**ADMINISTRATIVE SETTLEMENT**

**MEMO TO FILE**

|  |  |
| --- | --- |
| **FEDERAL/STATE PROJECT #:** |  |
| **CITY PROJECT #:** |  |
| **TRACT(S) #:** |  |
| **PROPERTY OWNER(S):** |  |
| **PROPERTY LOCATION:** |  |
| **APPRAISER:** |  |
| **APPRAISAL REVIEWER:** |  |
| **ACQUSITION AGENT:** |  |
| **APPROVED APPRAISED LOSS IN VALUE:** |  |
| **ADMINISTRATIVE SETTLEMENT ADDED:** |  |
| **TOTAL REVISED SETTLEMENT OFFER:** |  |

Negotiations for acquisition of this project are nearing completion and it is obvious the owners will not convey the necessary property rights for the approved appraisal amount.

The following factors are considered to be justification for this proposed settlement. (Possible testimony by opposition cost of condemnation, time restraints, property appraisals, recent court awards and estimated trial cost.)

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Right of Way Agent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(Type Name Here)*

The undersigned City representatives have approved this Administrative Settlement as being reasonable, prudent, and in the public interest.

**City Approval By:**

Project Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

  *(Type Name Here)*

Director of Public Works: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

 Anthony J. Hofmann, PMP