

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS

RIGHT OF WAY QUESTIONNAIRE

State Project \_\_\_\_\_

Federal Project \_\_\_\_\_

Owner(s) \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

DOH District \_\_\_\_\_

County \_\_\_\_\_

Spouse's Name \_\_\_\_\_

ZIP \_\_\_\_\_

Receive Correspondence by Email ☐ Yes ☐ No

Parcel \_\_\_\_\_

Phone \_\_\_\_\_ am ☐

No(s) \_\_\_\_\_ pm ☐

If separate, owner and type of Minerals/Timber/etc. \_\_\_\_\_

Liens (Deeds of Trust, Vendor's Liens, Judgment Liens, etc.) \_\_\_\_\_

Name in which Property is Assessed \_\_\_\_\_

Acct. No. \_\_\_\_\_

Land Area/type of Property (Residential/Commercial) \_\_\_\_\_

Public/Private Utilities (List and sketch location if private) \_\_\_\_\_

Cemetery/Burial Sites: ☐ Yes ☐ No – if yes sketch location on reverse side

Septic System: ☐ Yes ☐ No – if yes sketch location on reverse side

Underground Storage Tank(s): ☐ Yes ☐ No – if yes sketch location on reverse side

FHWA - Title VI Reporting

☐ Minority ☐ Female Head of House

IF THIS PROPERTY WAS OBTAINED BY A DEED, PLEASE GIVE FOLLOWING INFORMTION:

Grantor \_\_\_\_\_

Grantee \_\_\_\_\_

Date of Deed \_\_\_\_\_

DB \_\_\_\_\_

P \_\_\_\_\_

Declaration of Value \_\_\_\_\_

Magisterial District \_\_\_\_\_

Tax Map \_\_\_\_\_

Parcel \_\_\_\_\_

IF OBTAINED THROUGH WILL OR LAWS OF DESCENT AND DISTRIBUTION:

From Whom Inherited \_\_\_\_\_

WB \_\_\_\_\_

P \_\_\_\_\_

Executor \_\_\_\_\_

Phone No(s) \_\_\_\_\_

Address \_\_\_\_\_

ZIP \_\_\_\_\_

Previous Deed Date \_\_\_\_\_

DB \_\_\_\_\_

P \_\_\_\_\_

(If no Will, attach list of heirs including addresses, telephone numbers, etc., and decedent's place and date of death)

IF PROPERTY IS HELD OR OCCUPIED BY SOMEONE OTHER THAN OWNER, GIVE FOLLOWING INFORMATION:

Lessee or Tenant \_\_\_\_\_

Phone No(s) \_\_\_\_\_

Address \_\_\_\_\_

ZIP \_\_\_\_\_

Oral Agreement or Written Lease \_\_\_\_\_

Initiated \_\_\_\_\_

Expires \_\_\_\_\_

Option to Renew \_\_\_\_\_

Rent (Month/Year) \_\_\_\_\_

Occupant(s) (List) \_\_\_\_\_

Are Improvements Tenant Owned? \_\_\_\_\_

If so, Describe \_\_\_\_\_

Oil, Gas, Coal Leases: ☐ Yes ☐ No – if so, with whom: \_\_\_\_\_

Obtained From \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Obtained By \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

(Use reverse side for additional information, sketches, etc.)

Attachments ☐ Yes ☐ No

INSTRUCTIONS  
FOR COMPLETION OF RIGHT OF WAY QUESTIONNAIRE

General:

- 1. Accuracy is important**
  - 2. Fill out Form Completely – if an item is Not Applicable, enter N/A – If an item is Unknown, enter Unknown – DO NOT leave spaces blank!**
  - 3. If owners own other property in the area, find out what you can about location, land area, improvements, etc.**
- Prior to going to the courthouse, complete those parts of the questionnaire found on the Right of Way plans such as, State and Federal Numbers (Use Right of Way Project Numbers – NOT Construction), County, Right of Way District Number and tentative Parcel Number, Apparent Property Owner(s), if known.
  - At the courthouse obtain:
    - Name in which Property is assessed
    - Tax Account Number
    - Deed References, Grantor, Grantee, Book & Page, Consideration, Magisterial District, Tax Map and Tax Parcel Number(s)
    - Deeds of Trust, Liens and Judgments
    - If property was obtained by inheritance:
      - Name from whom inherited
      - Will Book and Page
      - Executor's Name, Address and Phone Number(s)
      - Prior Deed References (Book and Page)
  - During Contact with Owner(s) and Occupants obtain:
    - Owner(s) full legal name(s) and marital status
    - Mailing address of owner(s)
    - Name of Spouse if pertinent
    - Information on mineral ownership and timber ownership
    - Type of property and improvements (residential, commercial)
    - List all private and public utilities
    - If there is a tenant occupant (even if related to owner):
      - Name of tenant, address and phone number
      - Relationship to owner, if any
      - Information about rental agreement or lease; Rent Paid
      - Names, sex and ages of all occupants

ADDITIONAL INFORMATION