

CHECKLIST FOR DISPOSAL OF SURPLUS PROPERTY

SECTION 1: PROJECT INFORMATION

COUNTY	ITEM NO.	PARCEL	NAME
PROJECT NO.	FEDERAL NUMBER		PROJECT
30-Day Review Period Expires:		Applicant Name:	

SECTION 2: SURPLUS PROPERTY COMMENTS – PROJECT DEVELOPMENT

Part A. Checklist	COMMENTS	
	District	C.O.
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. The property reviewed for this application appears to be surplus to the needs of KYTC.		

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)

TEBM for Project Development	Date	Central Office Highway Design	Date
------------------------------	------	-------------------------------	------

*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



CHECKLIST FOR DISPOSAL OF SURPLUS PROPERTY

COUNTY	ITEM NO.	PARCEL	NAME
PROJECT NO.	FEDERAL NUMBER		PROJECT

30-Day Review Period Expires: _____ **Applicant Name:** _____

SECTION 3: SURPLUS PROPERTY COMMENTS – PROJECT DELIVERY & PRESERVATION

Part A. Checklist		COMMENTS	
		District	C.O.
1.	Is any or all of the property presently needed for proper maintenance of the roadway appurtenances? (i.e., drainage ditches, scenic enhancement, waste or borrow area)		
2.	Is any or all of the property needed for access to work areas of the department or other governmental agencies? (i.e., drainage ditches, bridge substructures, signs, moving areas, stream gauges, etc.)		
3.	Could the property be utilized to satisfy needs for a department building of the non-roadway category? (Maintenance, traffic, equipment, etc.)		
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.	The property reviewed for this application appears to be surplus to the needs of KYTC.		

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**



CHECKLIST FOR DISPOSAL OF SURPLUS PROPERTY

COUNTY	ITEM NO.	PARCEL	NAME
PROJECT NO.	FEDERAL NUMBER		PROJECT

30-Day Review Period Expires: _____ **Applicant Name:** _____

SECTION 4: SURPLUS PROPERTY COMMENTS – ENGINEERING SUPPORT

Part A. Checklist		COMMENTS	
		District	C.O.
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.	The property reviewed for this application appears to be surplus to the needs of KYTC.		

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)

_____ **TEBM for Engineering Support** **Date** _____ **Central Office Permits** **Date**

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**