

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS

RIGHT OF WAY QUESTIONNAIRE

State Project _____ DOH District _____ Parcel _____

Federal Project _____ County _____

Owner(s) _____ Spouse's Name _____

Address _____ ZIP _____ Phone No(s) _____ am _____ pm _____

Email _____ Receive Correspondence by Email Yes No

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

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

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.**
1. 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.
 2. At the courthouse obtain:
 - a. Name in which Property is assessed
 - b. Tax Account Number
 - c. Deed References, Grantor, Grantee, Book & Page, Consideration, Magisterial District, Tax Map and Tax Parcel Number(s)
 - d. Deeds of Trust, Liens and Judgments
 - e. If property was obtained by inheritance:
 1. Name from whom inherited
 2. Will Book and Page
 3. Executor's Name, Address and Phone Number(s)
 4. Prior Deed References (Book and Page)
 3. During Contact with Owner(s) and Occupants obtain:
 - f. Owner(s) full legal name(s) and marital status
 - g. Mailing address of owner(s)
 - h. Name of Spouse if pertinent
 - i. Information on mineral ownership and timber ownership
 - j. Type of property and improvements (residential, commercial)
 - k. List all private and public utilities
 - l. If there is a tenant occupant (even if related to owner):
 1. Name of tenant, address and phone number
 2. Relationship to owner, if any
 3. Information about rental agreement or lease; Rent Paid
 4. Names, sex and ages of all occupants

ADDITIONAL INFORMATION