- | | **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** | | | | | | | | | | | | | | | |  | | | | | | | | |  |  | | **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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