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| --- | --- | --- | --- | --- | --- |
| Federal Aid Project No. |  |  | | | |
|  |  |  | | | |
| 1. Does the agency have a reasonable procedure for disposal of excess land which conforms to businesslike procedures? | |  | Yes |  | No |
| a. Has this procedure been followed? | |  | Yes |  | No |
|  | |  |  |  |  |
| 2. Does the agency have a reasonable method of establishing and maintaining an inventory of excess property? | |  | Yes |  | No |
|  | |  |  |  |  |
| 3. Did the agency have proper authority from its governing board to sell the excess property? | |  | Yes |  | No |
|  | |  |  |  |  |
| 4. If right of way line was changed to incorporate or create excess land, did the local agency receive FHWA approval? | |  | Yes |  | No |
|  | |  |  |  |  |
| 5. Was an appraisal prepared for the disposal of the excess land parcel (sales unit)? | |  | Yes |  | No |
| If yes: | |  |  |  |  |
| a. sold for approved appraisal amount? | |  | Yes |  | No |
| b. was proper justification received for variation from appraisal amount? | |  | Yes |  | No |
|  | |  |  |  |  |
| 6. Was parcel (sales unit) sold by competitive public bids? | |  | Yes |  | No |
| If yes: | |  |  |  |  |
| a. was proper public notification given for public sale, and was the actual public sale conducted in a businesslike manner? | |  | Yes |  | No |
|  | |  |  |  |  |
| 7. Was the parcel (sales unit) sold by direct sale without competitive bids? | |  | Yes |  | No |
| If yes: | |  |  |  |  |
| a. proper justification in file? | |  | Yes |  | No |
| b. qualifies for sale to adjoining owner? | |  | Yes |  | No |
| c. qualifies for sale to governmental agency for public use? | |  | Yes |  | No |
|  | |  |  |  |  |
| 8. Was parcel (sales unit) sold within proper time period? | |  | Yes |  | No |
| a. was parcel disposed of before earlier of following dates? | |  | Yes |  | No |
| * final submission of the voucher to FHWA? | |  | Yes |  | No |
| * within two years after opening of the highway to traffic? | |  | Yes |  | No |
|  | |  |  |  |  |

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| Remarks: | | |
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| Reviewed By |  |  |
|  | (Print) |  |
|  |  |  |
| Date |  |  |
|  |  |  |
|  |  |  |
|  | (Signature) |  |