

Appendix I:

Four-Step Land Disposal Process

Four-Step Excess Land Disposal Process

Step 1: Comply with purchase preference per Iowa Code § 306.23

- Determine the owner(s) at the time of acquisition
- Determine the present owner(s) of the remaining tract of land (if pursuing a partial acquisition)
- Send an Offer to Buy (OTB) by certified mail and allow 60 days for a response
- Sell if received OTB is at or higher than the approved appraised value of the land
- If no acceptable OTB is received within the allotted time frame, then proceed to the next step

Step 2: Offer to other government agencies

- These include state agencies, school districts, conservation boards, counties, and cities
- The purpose must be for permanent public use
- All 30 days to receive a response
- Sell if the received OTB is at or higher than the approved appraised value of the land

Step 3: Offer to abutting land owners

- These are owners of land that is contiguous to the parcel of land
- Allow 30 days to receive a response
- Sell if the received OTB is at or higher than the approved appraised value of the land
- If no acceptable OTB is received within the allotted time frame, then proceed to the next step.

Step 4: Conduct a public sale

- The selection of an approved auction company is managed by the Office of Purchasing
- The Iowa DOT reserves the right to refuse any and all bids if no acceptable offer is received
- Once the public auction has ended and the auction company receives at least 10 percent funding from the winning bidder, the auction company forwards all of the necessary contact and possession information to the Iowa DOT.