

CORRIDOR PRESERVATION PROCESS AND CHECKLIST

AUGUST 2015

Application dates will be COB April 1 and October 1 or the next business day thereafter

1. _____ [Review RTP list](#), Phases 1-3 in Salt Lake County to see if project is on the list
2. _____ Identify desired property
3. _____ Contact property owner regarding willingness to sell
4. _____ Submit application packet to COG staff including:
 - a. [Application form](#) (City closing costs estimated may be included)
 - b. Appraisal *and* Review Appraisal (Only required if selected)
 - c. Map and property description
 - d. Offer to purchase
5. _____ Application reviewed for completeness by COG staff
6. _____ Review by Salt Lake COG Public Works Subcommittee
 - a. Applicant city may not make motions on their own applications
 - b. Applicant city may not vote on their projects
7. _____ Public Works Committee recommendation approved by COG
8. _____ Approval by County Council
9. _____ Submit to COG Staff, electronically, signed copies of the following:
 - a. Advanced Acquisition Right of Way Contract
 - b. Voluntary Acquisition Acknowledgement (if the property is improved)
 - c. Settlement Statement
10. _____ Request Letter from the City indicating to whom the check should be made payable
11. _____ COG Staff sends request for funds to Salt Lake County Mayor's office. (Electronically)
12. _____ Salt Lake County releases funds
13. _____ City or Title Company sends recording information to Salt Lake County and COG Staff