**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**



**EXPROPRIATION FILE CHECKLIST**

**State Project:** [Enter Text]

**Fed #:** [Enter Text]

[Project Name]

**Route:** [Enter Text]

[Enter Text] **Parish**

**PARCEL(S):** [Parcel Number(s)]

**OWNER(S):** [Owner(s)]

Required Documentation

[ ]  Right of Way Clear Date: Select date.

[ ]  Parcel Description(s)

[ ]  Parcel Description has been checked to ensure it matches the Right of Way Maps sheet(s); if not, contact Location and Survey for resolution.

[ ]  Right of Way Maps and Construction Plans are on Projectwise; if not, transmit maps and plans with expropriation file.

[ ]  Negotiator’s summary report and ownership log of contacts.

[ ]  Just compensation letter

[ ]  Appraisal Review Sheet

[ ]  Final Notice Letter

[ ]  All title work

[ ]  Number of relocations: [Enter Text]

[ ]  Any sales which were signed.

[ ]  Any correspondence.

[ ]  Any Administrative Settlement

[ ]  Request for Initial Court Deposit: [Enter Text] and $50 Expropriation Filing Fee.