Kentucky Transportation Cabinet

Division of Right of Way & Utilities

Right of Way Appraisal Services

Scoping Meeting

1. **Project Description –** Provide Right of Way Appraisal Services for Item No. \_\_\_\_\_\_\_ in \_\_\_\_\_\_\_County – \_\_\_\_\_\_\_\_total parcels
2. **Project Manager –**
3. **Purpose & Need –** To provide appraisal services in order to facilitate purchase of rights of way
4. **Appraisals**
	1. Appraiser should provide advanced notice of date and time of the appraisal inspections to the Right of Way Supervisor and Project Manager so they may coordinate any relocation assistance if practical.
	2. Prepare and conduct personal pre-appraisal contact with the interest owner(s) for each parcel using acceptable KYTC forms.
	3. Afford all property owners the opportunity to accompany the appraiser on all inspections. Maintain a record of contact in file.
	4. Owners shall be given the *Right of Way Acquisition Process* pamphlet, Form TC 62-19 – Property Owner Interview, and a prepaid envelope to return the survey to Central Office Right of Way. Form TC 62-19 can be found using the following link: <https://transportation.ky.gov/RightofWay/Pages/Appraisals.aspx>
	5. Conform to KYTC policy and procedures and USPAP
	6. Sheet 10 – The Description of The Acquisition section of this sheet shall be completed on all Total Take parcels. The appraiser shall include but will not be limited to the direction of the take with station numbers, an account of all buildings and site improvements in the acquisition area and any personal property that may or may not be compensated for in the appraisal.
	7. Coordinate activities with the review appraiser.
	8. The review appraiser shall determine consistency in values, supporting documentation related to the conclusion reached and compliance with KYTC policy and procedures and USPAP.
	9. Exterior photos shall include front, back and side views of building improvements acquired. Several photos of the acquisition area and easements must also be included. The appraiser shall provide interior photographs of all rooms on relocation parcels.
	10. Comparable Sales Book Deadline (Actual Date)
	11. Number of hard copies of the Comparable Sales Books required.
	12. Drainage concerns from structures, buildings, etc. into right of way addressed within the appraisal.
	13. Parcels to be completed first (if any).
	14. Submission of Appraisals (Actual Date).
	15. No. of appraisals to be submitted.