

PARCEL TYPE: Enter one of the following categories:

- RW All parcels (including easements) when they are in conjunction with a taking.
- PE All permanent easements which are the only taking from an owner without a fee taking (also includes E and ER parcels as Railroad crossings).
- SE All slope easements which are the only taking from an owner without a fee taking.
- TE All temporary easements when they are the only taking from an owner and we do not have a fee, slope, or permanent taking.
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| Examples | John Jones | Parcel 3 (RW) |
| | Sam Smith | Parcels 2, PE-2, TE-2 (RW) |
| | Jane Doe | Parcels PE-4, SE-4 (PE) |
| | Jake Rain | Parcels SE-6, TE-6 (SE) |
| | Al Miller | Parcel TE-10 (TE) |
- RM All remainder parcels, if the remainder parcel is being purchased in conjunction with a ROW acquisition, must be entered on a separate line on the Certificate of Cost of ROW form.
- AC Access - used only when this is the only right being acquired from the property owner and the parcel number is preceded by "AC."
- SN Signs - these are only signs purchased under a project and when owned by someone other than the parcel owner, entered on a separate line.

SETTLEMENT TYPE: Enter one of the following categories

- NG Negotiated – all settlements on parcels, easements, signs, etc. which was settled under the normal agreement process and upon which no condemnation has been filed and no administrative settlement has been reached.
- AD Administrative – settlements which normally have been reached at a figure above the FMV and will include all settlements reached by region, staff or legal (if condemnation filed).
- CA Court Award – settlements upon which there has been an actual trial completed and the information can be obtained from the Attorney General's office.
- SO Sold Excess/Remainder Parcel – an excess or remainder parcel which has been sold, traded, conveyed, or deeded. The monetary value should be entered with a negative sign. Sold excess/remainder parcels