

# RIGHT OF WAY PROCESS

WHAT TAKES PLACE & WHO CAN HELP?



## DESIGN

## APPRAISAL

## NEGOTIATION & ACQUISITION

## RELOCATION

## CLOSING, TRANSFER OF TITLE & PAYMENT

## PROPERTY MANAGEMENT



Our designers create the initial layout of the project and affected property owners are identified.



Changes are made to the design based on input from the public meeting.



To determine just compensation for land and buildings, an appraisal is typically conducted.



An appraiser contacts the property owner and asks if they would like to be present during their inspection. The completed appraisal report is provided to the property owner before negotiations begin.



If the proposed area is very minor, an appraisal may not be needed and just compensation can be determined through a more simplified process.



An acquisition agent starts the negotiation process by contacting the property owner, discussing the project and its impacts, and presenting an offer of just compensation.



The terms of the real estate transaction are determined and an agreement for purchase is signed by the property owner (seller) and the DOT.



Relocation agents work with property owners throughout all stages of the right of way process, with the goal of having all personal property relocated prior to the project letting.



Possession occurs after the property has been inspected by the property manager to ensure that all personal property (if any) located within the State's acquisition area has been removed.



The signed agreement between the seller and the DOT is approved, processed, and paid through the real estate closing process.



If an agreement could not be reached, acquisition can occur through an eminent domain hearing, where a group of local commissioners review the State's acquisition and determine just compensation.



All required title documentation and appropriate transfers of property are concluded and filed with the County Recorder.



Property management agents manage the right of way within the department's right of way inventory.



Management of the real estate asset may include leasing property that is being held for future needs or maintaining and transferring property that is in the process of being sold.



~ 3 MONTHS



~ 3 MONTHS



~ 3 MONTHS



~ 3-6 MONTHS



~ 3-6 MONTHS

ONGOING

RIGHT OF WAY BUREAU PROCESS TYPICALLY TAKES 15-21 MONTHS FROM DESIGN TO POSSESSION



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## PROPERTY MANAGEMENT

### DESIGN TEAM

Manager: **Eric Wright**  
[eric.wright@iowadot.us](mailto:eric.wright@iowadot.us)  
515-239-1551

Design and establish the required ROW needs for primary highway projects on a statewide basis.

**Nikki Cuva**  
Production coordinator

**Jeff Larson**  
Lead designer

**Amelia Fredrickson**  
Designer

**Charles Hughes**  
Designer

**Amy Tinken**  
Designer

**Tim Hinrichsen**  
Designer

### APPRAISAL TEAM

Manager: **Mark Holm**  
[mark.holm@iowadot.us](mailto:mark.holm@iowadot.us)  
515-233-7867

The appraisal team is responsible for appraising property the Iowa DOT plans to purchase for highway right of way.

**Joe Cuva**  
Production coordinator

**James Deppe**  
Appraiser

**VACANT**  
Consultant coordinator

### ACQUISITION & RELOCATION TEAM

Manager: **Mark Holm**  
[mark.holm@iowadot.us](mailto:mark.holm@iowadot.us)  
515-233-7867

Responsible for negotiating the terms of the purchase and coordinating the relocation of property owners and their personal property from land purchased for right of way along interstate and primary highways in Iowa.

**Jessica Birchmier**  
Production coordinator

**Zach Engstrom**  
Condemnation compliance officer

**Bill Knudten**  
Condemnation compliance officer

**Tom Herrick**  
Senior acquisition agent

**Chad West**  
Senior acquisition agent

**Julie Steinfeldt**  
Senior relocation agent

**Nicole Pett**  
Acquisition agent

**Chris Ulrich**  
Acquisition agent

**Matthew Sharp**  
Acquisition agent

**Kelly Dunn**  
Relocation agent

**Elsa Stutzman**  
Acquisition agent

**VACANT**  
Relocation agent

### TITLE & CLOSING TEAM

Manager: **Katie Johnson**  
[katherine.johnson@iowadot.us](mailto:katherine.johnson@iowadot.us)  
515-239-1633

Facilitates the documentation required to obtain property, finalizes the transfers of jurisdiction between state agencies, and coordinates condemnation hearings.

**Allyssa Myers**  
Production coordinator

**Lisa Obrecht**  
Condemnation coordinator

**Maura Miller**  
Transfer of jurisdiction and consultant coordinator

**Carrie Crabtree**  
Closing agent

**Jami Hill**  
Closing agent

**Danielle Minde**  
Closing agent

**Jacey Grant**  
Closing agent

### PROPERTY MANAGEMENT TEAM

Manager: **Katie Johnson**  
[katherine.johnson@iowadot.us](mailto:katherine.johnson@iowadot.us)  
515-239-1633

The property management team helps to manage the real estate that the department has acquired. This team also leases department property that has been acquired for future needs and disposes and transfers excess property that the department no longer needs.

**Rick Skinner**  
Property management coordinator

**Matt Buttz**  
Property management agent

**John Newell**  
Property management agent

**Matt Gogerty**  
Property management agent

**Stacia Turner**  
Property management agent

**Bradi Moore**  
Property management agent

### UTILITIES TEAM

Manager: **Eric Wright**  
[eric.wright@iowadot.us](mailto:eric.wright@iowadot.us)  
515-239-1551

**Deanne Popp**  
Utilities policy administrator

**Greg Cagle**  
Statewide program coordinator

**Dana Blue**  
Regional program coordinator

**Sarah Cook**  
Regional program coordinator

**Angela Wright**  
Regional program coordinator

### ADMINISTRATION TEAM

Director: **Brad Hofer**  
[brad.hofer@iowadot.us](mailto:brad.hofer@iowadot.us)  
515-239-1652

**Tami Bailiff**  
Lease coordinator and administrative assistant

**Jon Rees**  
GIS & data coordination

**Dylan Nielsen**  
GIS data manager