

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 to assemble with adjacent property, while others may be suitable for independent development. This information sheet outlines how to initiate your inquiry and the Department's process to convey these properties 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: <https://pmi.vdot.virginia.gov/>. 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 that may be of interest to you.

The Property Management Section of the Right of Way and Utilities Division at the VDOT Central Office should be contacted to initiate your request or to obtain more specific information. The address and telephone number can be found at the end of this sheet.

How the Process Works

1. Determine your interest in a specific parcel. Where possible, conduct research to determine VDOT's ownership and contact the VDOT Central Office by letter, email or by phone.*
2. Upon confirmation of your interest and receipt of a written request, VDOT will conduct a preliminary review, to determine the availability of the property for disposal. We will notify you of our determination.
3. If approved for further review, a \$500 deposit** will be required. Your deposit will either be 1) applied towards the purchase price, 2) refunded, if VDOT decides not to sell the property, or 3) retained as liquidated damages, if you decide not to purchase the property.

4. Along with your deposit, you will be required to submit 1) a copy of the instrument by which VDOT acquired the property; the deed and/or certificate of take and final order, 2) a copy of the instrument by which you acquired the property adjoining the VDOT property including plat if applicable.
5. Upon receipt of the above, we will 1) review the documents submitted by you, 2) confirm VDOT's ownership and secure internal and external approvals, and 3) determine fair market value and classification of the property.
 - a) If the property is determined to be a Class I (supports independent development), your deposit will be refunded and the property will be advertised for public sale through a sealed bid process.
 - b) If property is determined to be a Class II (does not support independent development and must be assembled with an adjacent property). Proof of ownership for your adjacent parcel and a plat showing its location relative to the VDOT parcel will be required. Proof of ownership includes a copy of the deed and plat.
6. Conveyance deed is prepared by VDOT.
7. Buyer(s) will be provided with closing instructions.
8. VDOT will submit all conveyance documents for recordation.

*The more information that you provide can assist to expedite your request.

**Deposits must be paid by a certified or cashier's check, made payable to the Treasurer of Virginia, Department of Transportation. 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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