

# STATE OF COLORADO

## DEPARTMENT OF TRANSPORTATION



Maintenance & Operations Branch  
Property Management Section  
15285 S. Golden Road, Bldg. 47  
Golden, Colorado 80401  
(303) 512-  
Fax (303) 512-5550

### Property Management Real Estate Request Form

#### Region Information

Region #: \_\_\_\_\_ Region Contact: \_\_\_\_\_

Phone #: \_\_\_\_\_

#### Requestor Contact Information

Requestor Name: \_\_\_\_\_

Requestor Contact: \_\_\_\_\_

#### **Requestor Address:**

Street # and Name: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### Type of Request

Lease \_\_\_\_\_ LPA License \_\_\_\_\_ Access License \_\_\_\_\_

Disposal \_\_\_\_\_ Oil & Gas \_\_\_\_\_ Property Exchange \_\_\_\_\_

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### Site Information

**Site Address:** \_\_\_\_\_  
Street # and Name: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

**Site Designation:**  
State ROW \_\_\_\_\_ Interstate ROW \_\_\_\_\_ GL Property \_\_\_\_\_

### Required Submittal Information

Yes

- Three copies of the requested document with original signatures\* \_\_\_\_\_
- Signed 128 (FHWA Signature required if A-Line on Interstate) \_\_\_\_\_
- ROW Plan with subject site depicted\*\* \_\_\_\_\_
- Legal Description \_\_\_\_\_
- Aerial Photo \_\_\_\_\_
- Ground Photos\*\*\* \_\_\_\_\_
- Region Support Letter (Signed by RTD for disposals) \_\_\_\_\_

\* Not required if you are requesting Property Management to prepare the documents or for disposal requests.

\*\* Row Plans must clearly show disposal parcel. Tab sheet and Parcel description on plan sheet must reflect CDOT's disposal of the parcel.

\*\*\*Optional

43-1-210.(5) Acquisition and disposition of property - fund.

CRS 43-1-210(5)

Submittal Review Time

Property Management

- No FHWA Approval: 1 Week
- W/FHWA Approval: 2 Weeks

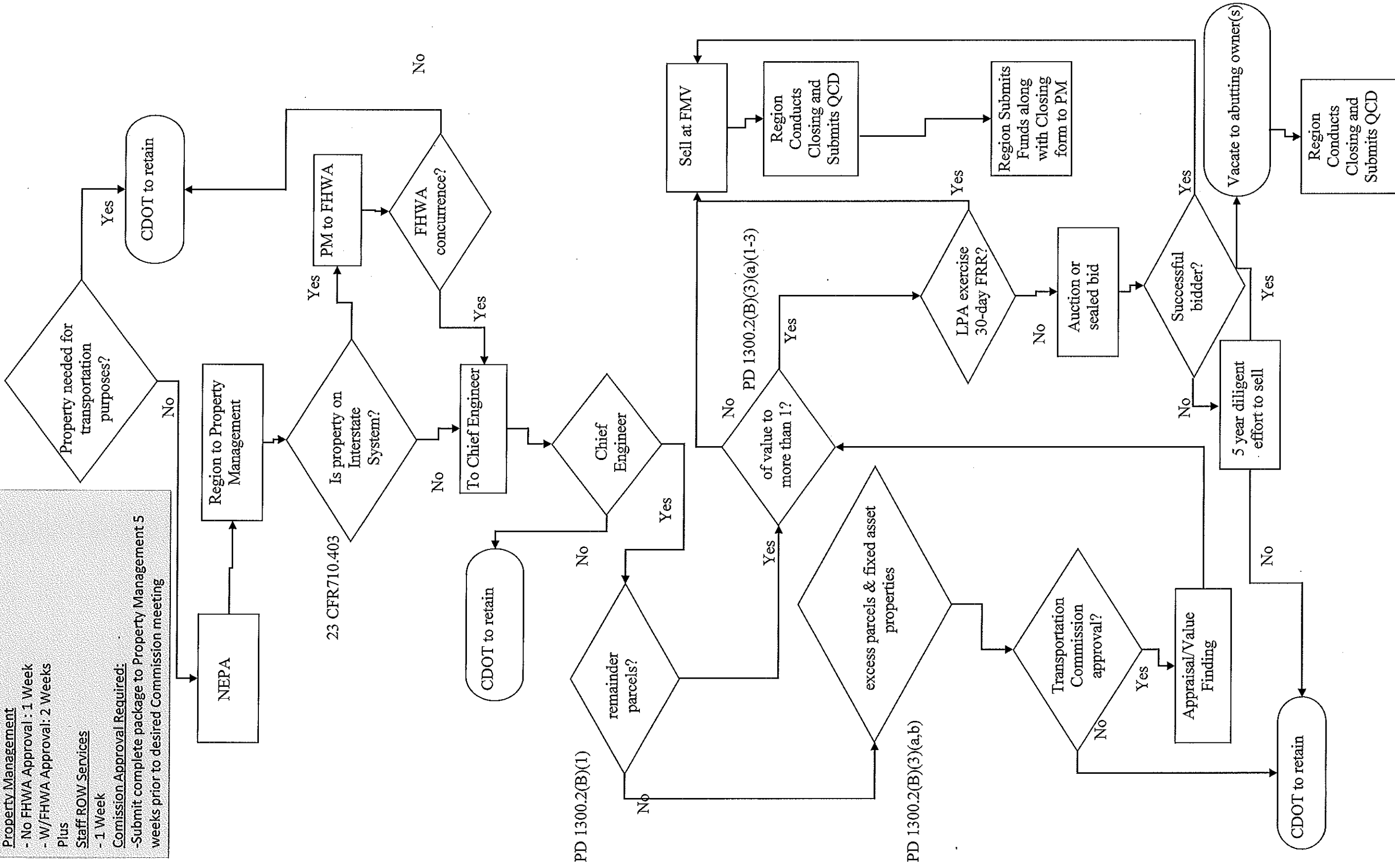
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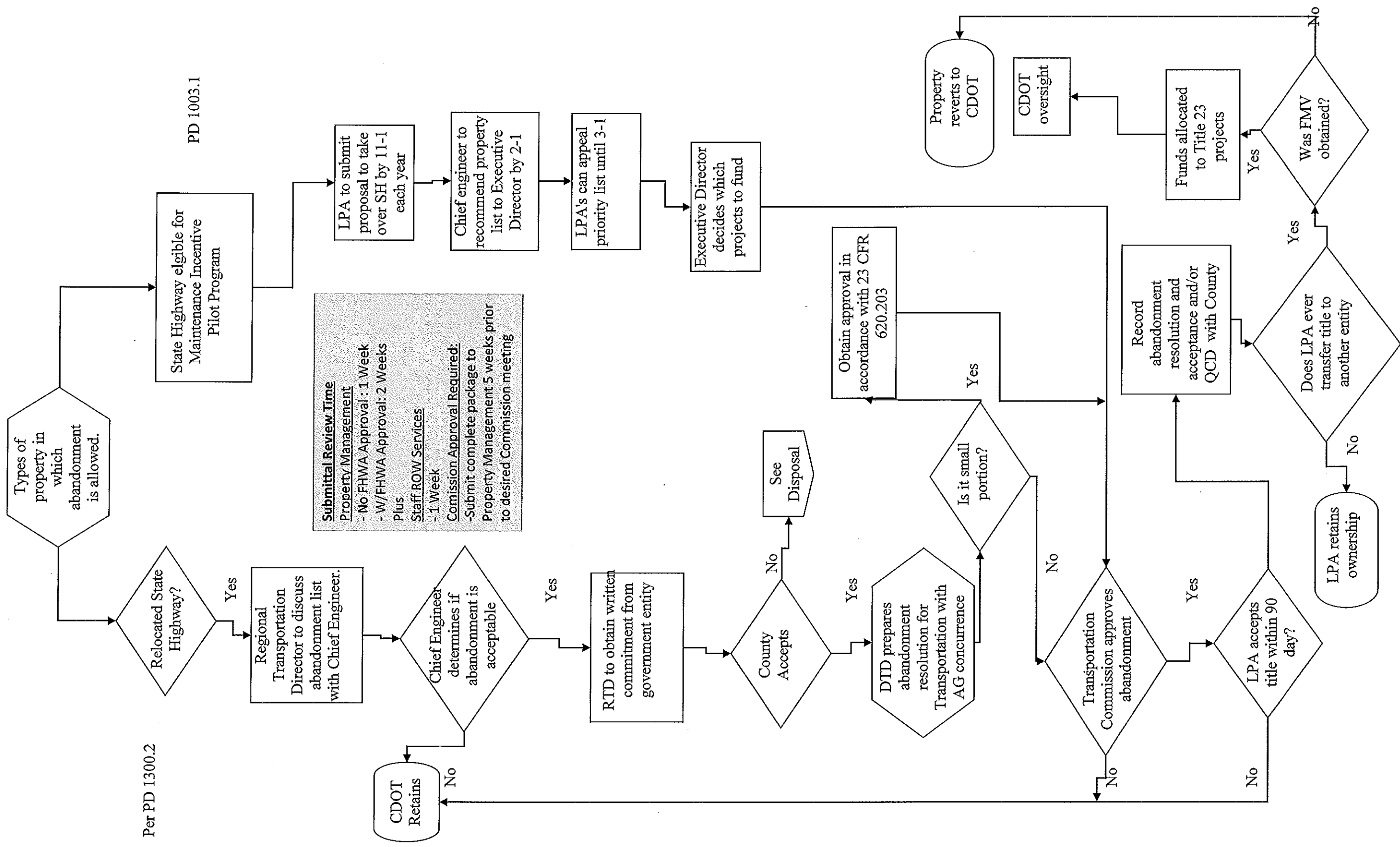
Staff ROW Services

- 1 Week

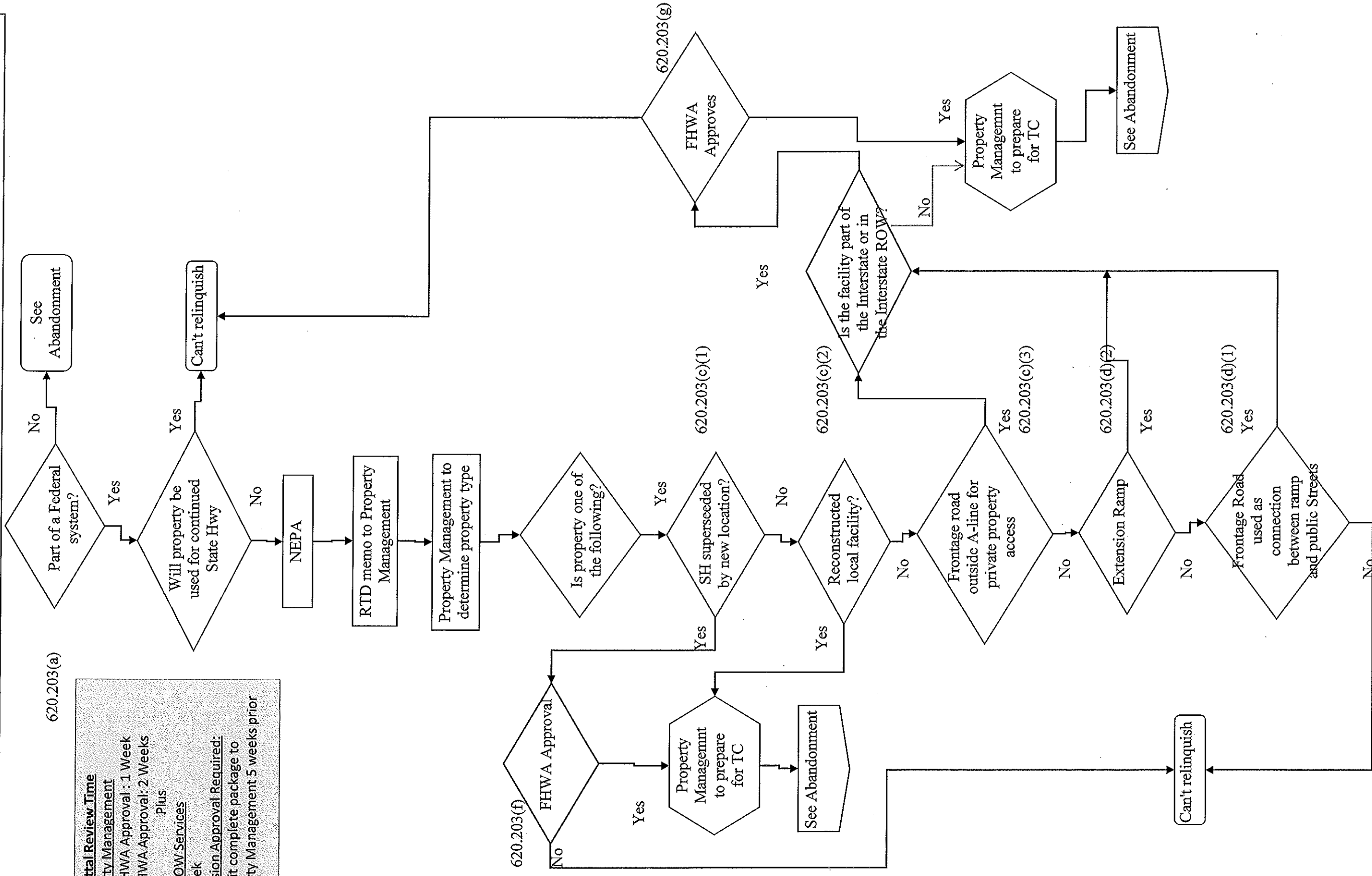
Commission Approval Required:

- Submit complete package to Property Management 5 weeks prior to desired Commission meeting





**23 CFR 620.Subpart B - Relinquishment:** is defined as the conveyance of a portion of a highway right-of-way or facility by a State Highway agency (SHA) to another Government agency for highway use. The provisions of this subpart apply to highway facilities where Federal-aid funds have participated in either right-of-way or physical construction costs of a project. The provisions of this subpart apply only to relinquishment of facilities for continued highway purposes. Other real property disposals and modifications or disposal of access



**620.203(a)**

**Submittal Review Time**

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**Plus**

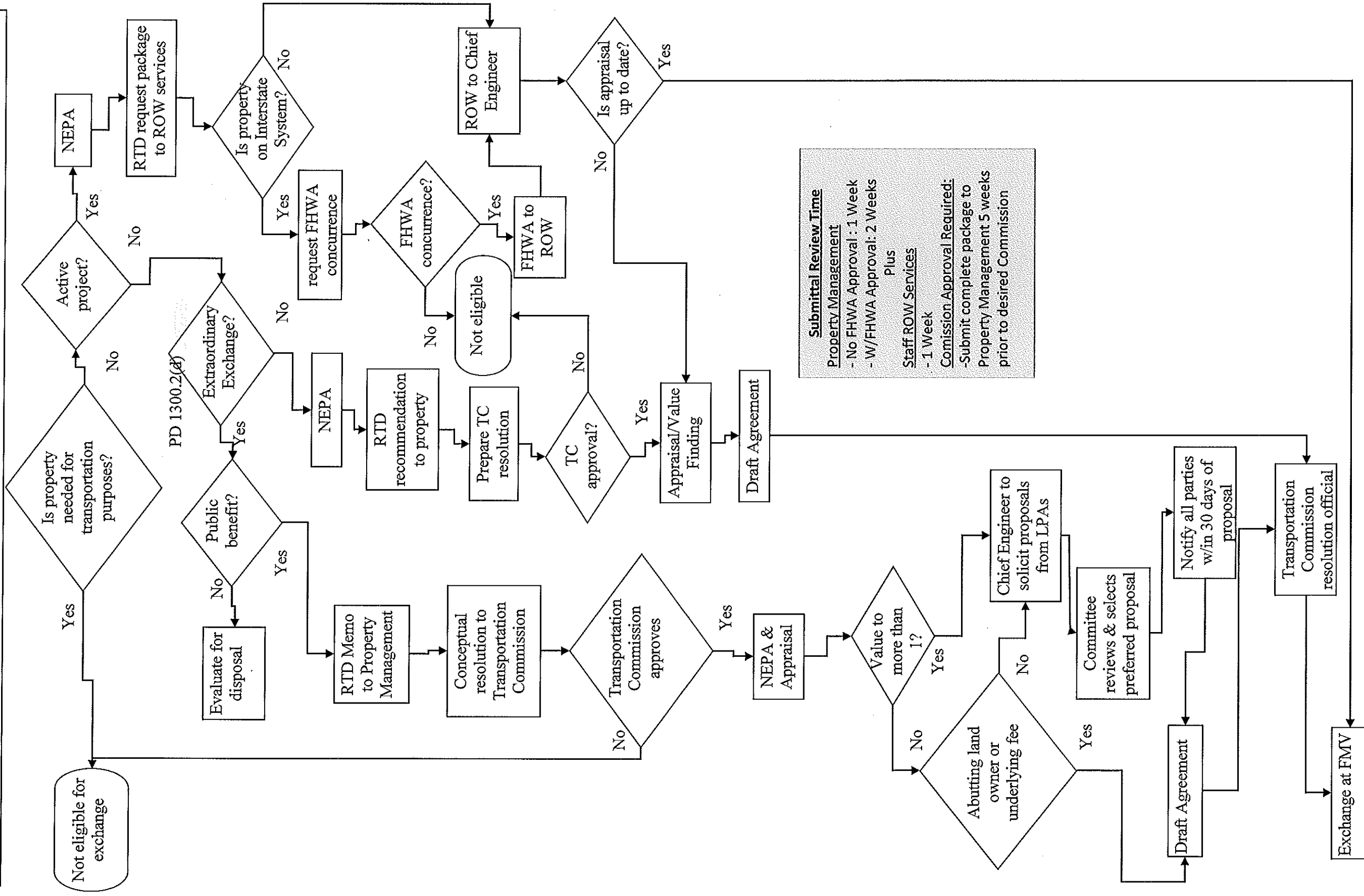
**Staff: ROW Services**

- 1 Week

**Commission Approval Required:**

- Submit complete package to Property Management 5 weeks prior

43.1.210(5)(d) "Exchange" means the transferring of property, including improvements, water rights, land, or interests in land or water rights, by the CRS Department to another person in consideration for the transfer to the Department of other property, including improvements, water rights, land, or interest in land or water rights, cash, or services or other consideration thereof, except that any cash or services received may not exceed fifty percent of the total value of the consideration. A transaction otherwise qualifying as an exchange shall not be deemed a sale merely because dollar values have been assigned to any property, including improvements, water rights, land, or interests in land or water rights, for the purpose of ensuring that the Department



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DATE: \_\_\_\_\_

PROJECT: \_\_\_\_\_  
PARCEL NO: \_\_\_\_\_

### CHECKLIST FOR ASBESTOS AND DEMOLITION OF PROPERTY

#### I. REGION

Region contact person and phone number: \_\_\_\_\_  
Anticipated construction start date: \_\_\_\_\_

#### Property information:

SAP Building #: \_\_\_\_\_  
Property street address: \_\_\_\_\_  
Property category: \_\_\_\_\_  
Property Status: \_\_\_\_\_ Vacant \_\_\_\_\_ Occupied  
Date of Possession: \_\_\_\_\_  
Directions to property: \_\_\_\_\_

#### Asbestos:

\_\_\_\_\_ Inspection requested  
\_\_\_\_\_ Check if inspection has already been completed (Inspection Completion date: \_\_\_\_\_)

\_\_\_\_\_ Abatement Needed  
\_\_\_\_\_ To be completed by: \_\_\_\_\_ Property Mgmt. \_\_\_\_\_ Construction Contractor

Expenses charged to:  
Project Code/Cost Center: \_\_\_\_\_ Function: \_\_\_\_\_ G/L Acct #: \_\_\_\_\_  
\_\_\_\_\_ Property Management

Access: \_\_\_\_\_ Keys enclosed \_\_\_\_\_ Lock Box Combo (Combo # \_\_\_\_\_) \_\_\_\_\_ Region will provide access

#### Removal of improvements:

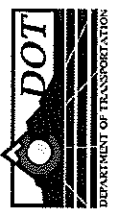
\_\_\_\_\_ Property Management\* \_\_\_\_\_ Construction Contractor \_\_\_\_\_ CDOT Maintenance  
\*To be removed by (date) \_\_\_\_\_

#### Demolition of improvements

\_\_\_\_\_ Foundation: \_\_\_\_\_ buried \_\_\_\_\_ removed \_\_\_\_\_ stockpiled for construction use  
\_\_\_\_\_ Adjacent landowner notified  
Date Notified: \_\_\_\_\_

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Demolition Instructions (Specific: i.e. removal of foundations, retaining walls, trees/shrubs, fencing, mailboxes, utility poles, signs, septic tanks, trash, etc):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Sale of improvements

Reason for selling: \_\_\_\_\_  
Proceeds credited to Project Code: \_\_\_\_\_ GL Acct #: \_\_\_\_\_ Function: \_\_\_\_\_  
Means of advertising (3 local newspapers): \_\_\_\_\_  
\_\_\_\_\_

Size and construction material of structures: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Building Inventory (all buildings/structures that are part of this request): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional miscellaneous information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Utility information:

**\*\* Regions are to contact Utility Vendors to have the utilities shut off \*\***

Date Region to Shut Off Utilities: \_\_\_\_\_  
Date transferred to CDOT: \_\_\_\_\_

Utility shut off/disconnect If assessed by City then are fees current? \_\_\_\_\_

Water/sewer Date: \_\_\_\_\_  
Electric Date: \_\_\_\_\_  
Gas Date: \_\_\_\_\_  
Phone Date: \_\_\_\_\_

Winterization required \_\_\_\_\_  
Plumbing \_\_\_\_\_

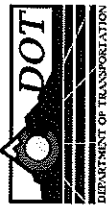
Well \_\_\_\_\_  
Abandon \_\_\_\_\_ Cap \_\_\_\_\_ Permit to be transferred \_\_\_\_\_



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\_\_\_ Septic \_\_\_ Pump tank \_\_\_ Fill tank \_\_\_ Remove tank / leach field  
\_\_\_ Security of structure needed  
\_\_\_ HVAC cooling liquids removed \_\_\_ To be removed by Property Management

**Recommendations of terms and conditions for disposal of property and improvements:**

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**Region shall provide with this form:**

**Keys, Inventory, ISA and PSI reports, SWMP, Legal description and current map of the property showing all improvements to be disposed of in CDOT ROW or Easement areas.**

**II.**

**Property Management**

Property Management on-site review by: \_\_\_\_\_ Date: \_\_\_\_\_  
Region Attendees: \_\_\_\_\_  
\_\_\_\_\_

Ad review for publishing: \_\_\_\_\_ Date advertised by Procurement: \_\_\_\_\_  
Bid awarded to: \_\_\_\_\_  
Amount of award: \_\_\_\_\_

Any issues after Demolition: \_\_\_ Yes \_\_\_ No  
If Yes then Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CASH TRANSMITTAL**

CUSTOMER ACCOUNT # (circle one)

105643 - Sale of Property

DATE: 2/7/2011

COMPANY CODE (Circle)

1000

**COMMONLY USED RECEIPTS:**

GL ACCOUNT	DESCRIPTION	FUND	SEGMENT	AMOUNT	ASSIGNMENT	INTERNAL ORDER	FUNC.AREA	WBS	TEXT / DESCRIPTION
7421000064	VEHICLE PERMITS	400	A500						
7421000062	OUTDOOR ADV/PERMIT/RENEWAL	400	A500						
7420000050	ACCESS PERMITS	400	A500						
7530400060	SALE OF PROPERTY	400	A500	90,000.00	WBS #				See Below For ADD'L Needed Info
7530400060	SALE OF PROPERTY	400	A500	10,000.00	11344.10.10	IO #			Sale of Property 90%
7440800068	BID SUBMITTALS	400	A500						Sale of Property 10%
7440800091	PHOTO COPIES	400	A500						
7440800091	Misc State Revenue	400	A500						
2241000000	ACCRUED EXP-OTHER	400							
2250100020	CUSTOMER DEFERRED REV	400							

**ALL OTHER RECEIPTS:**

GL ACCOUNT	DESCRIPTION	FUND	SEGMENT	AMOUNT	ASSIGNMENT	COST CENTER	FUNC.AREA	WBS	TEXT / DESCRIPTION
<p style="text-align: center;">TOTAL 100,000.00</p> <p style="text-align: center;">All monies to WBS must have provider code</p>									

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<p style="text-align: center;">TOTAL 100,000.00</p> <p style="text-align: center;">V# = Vendor no. -</p> <p style="text-align: center;">All monies to WBS must have provider code</p>									

**ADD'L ACCESS PERMIT INFO**

CHECK NO.	REGION (R#) / PERMIT NUMBER	AMOUNT (PER PERMIT)	Check/Money Order#	Amount	Check/Money Order#	Amount
			12357	100,000.00		
<p style="text-align: center;">G Total 100,000.00</p> <p style="text-align: center;">Do not use Shaded areas</p>						

Check/Money order subtotal	Attached additional Sheets	Cash total	Total transmitted	Check/Money Order#	Amount	Check/Money Order#	Amount
100,000.00			100,000.00				

NOTE: For Access Permits reports you must list each permit no. & dollar amount  
If one check pays for two permits list check once & list each permit # with it's dollar amt.

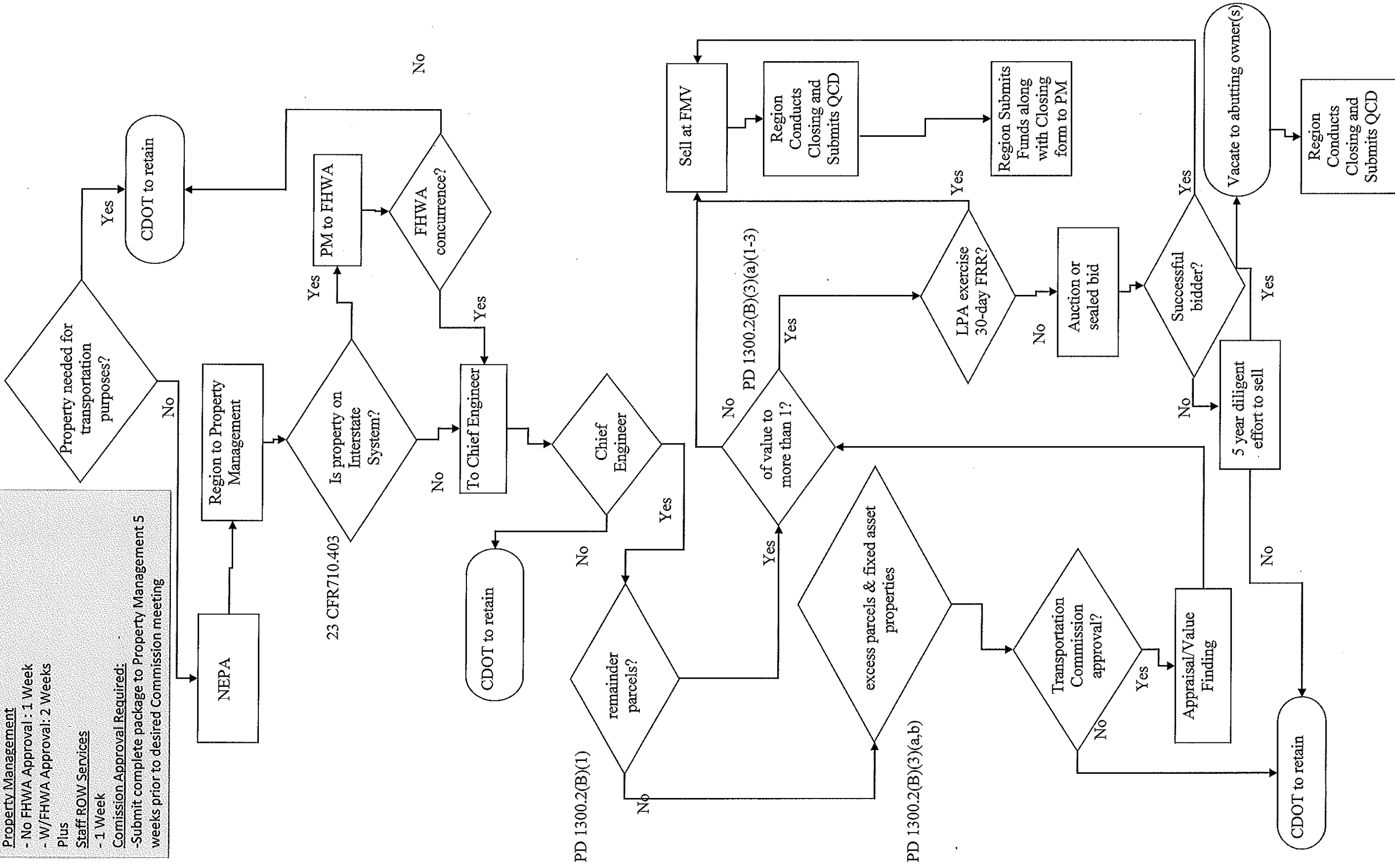
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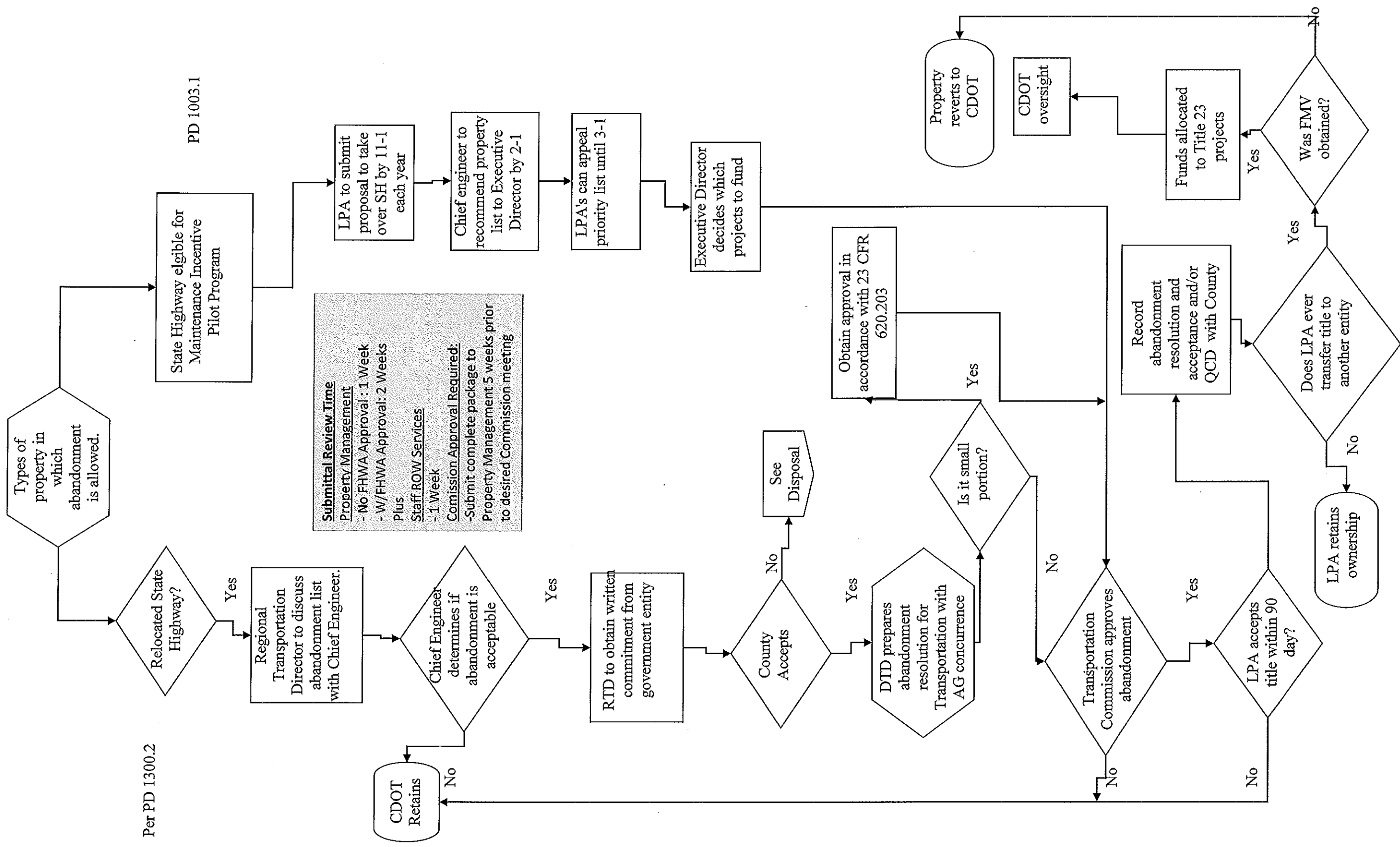
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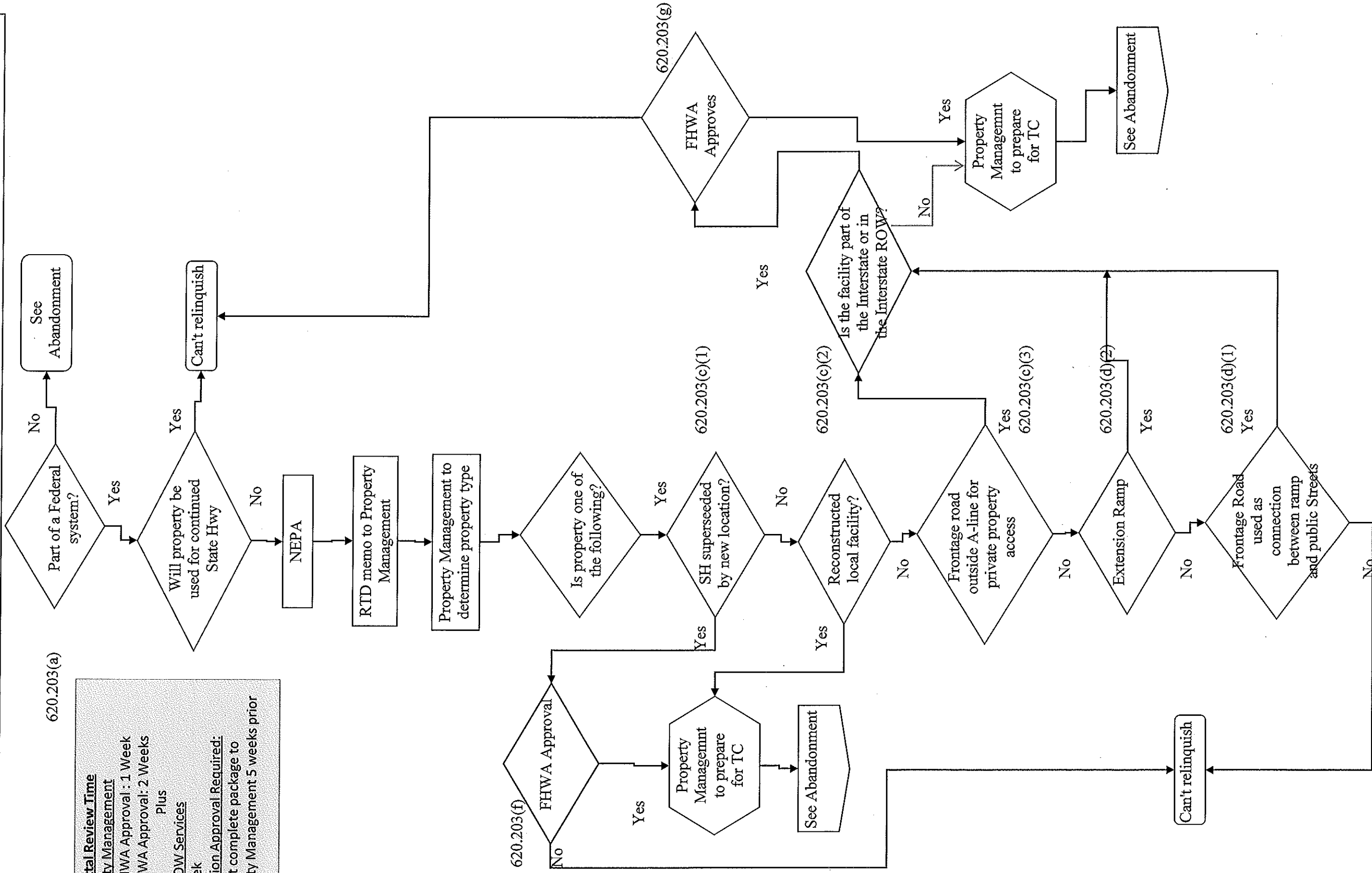
Submittal Review Time

- Property Management
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- W/FHWA Approval: 2 Weeks
- Plus
- Staff ROW Services
- 1 Week
- Commission Approval Required:
- Submit complete package to Property Management 5 weeks prior to desired Commission meeting





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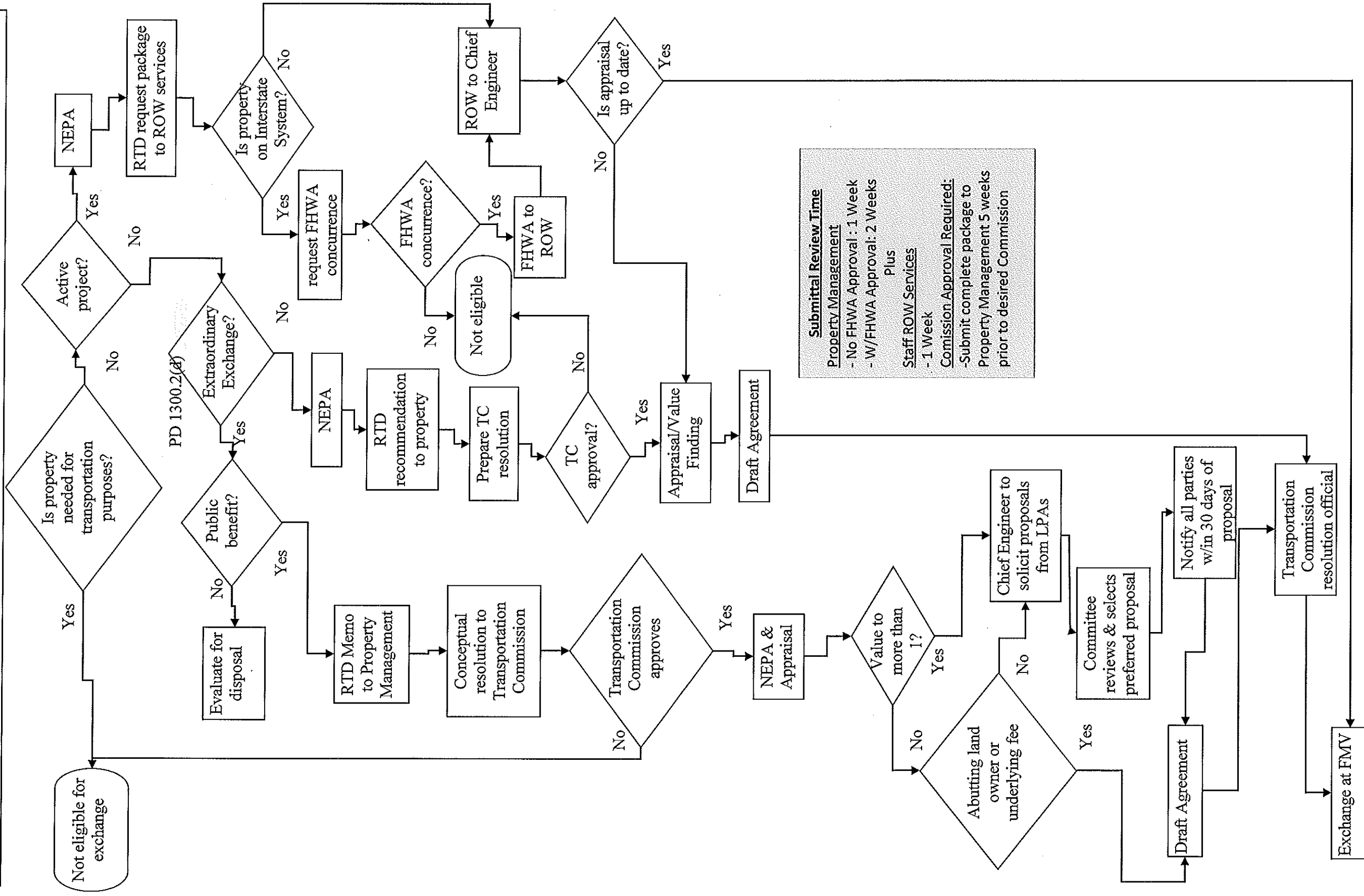
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- 1 Week

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\_\_\_\_\_ Property Management\* \_\_\_\_\_ Construction Contractor \_\_\_\_\_ CDOT Maintenance  
\*To be removed by (date) \_\_\_\_\_

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Winterization required

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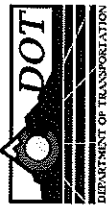
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Any issues after Demolition: \_\_\_ Yes \_\_\_ No  
If Yes then Explain: \_\_\_\_\_  
\_\_\_\_\_  
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GL ACCOUNT	DESCRIPTION	FUND	SEGMENT	AMOUNT	ASSIGNMENT	COST CENTER	FUNC.AREA	WBS	TEXT / DESCRIPTION
TOTAL									
# = Vendor no.									
All monies to WBS must have provider code									
Do not use Shaded areas									

**ADD'L ACCESS PERMIT INFO**

CHECK NO.	REGION (R#) / PERMIT NUMBER	AMOUNT (PER PERMIT)	Check/Money Order#	Amount	Check/Money Order#	Amount
			12357	100,000.00		
G Total 100,000.00						

Check/Money order subtotal	Attached additional Sheets	Cash total	Total transmitted
100,000.00			100,000.00

Submitted By: (prin)	Phone:
David Fox	303-512-5523

Received By: (prin)	Date Received

NOTE: For Access Permits reports you must list each permit no. & dollar amount  
If one check pays for two permits list check once & list each permit # with it's dollar amt.

Document Number