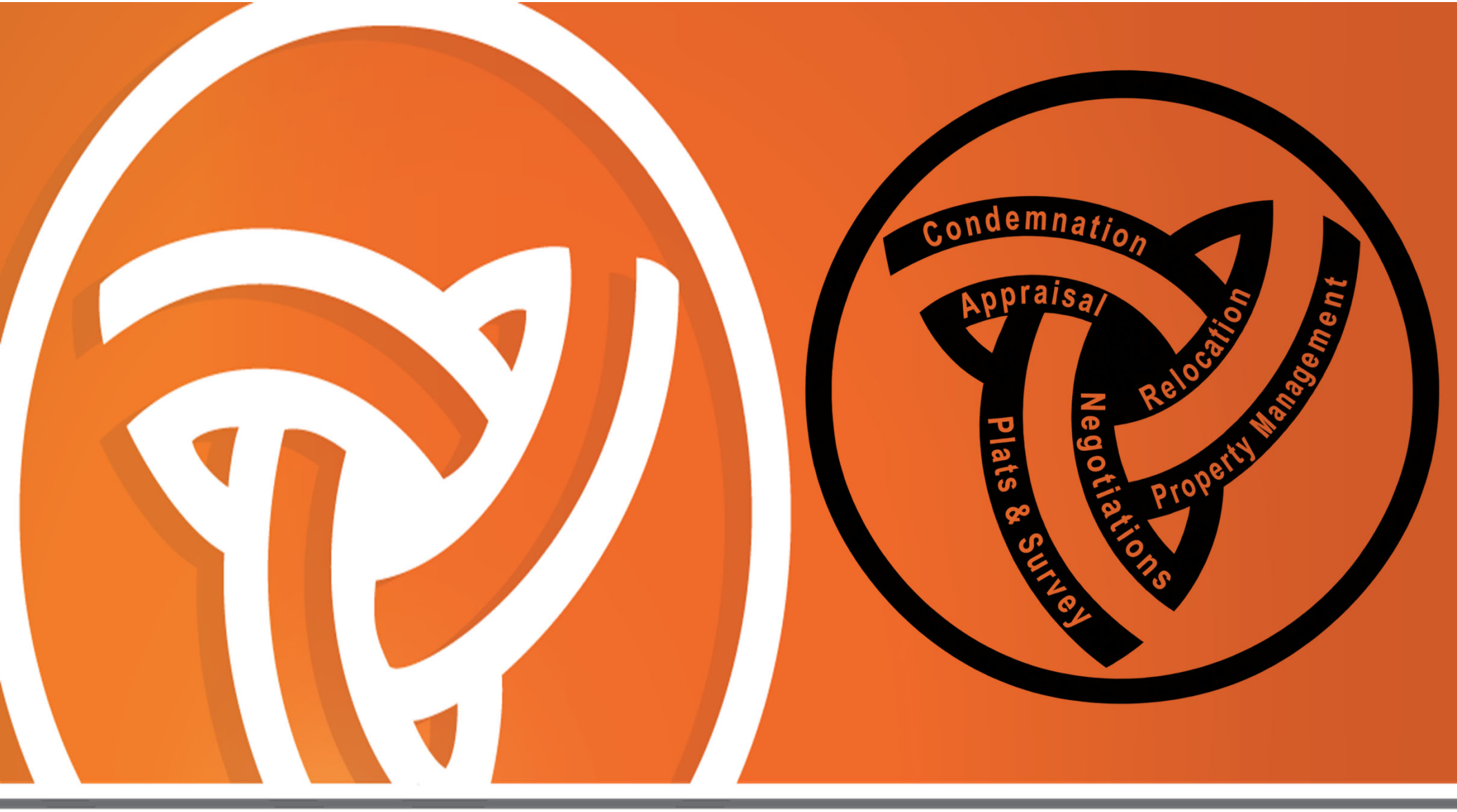


Land Acquisition Process – IDOT D4

This presentation provides a general overview of IDOT's land acquisition process; requirements and procedures may vary by project and are subject to applicable laws, current policies, and required approvals.

Illinois Department of Transportation

Where Right-of-Way doesn't mean Right Away!



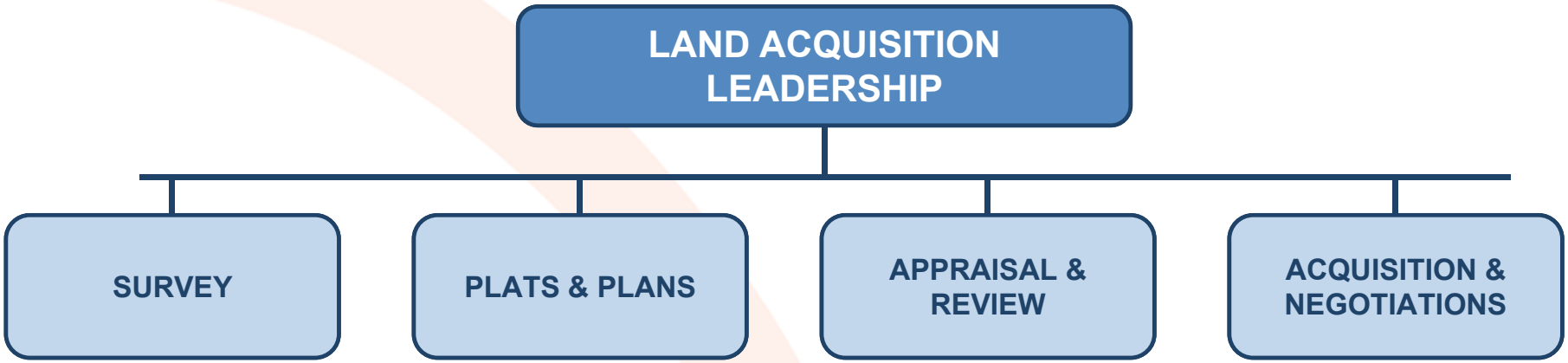




"We'd like to buy your land. Do you take discover card?"

How Land Acquisition is Organized

Core Land Acquisition Functions



Related / Supporting Functions



These functions work together to move a parcel from project development through acquisition and clearance for construction.

Specific organizational structure, staffing, titles and reporting relationships vary by district.

SURVEYS

Chief of Surveys

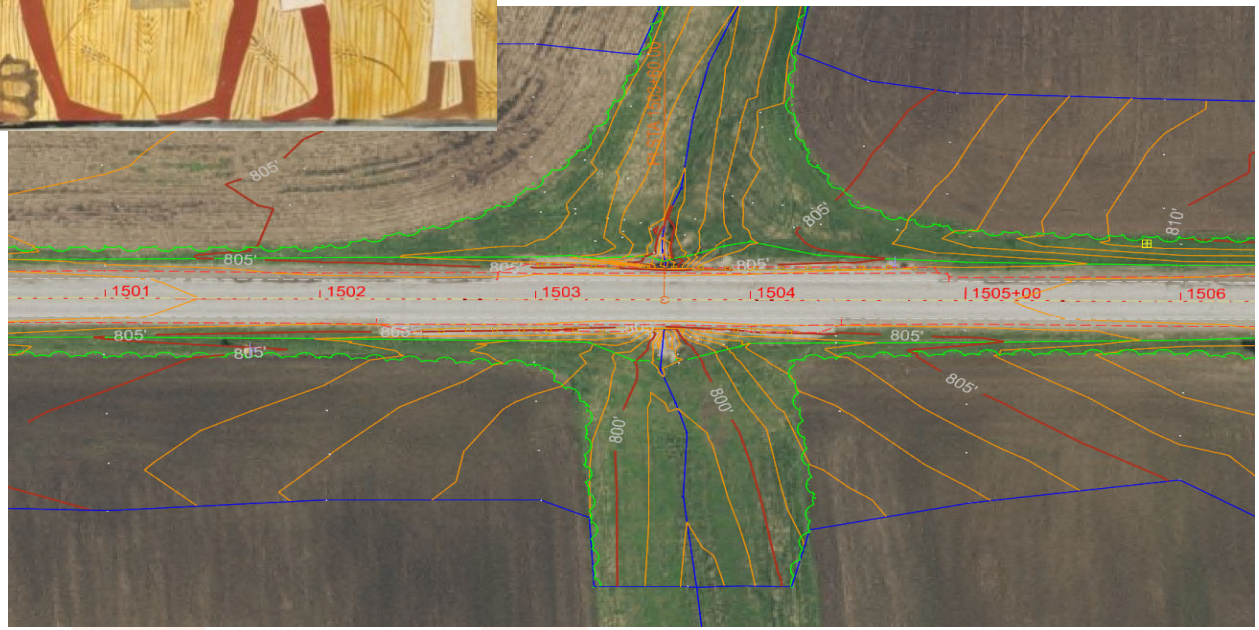
Data Coordinator

Survey Crew (s)

Surveys

The foundation of any project. Where it all starts.





Responsibilities of the Survey Section

- Performs Topographic & Hydraulic Surveys, Establishes Centerlines, Establishes Horizontal & Vertical Control.
- Works with Plats & Plans to mark ROW and perform misc. surveys for Ops/Maintenance.
- Ensures Permanent Survey Control exists after construction.
- For resurfacing projects – ensures Land Section Corners are located prior to milling operations and replaced after construction.

Survey Request Form



Illinois Department of Transportation

Survey Request

E-Mail | Reset Form

Email to: Chad.Langan@illinois.gov
cc: DOT.D4.SurveyCrew@illinois.gov
cc: DOT.D4.SandPEngineer@illinois.gov

Program Development - Land Acquisition Section

Marked Route | Date Requested
Section No. | Date Needed
County | Requested By Contact Name | Squad
Contract/Job No. | Email Address | Phone

Description (include job type and if additional survey may be needed in the future)

Please include copies of plan & profile sheets, location map, any available existing control, GIS map, or other useful information.

Identify Survey Type:

- ☐ Aerial Survey (The use of foreign-made drones is limited to projects without federal funding. Designers must verify funding before requesting drone aerial surveys.)
- ☐ APP/UTIL Survey (SUE survey & pick up - describe which utilities; station range, etc.)
- ☐ Ground (topography - describe needs; station range, distance from centerline)
  - ☐ Terrain Model (limits) ☐ ADA Ramps (locations) ☐ Sideroads (distance from centerline)
- ☐ Hydraulic Survey
- ☐ Land Survey
  - ☐ Establish existing ROW ☐ Plat Exhibits (TEs Only) ☐ Plats & Legals ☐ Stake property corners
- ☐ Route Survey (provide existing control, set control, reestablish alignment, etc)

Other Special Instructions

Land Acq. Use: R# | Assigned Date | Assigned to
Consultant PTB & WO # | Due Date

Page 1 of 1 D4 PD0306 (Rev. 04/23/26)

- **Form:** D4 PD0306 (Rev. 04/23/26)
- Provide as much project information and detail as possible.
- Clearly identify the type of survey work requested and the limits of the work.
- Include anticipated completion dates to assist with scheduling and prioritization.
- Attach supporting documents, such as location maps, plan sheets, GIS exhibits, or sketches.
- Clearly identify any special requirements or areas of concern.
- **Remember:** Complete and accurate requests help minimize delays and unnecessary follow-up correspondence.

Survey Requests

- **Purpose:** Coordinate survey services needed for project design, right-of-way determination, and property acquisition.
- **Request Form:** Complete the D4 PD0306 Survey Request Form, identifying the project, requested survey work, and anticipated completion date.
- **Survey Types:** Available services include topographic surveys, existing ROW determination, plats and legal descriptions, temporary easement exhibits, and property corner staking.
- **Project Information:** Provide the marked route, section number, county, contract/job number, and designer contact information.

Survey Requests

- **Scope of Work:** Clearly define survey limits, station ranges, specific needs, and whether additional survey work may be required later.
- **Supporting Documents:** Include applicable plan and profile sheets, location maps, existing survey control, GIS maps, and other relevant information.
- **Scheduling:** Submit requests early to allow sufficient time for survey coordination, consultant assignments, and project delivery.
- **Land Acquisition Coordination:** Land Acquisition reviews requests, coordinates survey assignments, and tracks completion dates.

PLATS & PLANS

Chief of Plats & Plans

Senior Plats & Plans Surveyor

Plats & Plans Technician(s)

External Influences on Survey Field Work

- Weather
  - Extreme cold and frozen ground
  - Snow
  - Flooding



- Farming Operations
  - Avoid crop damage
  - ROW staking may be postponed until harvest is complete
  - This can affect Appraisal & Negotiation timelines

Responsibilities of the Plats Section

- Directs the surveying of existing ROW lines and property lines.
- Determines proposed acquisition for projects.
- Compiles list of affected properties and orders Title Commitments.
- Directs & reviews platting & descriptions of necessary acquisition.
- Reviews Schedule B title items which are found on the title work.

Responsibilities of the Plats Section



- Performs research and consults the title company on how to proceed with acquisition if gaps or overlaps are discovered.
- Records Final Plat of Highways once project is clear.
- Ensures ROW corners, property corners, and land section corners are replaced after construction
- Provides ROW information for internal and external requests (hundreds per year).

Responsibilities of the Plats Section

- Reviews subdivision plats for development along State highways.
- Platting of Excess parcels.
- Maintains database of plats and recorded documents of both acquired and disposed of excess property.
- Works with Local Roads to ensure ROW needs are met along State Highways.

Information Needed to Determine Limits of Acquisition

- Accurate Limits of Construction
- PDF's of plans showing proposed construction
  - Include Traffic Signal plans, Drainage plans, Removal plans
- PDF's of Preliminary X-Sections
- Complete set of CADD design files
- Estimate of Proposed ROW

How is Proposed Acquisition Determined?

- Limits of Acquisition are determined by what is happening at the construction limits, not by the lines themselves.

- Construction limits should represent actual limits of disturbance. Plats & Plans will determine Temporary Easement limits to allow a construction buffer.

Plat of Highways

Review project for Right-of-Way needs and identify survey limits.
Survey limits of ROW and land lines may extend beyond limits of construction project.



Request title commitments.
Receipt of commitments takes 30-90 days.

Prepare proposal package and defined scope. (for outside consultant)
Historic ROW documents, control, alignment files, subdivision plats, etc.

Review, negotiate, and approve proposal.
Takes roughly 2 weeks.

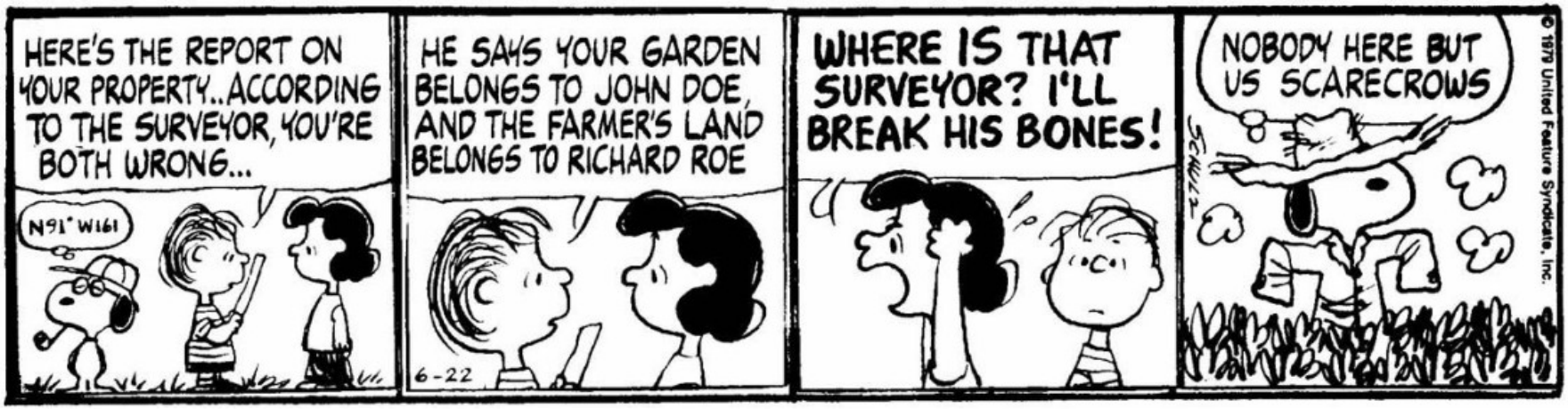
Preparation of Plat of Highways and legal description.

Preliminary submittal: 2 – 8 months from authority to proceed. → Review and make comments: duration varies. → Final submittal: 30 days from receipt of comments.

Create the parcel files to transmit to the Appraisal section:
Final plats and legal descriptions

Purpose of Plats

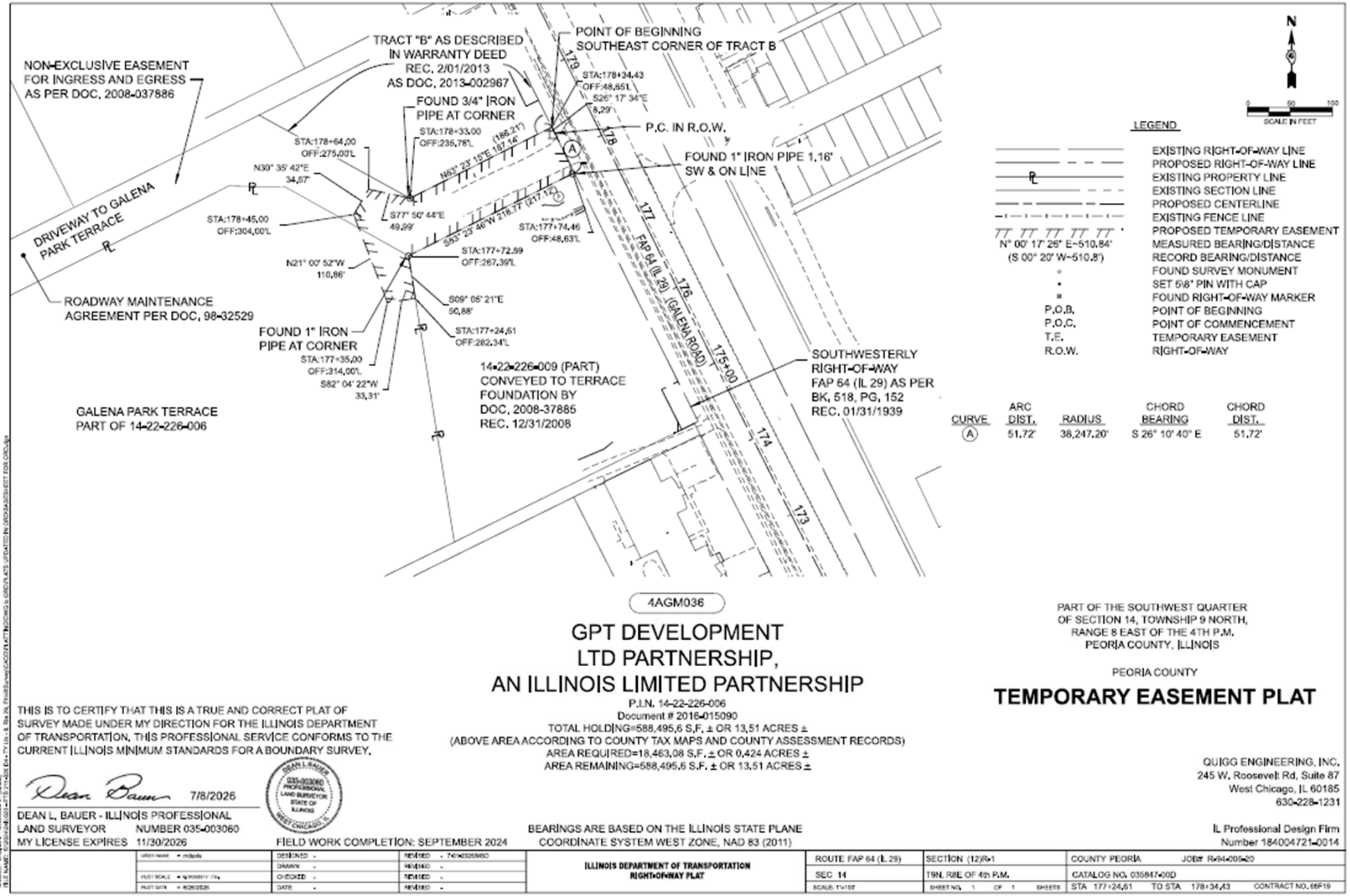
- Graphically depict acquisition
- Used by appraisers, negotiators, attorneys, property owners, and surveyors
- Required by Statute



Types of Plats

- Individual Plat for a single parcel.
  - Right-of-Way Plat
  - Permanent Easement Plat
  - Temporary Easement Plat
  - Excess Parcel Plat
  - Other
- Plat of Highways
  - A set of plats for an entire project depicting all parcels and all types of acquisition.
  - A Plat of Highways can be included in the construction plan set in lieu of a ROW Plan.
- Temporary Easement Exhibit

Example Plat



4AGM036

GPT DEVELOPMENT LTD PARTNERSHIP, AN ILLINOIS LIMITED PARTNERSHIP

P.I.N. 14-22-226-006
Document # 2016-015090
TOTAL HOLDING=588,495.6 S.F. ± OR 13.51 ACRES ±
(ABOVE AREA ACCORDING TO COUNTY TAX MAPS AND COUNTY ASSESSMENT RECORDS)
AREA REQUIRED=18,463.08 S.F. ± OR 0.424 ACRES ±
AREA REMAINING=588,495.6 S.F. ± OR 13.51 ACRES ±

PART OF THE SOUTHWEST QUARTER OF SECTION 14, TOWNSHIP 9 NORTH, RANGE 8 EAST OF THE 4TH P.M. PEORIA COUNTY, ILLINOIS

PEORIA COUNTY

TEMPORARY EASEMENT PLAT

THIS IS TO CERTIFY THAT THIS IS A TRUE AND CORRECT PLAT OF SURVEY MADE UNDER MY DIRECTION FOR THE ILLINOIS DEPARTMENT OF TRANSPORTATION, THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY.

Dean Bauer 7/8/2026

DEAN L. BAUER - ILLINOIS PROFESSIONAL LAND SURVEYOR NUMBER 035-003060
MY LICENSE EXPIRES 11/30/2026

FIELD WORK COMPLETION: SEPTEMBER 2024

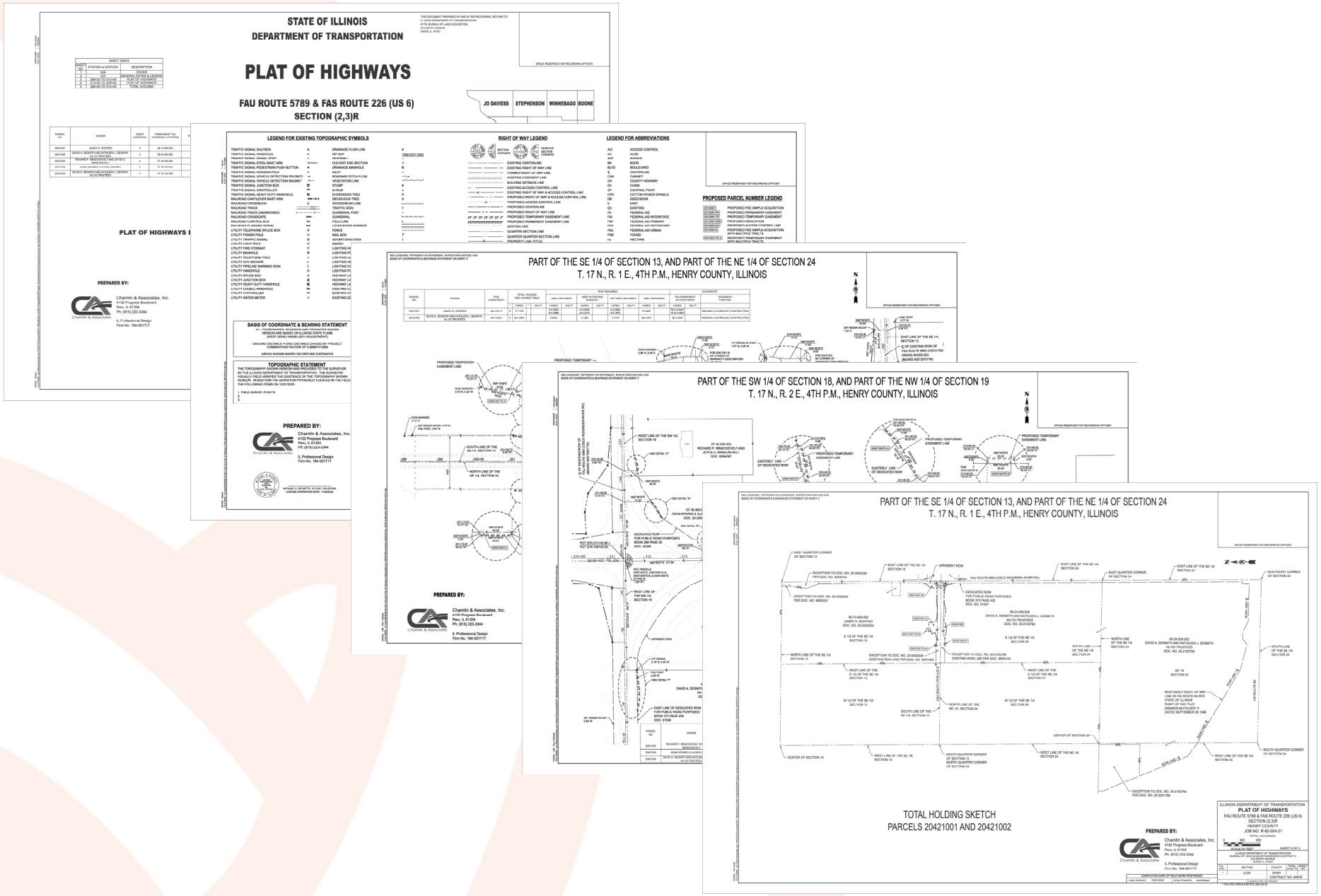
BEARINGS ARE BASED ON THE ILLINOIS STATE PLANE COORDINATE SYSTEM WEST ZONE, NAD 83 (2011)

QUIGG ENGINEERING, INC.
245 W. Roosevelt Rd, Suite 87
West Chicago, IL 60185
630-228-1231

IL Professional Design Firm Number 184004721-0014

DESIGNED -	REVISED - 7/8/2026	ILLINOIS DEPARTMENT OF TRANSPORTATION RIGHT-OF-WAY PLAT	ROUTE FAP 64 (IL 29)	SECTION (12)R-1	COUNTY PEORIA	JOB# R-94-005-20	
DRAWN -	REVISED -		SEC 14	T9N, R8E OF 4th P.M.	CATALOG NO. 035847-00D		
CHECKED -	REVISED -		SCALE: 1"=100'	SHEET NO. 1 OF 1 SHEETS	STA 177+24.61	TO STA 178+34.43	CONTRACT NO. 66F19
DATE -	REVISED -						

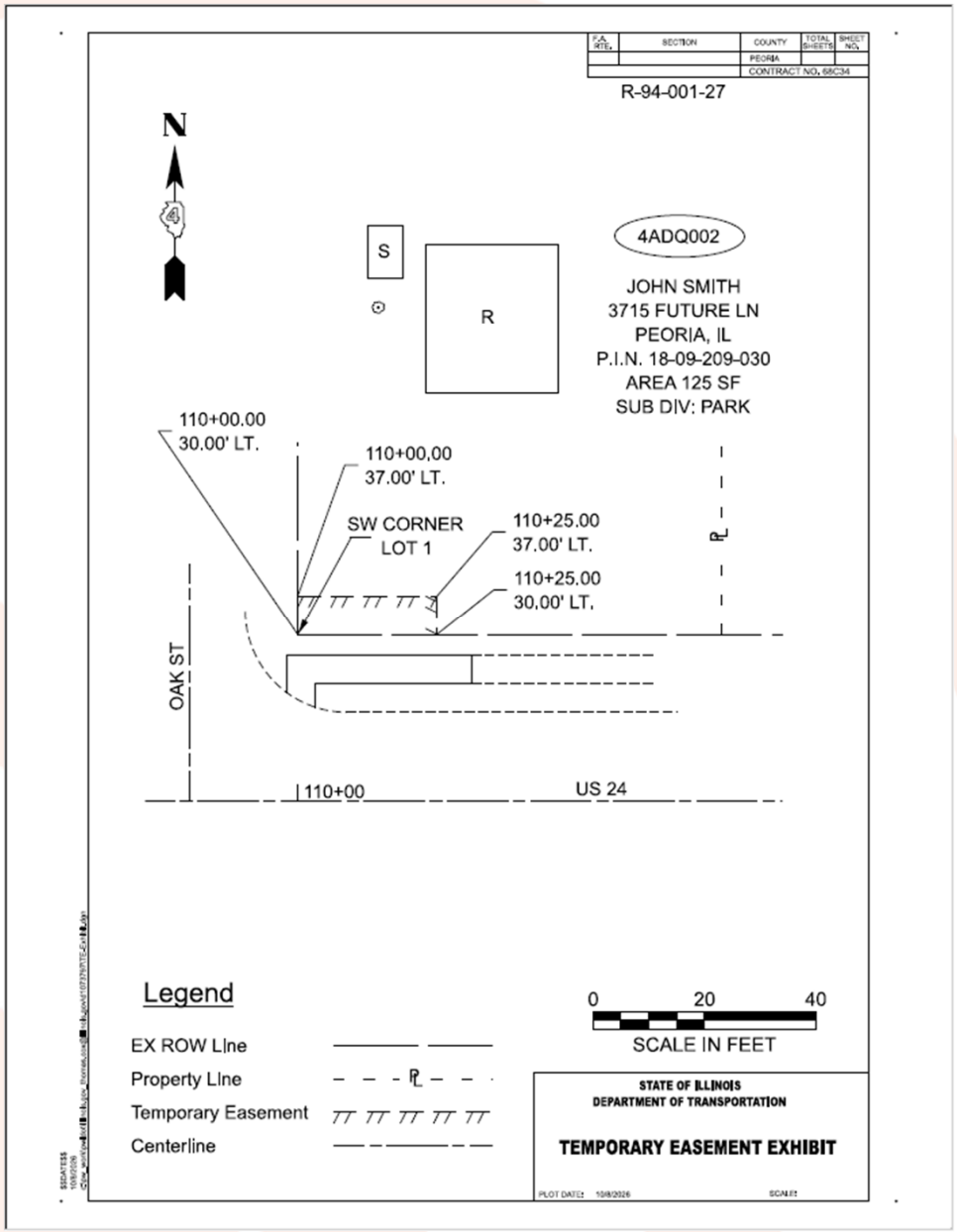
Example Plat of Highways

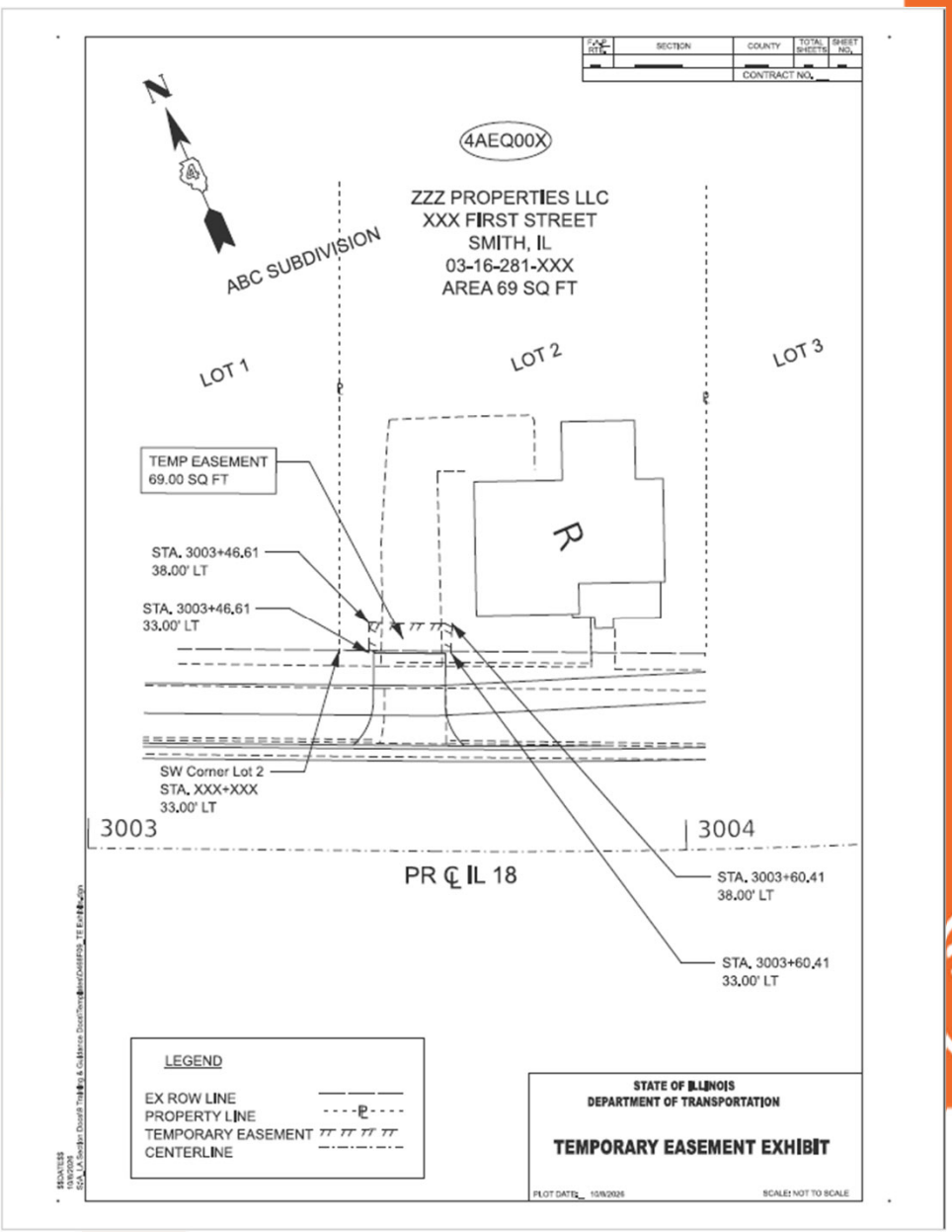


Temporary Easement Exhibit

- Provides a faster, more cost-effective method for preparing temporary easement plats.
- Can be prepared by non-surveying personnel.
- Limited to non-complex temporary easements.
- Utilizes plan stationing to identify and locate acquisition areas.
- Designers prepare exhibits and legal descriptions using standardized templates.
- Land Acquisition reviews and makes necessary revisions to minimize back-and-forth correspondence.
- Final approved exhibits are returned to the designer upon completion.

Temporary Easement Exhibit Examples





Temporary Easement Legal Description Template

TEMPORARY EASEMENT LEGAL DESCRIPTION GUIDELINES

{Parcel No. to be provided by IDOT}
{Owner's name as it appears on the title commitment}
{Route - FAI, FAP, FAS, FAU, SBI} {number} (common route designation)
{County name}
{Job number}
{Permanent Index Number for the affected property}
{Section number}
{Contract number}
{Catalog number}
{station limit on the existing right of way line at the beginning of the proposed parcel, rounded down to the nearest foot}
{station limit on the existing right of way line at the end of the proposed parcel, rounded up to the nearest foot}

[single space]
{Insert "Temporary Easement"}
[single space]
{Insert Body}
[single space] [Also single space between the paragraph written for the courses from the P.O.C. to the P.O.B. and the paragraph written for the courses from the P.O.B. to the P.O.B.]
[double space]
The said tract of land contains XXX square feet or XXX acres, more or less.
[double space]
[double space]
The said Real Estate being also shown by the plat hereto attached made a part thereof.

{Insert the *Description Review Table*. Once reviewed, the initials for each item can be added within WORD (wet-ink signature not required).}

Purpose of Temporary Easement be Specific			
Description Review Table	Consultant/Squad (initials)	Land Acq (initials)	THIS TABLE IS FOR INFORMATION PUPROSES ONLY. DO NOT INCLUDE THIS TABLE IN THE FINAL CONVEYANCE DOCUMENT.
Header information correct			
All record lines & corners called out as shown on plat			
Station Offset Correct			
Area correct			
Format checked			
Approved by			
Date			

Temporary Easement Legal Description Examples

4AGM008
ABC Smith
FAP 0 (IL 999)
Fulton
R-94-006-00
14-14-00-006
(Baltimore Street)
68D00
2600-00D
Station 68+55
Station 68+95

Temporary Easement

A part of the Southeast Quarter of the Northeast Quarter of Section 19, Township 3 North, Range 3 East of the Fourth Principal Meridian, Fulton County, Illinois being more particularly described as follows:

Beginning at a point 25.00 feet right and at a right angle to Baltimore Street (Illinois Route 999) centerline at station 68+55.83; thence east along the south right of way line of said Baltimore Street 40.00 feet, to a point 25.00 feet right of said centerline at station 68+95.83; thence south on said right of way line of Baltimore Street 10.00 feet south, to a point 35.00 feet right of said centerline at station 68+95.83; thence west 40.00 feet, to a point 35.00 feet right of said centerline at station 68+55.83; thence north 10.00 feet, to a point 25.00 feet right of said centerline at station 68+55.83, the Point of Beginning.

The said tract of land contains 400 square feet or 0.0092 acres, more or less.

The said Real Estate being also shown by the plat hereto attached made a part thereof.

Purpose of Temporary Easement be Specific	SIDEWALK CONSTRUCTION IN FRONT OF GARAGE		
Description Review Table	Consultant/Squad (initials)	Land Acq (initials)	THIS TABLE IS FOR INFORMATION PUPROSES ONLY. DO NOT INCLUDE THIS TABLE IN THE FINAL CONVEYANCE DOCUMENT.
Header information correct	EFG	XYZ	
All record lines & corners called out as shown on plat	EFG	XYZ	
Station Offset Correct	EFG	XYZ	
Area correct	EFG	XYZ	
Format checked	EFG	XYZ	
Approved by	EFG	XYZ	
Date	1/1/2026	1/15/2026	

4AGM008
Hiers of ABC Smith
FAP 0 (IL 999)
Fulton
R-94-006-00
14-14-00-006
(Baltimore Street)
68D00
2600-00D
Station 68+55
Station 68+95

Temporary Easement

Part of Lot 127 in the Original Town, now City of Henry, being a part of Section 16, Township 13 North, Range 10 East of the Fourth Principal Meridian, Marshall County, Illinois, more particularly described as follows:

Beginning at the Southwest Corner of said Lot 127, said point being 25.00 feet right and at right angles to Baltimore Street (Illinois Route 999) centerline at station 68+55.83; thence east along the north line of said Lot 127, 5.00 feet to a point 30.00 feet right of said centerline station 68+55.83; thence south 40.00 feet, to the south line of said Lot 127, said point 30.00 feet right of said centerline at station 68+95.83; thence west along the south line of said Lot 127, 40.00 feet to the West right of way line of said Baltimore Street (Illinois Route 999), said point being 25.00 feet right of said centerline at station 68+95.83; thence north along said right of way line of Baltimore Street, 40.00 feet to Point of Beginning.

The said tract of land contains 400 square feet or 0.0092 acres, more or less.

The said Real Estate being also shown by the plat hereto attached made a part thereof.

Purpose of Temporary Easement be Specific	GRADING ALONG EAST LOT LINE		
Description Review Table	Consultant/Squad (initials)	Land Acq (initials)	THIS TABLE IS FOR INFORMATION PUPROSES ONLY. DO NOT INCLUDE THIS TABLE IN THE FINAL CONVEYANCE DOCUMENT.
Header information correct	EFG	XYZ	
All record lines & corners called out as shown on plat	EFG	XYZ	
Station Offset Correct	EFG	XYZ	
Area correct	EFG	XYZ	
Format checked	EFG	XYZ	
Approved by	EFG	XYZ	
Date	1/1/2026	1/15/2026	

TITLE WORK



All Land Acquisition sections use the title work that is needed for each project.

Title Work

Title work identifies property ownership and potential issues that must be addressed to acquire clear title.

Title Commitments

- Identify legal ownership, existing encumbrances and title issues requiring resolution.
- Identify parties that may need to be included in condemnation proceedings.
- Obtain and update commitments as necessary throughout the acquisition process.

Title Insurance

- An owner's title insurance policy is obtained, when applicable, to protect the Department's acquired interest.

PROJECT IMPACT

Early identification and resolution of title issues helps prevent project delays.

Examples of Encumbrances

- Outstanding Property Taxes
- Mortgages
- Leases
- Watershed Protection Easement
- Federal Tax Liens
- Cell Tower Easement/Lease
- Gas/Oil Easements
- Utility Easements
- Ingress/Egress Easements
- CREP / CRP



APPRAISALS

Appraisal Manager

Appraiser(s)


THE FACE YOU MAKE
WAITING FOR THE APPRAISAL

Appraisals

- Private property may not be taken for public use without the payment of just compensation - *U.S. Constitution, Fifth Amendment and Illinois Constitution, Art. 1, Sec. 15*

- Only licensed staff appraisers and licensed fee appraisers on the approved appraisal list can perform appraisals.

- The Department requires all appraisal and appraisal review assignments to comply with various state and national standards, regulations, and policies.

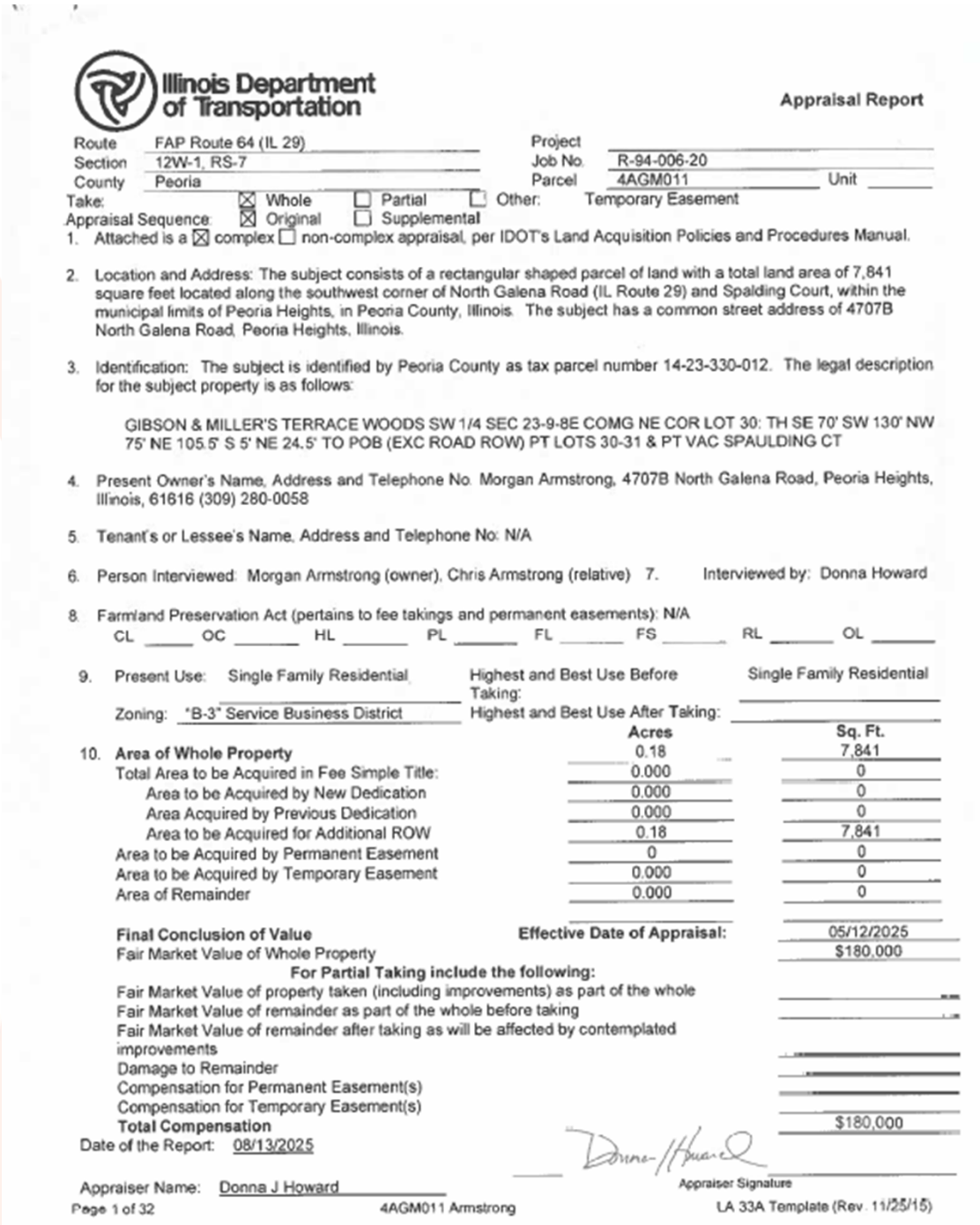
- Appraisal Manager determines if appraisal or waiver valuation is necessary. In-house waiver valuations can be performed when the non-complex acquisition is up to $25,000.

- Work order created for appraisals necessary to be obtained from consultant fee appraisers. Fee appraiser has 30-90 days to complete appraisal.

- Work order created for appraisal reviews necessary to be obtained from consultant review appraiser. Review appraiser has 30-90 days to complete review.



Appraisal



Illinois Department of Transportation

Appraisal Report

Route FAP Route 64 (IL 29) Project
Section 12W-1, RS-7 Job No. R-94-006-20
County Peoria Parcel 4AGM011 Unit
Take: ☒ Whole ☐ Partial ☐ Other: Temporary Easement
Appraisal Sequence: ☒ Original ☐ Supplemental

1. Attached is a ☒ complex ☐ non-complex appraisal, per IDOT's Land Acquisition Policies and Procedures Manual.

2. Location and Address: The subject consists of a rectangular shaped parcel of land with a total land area of 7,841 square feet located along the southwest corner of North Galena Road (IL Route 29) and Spalding Court, within the municipal limits of Peoria Heights, in Peoria County, Illinois. The subject has a common street address of 4707B North Galena Road, Peoria Heights, Illinois.

3. Identification: The subject is identified by Peoria County as tax parcel number 14-23-330-012. The legal description for the subject property is as follows:

   GIBSON & MILLER'S TERRACE WOODS SW 1/4 SEC 23-9-8E COMG NE COR LOT 30: TH SE 70' SW 130' NW 75' NE 105.5' S 5' NE 24.5' TO POB (EXC ROAD ROW) PT LOTS 30-31 & PT VAC SPAULDING CT

4. Present Owner's Name, Address and Telephone No. Morgan Armstrong, 4707B North Galena Road, Peoria Heights, Illinois, 61616 (309) 280-0058

5. Tenant's or Lessee's Name, Address and Telephone No: N/A

6. Person Interviewed: Morgan Armstrong (owner), Chris Armstrong (relative) 7. Interviewed by: Donna Howard

8. Farmland Preservation Act (pertains to fee takings and permanent easements): N/A
   CL ____ OC ____ HL ____ PL ____ FL ____ FS ____ RL ____ OL ____

9. Present Use: Single Family Residential — Highest and Best Use Before Taking: Single Family Residential
   Zoning: "B-3" Service Business District — Highest and Best Use After Taking:

10. Area of Whole Property	Acres	Sq. Ft.
Total Area to be Acquired in Fee Simple Title:	0.18	7,841
Area to be Acquired by New Dedication	0.000	0
Area Acquired by Previous Dedication	0.000	0
Area to be Acquired for Additional ROW	0.18	7,841
Area to be Acquired by Permanent Easement	0	0
Area to be Acquired by Temporary Easement	0.000	0
Area of Remainder	0.000	0

Final Conclusion of Value — **Effective Date of Appraisal:** 05/12/2025

Fair Market Value of Whole Property	$180,000
For Partial Taking include the following:	
Fair Market Value of property taken (including improvements) as part of the whole	
Fair Market Value of remainder as part of the whole before taking	
Fair Market Value of remainder after taking as will be affected by contemplated improvements	
Damage to Remainder	
Compensation for Permanent Easement(s)	
Compensation for Temporary Easement(s)	
Total Compensation	$180,000

Date of the Report: 08/13/2025

Appraiser Name: Donna J Howard

Donna J Howard
Appraiser Signature

Appraisal Review

Illinois Department of Transportation

Appraisal Review Certification

Route FAP 64 (IL 29) | Project Galena Road, Peoria Heights, IL
Section 12W-1; RS-7 | Job No. R-94-006-20
County Peoria County | Parcel 4AGM011 | Unit Morgan Armstrong

☒ Original ☐ Supplemental ☒ Complex ☐ Non-Complex ☐ Value Finding

Is the remainder property an uneconomic remnant? ☐ Yes ☒ No N/A

The attached ☒ Appraisal Report ☐ Restricted Appraisal Report submitted by Donna J. Howard has been reviewed by the undersigned. In accordance with 49 CFR 24.104, the attached appraisal meets one of the following categories:

☐ Not Accepted – Provide reasoning for non-acceptance.
☐ Accepted – Meets all requirements, but is not selected.
☒ Recommended – Meets all requirements and is selected as basis for acquisition purposes.

The conclusions of value for the subject property as of May 12, 2025 are as follows:

Fair Market Value of Whole Property	$ 180,000
Fair Market Value of Property Taken (including improvements) as Part of the Whole	$ 180,000
Fair Market Value of Remainder as Part of the Whole Property Before Taking	$ N/A
Fair Market Value of Remainder After Taking as will be Affected by Contemplated Improvement	$ 0
Damage to Remainder	$ N/A
Compensation for Permanent Easement(s)	$ N/A
Compensation for Temporary Easement(s)	$ N/A
Excess Land to be Released	$ N/A
Total Compensation	$ 180,000

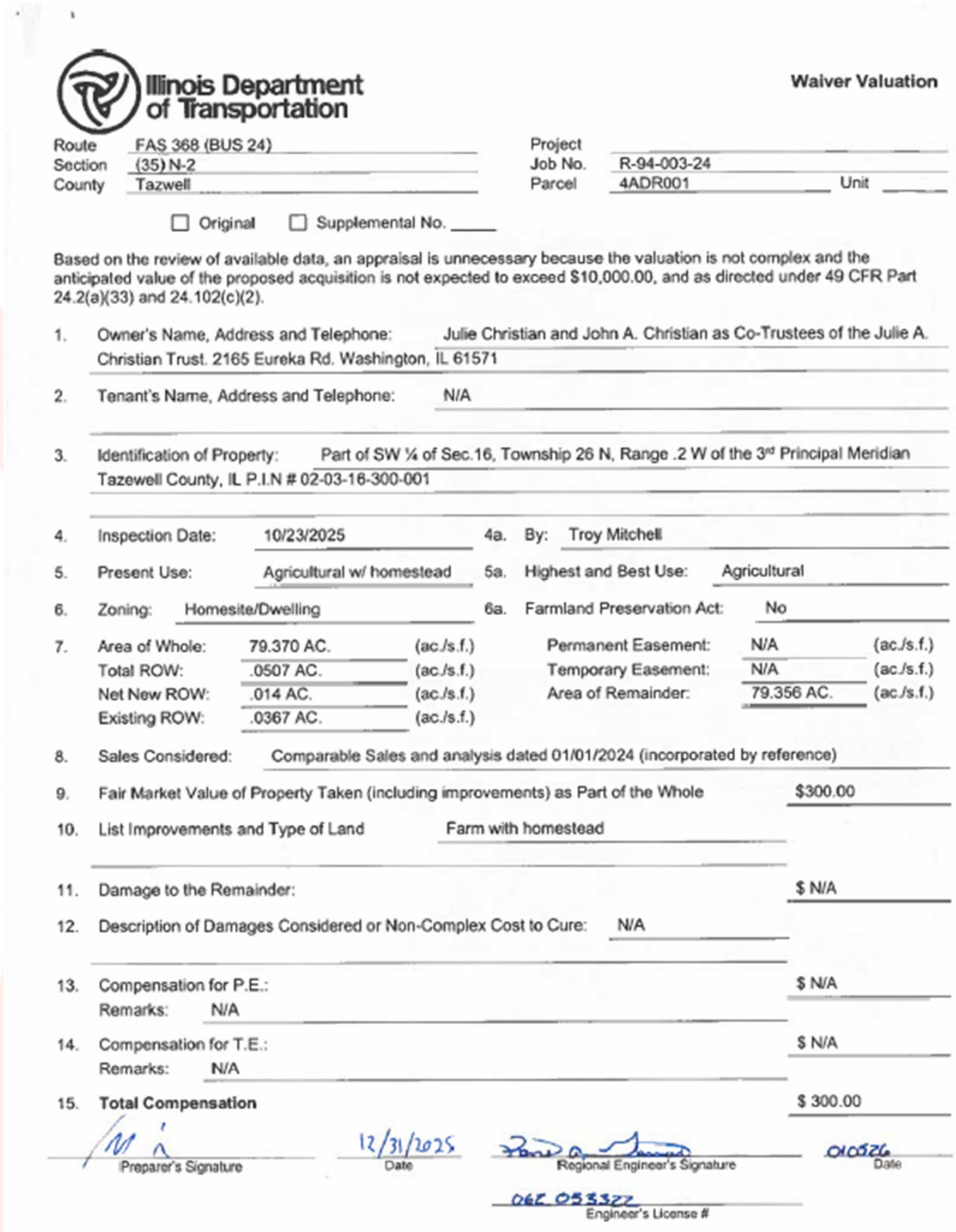
Cynthia A. DuBois — Review Appraiser
Aug. 13, 2025 — Date

Certified General Real Estate Appraiser — Type of License
553.001446 — License Number
09/30/2025 — Expiration Date

Approved: Kenneth A. Garnett RSO — Regional Engineer
08-20-25 — Date

LA 3729 Template (Rev. 11/25/15)

Waiver Valuation



Illinois Department of Transportation

Waiver Valuation

Route FAS 368 (BUS 24) Project
Section (35) N-2 Job No. R-94-003-24
County Tazwell Parcel 4ADR001 Unit

☐ Original ☐ Supplemental No. ____

Based on the review of available data, an appraisal is unnecessary because the valuation is not complex and the anticipated value of the proposed acquisition is not expected to exceed $10,000.00, and as directed under 49 CFR Part 24.2(a)(33) and 24.102(c)(2).

1. Owner's Name, Address and Telephone: Julie Christian and John A. Christian as Co-Trustees of the Julie A. Christian Trust. 2165 Eureka Rd. Washington, IL 61571
2. Tenant's Name, Address and Telephone: N/A
3. Identification of Property: Part of SW ¼ of Sec.16, Township 26 N, Range .2 W of the 3rd Principal Meridian Tazewell County, IL P.I.N # 02-03-16-300-001
4. Inspection Date: 10/23/2025 4a. By: Troy Mitchell
5. Present Use: Agricultural w/ homestead 5a. Highest and Best Use: Agricultural
6. Zoning: Homesite/Dwelling 6a. Farmland Preservation Act: No
7. Area of Whole: 79.370 AC. (ac./s.f.) Permanent Easement: N/A (ac./s.f.)
   Total ROW: .0507 AC. (ac./s.f.) Temporary Easement: N/A (ac./s.f.)
   Net New ROW: .014 AC. (ac./s.f.) Area of Remainder: 79.356 AC. (ac./s.f.)
   Existing ROW: .0367 AC. (ac./s.f.)
8. Sales Considered: Comparable Sales and analysis dated 01/01/2024 (incorporated by reference)
9. Fair Market Value of Property Taken (including improvements) as Part of the Whole $300.00
10. List Improvements and Type of Land Farm with homestead
11. Damage to the Remainder: $ N/A
12. Description of Damages Considered or Non-Complex Cost to Cure: N/A
13. Compensation for P.E.: $ N/A
    Remarks: N/A
14. Compensation for T.E.: $ N/A
    Remarks: N/A
15. **Total Compensation** $ 300.00

Preparer's Signature — 12/31/2025 Date — Regional Engineer's Signature — 010526 Date

062-053322 Engineer's License #

Page 1 of 4

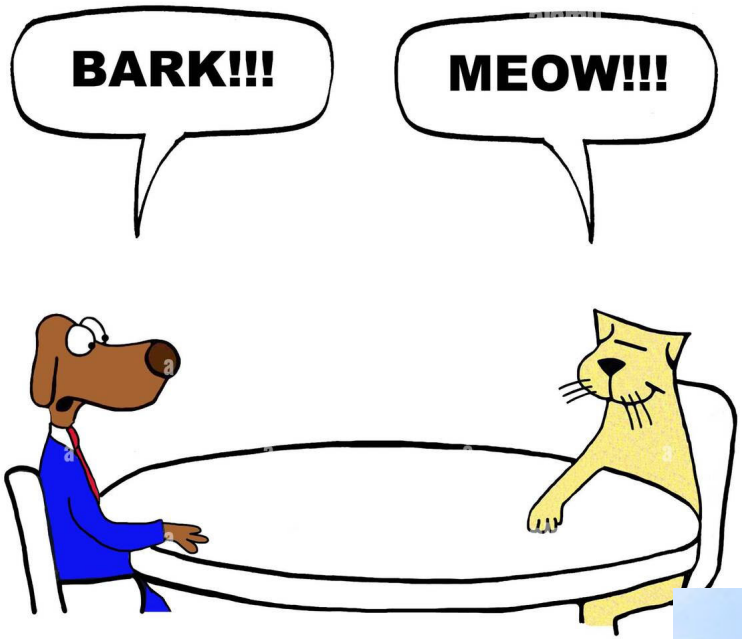
LA 338 Template (Rev. 10/13)

NEGOTIATIONS

Acquisition Manager

Negotiator(s)

Relocation & Property Management
(Assists with Negotiations)



The negotiation began with each side holding tight to their original positions.

alamy



"Lucky thing you took that negotiation course!"

Negotiations

- Private property shall not be taken for public use without payment of just compensation. To be “just,” the property owner should be no richer or poorer than before the taking.
- Only IDOT negotiation staff and fee negotiators on the approved list can perform negotiations.
- Prior to the beginning of negotiations, the assigned negotiator thoroughly reviews the parcel and project prior to first contact with the property owner.
- **Negotiations cannot begin until design approval is secured.**



Negotiations

- Initial contact with the property owner is made and an offer packet is presented (*phone call & mail or hand deliver*).
- Negotiations in good faith continue until a settlement is mutually agreed upon. Depending on the complexity of the parcel, this can take several months.
- If the property owner does not agree with our offer, they can submit a counteroffer in writing, with justification and support of their position.
- **Encumbrances identified on the title commitment must be addressed to obtain title to the parcel free and clear,** i.e. mortgages, easements, liens, etc.
- Once documents are executed, the parcel file is processed for payment.

Negotiations

Present Offer to Property Owner

Negotiate Toward Settlement

Owner May Submit a Supported Counteroffer

Evaluate Counteroffer

Clear Title Encumbrances

No Settlement? Begin Condemnation Process

Execute Documents & Process Payment



RELOCATION & PROPERTY MANAGEMENT

Relocation & Property Management Specialist


MOVING DAY


How I thought life would be in Property Management...
How it really is....

Relocation

When a project displaces an individual or business, relocation requirements must be addressed as part of the acquisition process.

Residential Relocation

- Relocation assistance is determined based on the type of displacement.
- A displaced person cannot be required to move until at least one comparable replacement dwelling is made available.

Business Relocation

- Relocation assistance is determined based on the type of move.
- A business may be required to relocate even when a replacement location is unavailable.



PROJECT IMPACT

Identifying relocation needs early and coordinating throughout the acquisition process helps minimize project delays.

Property Management

In addition to relocation responsibilities, staff may also manage Department-owned and excess properties, including leases, rentals, maintenance coordination, and property disposal.

- Maintain and update files in NORWAY and LAMS.
- Answer questions from the public regarding excess land.
- Work with CBLA and interested buyers of excess land.
- Work with maintenance yards for upkeep and minor repairs of excess land and/or boarding up of buildings.
- Mowing contracts
- Process rent payments
- Maintain and update leases
- Evictions
- Process utility bill payments for rentals – in between rentals and before being a field office for construction.
- Coordinate asbestos testing and removal of structure in order to give design a report for a demo contract.

CONDEMNATION



Condemnation Engineer

CX914743

The 5th Wave

By Rich Tennant



"He said he's invoking eminent domain."

Condemnation

Quick-Take ≠ Quick Take **Quick-Take = Quick Payment**

When property cannot be acquired through negotiation, or when title issues prevent acquisition, IDOT may acquire the necessary property through eminent domain proceedings. Property owners remain entitled to just compensation.

Eminent Domain Act (735 ILCS 30):

The process in which the government or utility has the legal power to acquire private property for public use.

When may condemnation be necessary?

- Negotiations do not result in an agreement.
- Title or ownership issues prevent a negotiated acquisition.
- Other circumstances require acquisition through the courts.



The district works with a Special Assistant Attorney General (SAAG) assigned to handle the condemnation proceeding.

PROJECT IMPACT

Condemnation requires legal coordination and additional lead time and can significantly affect the acquisition schedule.

Condemnation Process



- 60 Day Letter is sent to the property owner.
- Condemnation Packet is prepared and sent to Central Bureau Land Acquisition (CBLA)
- CBLA reviews and sends to Office of Chief Counsel (OCC) for further review.
- OCC reviews and sends to the Attorney General's (AG) office for further review.
- AG's office reviews and then assigns a Special Assistant Attorney General (SAAG) to the parcel.
- SAAG reviews and prepares necessary paperwork and serves the owners in order to get a court date.
- Court date for the Quick Take – SAAG presents the case with the help of the LA Engineer and appraiser.

Condemnation

Immediate Possession (Quick Take Procedures)

- Immediate Vesting of Title - The department is authorized under eminent domain to acquire title prior to the final adjudication and payment of just compensation.

- Once Preliminary Just Compensation (PJC) is entered either by agreement or order, the district has 90 days to order and deposit monies with County Treasurer office.

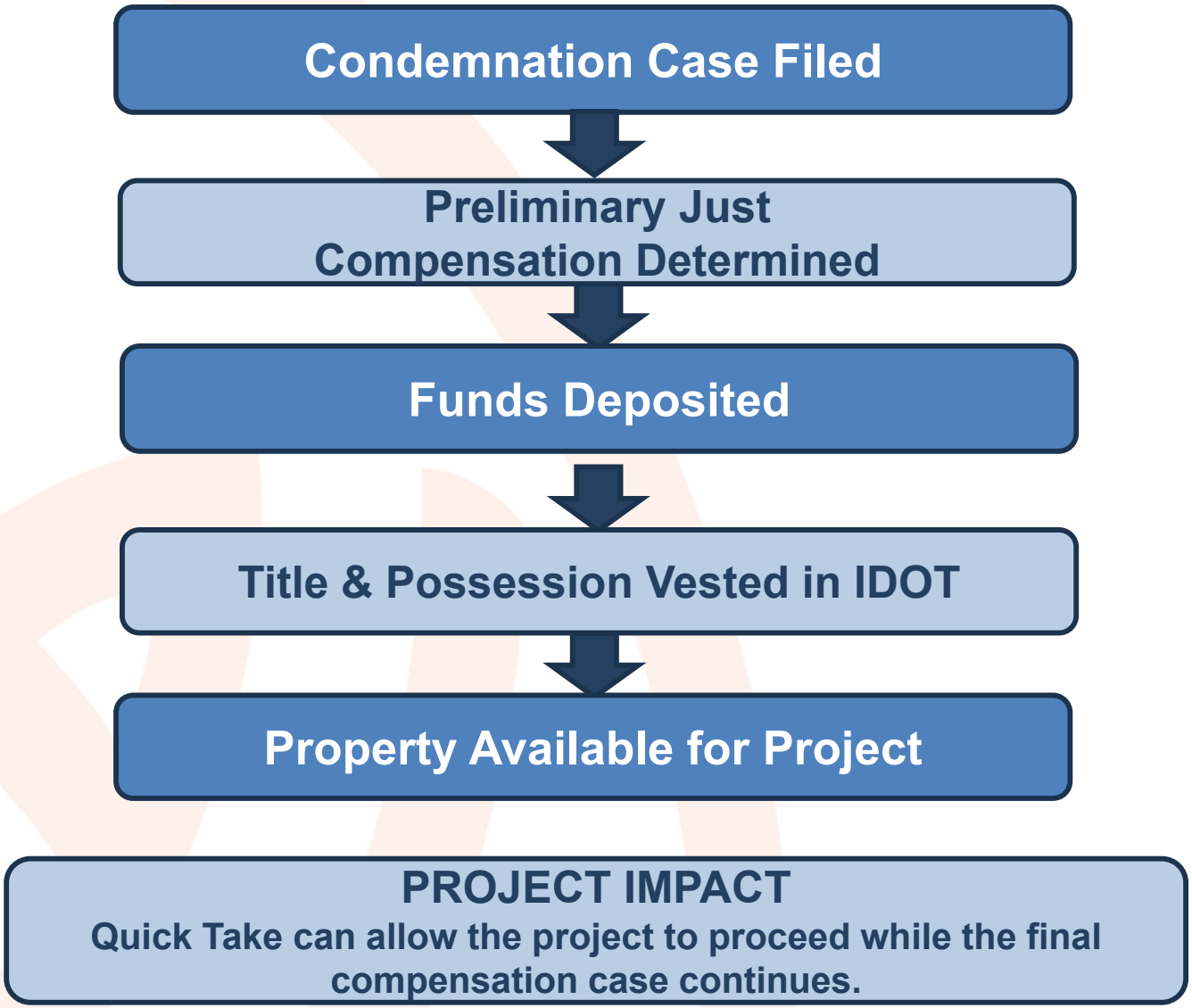
- SAAG files motion to vest title which includes the deposit receipt.

- IDOT now owns the property and can go to letting.

- SAAG will continue to work on the parcel to get to the Final Judgment Order (FJO). This could take years to complete the parcel.

Condemnation & Project Delivery

Quick Take procedures may allow IDOT to obtain title and possession before final just compensation is determined.



TITLE WORK – PART 2

Owner's Policies

- An Owners Policy is a one-time cost for protection against financial loss related to a problem with the title.

- Owners Policies are ordered for every parcel that has ROW, once the deed(s) have been recorded. These will be the last documents in the parcel file to close out the job.

Payments for land purchase/easement

Property owner executes acquisition documents

District reviews parcel file and forwards for title approval

The parcel file undergoes review by the Central Bureau of Land Acquisition (CBLA), Office of Chief Counsel (OCC) and, when applicable, the Office of the Attorney General (OAG)

Following required approvals and payment request processing, the Comptroller issues a check

Documents are recorded at the county courthouse and the property owner is paid



On average, it takes 3-6 months from submission of the title approval request to receipt of the payment check

LOCAL AGENCY CERTIFICATION

Local Agency jobs with Federal Funds

- Local agencies that have Federal funds **ANYWHERE** in their project must be certified by the District LA Bureau.

- All paperwork must be completed in the local agency name and submitted to the district for review. Our district would like it sent via email (do not send originals).

- Paperwork should be reviewed by the district before it is recorded or the property owner paid, in case corrections need to be made to the paperwork.

- Once reviewed and certified, the parcel(s) is clear and the District LA will notify the District and Central Office Local Roads sections that the job is cleared for the LA process.

Local Agency jobs being purchased in the name of IDOT

- Local agencies that have a project that is along or at an intersection with a State Road must contact the District LA Bureau in order to coordinate the purchase of the land.

- All right-of-way and permanent easements will be purchased in the name of the State (IDOT) and go thru the “normal” IDOT process – as shown on previous slides.

- Once reviewed and certified, the parcel(s) is clear and the District LA will notify the District and Central Office Local Roads sections that the job is cleared for the LA process.

- This process will take slightly longer since it is every step including the title approval by CBLA, OCC and possibly the AG’s office.

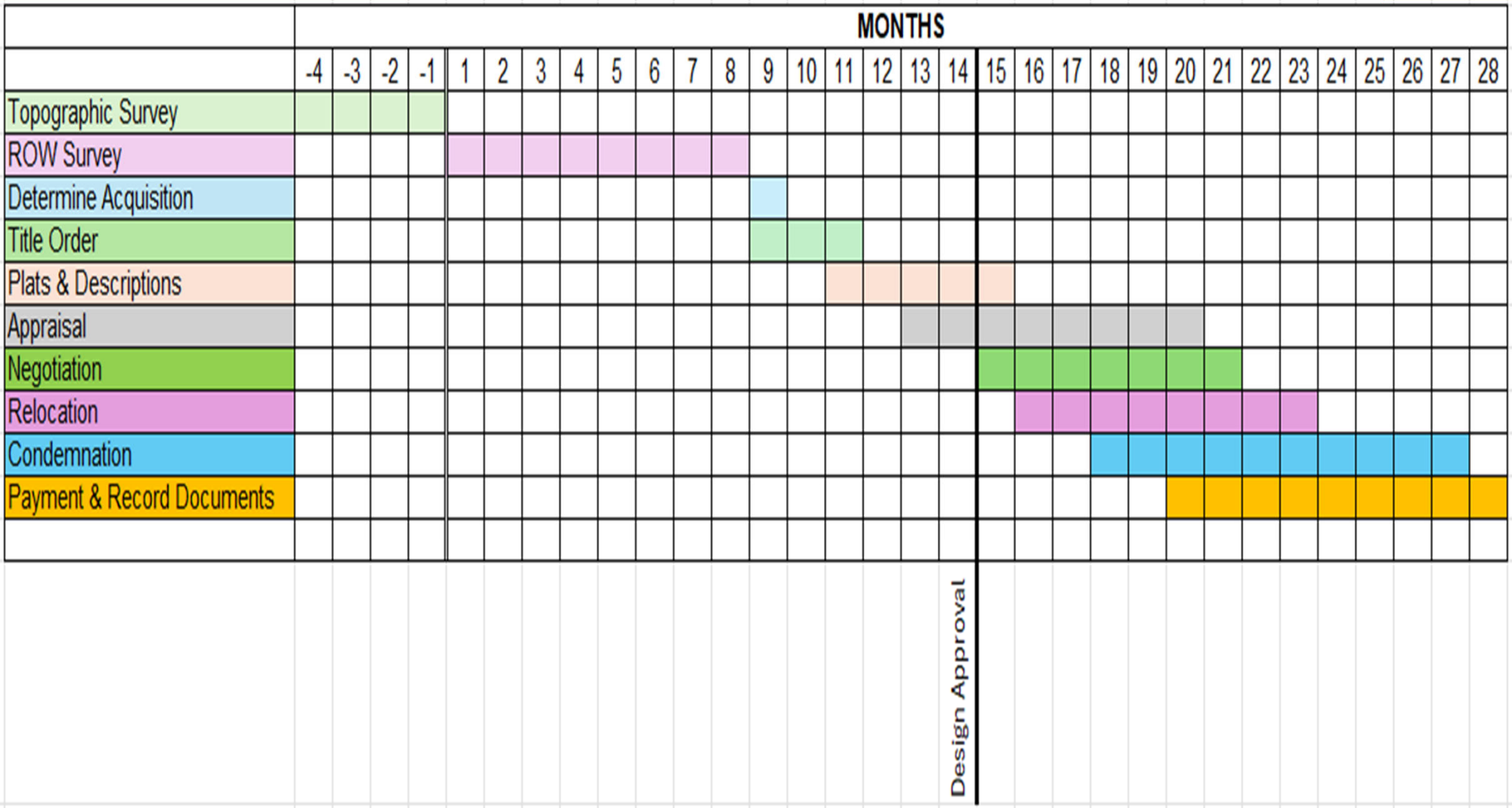
Land Acquisition Process Timeline – For Small sized job

	MONTHS															
	-4	-3	-2	-1	1	2	3	4	5	6	7	8	9	10	11	12
Topographic Survey																
ROW Survey																
Determine Acquisition																
Title Order																
Plats & Descriptions																
Appraisal																
Negotiation																
Relocation																
Condemnation																
Payment & Record Documents																

Design Approval

Number of months needed to complete each section's duties on a typical small project (i.e. small bridge or culvert job – NO RR or Condemnation). There are often challenges that can extend this timeline.

Land Acquisition Process Timeline – For Regular sized job



Number of months needed to complete each section's duties on a typical regular project (~20 parcels or less, with NO RR). There are often challenges that can extend this timeline.

- **FY26 has an increase in ROW jobs from the last 2 years**
- **FY27 is showing that it will also be an increase in ROW needed jobs**
- **Overall more parcels are going to condemnation due to value and title**


Condemnation
Appraisal
Relocation
Property Management
Negotiations
Plats & Survey

Questions?