

## Michigan Department of Transportation (MDOT) Property Request

This is an overview of the process for purchasing Michigan Department of Transportation (MDOT) owned property. This entire process can take up to one year or more to complete. Visit the MDOT Excess Property website at [www.michigan.gov/mdot-land](http://www.michigan.gov/mdot-land) for additional information.

### Step 1 – Request/Submission

Any person interested in purchasing MDOT owned property should contact the Region Real Estate Office using the Region contact link to inquire about the availability of the property:

<p>Bay Region *Arenac, Bay, Clare, Genesee, Gladwin, Gratiot, Huron, Isabella, Lapeer, Midland, Saginaw, Sanilac, Shiawassee, St. Clair, Tuscola</p>	<p>Andy Philp <a href="mailto:PhilpA@Michigan.gov">PhilpA@Michigan.gov</a> 989-233-5396</p>
<p>Grand Region *Allegan, Barry, Ionia, Kent, Lake, Mason, Mecosta, Montcalm, Muskegon, Newaygo, Oceana, Osceola, Ottawa</p>	<p>John Sabin <a href="mailto:SabinJ@Michigan.gov">SabinJ@Michigan.gov</a> 616-299-9731</p>
<p>Metro Region *Macomb, Oakland, Wayne</p>	<p>Tom Jay <a href="mailto:JayT@Michigan.gov">JayT@Michigan.gov</a> 586-405-1430</p>
<p>North Region *Alcona, Alpena, Antrim, Benzie, Charlevoix, Cheboygan, Crawford, Emmet, Grand Traverse, Iosco, Kalkaska, Leelanau, Manistee, Missaukee, Montmorency, Ogemaw, Oscoda, Otsego, Presque Isle, Roscommon, Wexford</p>	<p>Judy Raymond <a href="mailto:RaymondJ@Michigan.gov">RaymondJ@Michigan.gov</a> 231-775-2733</p>
<p>Southwest Region *Berrien, Branch, Calhoun, Cass, Kalamazoo, St. Joseph, Van Buren</p>	<p>Erik Kayser <a href="mailto:KayserE@Michigan.gov">KayserE@Michigan.gov</a> 269-330-7351</p>
<p>Superior Region *Alger, Baraga, Chippewa, Delta, Dickinson, Gogebic, Houghton, Iron, Keweenaw, Luce, Mackinac, Marquette, Menominee, Ontonagon, Schoolcraft</p>	<p>Steve Douglas <a href="mailto:DouglasS3@Michigan.gov">DouglasS3@Michigan.gov</a> 906-630-9601</p>
<p>University Region *Clinton, Hillsdale, Ingham, Jackson, Lenawee, Livingston, Monroe, Washtenaw</p>	<p>Don Sare <a href="mailto:SareD1@Michigan.gov">SareD1@Michigan.gov</a> 517-750-0442</p>

The Region will do a preliminary review of the request to determine the feasibility of releasing the property.

If the request clears the preliminary review, the requestor must submit the following information to [MDOT-PropertyRequest@Michigan.gov](mailto:MDOT-PropertyRequest@Michigan.gov) or to the address below to continue the review process:

- MDOT Property Request - Page 4
- Required processing fees (see note below)
- Recorded instrument that shows ownership interest of requestor if an abutting or underlying fee owner.
- MDOT right-of-way map for the property you are requesting with the exact area highlighted. The MDOT right-of-way maps are located at <https://mdotjboss.state.mi.us/BITMIX/rowMapFilesHome.htm> or contact [MDOT-ROW@michigan.gov](mailto:MDOT-ROW@michigan.gov) for assistance. If the property has any abutting owners, a notarized waiver of purchase is required from all abutting owners prior to an appraisal being ordered (see page 5).

**NOTE:**

- **All new requests must submit a \$150 non-refundable processing fee to cover Departmental administrative expenses. An Engineering Review will not be initiated until this fee is received. The \$150 processing fee will be applied to the sale price if the request is approved.**
- **There is an additional \$500 non-refundable processing fee for the following request types: any change in limited access, easements, encroachments, relinquishment of easements and exchanges. The \$500 processing fee will be applied to the sale price if the request is approved.**

Processing fees may be in the form of a personal, business, or certified check made out to the State of Michigan and mailed to the following address:

Michigan Department of Transportation  
Development Services Division  
P.O. Box 30050  
Lansing, Michigan 48909  
ATTN: Lori Crysler

**Step 2 – MDOT Engineering Review**

Upon receipt of the above information, MDOT will conduct an Engineering Review to determine if the property is excess and can be sold. The Engineering Review process is performed by specialized areas throughout MDOT that determine if there is the need to retain the property for any current or future transportation needs, as well as any environmental conditions that could prohibit a sale.

**Step 3 – Legal Description & Sketch**

If the MDOT Engineering Review is approved, a legal description and sketch of the property rights/interest to be conveyed is prepared for the property approved for release. A survey may be necessary in some instances.

**Step 4 – Appraisal/Appraisal Review**

MDOT is required by federal law to receive fair market value when selling property. An appraisal is prepared by either MDOT staff or a MDOT consultant to determine fair market value of the property. **If the appraisal is**

**completed by a MDOT consultant, the requestor is responsible for the cost of the appraisal.** The appraisal is reviewed and approved by MDOT.

### Step 5 – Sale

MDOT sells property either by direct sale or auction as follows:

Direct Sale (Public): Government agencies are given the first opportunity to purchase property for either a transportation or public purpose.

- Transportation purpose – Conveyed for \$1.00 with a permanent reversionary covenant which states the property must be used for a transportation purpose in perpetuity or it will revert to MDOT.
- Public purpose – Conveyed for fair market value with a 10-year reversionary covenant which states the property must be used for a public purpose for a 10-year period.

Direct Sale (Private): One of the following conditions must be met for private individuals to qualify for direct sales of MDOT property at the appraised fair market value (the requestor may be responsible to pay for the appraisal services if necessary):

- The property is landlocked and has only one abutting owner.
- The property is accessible, has only one abutting owner and is undevelopable.
- The property is landlocked or is undevelopable and has 2 or more abutting owners. A notarized waiver of purchase is required from all abutting owners prior to the appraisal being completed (see page 5).

Auction Sale: If the requested property does not qualify for a direct sale, the property may be placed for sale at public online auction and sold to the highest bidder.

MDOT Disposal of Real Property Email Address: [MDOT-PropertyRequest@michigan.gov](mailto:MDOT-PropertyRequest@michigan.gov)

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Michigan Department of Transportation (MDOT)  
Property Request

REQUESTOR INFORMATION	
NAME	COMPANY
ADDRESS	CITY/STATE/ZIP
PHONE	EMAIL
Are you the sole abutting owner? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	Is the property landlocked? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Have you made a previous request for the property? <input type="checkbox"/> Yes <input type="checkbox"/> No   If yes, when?	
Have you previously spoken with someone at MDOT? <input type="checkbox"/> Yes <input type="checkbox"/> No   If yes, who?	
REQUESTED PROPERTY INFORMATION	
TYPE OF RELEASE <input type="checkbox"/> SALE <input type="checkbox"/> EASEMENT <input type="checkbox"/> CHANGE IN LIMITED ACCESS <input type="checkbox"/> EXCHANGE <input type="checkbox"/> RELINQUISHMENT OF EASEMENT <input type="checkbox"/> LEASE/LICENSE/RENTAL	
MDOT CONTROL SECTION (if known)	MDOT PARCEL(S) (if known)
COUNTY	TOWNSHIP/CITY
ADDRESS	NEAREST CROSS ROAD
LOCATION Tax ID:	
DETAILED EXPLANATION OF REQUEST	
SIGNATURE	DATE

**WAIVER STATEMENT**

I/We \_\_\_\_\_, duly express that we have no interest as abutting owners in purchasing the Michigan Department of Transportation property located in, identified as and shown in the attached sketch and legal description.

Signed and delivered in the presence of:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Abutting Owner

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Abutting Owner

STATE OF MICHIGAN  
COUNTY OF \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally appeared \_\_\_\_\_ to me known to be the same person(s) who executed the above waiver document to be his/her free act and deed.

Notary Public, \_\_\_\_\_ County, Michigan. My  
commission expires on  
\_\_\_\_\_.

DRAFTED BY:  
Lori Crysler  
Michigan Department of Transportation  
Development Services Division  
Program and Property Management Unit  
425 West Ottawa Street  
Lansing, MI 48933