

## Waiver Valuation Qualification

In order to determine whether or not an acquisition qualifies for waiver valuation, the following questions should be answered:

YES   NO

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Is the acquisition value over \$10,000?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the acquisition anything more than a strip acquisition?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Are buildings, wells, signs, etc. affected?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the acquisition severing any buildings from remainder?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Are trees, shrubs, or any other landscaping involved?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the proposed right of way line enough closer to any building after the acquisition to require analysis of possible proximity damages? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is access to the property changed or limited?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Is current highest and best use of property going to be changed as a result of the acquisition?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Does a significant amount of the total compensation involve items other than land value?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there any borrow areas?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there reason to believe this parcel will proceed to Condemnation?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Is more land than actually needed being acquired?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there any other considerations that complicate the valuing of this parcel?   |

If one of these questions is answered "yes," the acquisition could still qualify for waiver valuation. Multiple "yes" answers would indicate that the acquisition cannot be considered for waiver valuation. A single "yes" answer would need to be further analyzed to decide whether the indicated situation causes the acquisition to become complicated and thus require the acquisition to be appraised. This list of questions is not intended to be all-inclusive. The key to use of this method of determining compensation is that impacts of the acquisition are minimal or can be easily measured by their cost to cure.

## **Waiver Valuation Methods**

The basis for land value estimates shall be any one of the following in descending order of acceptability.

- Identification of at least one specific sale of a similar property in the general community. This sale must be identified so that the property can be located by a reader. Sales price per comparable unit must also be stated.
- Reference to at least one specific sale or a value analysis indicated in a "Project Data Book" recently prepared on any project in the general community. If a data book is used on a project different from the subject, that project number must be listed.
- A listing of a similar property provided that adjustments are analyzed to estimate current cash sale price. These may be supported by a percentage adjustment from a past history of sales versus listing. An estimator may interview local real estate brokers, bankers, etc. to ascertain listing adjustments. Names of persons interviewed and cities in which they are located must be reported.
- Compensation for items not cured by the construction of the project may be estimated on the basis of the cost-to-cure damages or to replace the items in the marketplace. The person preparing the Compensation Estimate should note the source of replacement cost information, e.g., identified nursery or fence contractor or lumber yard.

The estimator will also acquire the necessary right of way upon completion of the estimate. However administrative approval must be obtained before payment is made to the property owner. Administrative approval must be provided by someone other than the person carrying out the waiver of appraisal process. The Right of Way Chief, Review Appraiser, or the Appraisal Chief may grant administrative approval. Their responsibilities in this capacity are to prevent gross inconsistency on a project and to ensure that there has been an adequate investigation of the local market to support estimates.

## **Waiver Compensation Submittal**

A Waiver Compensation "package" shall be submitted to the Agency of Transportation for each parcel prior to any payment of compensation. The package will consist of the following:

- Waiver Valuation Estimate form
- Plat and Detail Sheet (1/2 size)
- Copy of signed easement, if donated
- Waiver Valuation Qualification checklist
- Photo's as Necessary