WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
RIGHT OF WAY QUESTIONNAIRE

State Project ___________________________ DOH ___________ Parcel ___________
Federal Project ___________________________ County _______________________

Owner(s) __________________________________________ Spouse’s Name ___________

Address ___________________________________ ZIP _______ Phone No(s) ___________ am ___________
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 __________________________________________
Address ___________________________________________ Phone No(s) ___________
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