



Minnesota Department of Natural Resources
DNR Acquisition Packet

(Form approved, Lands & Minerals, Rev. 6/23/10)
 (For DNR office use only)

1. Project Number	2. Acquisition Number	3. Funding Source(s)	4. Input Date
5. Project Name		6. Parcel Number	7. County

8. All Owner's Full Legal Name(s) (including spouse(s)) <input type="checkbox"/> See reverse for additional information		9. Telephone Number(s) () - () -
10. Landowner's Authorized Contact (if applicable)		11. Telephone Number(s) () - () -
12. Mailing Address (No. & Street, RFD, Box #, City, State, Zip Code)		
13. E-mail Address:		
14. Tenant? <input type="checkbox"/> Yes <input type="checkbox"/> No	15. Length of Occupancy: #####	16. Relocation needed? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Residential <input type="checkbox"/> Business Name of Business: #####

OTHER AGREEMENTS: Check or list all other agreements on the property including hunting rights, Federal wetland reserve program, leases, and easements, etc.

17. CRP Program <input type="checkbox"/> Yes <input type="checkbox"/> No Acres:	18. RIM Reserve Program <input type="checkbox"/> Yes <input type="checkbox"/> No Acres:	19. Other <input type="checkbox"/> Yes <input type="checkbox"/> No List: #####
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20. INTEREST ACQUIRING: Fee Simple Easement Other (describe):

21. ACQUISITION METHOD: Gift Purchase Condemnation

22. DESCRIPTION OF LAND:	Forty	Section	Township	Range

23. Total Ownership or Part of Total Ownership of ____ acres

24. Acres to be acquired	25. Acres <input type="checkbox"/> Actual <input type="checkbox"/> Estimated	26. Survey required? <input type="checkbox"/> Yes <input type="checkbox"/> No	27. County Tax Parcel No (s):
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28. Complete legal description of land to be acquired. (Text will wrap.) (Use attachment, if necessary; include maps)

29. Survey Department comments:

30. Please complete the legal description of all land owned by landowner in nearby area. (Text will wrap.)

31. Are there improvements on other land owned by landowner in nearby area? Yes No On property being acquired? Yes No
 If yes, please describe:

32. Name of Water Body:	33. Lake I.D. Number:	34. Front Feet:	35. River Mile:
36. Legal access to parcel to be acquired: <input type="checkbox"/> Public Road <input type="checkbox"/> Private Easement Road <input type="checkbox"/> None <input type="checkbox"/> Paved <input type="checkbox"/> Gravel		37. Is this a Grant Project? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Contact Information: _____	
38. Has this property been previously appraised by DNR? <input type="checkbox"/> Yes <input type="checkbox"/> No Provide details: _____		39. Is this a third party partner project? <input type="checkbox"/> Yes <input type="checkbox"/> No Contact Information: _____	

Appraisal Requirements:

40. Special Appraisal Instructions or Multiple Appraisal Scenario Instructions:

- 41. Landowner Appraisal to be considered with DNR appraisal
- 42. Expedited Value Determination Landowner Appraisal to be considered with Expedited Valuation Determination
- 43. Expedited Value Determination with Simultaneous Appraisal Bids
- 44. DNR Standards Appraisal (_____) Number of appraisals needed
- 45. Federal Standards Appraisal Federal Agency: _____
- 46. RIM Match Appraisal Percentage of Donation _____%
- 47. Appraisal to be reviewed to DNR standards
- 48. Appraisal to be reviewed to Federal standards
- 49. Other: _____

ATTACHMENTS:

- 50. Complete legal description of acquisition, if it doesn't fit in space provided
- 51. Complete legal description of landowner's entire nearby ownership, if it doesn't fit into space provided
- 52. Initial Site Assessment
- 53. Hazardous waste, environmental concerns, location map and photo, if applicable
- 54. Improvement Disposition Sheet, if applicable
- 55. Terms of easement or lease to be acquired (documents attached)
- 56. CRP, RIM and or lease, easement documents, if applicable
- 57. Copy of Landowners' Bill of Rights
- 58. Copy of Deed(s) or other legal instrument(s) by which ownership was acquired
- 59. Plat book map, sketch, survey (if available), or auditor's plat showing acquisition parcel and nearby ownership
- 60. Landowner Disclosure form
- 61. Aerial Photo, if available
- 62. GEOCODE Sheet
- 63. Landowner contact documentation
- 64. Copy of agreed upon Conservation Easement Document, if applicable
- 65. Third Party Letter, if applicable
- 66. Additional comments:

67. Project Manager's Signature	Date
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