

**REQUEST FOR DONATION
OF LAND PARCEL OR EASEMENT
AND WAIVER OF RIGHT TO AN APPRAISAL**

(Date)

Ms. Elizabeth Richards
4134 Lilac Avenue
Belmar, Virginia 99901

Re: Request for Donation
(Insert Property 911 Address)

Dear Ms. Richards:

The City of Belmar has determined that it must acquire clear title to a parcel or a permanent rights-of-way water/sewer easement as part of a public improvement project in your neighborhood. This parcel or easement will run (*briefly describe location*) across your property. The distance is about 100 feet.

This parcel or easement will be acquired as part of a project partially funded with a federal grant. According to the *Uniform Relocation and Real Property Acquisition Act* as amended, **you are entitled to receive compensation equal to fair market value as determined by an approved appraisal.**

However, you may voluntarily waive your right to an appraisal of your property and to compensation. A donation of the parcel or easement on your part will save the City some of the time and expense involved to complete your neighborhood's project.

Should you desire to waive your right to an appraisal and just compensation, please fill out and return the enclosed form to the (*fill in the address*). If we do not hear from you by (*Date*), we will contact you to explain the appraisal process to you.

If you have questions, please call me at 441-4842 or TDD: 711 between the hours of 8:00 a.m. and 5:00 p.m.

Sincerely,

Garcia Lorca
Public Works Director

Enclosure: *When a Public Agency Acquires Your Property* brochure and *Donation and Waiver Statement*

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