

RECEIVED FROM MNDOT 6/7/2021

The following summary is a list of what work that is needed to complete a conveyance and is subject to change. Due to the volume of conveyances we have this process can take 12 to 24 months to complete.

- receive request letter, create conveyance file
- determine eligibility
- order old parcel files, review and copy any title/deeds for the file
- field investigate, take rough measurements, pictures, and look for any utilities that may need to be kept within RW
- order survey if needed
- make preliminary exhibit and route for comments
- determine if Registered Land Survey will need to be filed for Torrens parcels, RLS to be completed by requestor or the State, new titles and RLS received are file with county and used to complete conveyance
- send preliminary approval letter or denial letter
- finalize the exhibit
- request Office of Environmental Stewardship review if needed
- request appraisal
- send conveyance letter to FHWA for approval if needed
- receive Office of Land Management approvals and process file for legal description and Quit Claim Deed
- review legal description
- offer letter is sent out
- state receives money due
- Quit Claim Deed is filed with the county, grantee receives recorded Quit Claim Deed

All documents forward to this office need to be clear and readable. All plan sheets need to be full size and at a scale that all information can be seen. Please note the State does not provide a survey of the requested property, this is the requestor's responsibility during the re-development process and we do not review them. All property sold is subject to existing utilities, no easements are retain for utilities. Any relocation of the utilities is between the requestor and the utility owner.

Interstate Right of Way; any re-development adjacent to Interstate RW needs to be contain within your property. No drainage, structures or work is allowed on the Interstate Right of Way.

Re-development; any re-development of the property adjacent to Right of Way should be reviewed by District Office's for comments. Please contact the District Planning Office.