

## **FORMS REVISED FOR 24 VAC 30-41 REGULATORY ACTION, 7/06**

- RW-59(3) (Form letter for moving businesses, farms, and nonprofit organizations w/certification of citizenship/legal residence) (rev. 7/06)
- RW-60B (Moving Cost Application form for businesses, farms & non-profit organizations) (rev. 7/06)

Route: <<(Route\_Text)>>  
State Project: <<(Project\_Number\_Text)>>  
Federal Project No.: N/A  
County: <<(Project\_City\_County\_Name)>>  
PPMS I.D.: <<(Upc\_Id)>>

RIGHT OF WAY - Property of <<(List\_Of\_Owners)>>  
Parcel <<(Parcel\_Id)>>  
Displacee: <<(Party\_Name)>>

<<(Party Name)>>  
<<(Party\_Address\_1)>>  
<<(Party\_City)>>, <<(Party\_State\_Name)>> <<(Party\_Zip)>>

Dear :

The Virginia Department of Transportation (VDOT) is planning the construction and improvement of the captioned project. It is our intention to assist those businesses, farms, and non-profit organizations who may have to move because of this construction.

We have briefly discussed the services and payments you may qualify for if you are required to move. For a more detailed description, please refer to the brochure given to you.

- A. **RELOCATION ASSISTANCE** – In an effort to provide assistance and minimize any inconvenience if you have to move, we will make available the following:
  - 1. Information regarding the availability, sale and rental of commercial properties and locations for displaced businesses, farms and non-profit organizations.
  - 2. Information and programs offering assistance to businesses, farms and non-profit organizations.
  - 3. List of commercial movers.
  
- B. **RELOCATION PAYMENTS** – A displaced business, farm or non-profit organization may be eligible to receive relocation payments if you occupy the property to be acquired at the time VDOT makes the initial offer to purchase. You may be eligible to receive one or more of the following payments:

1. **ACTUAL MOVING EXPENSES** – Reimbursement for actual, reasonable expenses incurred in moving personal property and expenses incurred (not to exceed \$2,500) in searching for a replacement site.
2. **RE-ESTABLISHMENT EXPENSES** – A small business, farm or non-profit organization may be entitled to re-establishment expenses up to \$25,000 in addition to the actual moving expenses. You are not eligible for these expenses if a fixed moving cost payment is made.
3. **FIXED MOVING COST PAYMENT** – In some instances, a business, farm or non-profit organization may be entitled to a minimum of \$1,000 and a maximum of \$ 75,000 in lieu of actual moving costs payment.

If you do not agree with the relocation services you receive, you may appeal in writing to the District Right of Way and Utilities Manager within 90 days of the date VDOT makes its relocation offer or notifies you of your eligibility to receive a payment.

Thank you for your cooperation and the information you provided that will assist VDOT in determining your needs in relocating. If you have any questions concerning this project or your relocation entitlements, please feel free to contact me.

Sincerely,

cc: Mr. <<(System\_Rw\_Util\_Mgr\_Name)>> (BDF)

Under penalties of perjury, I certify that I am:

- A United States Citizen
- An Alien in Legal Residence (Visa, Work Permit)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**MOVING COST APPLICATION  
BUSINESSES, FARMS & NON-PROFIT ORGANIZATIONS**

State Project: <<(Project\_Number\_Text)>>  
Federal Project: N/A  
County: <<(Project\_City\_County\_Name)>>  
PPMS I.D.: <<(Upc\_Id)>>

Landowner <<(List\_Of\_Owners)>> \_\_\_\_\_ Parcel <<(Parcel  
\_Id)>> \_\_\_\_\_

Displacee (owner/tenant) \_\_\_\_\_

Present Address \_\_\_\_\_ Telephone No. \_\_\_\_\_

Proposed Address \_\_\_\_\_

Approximate Distance Between Present and Proposed Address \_\_\_\_\_

**REQUESTED BASIS OF PAYMENT FOR MOVING EXPENSES (CHECK ONE):**

ACTUAL MOVING EXPENSES

- Commercial Mover (Virginia Department of Transportation will obtain bids. Approval will be based on amount of low bid. Attach a certified inventory of personal property to be moved.)
- Self-Move (Payment will be based upon receipts or other evidence of expenses. Attach a certified inventory of personal property to be moved.)
- Re-establishment Expenses (Small business, Farm or Non-Profit organization may be eligible for reasonable and necessary expenses incurred in re-establishing such small business, farm or non-profit organization, not to exceed \$25,000.)

**FIXED PAYMENT IN LIEU OF ACTUAL MOVING EXPENSES** (If eligible, minimum payment of \$1,000 and maximum payment of \$75,000.)

- Businesses** – Average, annual net earnings of business during 2 taxable years preceding relocation. The business must provide a copy of State or Federal income tax returns or certified financial statements for the periods in question to support net earnings.

For a business to be entitled to the payment, the Virginia Department of Transportation must determine that:

- (1) The business cannot be relocated without a substantial loss of its existing patronage;
- (2) The business is not part of a commercial enterprise having more than three other entities that are not being acquired by the Agency and that are under the same ownership and engaged in the same or similar business activities;
- (3) The business contributes materially to the income of the displaced owner;
- (4) The business is not operated at a displacement dwelling solely for the purpose of renting such dwelling to others.

- Farms** – Average, annual net earnings of farm during 2 taxable years preceding relocation. The farm operation must provide a copy of State or Federal income tax returns or certified financial statements for the periods in question to support net earnings.

For a farm operator to be entitled to the payment, the Virginia Department of Transportation must determine that:

- (1) The taking caused the operator to be displaced from the farm operation on the remaining land;
- (2) The taking caused such a substantial change in the principle operation or the nature of the existing farm operation as to constitute a displacement.

- Non-Profit Organizations** – Average annual gross revenue less administrative expenses during 2 years preceding relocation.

For a non-profit organization to be entitled to the payment, the Virginia Department of Transportation must determine that:

- (1) The organization cannot be relocated without a substantial loss of its existing patronage (membership or clientele).

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Signature of Displacee(s)

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Date

Return to:  
Virginia Department of Transportation