

CDOT Real Estate Roles and Responsibilities

Activity Type	Region Role	Property Management Role	HQ ROW Role
<u>Leases</u>			
New Lease Request	Communicate with Lessee. Determine viability of request. Set lease rate. Obtain 128 Clearance. Submit package to PM: 3 Leases, legal description, 128, ROW plans, exhibits and request letter.	Maintain current lease form on website. Review lease package. Assist w/ valuation if requested by the Region. Submit request to FHWA if on interstate or less than FMV. Submit for Chief signature. Enter executed lease in SAP and return to Region and Lessee. Bill and receive lease payments	NA
Expired Lease Renewal	Review viability of renewal. Complete 128 if necessary.	Communicate with Lessee. Set lease rate. Request 128 if necessary. Submit to FHWA if on interstate or less than FMV. Enter executed lease in SAP and return to Region and Lessee. Bill and receive lease payments	NA
<u>Acquisitions and Disposals</u>			
Property Inventory (PD 1300.1)	Submit all ROW Plans and Acquisition Deeds to HQ ROW. Submit all R and X Parcel acquisition FMV's to PM, along with ROW Plan. Scan and catalog ROW plans with R and X Parcels	Create accessible statewide database of R and X Parcels. Assist Regions with scanning and cataloging R and X Parcels.	Maintain records of all acquisition ROW plans, deeds, easements, appraisals, legal determinations, and closing documents. Include recorded disposal QCD's in deed book and Acquisition Parcel File.
Requests from political jurisdictions and private parties for purchase of CDOT excess property	Communicate with requester. Determine viability of request. Set FMV. Obtain 128 Clearance. Request for excess parcel to PM. Submit package to PM for submittal to TC: QCD, 128, ROW plans, exhibits request letter (RTD). Conduct closing, send check and closing statement along with revenue allocation request to PM. Update ROW plans to show parcel disposal.	Review TC Request Package for completeness. Submit TC Request to HQ ROW. Assist with FMV if requested by Region. Submit to FHWA if interstate or less than FMV. Ensure proper first right of refusal process is followed. Submit deed to Chief for signature. Send executed deed back to Region. Submit proceeds to Accounting with revenue allocation information. Send copies of QCD to Accounting and HQ ROW.	Combine documents submitted from PM into packages (Fact Sheet for Commission Action, Proposed Resolution, Declaration of Excess, and Exhibits to support Proposed Resolution) for review and comment by AG, ROW Manager, PM, and RTD. Submit TC request to Chief upon successful review by AG and RTD. Upon TC approval, submit QCD to AG for legal-sufficiency review. Include recorded QCD in deed book and Acquisition Parcel File.
Sale of Excess Property identified in CDOT Inventory (Revenue Generation)	Determine viability of request. Obtain 128 Clearance. Submit revenue allocation request to PM. Draft Region support letter (RTD). Update ROW plans to show parcel disposal. Region support letter.	Send electronic parcel package for Region Divisions for review. Send TC request to HQ ROW for Region approved parcels. Set FMV rate. Submit to FHWA if interstate or less than FMV. Ensure proper first right of refusal process is followed. Submit deed to Chief for signature. Conduct closing. Submit proceeds to Accounting with revenue allocation information. Send copies of QCD to Accounting and HQ ROW.	Submit draft TC request to PM, ROW Manager, AG and RTD. Submit QCD to AG for legal-sufficiency review. Include recorded QCD in deed book and Acquisition Parcel File.
<u>Licenses</u>			
A-Line Crossing Requests	Communicate with Licensee. Determine viability of request. Obtain 128 Clearance. Submit package to PM: 3 Licenses, legal 128, ROW plans, exhibits request letter	Review license package. Submit to FHWA if on interstate. Submit to Chief for signature. Set up in SAP. Return license to Region and Licensee.	Fill open records requests for A-Line locations.
Bike Trail Licenses	Communicate with Licensee. Determine viability of request. Obtain 128 Clearance. Submit package to PM: 3 Licenses, 128, ROW plans, exhibits and request letter	Review license package. Submit to FHWA if on interstate. Submit to Chief for signature. Set up in SAP. Return license to Region and Licensee.	Fill open records requests for Bike Trail Licenses and agreements. (All Executed Bike Trail Licenses Filed at PM)