

WYOMING OFFICE OF STATE LANDS AND INVESTMENTS
STATE LAND TRANSACTION APPLICATION
(DISPOSAL/ACQUISITION/EXCHANGE)

PLEASE READ THESE INSTRUCTIONS CAREFULLY

The failure to fully complete the Application or provide all of the required information and documentation may result in a significant delay in the Office of State Lands and Investment's ability to consider the transaction.

1. Provide a written description of how, if completed, the proposed land transaction will satisfy one or more of the **Trust Land Management Objectives**.
2. Provide a map of all land involved in the transaction, including adjacent state trust lands and adjacent land owners.
3. Fill out **Trust Land Transaction Evaluation Form** using the **Evaluation Criteria Narrative Form** as a helpful guide and return with application.
4. If the applicant is not the surface lessee, please include a **Surface Lessee Notification and Comment Form**. This form must be completed and signed by the surface lessee and submitted with the application.
5. If the applicant is a corporation or other legal entity, provide evidence that it is qualified to do business in Wyoming. (This information may be obtained from the **Secretary of State**)
6. Provide a list and estimated value of all lessee owned improvements including buildings, fences, wells, tanks, pipelines, etc. Show the location of the improvements on the map referenced in No. 2 above.
7. Provide any other information the applicant deems relevant to the Office's evaluation of the application.

After completing the Application, please return it, along with all required information and documentation, to:

Office of State Lands and Investments
Trust Land Management Division
Herschler Building 3W
122 West 25TH Street
Cheyenne, WY 82002

APPLICATION TERMS AND CONDITIONS (Please read carefully before filing)

TRANSACTION COSTS BORNE BY THE APPLICANT or SUCCESSFUL BIDDER

1. Survey: If a survey is required, the applicant shall acquire a Wyoming Certified Survey at their own expense.
2. Appraisal Fee: The applicant will be required to order and pay for the appraisal(s).
3. Advertising: The Office of State Lands and Investments (OSLI) will arrange for all newspaper advertising and payment will be collected from buyer at closing.
4. All fees incurred to close the transaction.
5. A \$25.00 deed processing fee.

All land transactions must be in accordance with the Trust Land Management Objectives and land will be appraised for its highest and best use with the assumption of legal access. All state trust land approved for disposal shall be sold at public auction to the highest bidder.

APPLICATION PROCESS

Each application is reviewed on a case by case basis by an Internal Review Team (IRT). Evaluation of the application includes, but is not limited to, an analysis of: income potential to the State's Trust Beneficiaries, proposed use, impact to adjacent state trust lands, access, and proximity to existing developments, parcel size, and local regulations.

If the Internal Review Team determines the transaction is in the best interest of the State's Trust Beneficiaries, and upon the recommendation of the Director, the Office of State Lands and Investments (OSLI) will prepare a Detailed Analysis including the appraised value of the property. Please note that proposed acquisitions, including those involved in an exchange, are held in confidence by the OSLI until the Board of Land Commissioners (Board) authorizes a resolution to continue with the transaction.

The Detailed Analysis will be made available for public comment for a minimum of 30 days for a proposed disposal and 60 days for a proposed exchange or acquisition. During the public comment period a public hearing will be held in the County of the proposed transaction. After the comment period, and at the next appropriate Board Meeting, the proposal will be presented to the Board for consideration. If the Board approves the transaction, it shall be completed. If the transaction is a disposal, the public auction date will be set and advertised for a minimum of four (4) consecutive weeks. The auction will then be held in the county in which the property is located.

The time frame for processing each transaction will vary depending on the complexity of the proposal. Most transactions will require 6-12 months to complete, while some transactions may take longer. Submission of this application does not guarantee the transaction will occur.

APPLICANT DATA: *The full legal name of the Applicant or the business entity name on file with the Wyoming Secretary of State, including a Certificate of Good Standing, must be provided for all business entities.*

Applicant Name: _____ Phone: _____

Mailing Address: _____ Email: _____

This evaluation form is for STATE TRUST LAND DEEDED LAND (Check one)

Legal Description of Land: (Identify Aliquot, Section, Township, Range)

(Attach additional pages if more space is required)

I hereby propose the parcel(s) described above be considered for the proposed transaction pursuant to the Rules and Regulations of the Board of Land Commissioners and Wyoming State Statutes. I acknowledge that submission of this application will initiate a process for the consideration of a land transaction on the surface estate only (unless otherwise agreed upon) and the Board of Land Commissioners and the Office of State Lands and Investments reserve the right to reject this application at any time prior to the execution of a Patent or Warranty Deed.

Signature: _____ Date: _____

Signature: _____ Date: _____

Trust Land Management Objectives

(Approved by the Board of Land Commissioners on August 11, 2005)

The Wyoming State Legislature has declared that trust land should remain a substantial component of the trust portfolio, managed under a total asset management policy, and with a focus on protecting the corpus for multiple generations. 1997 Wyo. Sess. Laws ch. 200, section 3(a)(i). Accordingly, all state trust land sale, acquisition, exchange and long-term lease proposals will be evaluated using the following objectives. The objectives are derived from applicable Wyoming Statutes (9-4-701(r) (acquisition), 36-1-111(exchange), 36-5-114(lease), 36-9-101(sale)). A proposal need not meet all objectives, but all objectives will be considered by the Board of Land Commissioners who have the sole discretion to determine how to best manage the state trust lands. The objectives are listed in order of decreasing priority (highest to lowest).

Any proposed land transaction should:

1. Better meet the beneficiaries' short and/or long-term objectives:

Revenue

 Improve income generating potential

 Alone or in combination with other state trust lands

 Single or multiple uses

Investment

 Improve returns

 Improve portfolio diversification

 Improve appreciation potential

 Improve intrinsic natural resource values (i.e. habitat, water);

or

2. Improve the manageability of the land asset:

 Consolidate ownership patterns

 Leverage management resources of other agencies/entities

or

3. Meet a specific school and/or community need:

 Improve stability

 Provide growth opportunity

 Improve access/recreational opportunity

Trust Land Transaction Evaluation

(Please see the next page for more information and a narrative to each question below.)

**INCLUDE this form with your application for a proposed sale, acquisition, or exchange.
For an exchange, fill out a form for both the State Trust Land and deeded land separately.**

This evaluation form is for STATE TRUST LAND DEEDED LAND (Check one)

Legal Description of Land: (Identify Aliquot, Section, Township, Range)

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Applicant Name: _____ Phone: _____
Mailing Address: _____ Email: _____

1.	If known, what is the purchase price or appraised value of the property?	
2.	How is the land currently used?	
3.	What is the highest and best use of the parcel?	
4.	Describe the surrounding land. (Industrial, commercial, residential, recreational, or agricultural?)	
5.	Is the land currently leased and at what rate?	
6.	Describe the viewshed. (Mountains, sagebrush, grassland)	
7.	Does the parcel have high potential for wind power development?	
8.	Does the parcel have merchantable timber?	Est. board feet:
9.	Does the parcel have productive agriculture land? If yes, which commodity is produced?	Commodity: Est. production:
10.	Is there high potential to increase productive capacity? How?	
11.	Does the parcel have low administrative costs relative to other parcels?	List any problems:
12.	Is the parcel legally accessible or isolated? Identify public roads if applicable.	
13.	What is the nature and extent of existing infrastructure? (roads, utilities, power, telephone, water or sewer availability)	
14.	What kind of wildlife habitat exists on the parcel? (i.e. winter range, sage-grouse leks, etc.)	
15.	Are threatened or endangered species on the parcel?	
16.	Are conservation easements or other encumbrances legally attached to the parcel or on surrounding land?	
17.	Does the parcel have known cultural, archaeological or paleontological values?	
18.	Does the parcel have high recreational values with legal public access? (fishing, hunting, ATV use)	If yes, list values:
19.	Does the parcel have known potential for future mineral development?	
20.	Do county growth plans support or restrict future development of this parcel?	
21.	What water resources are present on and/or adjudicated to this parcel? (wells, reservoirs, streams, irrigation systems)	SEO permit numbers:
22.	Other Considerations	

Evaluation Criteria Narrative

1. All state lands shall be disposed of at not less than the appraised value.
2. Is the property agricultural property, vacant land, commercial, etc?
3. All state land shall be appraised for the "Highest and Best Use" defined as "the reasonably probable and legal use of vacant land or an improved property, which is physically possible, appropriately supported, financially feasible, and that results in the highest value."
4. Adjacent properties can indicate Highest and Best Use.
5. Include a copy of any leases, permits or other legal conveyance documents that currently generate value on the parcel. What are the terms, rate, and expiration?
6. Natural scenic beauty supports a number of important community elements, including the natural environment, community quality of life and character and local economies. Viewsheds may provide an intrinsic value used to fully value a property.
7. To research the wind potential, you may visit this site:http://www.nrel.gov/wind/resource_assessment.html
8. Species such as aspen, lodgepole pine, Douglas fir, Engelmann spruce and subalpine fir are considered merchantable.
9. If the parcel is used for grazing, what is the carrying capacity or how many Animal Unit Months are supported? If it is used for production agriculture, what commodity is harvested and what is the production in bushels per acre or tons per acre?
10. Can the land be cultivated or irrigated to improve production?
11. Are there buildings, fences, ditches, noxious weeds, or other considerations to maintain or reclaim?
12. A parcel is considered isolated if it cannot be legally accessed by the public from a public road or easement, or adjoining public land that has legal access. Corner crossing from adjacent public land is not considered legal access and the parcel should be considered isolated.
13. If there are easements of record, please obtain a copy from your County Clerk and submit them with your application. If improvements on the State Trust Land exist, provide a copy of the Board approval for those improvements.
14. Parcels will be inventoried after preliminary approval of the application is received, and discovery of crucial wildlife habitat or restrictions could cause the parcel to be retained in State ownership.
15. You may contact your local Wyoming Game and Fish Office for additional information.
16. Conservation easements that restrict the Highest and Best Use of a property will be less favorable for State acquisition.
17. If yes, list items with potential cultural/paleontological value.
18. If yes, list items with recreational value.
19. What kind of mineral activity has occurred, who owns the mineral estate and what (if any) mineral leases are in place?
20. Is there a need from the community to improve stability and/or provide growth opportunity?
21. Properties with water resources are preferred to dry land. The Wyoming State Engineers Office has more information on permits. <https://sites.google.com/a/wyo.gov/seo/>
22. Please include any other information that is important for consideration.

STATE OF WYOMING
BOARD OF LAND COMMISSIONERS
SURFACE LESSEE NOTIFICATION AND COMMENT FORM

Applicant Name: _____ **Phone:** _____
Mailing Address: _____ **Email:** _____

Legal Description of State Trust Land: (Identify Aliquot, Section, Township, Range)

SURFACE LESSEE INFORMATION: (Click here to link to on-line plat book)

Lease No.: _____
Name: _____
Address: _____

Phone No.: _____

SURFACE LESSEE COMMENTS: (to be completed by surface lessee)

Lessee: Please execute this form and return it to the applicant at the address above. Use additional pages if more space is required. Your comments are important to the decision making process. Please also include any improvements you have placed on the land along with their value.

(Signature of Surface Lessee)

(Date)

(Please type or print name)

ADDITIONAL INFORMATION AND INSTRUCTIONS:

1. The completed and executed Surface Lessee Notification and Comment Form **must** accompany the land transaction application when submitted to Office of State Lands and Investments for processing.
2. It is the responsibility of the applicant to provide adequate information on the proposal so that the surface lessee can provide appropriate comments.