

LAND TRANSACTION REVIEW PROCEDURE

NEW APPLICATIONS

New Applications	Office of Property Management (OPM) staff assigns Case Number in REIS
Application Fee: ≤ 320 acres = \$300.00 > 320 acres = \$500.00	

SURPLUS LAND

For lands identified as SURPLUS	Field review may not be necessary (e.g. lands listed in Pere Marquette State Forest Plan).
Divisions are encouraged to identify parcels which are not essential to their objectives and which could be exchanged or sold for replacement lands of greater value for resource protection or other public benefit.	Other divisions should have opportunity for review and comment. Chief of land administering division should send notification to OPM Chief of any lands determined to be surplus.

FIELD REVIEW

Action	Who
OPM will send cases needing field review to: (cc to chief of managing division)	Land Manager of the lead managing division.
Field review conducted. Completed Field Review Comment Form returned to Deputy Burgoyne and Deputy Ekdahl within 90 days.	1. Management Unit Staff 2. District staff, if appropriate 3. Field Coordinators
Review to ensure all divisions and levels have had an opportunity to comment prior to returning to:	Deputy Burgoyne or Deputy Ekdahl.
If all divisions concur:	Deputy will send a summary of recommendations to OPM Chief.
If all divisions do not concur:	Deputies Burgoyne and Ekdahl will work with divisions and develop a resolution process appropriate to their area. Cases are then returned with recommendations to the OPM Chief.
Completed Field Reviews: OPM will coordinate these through the LERC, then work with land administering divisions as needed to complete or terminate the case as recommended by the LERC and approved by the DNR Director	A. Cases approved for exchange will be handled by Ed Meadows and Pat Baldino. B. Cases approved for direct sale or auction will be handled by Bob Couvreur. C. Rail corridor cases will be handled by Robin Pearson. D. Cases approved by LERC, subject to further evaluation or modification will be handled by the land administering division. OPM will assist as needed.

PUBLIC USE DEEDS

Public Use Deed transfers requested by local units of government	Land Records and Tax Reversion Section (LRTR), OPM will handle these
Public Use Deed requests for lands <u>inside</u> dedicated state boundaries or held for management by DNR for 5 years	Will be initiated and forwarded for field review by LRTR staff.
After these are returned (through above process) and reviewed by LERC	Julie Manson will complete.
All other Public Use Deed requests	Julie Manson will work directly with land administering divisions.

THIS PROCEDURE DOES NOT APPLY TO REVIEW REQUESTS FOR PUBLIC UTILITY EASEMENTS