

Surplus Land Workflow

1. Requestor Submits Inquiry
 - a. Requestor should send their contact information, where the parcel in question is located, and if they own the abutting property.
2. Preliminary Research from Central Office
 - a. Once the information is received from requestor, INDOT must research the parcel. This includes finding the acquisition documents, ROW plans, etc. The main purpose is to find out if they parcel is Excess Land or Excess Right of Way.
3. District Approval Required
 - a. If the parcel looks to be something that can be disposed, a formal district approval is required. This is done by emailing the district approval template to our district liaison who then gets the required signatures.
4. SLO Review from Kevin
 - a. A review is required for any parcel INDOT wants to sell. Kevin will look at the legal description, right of way plans, and anything else of importance to ensure we have good title in the correct area.
5. Environmental Review
 - a. A comprehensive environmental review is required. This is done by emailing Ron Bales parcel information and uploading any pertinent documents to ProjectWise.
6. Commissioner's Order Signed
 - a. This is usually not signed by the commissioner themselves but by an agent of the commissioner.
7. Create Quitclaim Deed
 - a. Create a Quitclaim Deed using the template our legal team has provided and approved. Ensure all information is displayed correctly such as any names, addresses, and state statutes.
8. Preliminary Legal Review
 - a. Our legal team reviews the parcel pack before sending it off for the final round of signatures.
9. Send the Deed to the Requestor and Commissioner for Signature
 - a. The requestor will need to have their signature notarized and they will also need to fill out a W-9 and sales disclosure form as well.
10. Submit for Legal Signature
 - a. Once the commissioner and requestor have signed and notarized the deed it will move back to our legal team for their final review and signature.
11. Submit for Governor's/A.G. Signature
 - a. This goes through our liaison at Central Office (Darlene White). The governor and A.G. will ALWAYS be the final signatures on the deed.
12. Request Money from Requestor
 - a. Be sure to not request money until all signatures have been acquired. Check or money order is preferred.

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13. Take Check/Money Order from Requestor and give it to the Cashier
 - a. Once the funds have been received by the cashier you will be issued a receipt. It is important to keep this for our records.
14. Take the Receipt and Scan it to Deanna Bennett for Asset Retirement.
 - a. Deanna will also need a copy of the deed.
15. Send the Deed to County for Recordation
 - a. Currently Nicole Joyner in our Records Department is the person that handles this process. She will let you know when the recorded deed comes back from the county.
16. Send Scanned Copy of Recorded Deed to the District
 - a. It is important to let the district know that their maintenance team does not have to maintain this property anymore.
17. Finally, Send the Original Recorded Deed to the Requestor
 - a. This is the final step and the transaction is now completed.