

“Waiver of Retroactivity” Request Checklist

To request a “Waiver of Retroactivity,” you must submit the following documents before closing on the property, preferably at least 30 days in advance:

- Written request with a justification regarding the critical need to purchase property
- Location map
- Parcel map
- Landowner Acknowledgement Form (sample available in Manual 3)
- Voluntary acquisition notice (sample available in Manual 3)
- Preliminary title report
- Preliminary title report and commitment checklist (form in Manual 3)
- Landowner donation statement (if applicable)

You also may submit the appraisal, review appraisal, and other incidental documents for RCO review, if available.

RCO may request additional documentation for review of the request.

NOTE: If requesting a waiver for a federally-funded grant program, RCO will need to get approval from the appropriate federal agency before issuing the waiver. Please ensure you make your request with sufficient time in advance of closing.

Refer to *RCO Manual 3, Acquisition Projects* for additional information and all other acquisition policies and procedures.