

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.
8. Pay the Application fee of \$1,000.00. Please make checks payable to The Office of State Lands and Investments. (If the application does not progress to Category II status, the applicant is eligible for a 75% refund)

After completing the Application, please return it, along with all required information, documentation and fees, 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.
6. An application fee of \$1,000.00.

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.

Application Fee \$1,000.00

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: _____