**EMINENT DOMAIN PACKAGE SUBMISSION CHECKLIST**

**Pre-qualifier Questions:**

|  |  |  |
| --- | --- | --- |
| Has this parcel been approved on a previous Minute Order? (Note: If “yes”, please include watermarked copy of the previous Minute Order with your submission). | Yes | No |
| If “yes,” on which Minute Order (Month and Year) was the parcel? Answer in space below: | | |
|  | | |
| If “yes,” why is the parcel being placed on the current Minute Order? Answer in space below: | | |
|  | | |
| Are all applicable special clauses included behind the property description plat? | Yes | No |
|  | | |

**Instructions:**

Combine the below documents into a portfolio through Adobe Acrobat Pro.

Label the portfolio “RCSJ\_Parcel\_Landowner Name”

*E.g., 2374-04-078\_4,4E\_Lokker Development,LLC*

Please label each document within the portfolio the corresponding name next to its description.

Note: **NO** special characters,e.g., periods, commas, parentheses, in the “Document Electronic Label” column.

*Checklist on Following Page…*

|  |  |
| --- | --- |
| **Eminent Domain Package** | |
| **Document Description** | **Document Electronic Label** |
| Transmittal Memo | Transmittal\_Memo\_Parcel# |
| Final Offer Letter (Include all documents attached to final offer letter) | FOL\_Parcel# |
| Initial Offer Letter (Include all documents attached to initial offer letter) | IOL\_Parcel# |
| Form ROW-E-49 | E-49\_Parcel# |
| Possession and Use Agreement | PUA\_date executed\_Parcel# |
| Current Title Commitment (updated within the last 30 days) | Title\_Commitment\_Parcel# |
| Attorney Representation Letter (if applicable) | Attorney\_Rep\_Letter\_Parcel# |
| Applicable Map Sheet | ROW\_Map\_Parcel# |
| Copies of deed, info on current owner, or the necessary title documents | Supporting\_Deeds & Docs\_Parcel# |
| Printout from the Secretary of State or other information for serving hearing notices | SOS\_Parcel# |
| Negotiator’s Report(s) (Form ROW-N-94) | Negotiators\_Report\_Parcel# |
| Administrative Settlement Form(s) (any/all applicable) | Admin\_Settlement\_Parcel# |
| Receipt of Appraisal Report (if included) | A-RA\_Parcel# |
| Misc. Correspondence | Misc\_Parcel# |
| ED-MO Property – watermarked copy from the MO, if applicable | Property\_Description\_Parcel#\_MO# |
| Current Property Description including parcel plat and all applicable clauses | Property\_Description\_Parcel# |
| Tabulation of Values - Form ROW-A-10  (If multiple, only include final version) | A-10\_Tab\_of\_Values\_Parcel# |
| Appraisal - Form ROW-A-5  (if multiple appraisals, include all with most current first) | A-5\_Appraisal\_Parcel# |