LAND EXCHANGE FLOWCHART

Pre Application Discussions with Proponent and Unit/Bureau

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LETTER OF INTENT AND APPLICATION RECEIVED

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

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Initial Criteria Review (Ref. 7 Criteria in Montana Board of Land Commissioners Land Exchange Policy
Value – Acreage – Income – Consolidation – Access – Long Term Appreciation – Navigable Lands)
1. Preliminary Parcel Evaluations & Rec Use Matrix
   a) Area Office Field Investigation on Land and Resources
   b) Bureau Requests Specialists' Reports for Minerals, Cultural, Water Rights, and Land
2. Briefing Report to Director

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DISAPPROVAL CONCURRENCE BY DIRECTOR, LETTER TO APPLICANT | **APPROVAL CONCURRENCE BY DIRECTOR, LETTER TO APPLICANT**

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

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

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LAND BOARD DECISION

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DISAPPROVAL LETTER TO APPLICANT | **PRELIMINARY APPROVAL LETTER TO APPLICANT**

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Execute Land Exchange Agreement to Initiate and Payment Agreement

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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
   e. Final Water Rights Investigation
   f. Property Appraisals
   g. Other Issues as Necessary
2. Prepare EA or EIS
   a. In-house or Working Draft Document Review
   b. EA or Draft EIS – Solicit Public Comment (Ref. Previous Public Comment Item)

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PUBLIC HEARING

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Prepare Final EA or Final EIS

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FINAL REPORT TO LAND BOARD PRESENTED BY DIRECTOR

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LAND BOARD DECISION

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DISAPPROVAL LETTER TO APPLICANT | **APPROVAL LETTER TO APPLICANT**

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FINALIZE EXCHANGE DOCUMENTS

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

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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
6. Closing Date Set
7. Closing
   a. Delivery of Documents
   b. Record w/County Clerk and Recorder
   c. Water Rights Transfer Filed w/DNRC

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Final Report
1. Assign Trust Designation(s)
2. Notify Records Clerk
3. Notify Other Bureaus
4. Notify Local Government
5. Notify Other Agencies

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POSSESSION OF PROPERTY