

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

Submit conveyance request to the Acquisition and Appraisal Supervisor, along with all required documentation, a minimum of 4 months prior to the desired closing date. A six month lead time is preferred.

If you require assistance prior to requesting a DNR closing, please contact the acquiring division coordinator and request that the project be released to Lands and Minerals and note the request for early assignment. Once released the Acquisition and Appraisal Supervisor will assign the project to a project manager to provide assistance. Your project manager can facilitate discussions with LAM legal unit, LAM survey unit and LAM appraisal unit.

DNR tasks that need to be completed prior to closing:

1. Project Manager (PM) assembles Property Information Packet (PIP) and determines whether the items submitted are adequate. (1-3 weeks)

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
 - Abstract or title commitment
 - Other documents as applicable
2. DNR Survey Unit conducts review of file and generates draft description, geocode and map exhibit (1-3 weeks)
 3. PM sends abstract for updating (2-4 weeks)
 4. LAM attorney conducts title and renders title opinion (4-8 weeks)
 5. Title issues, if any, will need to be addressed (time required varies, title issues may delay closing)
 6. Draft closing documents and submit to attorney for review (1-2 weeks)
 7. Request checks and submit deed for recording (1-2 weeks)