

# RIGHT OF WAY PROCESS

WHAT TAKES PLACE & WHO CAN HELP?



Our designers create the initial layout of the project and affected property owners are identified.

Changes are made to the design based on input from the public meeting.

To determine just compensation for land and buildings, an appraisal is typically conducted.

An appraiser contacts the property owner and asks if they would like to be present during their inspection. The completed appraisal report is provided to the property owner before negotiations begin.

If the proposed area is very minor, an appraisal may not be needed and just compensation can be determined through a more simplified process.

An acquisition agent starts the negotiation process by contacting the property owner, discussing the project and its impacts, and presenting an offer of just compensation.

The terms of the real estate transaction are determined and an agreement for purchase is signed by the property owner (seller) and the DOT.

Relocation agents work with property owners throughout all stages of the right of way process, with the goal of having all personal property relocated prior to the project letting.

Possession occurs after the property has been inspected by the property manager to ensure that all personal property (if any) located within the State's acquisition area has been removed.

The signed agreement between the seller and the DOT is approved, processed, and paid through the real estate closing process.

If an agreement could not be reached, acquisition can occur through an eminent domain hearing, where a group of local commissioners review the State's acquisition and determine just compensation.

All required title documentation and appropriate transfers of property are concluded and filed with the County Recorder.

Property management agents manage the right of way within the department's right of way inventory.

Management of the real estate asset may include leasing property that is being held for future needs or maintaining and transferring property that is in the process of being sold.

~ 3 MONTHS

~ 3 MONTHS

~ 3 MONTHS

~ 3-6 MONTHS

~ 3-6 MONTHS

**ONGOING**



## DESIGN

## APPRAISAL

## NEGOTIATION & ACQUISITION

## RELOCATION

## CLOSING, TRANSFER OF TITLE & PAYMENT

## PROPERTY MANAGEMENT

### DESIGN TEAM

Manager: **Eric Wright**  
[eric.wright@iowadot.us](mailto:eric.wright@iowadot.us)  
515-239-1551

Establishes the right-of-way needs for a project.

**Nikki Cuva**  
Production coordinator

**Jeff Larson**  
Lead designer

**Amelia Fredrickson**  
Designer

**Charles Hughes**  
Designer

**Amy Tinken**  
Designer

**Tim Hinrichsen**  
Designer

### APPRAISAL TEAM

Manager: **Eric Wright**  
[eric.wright@iowadot.us](mailto:eric.wright@iowadot.us)  
515-239-1551

The appraisal team is responsible for appraising property the Iowa DOT plans to purchase for highway right of way.

**Joe Anderson**  
Production coordinator

**James Deppe**  
Appraiser

**Joe Cuva**  
Appraiser

### ACQUISITION & RELOCATION TEAM

Manager: **Mark Holm**  
[mark.holm@iowadot.us](mailto:mark.holm@iowadot.us)  
515-233-7867

Responsible for negotiating the terms of the purchase and coordinating the relocation of property owners and their personal property from land purchased for right of way along interstate and primary highways in Iowa.

**Shelly Whiteing**  
Production coordinator

**Scott Henning**  
Condemnation compliance officer

**Bill Knudten**  
Condemnation compliance officer

**Zach Engstrom**  
Senior agent

**Tom Herrick**  
Senior agent

**Chad West**  
Senior agent

**Don Denner**  
Acquisition agent

**Chris Ulrich**  
Acquisition agent

**Julie Steinfeldt**  
Acquisition agent

**Jessica Birchmier**  
Relocation agent

**John Newell**  
Relocation agent

**Matthew Sharp**  
Relocation agent

### TITLE & CLOSING TEAM

Manager: **Mike Jackson**  
[mike.jackson@iowadot.us](mailto:mike.jackson@iowadot.us)  
515-233-7707

Facilitates the documentation required to obtain property, helps with the Transfer of Jurisdictions between state agencies, and prepares materials for condemnation hearings.

**Katie Johnson**  
Production coordinator

**Lisa Obrecht**  
Closing agent/  
condemnation lead

**Allyssa Myers**  
Closing agent/transfer  
of jurisdiction lead

**Maura Miller**  
Closing agent

**Stacia Turner**  
Closing agent

**VACANT**  
Closing agent

**VACANT**  
Closing agent

### PROPERTY MANAGEMENT TEAM

Manager: **Mike Jackson**  
[mike.jackson@iowadot.us](mailto:mike.jackson@iowadot.us)  
515-233-7707

The property management team helps to manage the real estate that the department has acquired. This team also leases department property that has been acquired for future needs and disposes and transfers excess property that the department no longer needs.

**Rick Skinner**  
Property management  
coordinator

**Matt Buttz**  
Property management agent

**Valerie Goethals**  
Property management agent

**Joe Guckert**  
Property management agent

**Cyndy Howell**  
Property management agent

**Sandy Sells**  
Property management agent

**Jeanne VandeVoort**  
Property management agent

### UTILITIES TEAM

Manager: **Eric Wright**  
[eric.wright@iowadot.us](mailto:eric.wright@iowadot.us)  
515-239-1551

**Deanne Popp**  
Utilities administrator

**Greg Cagle**  
Utilities production  
coordinator

**Dana Blue**  
Utilities liaison and  
agreements coordinator

**Sarah Cooke**  
Regional Utility  
Program Coordinator

### ADMINISTRATION TEAM

Director: **Brad Hofer**  
[brad.hofer@iowadot.us](mailto:brad.hofer@iowadot.us)  
515-239-1652

**Tami Bailiff**  
Lease coordinator and administrative assistant

**Jon Rees**  
GIS & data coordination