

## ODOT Developer Donation Application

The following information must be provided in order for ODOT to process Developer Donations\*. Please complete the application and compile the necessary documents included in the checklist:

**A. Location information for the property to be donated:**

1. Street address: \_\_\_\_\_

2. Tax map: \_\_\_\_\_ 3. Tax lot number: \_\_\_\_\_

**B. Grantor, as noted in the vesting deed (an individual or individuals, company, partnership, non-profit agency or similar entity):**

1. Grantor's name: \_\_\_\_\_

2. Authorized person's name: \_\_\_\_\_  
If a trust, partnership, company or other entity, the name of the person authorized to act for and bind the entity (this is not the engineering firm, individual or developer hired to perform work for the Grantor).

3. Title of authorized person: \_\_\_\_\_

4. Address of Grantor or authorized person: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

5. Phone: \_\_\_\_\_ 6. Email: \_\_\_\_\_

Check here if the primary contact for this donation is someone other than the Grantor.

**C. Individual or company (if any) hired by the Grantor to work with ODOT in processing a donation deed:**

1. Name of individual or firm: \_\_\_\_\_

2. Contact Person: \_\_\_\_\_ 3. Title: \_\_\_\_\_

4. Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

5. Phone: \_\_\_\_\_ 6. Email: \_\_\_\_\_

---

\* These regulations, procedures, and requirements are compiled from:

1. [ODOT Right of Way Manual](#), Chapter 6, Section 6.322 (Revision Date August 2018), Developer Mitigation Donations

# CHECKLIST

- Completed Developer Donation Application
- Legal description (Exhibit A) for the portion of land donated
- Drawing (Exhibit B) of the land being donated
- Copy of Land Use Decision and Conditions of Approval
- Copy of the latest Vesting Deed for the property from which the donation is being acquired. Provide a copy of all reference deeds which are referred to in the Vesting Deed and/or any other conveyance documents referenced in the Exhibit A, if applicable.
- The assessor plat map of the area and a copy of the official plat of the subdivision (if applicable).
- Phase 1 Environmental Site Assessment. If none, please advise accordingly. ODOT's HazMat Unit may need to perform a HazMat Review of public records and photographs. The Phase 1 environmental site assessment and/or review will determine if the donation deed must contain indemnification and hold harmless conditions.
- Documentation of signatory authority (if applicable). For example:
  - a. If title to the property is being held in the name of a trust, then a copy of the trust will be necessary in order to determine who must sign for the trust.
  - b. If a corporation holds title, then a copy of the Articles of Incorporation and/or Bylaws may be necessary; or a Corporate Resolution that says what can be done and by whom.
  - c. If a limited liability company (LLC) or partnership (LLP) holds title, then a copy of the Operating Agreement is necessary.
  - d. Other, as required by the Title Company or ODOT Title and Closing Unit (ie. Power of Attorney).

Note: This is a Donation, not a Dedication. Please do not refer to a dedication on the legal description and exhibit or they will need to be revised.

Note: Do not prepare or execute your own conveyance document. ODOT will prepare the donation deed upon receipt of your completed application and send it to you for signature.