

XX	R/W MANUAL CHANGE	RWMC- 222
	PROCEDURAL HANDBOOK (1984 Edition)	RWPH-____-____-____ TRANSMITTAL#_____

TITLE: EXCESS LAND	APPROVED BY: <i>René Fletcher</i> RENÉ FLETCHER	DATE ISSUED: DEC - 6 2012
SUBJECT AREA: CHAPTER 16 - EXCESS LAND	ISSUING UNIT: OFFICE OF PLANNING AND MANAGEMENT AND PROJECT COORDINATION	
SUMMARY OF CHANGES: Updates Form RW 16-1. Also, revises its Table of Contents.		

PURPOSE

This manual change updates Form RW 16-1 to reflect the terminology used in the Advantage system. It also transmits this form from the Department's Caltrans Electronic Forms System (CEFS) to Chapter 16 in the Right of Way Manual.

<u>Form No.</u>	<u>Title</u>
RW 16-1	Excess Land Parcel Acquisition/Disposal Summary

EFFECTIVE DATE

Immediately.

MANUAL IMPACT

- Remove the superseded pages and insert the attached pages in the Manual.
- Record the action on the Revision Record.

REVISION SUMMARY

<u>Chapter</u>	<u>Remove Old Pages</u>	<u>Insert New/Revised Pages</u>
	Remove the following in its entirety:	Replace with the following in its entirety:
16 - Forms	Table of Contents (Rev. 7/2001) RW 16-1 (REV 7/2001)	Table of Contents (REV 6/2012) RW 16-1 (REV 6/2012)

CHAPTER 16

Excess Land Table of Contents

FORMS

<u>Form No.</u>	<u>Title</u>
RW 16-1	Excess Land Parcel Acquisition/Disposal Summary
RW 16-2	Analysis of Cost With Adjustments to Inventory Value
RW 16-3	Application to Hold Excess Land
RW 16-4	Reserved for Notice of Surplus Real Estate Sale
RW 16-5	Hold for Future Use
RW 16-6	Hold for Future Use
RW 16-7	Rescinded Route Parcel Inventory
RW 16-8	Excess Land Transaction Resumé (To be issued by 08/01/2002)
RW 16-9	Agreement for the Purchase of Real Property (Sale to Present Occupants) [SB 86]
RW 16-10	Income Certification [SB 86]
RW 16-11	Affordable Sales Price Calculations-Alternative A (Lower Income Households) [SB 86]
RW 16-12	Affordable Sales Price Calculations-Alternative B [SB 86]
RW 16-13	Right to Purchase Agreement Between Caltrans and Buyer [SB 86]
RW 16-14	Request for Proposal Department of Transportation Disposal of ___ Properties [SB 86]
RW 16-15	Agreement for the Purchase of Real Property (Sale to Housing Entity) [SB 86]
RW 16-16	Note and Agreement Secured by a Deed of Trust [SB 86]
RW 16-17	Deed of Trust [SB 86]
RW 16-18	Assumption Agreement [SB 86]
RW 16-19	Subordination Agreement - Form A [SB 86]
RW 16-20	Request for Notices of Default and Sale [SB 86]
RW 16-21	Owner-Occupant Certification [SB 86]
RW 16-22	Notice of Affordable Housing Resale Program [SB 86]
RW 16-23	Annual Certification of Ownership Conditions [SB 86]
RW 16-24	Notice of Intent [SB 86]
RW 16-25	Property Information Form [SB 86]
RW 16-26	Notice of Acceptance [SB 86]
RW 16-27	Notice of Abandonment of Right to Purchase [SB 86]
RW 16-28	Excess Land Inventory Memorandum
RW 16-29	Excess Land Fiscal Transmittal

DISPOSAL UNIT (Director's Deed)				
<input type="checkbox"/>	PARCEL ACQUISITION (COMPLETE I, II, III)			
<input type="checkbox"/>	ONE PARCEL DU (COMPLETE IV, V, & VI-A)			
<input type="checkbox"/>	DU WITH _____ PCLS (IV, V ONLY & VI-B)			

Dist	Co	Rte	P.M.	Parcel No.
Project Limit			Map No.	

I. EXCESS LAND PARCEL ACQUISITION DATA

Grantor			AR#	Schedule Number (New Parcel)
Deed Recorded	Post Acquisition Date	Interest Acquired	Parcel Type: <input type="checkbox"/> INVENTORY <input type="checkbox"/> NON-INV MEASURE CODE:	
EXCESS CREATED BY:		<input type="checkbox"/> Decert of R/Q—FHWA approved date _____	<input type="checkbox"/> Parcel Split	
<input type="checkbox"/> New Acquisition	<input type="checkbox"/> Decert of Operating Property from _____	<input type="checkbox"/> Rescinded Route _____	<input type="checkbox"/> Option Cancelled	
<input type="checkbox"/> Design Change			<input type="checkbox"/> Foreclosed Parcel	

II. PRORATA COST OF EXCESS PARCEL

Land	Improvement	Other	Total
\$	\$	\$	\$

III. EXCESS LAND INVENTORY VALUE - VALUE AT ACQUISITION (VTA) (From Excess Property Inventory Valuation, RW 7-13)

Area	Unit-Value	Land Value	Improvement Value	Total
Measure	\$	\$	\$	\$

IV. DISPOSAL DATA

(For Multiple Parcel Disposal Unit - Leave I, II, III, Above Blank - Attach VI-B)				
Clearance Requested	Clearance Obtained	Appraisal Requested	Appraisal Approved	Interest Value
Excess Land Valuation: <input type="checkbox"/> Market Value Appraisal <input type="checkbox"/> Public Sale Estimate		Land Value \$	Improvement Value \$	Total \$
<input type="checkbox"/> Does Not Qualify for Use By Other State Agencies <input type="checkbox"/> Qualifies-General Services Notified-No Reply or Waiver Received <input type="checkbox"/> Government Code 54220, et seq. Complied With-No Replies			Access (Will- Will Not) be Restricted Along Mineral Rights (Will-Will Not) be reserved	
Description of Property (Improvement; Zoning, etc.)				
Deed approval delegated to district <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, deed executed on: _____				

V. SALES DATA

Convey To:			Sales Price \$		
Bill No.	Interest Sold	Date of Sale	DD To HQ	CTC Approval	DD Recorded

(Reason for Sale Below Appraised Value) Approved by HQ _____

PREPARED BY:

REVIEWED BY:

DATE: _____

I have personally reviewed the Appraisal Report or Excess Parcel Disposal Value Estimate for the above excess property and authorize the sale of said property:
 To be submitted to the CTC for approval.
 Under CTC delegation

 District Division Chief, Right of Way DATE: _____

EXCESS LAND PARCEL ACQUISITION/DISPOSAL SUMMARY (Cont.)

RW 16-1 (REV 6/2012)

V. SALES DATA (Cont.)

BY	<input type="checkbox"/> PUBLIC	<input type="checkbox"/> PRIVATE (Adjoining Owners)	Minimum Bid \$	No. of Active Bidders
	<input type="checkbox"/> DIRECT	<input type="checkbox"/> Private Party <input type="checkbox"/> Government Agency	<input type="checkbox"/> Finding "A" <input type="checkbox"/> Finding "B" (Meets Criteria of CTC Resolution G-2)	
	<input type="checkbox"/> EXCESS INCAPABLE OF INDEPENDENT DEVELOPMENT BECAUSE: _____			
	<input type="checkbox"/> Excess will increase value of adjoining _____ zoned property in the amount of \$ _____ utilized _____.			
	<input type="checkbox"/> Highest price obtainable of \$ _____ has been received.			
	<input type="checkbox"/> Waivers obtained from _____ adjoining owners.		<input type="checkbox"/> Grantee is only adjoining owner.	
OTHER DISPOSAL				
<input type="checkbox"/> INCORPORATED - R/W	<input type="checkbox"/> EXCHANGE	<input type="checkbox"/> TRANSFER OF CONTROL AND POSSESSION		
<input type="checkbox"/> INCORPORATED - OPERATING PROPERTY	<input type="checkbox"/> UTILITY AGREEMENT			
	<input type="checkbox"/> CO-OP AGREEMENT	<input type="checkbox"/> OTHER (Explain In "Remarks")		
FINANCING				
<input type="checkbox"/> CASH	<input type="checkbox"/> INFORMAL TIME PAYMENT	<input type="checkbox"/> CREDIT FOR _____ YEARS	<input type="checkbox"/> NO MONETARY CONSIDERATION	

Statement for Utilities Agreements

<input type="checkbox"/> No monetary consideration. Conveyance of easement is 100% State obligation pursuant to utilities agreement.
<input type="checkbox"/> Amount received is company's share of _____ % of the appraised value of the easement pursuant to utilities agreement.
<input type="checkbox"/> Amount received represents appraised value of easement.

Summary for Exchanges Only

Acquired Parcel No: _____	FMV of Parcel Given in Exchange: \$ _____
R/W Contract Date: _____	Add "Cash To Grantor" (+): \$ _____
Project ID/Phase: _____	Subtract "Cash to State" (-): \$ _____
	Total Cost of Parcel Acquired: \$ _____ (Include interest)

R/W: Attach R/W Contract, Memo of Settlement and Federal Participation Memorandum. Accounting: Use Exchange Worksheet to determine required entries.
REMARKS

VI-A FEDERAL PARTICIPATION STATUS (Single Parcel Disposal Unit Only - For Multiple Parcels attach VI-B)

FEDERAL AID PROJECT NUMBER						
(1) Excess Land Parcel Number	(2) Project ID/Phase	(3) Federal Aid Expires	(4) Federal Partic. (Y,N)	(5) VTA - Value at time of Acquisition	(6) Acquisition Cost of Excess (Pro-rata Cost)	(7) Sales Price of Excess/ FMV, if exchanged
				\$	\$	\$

Project ID & Fed Aid No. Reviewed by: _____

Entry into Advantage
A/R Revenue

R/W Planning and Management

Date

Signature

Date

EXCESS LAND PARCEL ACQUISITION/DISPOSAL SUMMARY (Cont.)

RW 16-1 (REV 6/2012)

DISPOSAL UNIT (Director's Deed)										VI-B FEDERAL PARTICIPATION STATUS (For _____ Parcels)	
Federal Aid Project Number										Total Sales (7) + By Total Costs (6) =	
(1) Excess Land Parcel Number	(2) Project ID/Phase	(3) Fed Aid Expires	(4) Fed Partic? (Y, N)	(5) VTA - Value at Time of Acquisition	(6) Acquisition Cost of Excess (Pro-rata Cost)	(7) Sales Price of Excess/ FMV if exchanged					
1.						\$					\$
2.						\$					\$
3.						\$					\$
4.						\$					\$
5.						\$					\$
6.						\$					\$
7.						\$					\$
8.						\$					\$
9.						\$					\$
10.						\$					\$
11.						\$					\$
12.						\$					\$
13.						\$					\$
14.						\$					\$
15.						\$					\$
TOTAL - THIS PAGE						\$					\$
TOTAL - ALL PAGES						\$					\$

**INSTRUCTIONS FOR COMPLETING THE EXCESS LAND PARCEL
ACQUISITION/DISPOSITION SUMMARY**

PURPOSE:

To summarize the entire history of each excess parcel, inventory or noninventory, in the Excess Land Management System (ELMS) from the time of acquisition or "post acquisition" creation until sold or otherwise disposed. This form is used to summarize:

1. **Acquisition data for each excess parcel** in ELMS and
2. **Disposal data at the time of sale/disposal for either**
 - (a) **a single parcel disposal unit (DU)** on the same form or,
 - (b) **a multiple parcel disposal unit** using a clean RW 16-1 and attaching Part VI-B to give parcel detail for the DU.

ACQUISITION DATA ON RW 16-1

A. NEW ACQUISITION OF AN EXCESS PARCEL

Preparation: Acquisition staff at parcel (MOS) settlement.

1. Complete the top of the form. Place an "X" in the box by "Parcel Acquisition" and created by "New Acquisition."
2. Complete Parts I, II and III only. In Part I, leave the "Post Acquisition Date" and the "Parcel Type" spaces blank. In Part III, VTA source is the "Federal Participation Memo."
3. **Forward the RW 16-1 to the Excess Land Manager** who completes Part 1 - "Parcel Type" and "Measure Code" if applicable.

B. "POST-ACQUISITION" CREATION OF EXCESS PARCELS

Preparation: Excess Land staff at the time excess parcel created.

1. Complete the top of the form. Place an "X" by "Parcel Acquisition" and by the appropriate choice in "Excess Created By" (except "New Acquisition" - see "A1" above).
2. Complete Parts I (except "AR" & "Schedule No."), II and III.

C. VERIFY EXCESS PARCEL DATA IN ELM SYSTEM AND IRWS

Responsibility: Excess Land when RW 16-1 prepared or received.

DISPOSAL DATA ON RW 16-1

Preparation: Excess Land staff at the time of sale/disposal.

A. SINGLE PARCEL DISPOSAL UNIT (DU)

1. **Enter an "X" by "One Parcel DU"** on top of the same RW 16-1 which has Parts I, II & III already completed.
2. Complete Parts IV and V. In Part IV, deed approval is delegated to the district according to CTC Resolution G-98-22. In Part V, enter the Accounting "Bill Number" as reference.
3. **Complete Part VI-A.**
 - (a) **Enter Project ID and Federal Aid number** under which property acquired for right of way, (Enter "N/A" if no Federal Aid number involved.)
 - (b) **Complete Columns (3) through (7).**

**INSTRUCTIONS FOR COMPLETING THE
EXCESS LAND PARCEL ACQUISITION/DISPOSITION SUMMARY**

B. MULTI-PARCEL DISPOSAL UNIT (DU)

1. **Prepare a new 16-1 form.** On top of form, enter "X" only by "DU With ____ Parcels." Leave the parcel number blank; parcel numbers are entered on Part VI-B (below).
2. **Leave Parts I, II, and III blank.**
3. **Complete Parts IV and V.** In Part IV, the deed approval is delegated to the district according to CTC Resolution G-98-22. In Part V, enter the Accounting "Bill Number" as reference.

C. ATTACH PART VI-B FOR MULTI-PARCEL DU (In lieu of Part VI-A)

1. **Enter Disposal Unit number and number of parcels;**
2. **Enter the Federal Aid Project Number** under which property acquired for right of way, (Enter "N/A" if no Federal number). For more than one Federal Aid number, use separate lines or pages to group parcels under each number "including "N/A".
3. **List each parcel number in the disposal unit** and complete columns 2 through 7. Allocate "sales price" (column 7) to each parcel by multiplying each "pro-rata cost" (column 6) by this factor: "total sales" divided by "total pro-rata cost" for the DU. Verify parcel sales detail equals DU total. Verify compatibility of federal participation information in Column (4).

VERIFY DISPOSAL DATA IN ELM SYSTEM (at sale and at close of escrow)

- D.** The "CTC Approval" date field and the "Recorded Disp." date field on the Disposal Screen must be completed before the TC 900 to remove the parcel from inventory can be made.

APPROVAL OF THE RW 16-1

Use signature blocks in accordance with region/district delegations.

"FEDERAL PARTICIPATION STATUS" (Part VI-A or VI-B of the 16-1)

- A. After above approval, Excess Land "package" submitted for either CTC or delegated approval. 16-1 copy also sent to Planning & Management which validates Project ID and Federal Aid number.
 - B. **After close of escrow**, 16-1 sent to ASC which enters transaction into Advantage.
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