memorandum

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| TO: | TRANSPORTATION BUSINESS UNIT (TBU) CLEARANCE REPRESENTATIVES |
| FROM: | «PREPARER\_JOB\_TITLE» «PREPARER\_FULL\_NAME» |
| SUBJECT: | TBU CLEARANCE (GENERAL EXCLUSION) – MC# «TBLMCMAINMCID» - «PROPERTY\_NAME» |
| DATE: | «DATE\_OF\_PREPARATION» |
| RESPONSE REQUESTED BY: | «DATE\_OF\_PREPARATION» |

**PURPOSE OF MEMORANDUM**

In accordance with Maryland Department of Transportation Policy and Procedure 654.1, it is the purpose of this memorandum to advise that MC# «tblMCMainMcId» identified as the former «Property\_Name» property, Item No(s). «TBU\_Item\_s» is excluded from the TBU Clearance process.

**SUMMARY**

The Maryland Department of Transportation «TBU\_Name» («TBU\_Acronym») proposes the sale of the former «Property\_Name» property and further described in the attached Salient Fact Sheet with Property Plat, Tax and Location Maps. The property is not needed for a transportation purpose and we shall proceed with our appropriate sales activity.

**ANALYSIS**

The former «Property\_Name» is excluded from the TBU Clearance Procedures in accordance with General Exclusions number:

«GenOption1» 1. Any disposal of real property by sale, auction or transfer of rights, title or interest, *excluding leases of real property*, which has an apparent value of less than *$25,000 or is less than 1 acre*, provided it does not adjoin the property of any TBU except that of the Grantor TBU, and that it is not part of an assemblage of parcels which if deeded together would have an apparent value of $25,000 or more, or be one acre or more.

«GenOption2» 2. Any disposal of real property by sale, auction or transfer of rights, title or interest, which is mandated *by law,* a *Court of Jurisdiction* or is ordered by the *Federal Government or one of its Agencies, or is transferred to another TBU, County or other Municipality by agreement and is approved by the Board of Public Works, including Road Transfers and approved MOU’s between the aforementioned parties.*

«GenOption3» 3. Any disposal of real property by *Option Conveyance or Exchange,* in accordance with the provisions of the Annotated Code of Maryland, Transportation Article Section 8-309 (f), or any other *Exchange* for a transportation purpose; including the *release and exchange of easements*.

«GenOption4» 4. Any disposal of real property being utilized for a *Transit Oriented Development* purpose, in accordance with current legislation and for other development for a transportation purpose or by direction of the Secretary of Transportation.

All responses must be directed to:

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| «Preparer\_Title» «Preparer\_Full\_Name» |
| «Preparer\_Job\_Title» |
| «Preparer\_Office\_Name» |
| Maryland Department of Transportation, «Preparer\_TBU\_Name» |
| «Preparer\_Address», «Preparer\_Mail\_Stop» |
| «Preparer\_City\_State\_Zip» |
| Email: «Preparer\_Email» |

**ATTACHMENTS**

«list\_of\_attachments»

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| --- | --- |
| «ccLabel» | «cc1» |
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