



Request to Purchase or Lease Property

Internal Use (Request No.): _____

Date Received: _____

Applicant Information

_____	_____	_____	
Name	Phone Number	Email Address	
_____	_____	_____	_____
Street Address	City	State	Zip Code

Property Information – Where is the property located?

_____	_____	_____
Street Address	City	County

Tax Map Number or the Tax Number for the adjacent property

Why do you want to purchase or lease this property?

Are you an adjacent landowner? Yes No

Were/are you the owner or heir of the property when it was acquired by SCDOT? Yes No

Required Documentation for Review:

- SCDOT File/Project and/or Tract(s) Number (if available)
- Recorded deed granting the property to SCDOT (if of record)
- Copy of the property tax data, showing land lot, district, mailing address, etc.
- Plat/Survey* or tax map highlighting the requested excess property and any adjacent property that you own
- Copy of any pending or approved development plan concerning this property (if applicable)
- Copy of a map showing the nearest intersections and/or crossroads
- Recorded deed(s) of the property you own adjacent to the desired property (if applicable)

*Plat/Survey needs will be determined during the parcel review process. Surveys are typically at the expense of the applicant.

Note: Applicant requests will be handled in the order in which they are received.

Submit the original application and documents by mail or email to:

South Carolina Department of Transportation
Property Management Office, Room 424~ Post Office Box 191 ~ Columbia, South Carolina 29202-0191

Email: propertymanagement@scdot.org