# DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION LAND EXCHANGE FLOWCHART

# LETTER OF INTENT AND APPLICATION RECEIVED

Initial Criteria Review (Ref. 7 Criteria in Board Policy Value – Acreage – Income – Consolidation – Access – Long Term Appreciation – Navigable Lands)

- 1. Preliminary Investigations
  - a) Area Office Field Investigation on Land and Resources
  - b) Bureau Requests Specialists' Reports for Minerals, Cultural, Water Rights, and Land
- 2. Findings Report to Director

## DISAPPROVAL CONCURRENCE BY DIRECTOR, LETTER TO APPLICANT

APPROVAL CONCURRENCE BY DIRECTOR, LETTER TO APPLICANT

Certified Letter Sent to Lessees (Ref. 77-2-204, MCA)

#### Solicit Public Comment

- 1. Public in Local Newspaper
- 2. Mailing to Interested Parties
  - a) State Lessees and Licenses
  - b) County Commissioners
  - c) Beneficiaries, State Agencies
  - d) State Legislators
  - e) Adjoining Landowners
  - f) Special Interest Groups
  - a) Federal Agencies
- h) Others as Appropriate
- 3. Public Meeting(s) if Deemed Necessary

PREPARE LAND BOARD AGENDA ITEM WITH COMPLETE WRITE-UP AND RECOMMENDATION

#### LAND BOARD DECISION

DISAPPROVAL LETTER TO APPLICANT

PRELIMINARY APPROVAL LETTER TO APPLICANT

## Execute Land Exchange Agreement to Initiate and Payment Agreement

#### Coordinate Environmental Review

- 1. Formal Research Investigations
  - a) Land and Mineral Title Investigations (Commitments to Insure)
  - b) Baseline Inventories
    - Soils
    - Vegetation
    - Range Condition
    - Water
    - Wildlife (inc. T and E)
    - Aesthetics
    - Recreation
    - Access
    - Socio-Economic (inc. labor & tax bases)
  - c) Cultural/Paleontogical Inventory
  - d) Final Mineral Resource Assessment
  - f) Final Water Rights Investigation
  - g) Property Appraisals
  - h) Other Issues as Necessary
- 2. Prepare EA of EIS
  - a) In-house or Working Draft Document Review
  - b) EA of Draft EIS Solicit Public Comment (ref. Previous Public Comment Item)

#### **PUBLIC HEARING**

Prepare Final EA or Final EIS

FINAL REPORT TO LAND BOARD PRESENTED BY DIRECTOR

LAND BOARD DECISION

DISAPPROVAL LETTER
TO APPLICANT

APPROVAL LETTER TO APPLICANT

# DOCUMENTS

FINALIZE EXCHANGE

Lessee Improvement Settlement (Ref. 77-2-206, MCA)

### **Closing Transaction**

- 1. Proposed Exchange Documents Drafted
- 2. Staff Legal Counsel Reviews Documents
- 3. Documents Finalized
- 4. Final Title Reports on Exchange Lands
- 5. Proration of Taxes Agreement Executed
- Closing Date Set
- 7. Closing
  - a) Delivery of Documents
  - b) Record w/County Clerk and Recorder
  - c) Water Rights Transfers Filed w/DRNC

# Final Report

- 1. Assign Trust Designation(s)
- 2. Notify Records Clerk
- 3. Notify Surface Leasing Bureau
- 4. Notify Mineral Leasing Bureau
- 5. Notify Forest Management Bureau
- 6. Notify Local Government
- 7. Notify Other Agencies

Possession of Property