

## HOW TO PURCHASE MDOT SHA PROPERTY

Email or send your request in writing to the Maryland Department of Transportation State Highway Administration (MDOT SHA) Property Asset Management Division. Include the address of the property, the distance from the nearest major road and a map showing the boundaries of the property so that SHA staff can identify the exact area to be researched. Include any additional helpful information, such as the former owner, tax maps, and relevant MDOT SHA plat number(s).

Mail your request to:  
**Maryland State Highway Administration**  
**Property Asset Management Section**  
**211 East Madison Street M - 201**  
**Baltimore, MD 21202**  
Email: [PAM@mdot.maryland.gov](mailto:PAM@mdot.maryland.gov)  
Call: (410) 545-2807 or (410) 545-2823

After SHA receives your request, the Property Asset Management team will contact you about the availability of the property.

## GENERAL INFORMATION

After completion or abandonment of a highway project, MDOT SHA disposes of excess land as set forth in Maryland Code, Transportation Article Title 8, Section 309.

Such disposal will be one of the following:

1. In an abandonment, the land is first offered to other Transportation Business Units (TBUs) of the Maryland Department of

Transportation (MDOT) and the county for transportation purposes. If it is not needed, the former owner or the owner's successor in interest is given first right of refusal to purchase the parcel for an amount equal to the lesser of (a) the appraised value of the land (fair market value) or (b) the consideration that SHA originally paid for the land, plus simple interest calculated from the time it was purchased to the time it is sold, plus administrative costs.

2. In cases where a project is complete, land is first offered to State agencies and political subdivisions for public purposes. If there is no interest, the former owner or the owner's successor in interest is given the first right of refusal to acquire the property for:
  - a. The acquisition cost, when the property was purchased within five years of its being offered back.
  - b. The current market value after five years since acquisition.

Former owners are not offered the land when repurchase would deny access or otherwise impact the marketability of an adjoining owner's land.

When the former owner or the successor in interest declines to purchase, the disposal will be made to one of the following recipients:

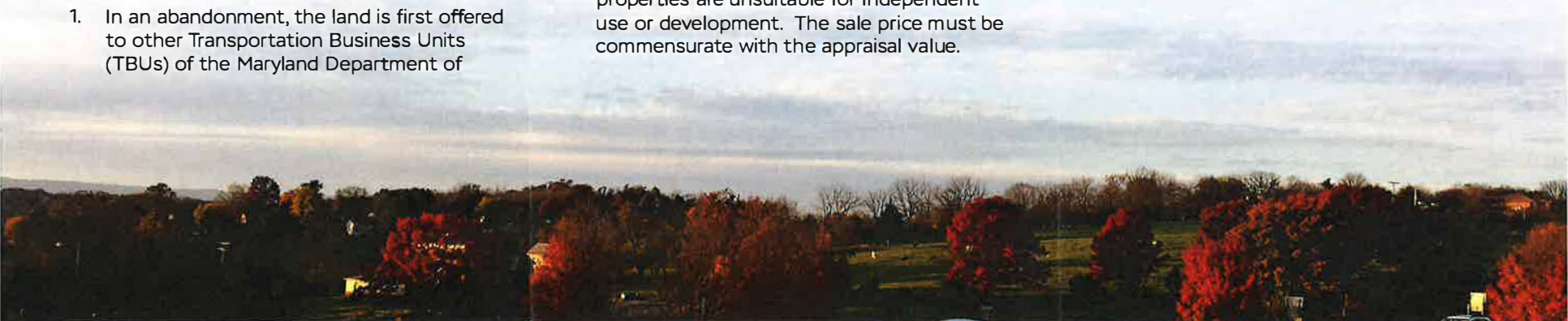
1. **Adjacent property owner(s):** Properties are sold to adjacent property owners by an informal bid or negotiated sale if the properties are unsuitable for independent use or development. The sale price must be commensurate with the appraisal value.

2. **The highest bidder:** At public auction, property is sold to the highest bidder if such high bid is commensurate with the appraised value.
3. **Other interested parties:** Property can be sold to interested parties through negotiated sale if the agreed-upon figure is commensurate with the appraised value. This offer is made only after the property had at least two failed auctions.

## DETERMINING PROPERTY AVAILABILITY

Upon request to consider disposition of a property, the Property Asset Management Section verifies that SHA indeed owns the property. After ownership is established, the Property Asset Management Section submits a request to other MDOT SHA offices to determine whether the property is needed for future highway use.

After each office reviews the request, the recommendations are forwarded to the Director, Highway Development for a final recommendation. If the Chief Engineer grants permission to dispose of the property, the Property Asset Management Section advises the five other MDOT Business Units, all other State agencies and political subdivisions about the property's availability. If none of these bodies is interested in acquiring the land, a property appraisal is ordered.



## SALES PROCEDURE

The sale of land not needed for public purposes is governed by Section 8-309 of the Transportation Article of the Annotated Code of Maryland. This law states "...if the Administration considers the land to be large enough and otherwise suitable for public use or development, the Administration shall sell the land at public auction..."

If the property will be sold at auction, SHA will notify the public of sale by (1) posting a notice of sale on the land at least two weeks before the sale and (2) publishing a notice for two consecutive weeks in at least one newspaper that has general circulation in the county where the property is located.

The sale is then held on or near the land and conducted by the SHA Asset Management Division and/or the Transportation Secretary's Office. At the conclusion of an auction, MDOT SHA's representative publicly announces the name of the highest bidder and the amount of the bid. If the highest bid does not approximate the appraised value of the land, the representative may reject all bids and cancel the sale.

The results of the sale are recorded; and if the highest bid was accepted by SHA's representative, it is then presented to the State Highway Administrator for approval or rejection. If the sale is approved, the Administrator executes the deed conveying the land to the buyer.

If there is no bid for the land, or if all bids are rejected and the sale canceled, the land will be re-offered for sale at a future date with the same terms.

If there are no bidders at the second sale, or if the Administrator considers all bids inadequate, SHA may hold an additional auction or negotiate a sale of the land. This sale is contingent upon the approval of the State Board of Public Works.

## HELPFUL INFORMATION

**Requesting Plats and Research:** Visit [www.roads.maryland.gov](http://www.roads.maryland.gov) and search for "Plat Request." Complete the form and submit it. Plat requests are answered in 24-48 hours. Research requests take up to eight weeks to fulfill.

**Requesting As-Built Plans:** Visit [www.roads.maryland.gov](http://www.roads.maryland.gov) and search for "As-Built Plans." Complete the form and submit it.

**Additional Research:** These websites offer helpful information:

**Plats:** <http://plats.net/>

**Maryland Land Records:** <https://mdlandrec.net>

**Maryland State Archives:** <https://msa.maryland.gov/>

## PROCESSING TIME

The Maryland Department of Transportation State Highway Administration makes a careful study of each property before sale to assure that present or future highway operations will not be adversely affected. The time from receipt of a request to sell a parcel of land to the actual conveyance of the property is usually 12-18 months

# PROPERTY ASSET MANAGEMENT SALES PROCESS



**MDOT** MARYLAND DEPARTMENT OF TRANSPORTATION  
STATE HIGHWAY ADMINISTRATION

211 EAST MADISON STREET, M-201  
BALTIMORE MARYLAND 21202