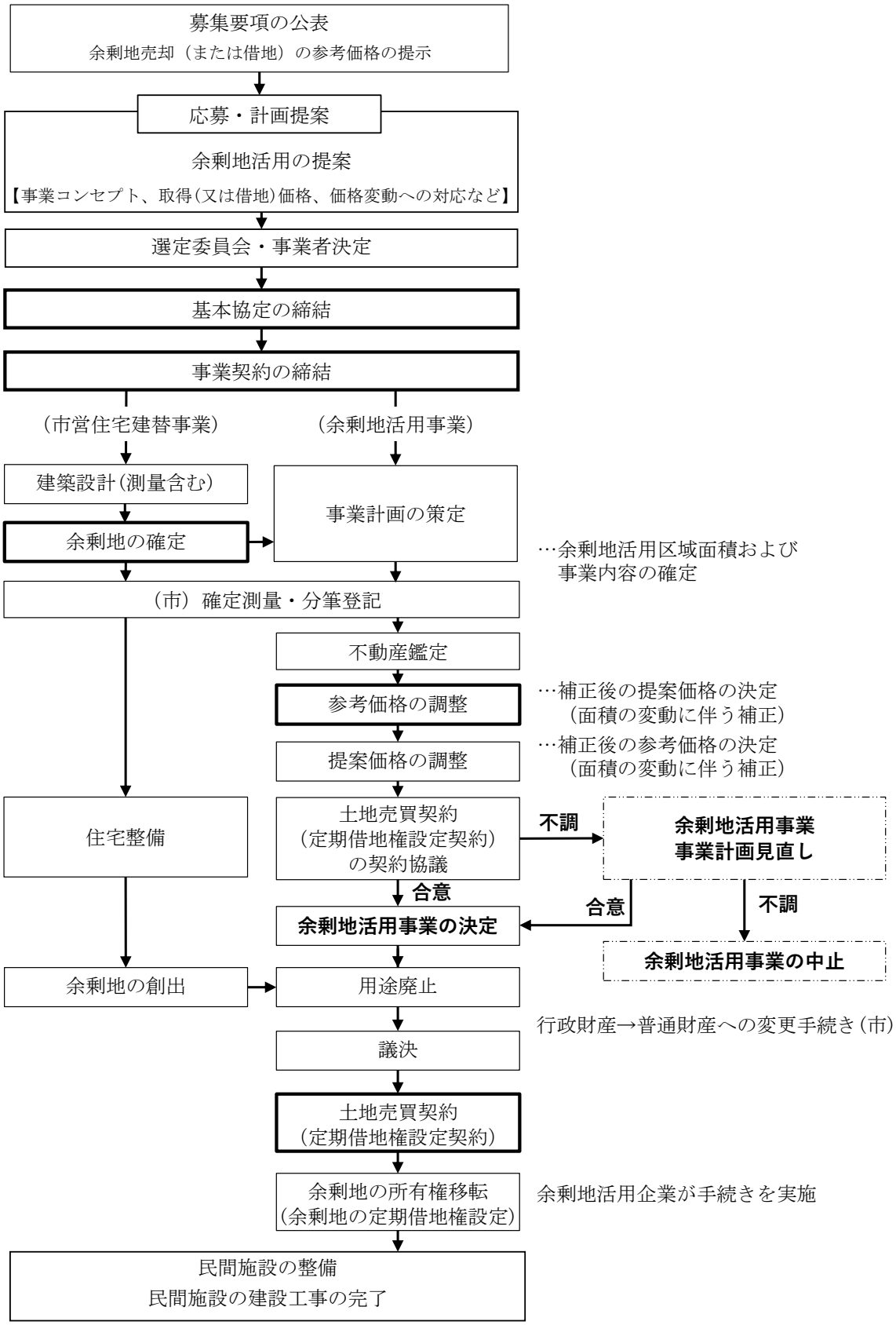別紙２　余剰地取得の流れ