

**DEPARTMENT OF ADMINISTRATION  
EXECUTIVE BUDGET OFFICE  
APPROVAL OF PROJECT INVOLVING LAND ACQUISITION  
FOR LIMITED PURPOSES ONLY**

AGENCY: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

PROJECT NUMBER: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_



The approval of this project, which involves the acquisition of land, is for establishment only for the limited purposes of securing: (1) any appraisals which may be required; (2) any land surveying services which may be required; (3) a Phase One Building Condition Assessment on any structures included in the acquisition which may be required; (4) an asbestos survey on any structures included in the acquisition; (5) a Level One Environmental Study for detection of hazardous materials; and (6) any other information desired by the Joint Bond Review Committee or the State Fiscal Accountability Authority which describes further the land proposed to be acquired and the purposes it would serve if acquired.

The agency should forward originals of the appraisal, environmental study and building condition assessment reports to the **Executive Budget Office, Capital Budgeting Unit, 1205 Pendleton Street, Suite 529, Columbia, South Carolina 29201**. We will ensure that the building condition assessment is forwarded and reviewed by the Office of State Engineer.

No authority is given by this approval to acquire any land or to enter into any agreement to acquire land until the required studies have been reviewed by staff and an A-1 form which fully details the project has been reviewed by the Joint Bond Review Committee and approved by the State Fiscal Accountability Authority.

Submission of the A-1 form to finalize the land acquisition, information supplied on the attached format and a letter requesting approval of the acquisition, stating the date by which this approval is required, should be submitted to the Capital Budgeting Unit as noted above.

## **PROPERTY ACQUISITION INFORMATION FORMAT**

### **PART I**

1. Project Number:
2. County:
3. Description of Property:
4. Grantor(s) Name and Address:
5. Grantee(s) Name and Address:
6. County Location:
7. Acreage:
8. Purpose for Acquisition:
9. Demonstrate the need to acquire the property:
10. Purchase Price: \$
11. Current Year Property Tax Amount: \$

### **PART II**

1. How many sites were evaluated?
2. Please list the selection criteria used to evaluate sites.
3. How was the final selection of the site made?

4. Why was this specific site selected?
  
5. What are the estimated costs of any construction or renovations to be done on the property and the anticipated source of funds for such work?
  
6. What are the estimated additional annual operating costs which will result from acquisition of the property and the anticipated source of funds? Explain the factors that determine the cost. If no costs, explain why not.
  
7. What are the estimated additional annual operating costs which will result from construction/renovation on the property and the anticipated source of funds? Explain the factors that determine the costs. If no costs, explain why not.