

## **Guidelines for LSOHC and LCCMR Projects involving a gift conveyance to the DNR - When the project is anticipated to have an appraised value **over 1 million dollars****

The grant recipient should contact the DNR acquiring division coordinator and request that the project be released to Lands and Minerals (LAM) at least 4 weeks in advance of the submission of the appraisal for review. You will also need to submit all required documentation to the Acquisition and Appraisal Supervisor.

### Required items:

- Vesting deed/proof of ownership,
- Copy of survey completed to DNR Survey Unit standards
- Landowner Disclosure Statement
- Aerial map clearly depicting the parcel(s) to be conveyed
- Initial Site Assessment (if ISA data not previously provided by acquiring DNR division)
- CRP contract and maps (if applicable),
- Copies of any leases, easements or other agreements that affect the land
- Other documents as applicable

The DNR acquiring division coordinator will release the project to LAM and notify the LAM Acquisition and Appraisal Supervisor that the project needs to be forward to the appraisal unit. DNR task 1-3 below need to be completed prior to appraisal review:

1. LAM Project Manager (PM) assembles Property Information Packet (PIP) and determines whether the items submitted are adequate. (Time required 1–3 weeks)
2. DNR Survey Unit conducts review of file and generates draft description, geocode and map exhibit (Time required 1–3 weeks)
3. Once the Appraisal Unit has received the property information packet from the project manager the appraisal review can begin. After the review has been completed the project will be recommended to LAM Directors for approval and signature. You can expect a review and approval of a well prepared appraisal to take 4–6 weeks.

When the grant recipient is ready to close the project they should contact the LAM project manager and they will do the following:

4. PM requests abstract and sends abstract for updating (2–4 weeks)
5. LAM attorney conducts title review and renders title opinion (4–8 weeks)
6. Title issues, if any, will need to be addressed (time required varies, title issues may delay closing)