



STATE OF ALASKA  
DEPARTMENT OF TRANSPORTATION  
AND PUBLIC FACILITIES

**Checklist for Processing Excess  
Property Disposal Applications**

PROJECT NAME: \_\_\_\_\_  
STATE PROJECT #: \_\_\_\_\_  
FEDERAL-AID PROJECT #: \_\_\_\_\_  
PARCEL #: \_\_\_\_\_ UNIT #: \_\_\_\_\_

Activity	Date
<input type="checkbox"/> Received completed application	_____
<input type="checkbox"/> Create file and assign disposal number	_____
<input type="checkbox"/> Application fee (\$200) received	_____
<input type="checkbox"/> Process check:	_____
➤ Copy to Pre-Audit	_____
➤ Copy in file	_____
➤ Original form and check to Finance	_____
<input type="checkbox"/> Active highway project?	_____
<input type="checkbox"/> Yes: See Pre-Audit for coding <input type="checkbox"/> No: continue	
<input type="checkbox"/> Copy of project ROW map showing federal-aid number	_____
<input type="checkbox"/> Copy of DOT&PF "as-built" showing application area	_____
<input type="checkbox"/> Copy of adjoining property tract/lot/plot plan	_____
<input type="checkbox"/> Copy of Title Report showing adjoining ownership	_____
<input type="checkbox"/> Type of DOT&PF ROW ownership:	
<input type="checkbox"/> Fee <input type="checkbox"/> Easement <input type="checkbox"/> DNR	
<input type="checkbox"/> Title 23 ** <input type="checkbox"/> PLO: _____	
<input type="checkbox"/> Title 5 (FLPMA*)   Term: _____ Remaining Life: _____	
<input type="checkbox"/> Pictures of proposed area	_____
<input type="checkbox"/> Comment sheet from various DOT&PF Sections Sent	_____
<input type="checkbox"/> Comment sheet from various DOT&PF Sections Returned	_____
Comments required from Fish and Game: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Comments required from DNR: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Comments required from BLM: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Comments required from other agencies responsible for parks, conservation, recreation, or related purposes: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Write letter to proposed grantee to obtain	
<input type="checkbox"/> Appraisal	_____
<input type="checkbox"/> Public Notice Fee	_____
<input type="checkbox"/> Process check: Fill out pre-audit form and attach check to form	_____
➤ Copy to Pre-Audit (open project?)	_____
➤ Copy in file	_____
➤ Original form and check to Finance	_____
<input type="checkbox"/> Appraisal Received	_____
<input type="checkbox"/> Appraisal Reviewed	_____
<input type="checkbox"/> Appraisal Approved	_____
<input type="checkbox"/> Statement of Decision	_____
<input type="checkbox"/> Public Comment	_____
<input type="checkbox"/> Original document for review and signature	_____
<input type="checkbox"/> Regional Chief Right-of-Way Agent	_____
<input type="checkbox"/> Right-of-Way Engineering	_____
<input type="checkbox"/> Original to Title to record.	_____
<input type="checkbox"/> Obtain a copy of recorded document and send copy to each grantee	_____

**Recording Date:** \_\_\_\_\_ **Book:** \_\_\_\_\_ **Page:** \_\_\_\_\_ **Instrument No:** \_\_\_\_\_

\* FLPMA: The Federal Land Policy [and] Management Act of 1976. A FLPMA Title V ROW references a ROW grant that DOT&PF secures from the BLM for projects in which federal state funds are involved. Typically, the term of this ROW corresponds to the design life of the highway project.

\*\*Title 23 highway easement: Under this federal law, FHWA authorizes and issues highway easement deeds to the state for lands managed by certain federal agencies to be used in highway projects in which FHWA funding is involved.