

EASEMENT ACQUISITION PROCESS

You're in good hands through the Easement Acquisition Process with CGA. We've developed a quick guide for Local Public Agencies so you have a clear understanding of what needs to be done and when. We'll nail this schedule down at our Kick-off Meeting and discuss your comfort level with moving forward with unsuccessful acquisition negotiations. You'll be provided with a Design schedule identifying acquisition as well as plan submittal dates immediately following the Kick-off Meeting. Our team will track this proposed schedule with the actual schedule throughout the Design so you are aware of project status at a glance.

Property Acquisition Process for Fee/Easements

1. Preliminary conversations with landowners regarding project purpose and route, if desired.
2. Preliminary plans (area of proposed acquisition) completed.
3. Send official notice per Iowa Code 6B.2A of Public Hearing for project to all possible affected property owners at least 30 days before Hearing. Publish official notice in newspaper between 4 and 20 days before Hearing.
4. Hold Public Hearing regarding preliminary plans for project and need for property acquisition. City/County will approve preliminary layout, acquisition needs, intent to fund the project, and the use of eminent domain if needed.
5. Obtain Report of Ownership and Liens from abstracting company for each parcel.
 - 5.A Fee/Permanent Easement acquisition – required
 - 5.B Temporary Easement acquisition – Project Owner's option
6. Prepare descriptions of property to be acquired.
 - 6.A Plats/legals for permanent acquisition
 - 6.B Plot plans for temporary acquisition
7. Send contact letter to property owner, describing design of project.
8. Obtain appraisal (approx. 4 weeks), and if required a review appraisal (approx. 2 weeks). If acquisition area is a simple and low value parcel, a Compensation Estimate can be prepared (1 week) by the negotiation agent and presented during visit with property owner in lieu of an appraisal.
9. Prepare acquisition and Purchase Agreement documents. Documents will need prior Attorney approval.
10. Make (via mail) official offer to purchase, then wait 10 days before beginning negotiations. (property owner can waive 10 day wait)
11. Conduct negotiations for purchase.



If Successful Negotiation - Closing:

12. Obtain approval of signed acquisition contracts from acquiring authority (City/County), then record documents.
13. Have acquisition payments processed by City/County finance department.
14. Preparation of deed/easement documents.
15. Deliver final pay warrants to sellers and obtain signatures on deed/easement.
16. Obtain approval by City/County of deed/easements and have documents recorded.

If Unsuccessful Negotiation - Condemnation: (estimated a minimum of 2-3 months to complete)

17. Coordinate with attorney for conducting Condemnations.
18. Transfer any unsigned parcels to attorney for processing for Condemnation.
19. Attorney will prepare paperwork for Condemnation filing with District Court (might take a week or more). When Condemnation hearing date set, notices are sent 30 days before hearing.
20. After Condemnation, City/County can prepare payment warrant and deposit with Sherriff's office. Ownership obtained upon deposit.



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