

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS

RIGHT OF WAY QUESTIONNAIRE

State Project

DOH District

Parcel

Federal Project

County

Owner(s)

Spouse's Name

Address

ZIP

Phone No(s)

am

pm

If separate, owner and type of Minerals/Timber/etc.

Liens (Deeds of Trust, Vendor's Liens, Judgment Liens, etc.)

Name in which Property is Assessed

Acct. No.

Land Area/type of Property (Residential/Commercial)

Public/Private Utilities (List and sketch location if private)

Cemetery/Burial Sites: ☐ **Yes** ☐ **No** – if yes sketch location on reverse side  
Septic System: ☐ **Yes** ☐ **No** – if yes sketch location on reverse side  
Underground Storage Tank(s): ☐ **Yes** ☐ **No** – if yes sketch location on reverse side

IF THIS PROPERTY WAS OBTAINED BY A DEED, PLEASE GIVE FOLLOWING INFORMATION:

Grantor

Grantee

Date of Deed

DB

P

Declaration of Value

Magisterial District

Tax Map

Parcel

IF OBTAINED THROUGH WILL OR LAWS OF DESCENT AND DISTRIBUTION:

From Whom Inherited

WB

P

Executor

Phone No(s)

Address

ZIP

Previous Deed Date

DB

P

(If no Will, attach list of heirs including addresses, telephone numbers, etc., and decedent's place and date of death)

IF PROPERTY IS HELD OR OCCUPIED BY SOMEONE OTHER THAN OWNER, GIVE FOLLOWING INFORMATION:

Lessee or Tenant

Phone No(s)

Address

ZIP

Oral Agreement or Written Lease

Initiated

Expires

Option to Renew

Rent (Month/Year)

Occupant(s) (List)

Are Improvements Tenant Owned?

If so, Describe

Oil, Gas, Coal Leases: ☐ **Yes** ☐ **No** – if so, with whom:

Obtained From

Date

Signature

Obtained By

Date

Signature

(Use reverse side for additional information, sketches, etc.)

Attachments

Yes

No

INSTRUCTIONS  
FOR COMPLETION OF RIGHT OF WAY QUESTIONNAIRE

General:

- 1. Accuracy is important
- 2. Fill out Form Completely – if an item is Not Applicable, enter N/A – If an item is Unknown, enter Unknown – DO NOT leave spaces blank!
- 3. If owners own other property in the area, find out what you can about location, land area, improvements, etc.

- 1. Prior to going to the courthouse, complete those parts of the questionnaire found on the Right of Way plans such as, State and Federal Numbers (Use Right of Way Project Numbers – NOT Construction), County, Right of Way District Number and tentative Parcel Number, Apparent Property Owner(s), if known.
- 2. At the courthouse obtain:
  - a. Name in which Property is assessed
  - b. Tax Account Number
  - c. Deed References, Grantor, Grantee, Book & Page, Consideration, Magisterial District, Tax Map and Tax Parcel Number(s)
  - d. Deeds of Trust, Liens and Judgments
  - e. If property was obtained by inheritance:
    - 1. Name from whom inherited
    - 2. Will Book and Page
    - 3. Executor's Name, Address and Phone Number(s)
    - 4. Prior Deed References (Book and Page)
- 3. During Contact with Owner(s) and Occupants obtain:
  - f. Owner(s) full legal name(s) and marital status
  - g. Mailing address of owner(s)
  - h. Name of Spouse if pertinent
  - i. Information on mineral ownership and timber ownership
  - j. Type of property and improvements (residential, commercial)
  - k. List all private and public utilities
  - l. If there is a tenant occupant (even if related to owner):
    - 1. Name of tenant, address and phone number
    - 2. Relationship to owner, if any
    - 3. Information about rental agreement or lease; Rent Paid
    - 4. Names, sex and ages of all occupants

ADDITIONAL INFORMATION