

Lewis County Right of Way Acquisition Procedures

Exhibit A

Survey
Researches road records and other available documents for existing right of way (r/w) data. Performs fieldwork as necessary to determine right of way alignment and width, and gathers topographical data.
r/w foot print requirements received from Design Engineering regarding right of way needs for the project.
Creates Right of Way Plan and forwards to Property Management. Order title reports.

Real Estate Services Manager, County Engineer or Asst. Co. Engineer & Sr. Engineer Survey
Review r/w plan, and when in accepted form, sign off.

Board of County Commissioners
Decision required - acquisition under the threat of eminent domain, or a non-eminent domain matter.
Resolution of intent to establish road change, or for smaller projects resolution to acquire additional r/w.

Real Estate Services / Property Management
Mails r/w plans to affected property owners providing opportunity for comment.
Survey stakes elements of r/w maps for owner and appraiser.

Real Estate Services / Property Management
Appraisals and Review Appraisals for parcels with estimated values over \$25,000 or those considered to be complex appraisals. Review Appraisers must be licensed and WSDOT approved.
Administrative Offer Summaries for those uncomplicated valuations of properties with values less than \$25,000.

If Relocation is required

WSDOT or Consultant

Real Estate Services / Property Management
Prepares offer letters, agreement, deeds/easements, Offer letter must include statutory (RCW 8.25.020) requirement to reimburse for professional evaluation of offer.
Also include eminent domain language when applicable. Signed by Co. Engineer or Asst. Co Engineer. Minimum offer amount \$500.00. Review and assess the need of a partial reconveyance on purchases.

Real Estate Services / Property Management
R/W Agent delivers offer to property owner and continues to negotiate.

If accepted

Public works Director
May allow up to \$5,000 above offer based on basis of legitimate areas of disagreement.

If not accepted

If accepted

Board of County Commissioners
Administrative settlement by majority vote, considering recommendation by Public Works Department and best interests of the public.

If not accepted

If accepted

Prosecuting Attorney
Condemnation initiated by resolution of the Board

If not accepted & it is an Eminent Domain matter

If not accepted & offer not made under eminent domain threat, discontinue.

If not accepted continue negotiation through condemnation

If accepted

Real Estate Services / Property Management
Clears title of unacceptable encumbrances when necessary. Records all appropriate documents.

Real Estate Services / Property Management
Schedule N attached to ECS and filed with WSDOT if any early acquisition was done.