**SAMPLE**

**ADMINISTRATIVE SETTLEMENT**

**MEMO TO FILE**

DATE:

SUBJECT: Administrative Settlement

 Right of Way

 Project :

 Federal Project Number :

 Parcel No.:

 Owner's Name :

Negotiations for acquisition of this project are nearing completion and it is obvious the owners will not convey the necessary right of way for the approved amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The owner's counter offers reflected the following concerns:

As indicated in the negotiator's report, it appears that the owner (s) is/are willing to settle on this tract for the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The following factors are considered to be justification for this proposed settlement. (Possible testimony by opposition, cost of condemnation, time restraints, property appraisals, recent court awards and estimated trial cost.)

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Attach jury verdict of similar taking and state results if available.

State terms of settlement being approved.

Approved by: (must be an Agency Official)

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 Title