

# Checklist for Typical AIP Land Acquisition Project

## *FAA Central Region Airports Division*

This checklist provides a basic outline of steps required for a typical **land acquisition** project. As each project may present unique situations, users should not construe this checklist as being inclusive of all steps required for proper administration of an AIP funded project. Likewise, certain steps may not be necessarily for all types of project.

The complexity associated with each acquisition project will impact the required timeframe.

Step	Action Item
1	Develop Exhibit A Property Map that clearly delineates the land to be required
2	Consult with the FAA Project Manager to verify that proposed parcels are identified on an approved Airport Layout Plan (ALP)
3	Verify environmental requirements of the National Environmental Policy Act (NEPA) are met
4	Prepare surveys and plats for proposed property acquisition.
5	Order preliminary title search to confirm ownership and encumbrances on property title
6	Select and negotiate contract for qualified appraiser and review appraiser
7	Select and negotiate contract for Environmental Site Assessment (ESA) consultant (if not completed in project planning phase)
8	Select and negotiate contract for qualified land acquisition and relocation consultant, if required
9	Conduct a due diligence environmental audit to determine if hazardous material or contamination are present on the subject property.
10	Prepare relocation plan if there are any persons to be displaced
11	Perform appraisals and appraisal review, and approve appraised fair market value. The property owner shall be given the opportunity to accompany the appraiser on the inspection of the property.
12	Submit appraisal and review appraisal reports to the FAA for review and acceptance
13	Make written offer of just compensation. At initiation of negotiations, provide general notice of the property owner's rights and entitlements on the acquisition of their property and an explanation of the relocation assistance and payment entitlements. Provide notice of relocation eligibility to displaced persons.
14	Negotiate purchase agreement. If reasonable attempts to negotiate an agreement or acceptable settlement are unsuccessful, the acquisition may be referred to the sponsor's attorney for condemnation under the airport's eminent domain authority.
15	Closing/court award, title conveyance, and schedule possession of acquired property. (Sponsor's attorney / title company /escrow agent.)
16	Complete relocation assistance for displaced persons. Assure a comparable replacement dwelling has been made available for all persons displaced from their residence, (as applicable).
17	Clear property for project use.