



Conveyance of Surplus Property

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Requirement References

- Code of Virginia (33.1-149 & 33.1-154)
- Department Policy Memorandum DPM-9-5
- Right of Way & Utilities Manual of Instructions, Volume I, Chapter 7

General Process

- Properties capable of independent development
- Properties Requiring Assemblage

District reviews proposed conveyance and makes recommendation to Central Office for Disposal

Appraisal of property requested and submitted to CO for approval (CO approval – *NEW PROCEDURE*)

If appraisal supports independent development, CTB approval is required to declare property surplus

- Surplus refers to property declared by VDOT as no longer necessary for the operation, safety and maintenance of the transportation system

Written request received from interested party inquiring of the availability of property for conveyance

Value established by District Office and approved by CO (CO approval – *NEW PROCEDURE*)

Potential buyer is required to tender offer of purchase

Upon receipt of “Offer to Purchase”, CTB approval of conveyance is requested

Section 33.1-93 of the Code of Virginia authorizes the Commissioner to lease, sell, or exchange residue parcels as he may judge to be in the best interest of the public without CTB action

- Residue parcels are properties outside the operating right of way and never made a part of the transportation system