

**CITY OF CHESAPEAKE, VIRGINIA**

**NUMBER: 4.11 (36.2)**

**ADMINISTRATIVE REGULATION**

**EFFECTIVE DATE: 4/21/05**

**SUBJECT: DEPARTMENT OF PUBLIC WORKS  
PROCEDURE FOR ACQUIRING PROPERTY  
RIGHTS OF THE CITY OF CHESAPEAKE**

**SUPERSEDES: 03/01/75**

## **I. PURPOSE**

In order to establish a uniform procedure for acquiring property for the City of Chesapeake, the following guidelines have been authorized.

## **II. PROCEDURE**

### **A. Responsibility**

1. It shall be the responsibility of each department needing to acquire property to communicate with the Public Works Department Right-of-Way Office as soon as formal approval for the purchase or acquisition has been received.
2. It shall be the responsibility of the Right-of-Way Office to act as the agent for the requesting department in all of the below areas when applicable:
  - a. Property research – Identifying acceptable property in the desired geographical area, and to review all proposed acquisitions with the Department of Planning to ensure compliance with the General Plan and the Subdivision Ordinance.
  - b. Property appraisal – When necessary, contracting with reputable appraisers in accordance with Virginia State law. Provide a written statement of and summary of the basis for, the amount the City established as just compensation.
  - c. Property Negotiations – Negotiating with the property owner (s) by acceptable means, to acquire the property for just compensation as established by the City and in accordance with Virginia State law and federal law.
  - d. Property acquisition – Securing legal title to the property being acquired after the necessary title search required by the City Attorney's Office, and deed and agreement preparations have been accomplished.

3. It shall be the responsibility of the Right-of-Way Office to coordinate when necessary with the requesting department, the City Attorney's Office, and other concerned agencies.
4. It shall be the responsibility of the requesting department to furnish the Right-of-Way Office with the following information:
  - a. Legal description of the property to be acquired, or if a particular piece of property has not been designated, then the desired geographical location in which the property is to be acquired, should be provided.
  - b. Desired property characteristics, dimensions or desired dimensions, and intended use.
  - c. A copy of the General Plans, and conceptual drawing associated with the intended use of the desired property, and recordable plats, if required.
  - d. When a particular piece of property is desired, the following information will be provided to the Right-of-Way Office in addition to the legal description:
    1. Tax Map Number of sites.
    2. Recordable plats per state requirements.
    3. Associated street names or route numbers
    4. A subdivision plat containing all information required by the Chesapeake Subdivision Ordinance, (when applicable).
  - e. It shall be the responsibility of the Right-of-Way Office to order the title examination, deed and/or agreement, and just compensation check when applicable.
  - f. If condemnation is necessary, it shall be the responsibility of the Right-of-Way Office to furnish the Attorney's Office with all necessary copies of plats, appraisals and any acquisition documents requested.

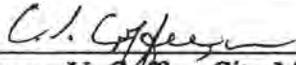
**B. Procedure**

1. Notification of the Right-of-Way Office of intent to acquire.
2. Provide the Right-of-Way Office as required in Paragraph A, subparagraph 4.
3. Provide the Right-of-Way Office with written authorization to acquire designated property.
4. It shall be the responsibility of the Right-of-Way Office to record plats and deeds for acquisitions (when applicable).

5. Requisition funds for payment.

**C. General**

1. The above provisions are not all inclusive but serve as a basis upon which to expedite in an orderly manner the acquisition of real estate for government use.
2. Procedural forms and guidelines for the acquisition of real estate will be provided by the Right-of-Way Office.
3. This Administrative Regulation applies to the acquisition of all property rights for the use of the City government of Chesapeake.



Dr. Clarence V. Cuffee, City Manager

4-27-05

Date