



Oregon Department of Transportation

**RIGHT OF WAY PROPERTY MANAGEMENT**

**APPLICATION TO USE OR PURCHASE REAL PROPERTY**

<b>Name:</b>			
<b>Company Name:</b>			
<b>Address:</b>			
<b>Daytime Phone:</b>		<b>Evening Phone:</b>	
<b>Email Address:</b>			

<b>Reason for applying:</b>	Please indicate what you intend to do with the property. Use additional pages and attach to the application if you need more space.
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<b>Please indicate your interest:</b>	
<input type="checkbox"/>	Lease
<input type="checkbox"/>	Buy
<input type="checkbox"/>	Short term rental
<input type="checkbox"/>	Permit (limited uses, landscaping, grazing, access etc.)

❖ With this application, please attach a tax lot map, assessment information, and a copy of the last vesting deed. You may obtain this at any local title company or the county assessor's office. Highlight the boundaries of the property you are interested in. Also include deeds, other maps or any documentation that may assist us in determining the property you are seeking to use or buy.

Signature

Date

**RETURN THIS SIGNED APPLICATION WITH ATTACHMENTS TO:  
 ODOT Technical Leadership Center  
 Attn Property Management Unit  
 4040 Fairview Industrial Dr SE MS#2  
 Salem, OR 97302**



# Oregon

Kate Brown, Governor

**Department of Transportation**

**Right of Way Section**

4040 Fairview Industrial Drive SE, MS-2

Salem, OR 97302-1142

503-986-3600

Fax 503-986-3625

[www.oregon.gov/odot/hwy/row](http://www.oregon.gov/odot/hwy/row)

## **Thank you for your interest in ODOT property.**

In order to assist you in your request it is important that you read through the accompanying material and submit your application with as much information completed as possible.

The information provided with this application is there to provide you with guidance on what is possible for ODOT to do for you and to help you understand how we process your request.

Although you are submitting your request to the Property Management Unit, depending on what your needs are, we may forward your application to others at ODOT who may be better able to assist you. We will strive to keep you informed of the status of your application.

Please understand, ODOT owns thousands of properties across the state and we receive many requests to buy or use our property. We strive to provide good service to the citizens of our great state but it is simply not possible to meet everyone's need. It is our goal to help you understand what we can do for you and let you know as soon as possible if we are able to move forward on your request.

The Property Management Staff

## **About Requesting to Use or Buy ODOT Property**

The following information is provided to help you understand what happens when you request to use or buy ODOT property. There is a brief explanation of how and why we acquire property and then a more detailed explanation of what occurs with your application depending on what you are asking ODOT to do.

## **How and Why ODOT Owns Property**

It is important for you to understand that we are a public agency and we own property to support the development of transportation needs in the state. The key thing to remember is that when you request to use or buy our property, we need to ensure that the decision we make is in the best interest of the citizens of the state and does not adversely affect our transportation system.

## ***How We Pay for Property***

As a public agency, ODOT receives public money, mostly from the gas tax, but from other sources as well. All the money that ODOT receives is placed in the Highway Trust Fund. Because our funding comes from a trust fund, ODOT has very strict rules about what we can do with the property we buy using this money. One of the main responsibilities we have is to make sure that if we do not need property, our ownership of it returns fair value to the taxpayers and the Highway Trust Fund. So, when we let others use our property or when we sell it, we are required to do so in a way that is fair to the taxpayers of Oregon and the Highway Trust Fund.

## ***Why We Own Property***

ODOT owns property for the purpose of developing and maintaining the state highway system. We own properties for many reasons that support our mission. Among the reasons we may buy property are for roads, maintenance facilities to maintain those roads, stockpile sites to store road material, quarries to obtain rock or fill to build or maintain roads, and wetland mitigation sites to offset wetlands that may have been damaged while building roads. There are other reasons as well, but as you can see we use property for many reasons besides the actual roadway. Usually when we buy property we try to purchase only the amount of property actually needed for our use; however, sometimes that would leave the seller with a property that is not feasible for them to use. We have rules that guide us when a seller is damaged by our purchase of their property and there are times when we acquire more property than is actually needed. Also, we may move or change a road, or relocate ODOT facilities and as a result have property that is excess to our needs. It is also important to note that we may also own property that we intend to use in the future but are not currently using. Under certain circumstances we are able to allow the temporary use of portions of this property if it does not compromise the safety of our transportation system or the value of taxpayer assets.

## **What Happens When You Request to Use ODOT Property**

When you submit your application to use or buy ODOT property several things may happen:

- We review what you are requesting of us.
- We figure out where the property is located.
- We verify whether we own it.
- We find out if there are plans to use it for transportation purposes.
- We determine if we have the manpower available to work on your request further.
- We log information about your request.

Once we understand the nature of the request and what options we have available, then we are in a position to respond to your request.

As you can see from the list of items above it is important for you to provide as much information as possible. If we cannot clearly identify the property and understand what you are requesting of us, then we will not be able to review your application effectively until we have complete information. This will only serve to delay getting you an answer to your request.

An important thing for you to understand is that the information is not always easily available. Most of the important information we need to address your request is in maps and files stored here in Salem. Researching your request requires a property agent to go to a file room, and/or a map room and physically locate information about the property.

Looking into these property requests is a time consuming process and can take from 30 minutes to 5 hours or more. The average research time needed to adequately identify a property and its current status is about 3 hours.

### **Our goal is to give you a timely response to your request.**

Our turnaround time for requests for which we have complete information is a minimum of 60 days.

Once we have located the property you are interested in and obtained the property records, we periodically go through a review process to consider all of the requests we have received. Whether we will move forward on your request depends on many factors including how much it costs to sell or lease a property, if we have the manpower to work on your request, is the property needed by ODOT for other uses, etc.

After our review process is complete you will be notified of our decision. If your request is denied, our decision at this point is final, there is no appeal process. You are of course free to make the same request sometime in the future. Circumstances can change but our decision is usually made on projecting our workload and costs involved so you may want to wait before submitting your request again.

We hope this overview of our process has been helpful.