

# How to Acquire Surplus Land



The Virginia Department of Transportation (VDOT) owns many acres of land. As needs change, certain parcels may be declared surplus and offered for sale. Some may be available as assemblage to adjacent property, while others might be suitable for independent development. This information sheet outlines how to inquire whether these properties may be conveyed to private ownership.

Land suitable as assemblage is available only to adjacent property owners of record who might want to enlarge or improve their property. Land meeting local zoning requirements and other criteria for independent development is offered for public sale, usually through a sealed bid sale. Notice for such sales is typically made through local newspapers and VDOT's Web site <http://www.virginiadot.org/business/default.asp>. VDOT's goal is to dispose of land not needed for transportation purposes, thus returning it to the local tax rolls. You are invited to inquire about properties of interest.

The Property Management Section of the Right of Way and Utilities Division at the VDOT Central Office should be contacted for land of interest and more specific information. The address and telephone number can be found at the end of this sheet.

## WHAT YOU NEED TO DO

1. Determine your interest in a specific parcel, research, if possible, to determine VDOT's ownership and contact the VDOT Central Office office by letter, email or by phone.\*
2. A \$500.00 deposit is required for VDOT's review and determination of availability for disposal. It will be applied to the purchase price, refunded if VDOT decides not to sell the property, or retained as liquidated damages if you decide not to purchase the property.

3. Submit a written request with a certified or cashiers check made payable to the Treasurer of Virginia, Department of Transportation, and a copy of deed of VDOT ownership, and a copy of the deed and plat for your property and a plat showing its location relative to the VDOT parcel.
4. For parcels suitable for assemblage only, adjacent parcel ownership interests will need verification and affirmation.

\* NOTE: The more information you provide can assist in expediting your inquiry.

## WHAT WE WILL DO

1. Confirm VDOT's ownership.
2. Review requests and secure internal and external approvals.
3. Determine fair market value of the property.
4. Advertise property capable for independent development for public sale or offer to sell assemblage property to adjoining landowner(s).
5. Prepare necessary deed and plat(s).
6. Arrange closing with buyer(s).
7. Record the deed of conveyance.

Interested buyers are responsible for the \$500 deposit to VDOT, any private property appraisal and/or survey, and paying all closing and recording costs, to include but not limited to any costs required by the purchaser's lender.

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