

**COMMISSION POLICY****POLICY # 9.20****SUBJECT:** Baldwin County Right-of-Way Acquisition**DATE ADOPTED**  
December 1, 2009**PAGE (BCC MINUTES)**  
8**OBSOLETE VERSIONS** *(Can be found in the Inactive Policy Book.)*  
**DATE ADOPTED**                      **PAGE (BCC MINUTES)**

*NOTE: (CHARACTERISTICS OF A GOOD POLICY AND PROCEDURE DOCUMENT) -- A policy is typically a document that outlines specific requirements or rules that must be met. The overall goal is to write policies that are clear, concise and in simple language. If you use an acronym, spell it out the first time you use it.*

**POLICY STATEMENT**

This policy establishes certain right-of-way acquisition authorizations for all Highway Department projects. The purpose of this policy is to allow the Highway Department to acquire right-of-way in a more timely and efficient manner to expedite projects.

**PROCEDURAL REQUIREMENT**

- Authorize the Highway Department to acquire right-of-way projects by donation, purchase by agreement or condemnation.
- Authorize the County Engineer to sign right-of-way agreements and authorize the Clerk/Treasurer to sign settlement statements in order for checks to be issued.
- Authorize the Highway Department to select, retain, contract with and consult as necessary with title companies and attorneys as needed to complete right-of-way acquisition.
- Authorize the Chair and Vice Chair of the County Finance/Accounting Team to approve counteroffers above the appraised value via e-mail based on the County Engineer's recommendation. (This section only applies to County funded projects and does not apply to ALDOT and/or FHWA projects. ALDOT standards and procedures will be followed for those projects.)

**RELATED POLICIES**

Policy #9.1: Acceptance of Public Property