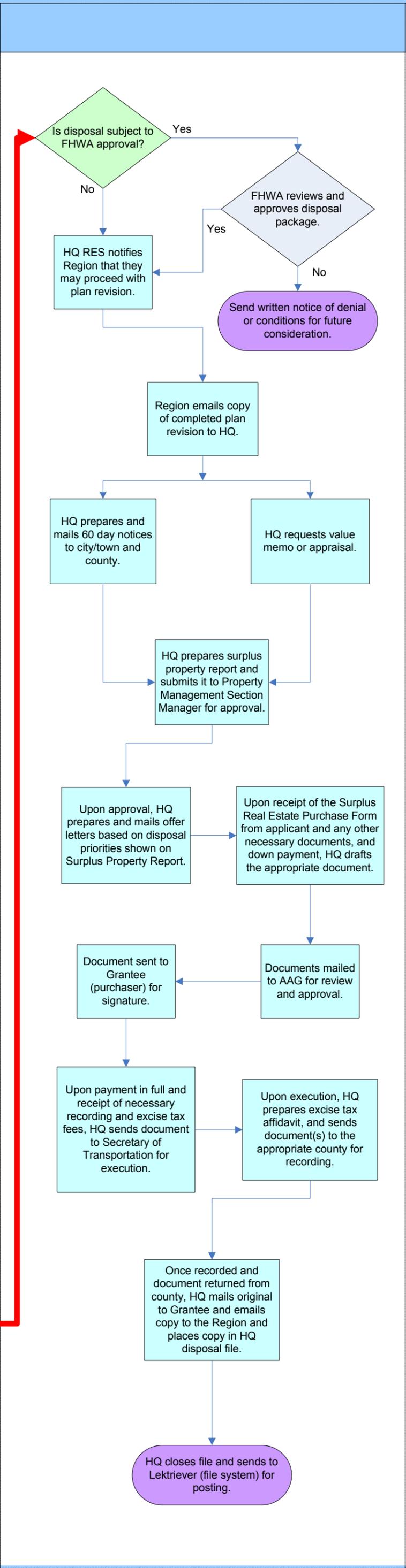
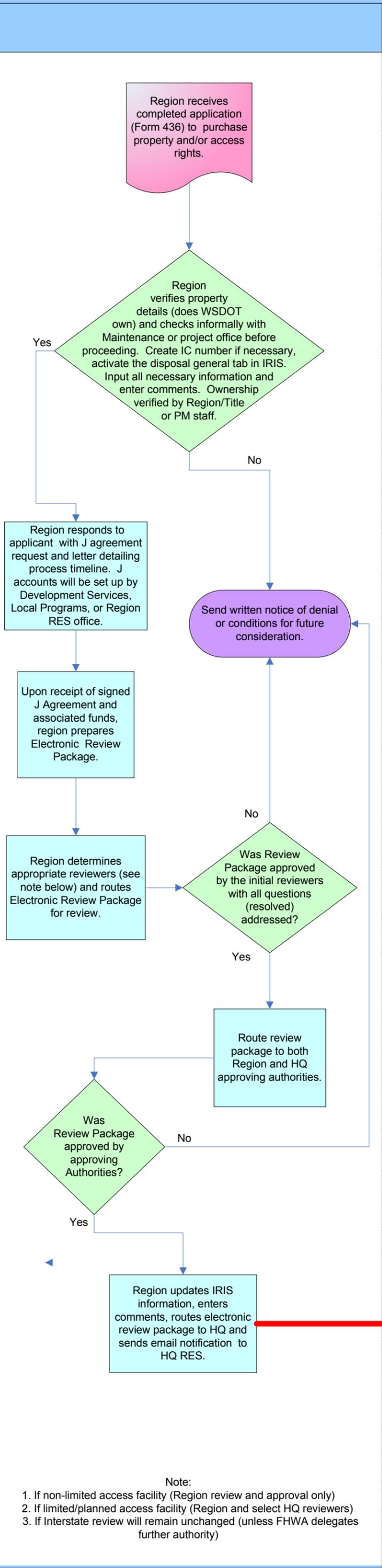


# WSDOT CONTINUING PROPERTY MANAGEMENT – DISPOSAL PROCESS



- Disposal Package should include the following:
1. Region Administrator's (or appropriate designee) letter of approval.
  2. All regional review and comment documents.
  3. One set of photographs of the property together with a map showing the direction of the shots.
  4. Two half size copies and one full size copy of the right of way plan sheet with the property to be disposed of outlined in red.
  5. Tax parcel number of this parcel, if assigned. If no tax parcel number is assigned, the tax parcel number of each abutting ownership must be supplied.
  6. Names, addresses, and telephone numbers of abutting owners, including contract purchasers.
  7. All correspondence from interested abutting owners and/or other potential purchasers and any responses.
  8. Notation of any special features or conditions on the property, such as encroachments, utility availability, access, boundaries, improvements, similarities, and differences to adjacent properties, etc., which could affect sale or value.
  9. Written direction to the property to enable location and inspection of the property
  10. Notation of the right of way project number, acquisition parcel number, and federal aid number (if applicable) on which the property was originally acquired.
  11. Surplus Property Report with Section 1 completed.
  12. Diary of Right of Way Activities.
  13. If the property to be disposed of is or was a pit site, the following documentation needs to be submitted:
    - a. Pit Evaluation Report (DOT Form 350-023)
    - b. Reclamation Plan, if appropriate.
    - c. Hazardous Materials Assessment and Remediation Reports.
  14. Information from county assessment records showing assessed value, property size, and assessment year of adjacent and other nearby parcels.
  15. Recommendation of property value based on available information. If the value of the property appears to be \$10,000 or less, the region agent should prepare a value memorandum citing the rationale and evidence obtained for the conclusion of value. Information to be included in the memorandum would be:
    - Size of parcel
    - Current use of parcel
    - Anticipated highest and best use
    - Support
    - Items 3, 5, 6, 8, and 14 shown above if not already provided
 The conclusion may indicate a range of value rather than a single dollar amount.
  16. Recommendation for method of disposal. The final decision as to method of disposal will be made by Headquarters.