State of Indiana Excess Land and Disposition Process

DRAFT

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Property Management's Role in Excess Land

- Identify and Dispose of Excess Land
- Process and Facilitate Breaks in L.A. R/W
- Administer Request for Easements
- Provide Lease Administration



Leasing – Breaks - Easements

Leasing

- Rarely approve leasing requests
- I-65 downtown parking leases

L.A. R/W Breaks

- Complex Transactions
- Terry Lee Honda in Noblesville

Easements Request

- Unpopular, leave INDOT with encumbered excess
- Utility Easements



Disposition Process

IDENTIFICATION / DISTRICT APPROVAL

OBTAIN LEGAL DESCRIPTION

ENVIRONMENTAL & APPRAISAL

COMMISSIONER ORDER

POLITICAL NOTIFICATIONS

AUCTION / ACCEPTANCE / CLOSING





Parcel Packet Prepared

Central Office – 1 Day to Complete

District Letter Signed

District Real Estate – 1 Day to Complete

Obtain Excess Legal Description

INDOT Consultant - 30 days to complete (IC 4-20.5-7-4)

Approve Excess Legal Description

District Real Estate - 4 days to complete (IC 4-20.5-7-3)

Obtain Environmental Clearance & Appraisals

INDOT Environmental & INDOT Consultant - 30 Days to complete (IC 4-20.5-7-5 & IC 4-20.5-7-9)

Review Appraisal

Central Office – 3 days to complete

Submit for Commissioner Order

Central Office - 7 days to complete (IC 4-20.5-7-2)

Notify IDOA/RE Consultant of Excess Real Estate

Central Office – 1 day to complete

Auction Real Estate

IDOA Consultant – 75 days to complete (Includes 30-day political notification (IC 4-20.5-7-6) and marketing period (IC 4-20.5-7-14))

Route Transfer Deed for Signature

IDOA, Attorney General's Office and Governor's Office (IC 4-20.5-7-17) – 45 days to complete

Close Property

IDOA Real Estate Consultant – 30 days to complete (Buyer is allotted 30 days to close per the Conditional Sales Agreement)



Innovative Techniques

- Use of real estate consultants to market and sell excess land parcels.
- Use of consultants to provide environmental reviews, surveys and appraisals to help reduce workload on in-house staff.
- Maximizing value through direct marketing and "Sealed Bid Auctions"

