ALACHUA COUNTY PUBLIC WORKS OPERATING PROCEDURE

DIVISION: **Transportation & Development**

SECTION: **Real Property/Survey**

PROCEDURE #: **ERE-4**

SUBJECT: **Donated Right-of-Way**

DATE: **11/13/01** **REVISION #:**

PREPARED BY: **Bob Wigglesworth**

APPROVED BY: **Matthew Dominy, P.E., Director Of Public Works**

POLICY: **To provide consistent means for dealing with Right of Way that is donated in connection with a road project.**

The Real Property Coordinator's Office (RPC) will undertake the following tasks when right-of-way is donated in conjunction with a road project:

1. A Maintenance Map (survey) will be ordered/prepared if existing road is county maintained, with no deeded right of way.

2. Right of Way map will be prepared and field staked by a surveyor.

3. Ownership and area of taking will be determined

4. Letters will be sent to the property owners, advising them of upcoming project.

5. A public informational meeting will be scheduled with the property owners.

6. Quitclaim deeds and sketches of required right-of-way will be prepared. Standard practice is to give fencing and/or driveways for the _donated_ property - sometimes small trees or shrubbery.

7. A meeting will be held on site as necessary, to show property being taken.

8. Once deed is signed, prepare a "Blue-Sheet" and process in accordance with the Departments Blue-Sheet procedures.

9. After the Board approves the deed, the Contracts Coordinator returns the deed to the RPC's office. The RPC's office fills out the "Transfer of Interest" form and attaches it to the deed for recording in the public records of Alachua County at the Official Records department. (NOTE: The County pays minimum documentary stamps on donated property, unless the other party is exempt, then no documentary stamps are paid. The County never pays any recording costs.

10. When the recorded deed is returned from Official Records, add the recording information on the department tax maps, send a copy of deed to the owner and file the original deed in the "fire-proof" cabinet.