

Land

File No. _____

**STATE PROPERTIES COMMITTEE
ACTION REQUEST FORM**

Date Submitted: _____ Department Director: _____

Date Approved: _____ (Authorized Signature)

Department: _____ Individual Completing Form: _____

Conceptual Approval Final Approval

Action Requested: Land Acquisition Land Disposition **(For Conceptual Approval – fill in shaded areas, for Final Approval complete entire form)**

Property Information: Property Name _____

Municipal _____ Municipal _____

Plat _____ Lot _____ Property Address _____

Square Footage _____ or Acreage _____

Assessed Value _____ Appraised Value _____

(Internal or External Appraisal – circle one)

Map of Property Attached yes no Name of Appraisal Firm _____

Zoning Designation _____ Final Negotiated Price _____

If Acquisition:

Source of Funding _____

Negotiated Price _____

Title in Name of (After Acquisition) _____

Title in Name of (Prior To Acquisition) _____

If Corporate Entity-Names of Principals

- Type of Acquisition
- Purchase (deed)
 - Gift/Donation
 - Condemnation
 - Negotiated settlement
 - Development rights
 - Conservation easements

Additional Information:

Property placed on SPC Agenda Previously

yes (date of action) no

Any Litigation pending or contemplated due to acquisition yes no

If yes, describe _____

If Disposition:

Date Land Originally Acquired _____

Acquired How:

- Condemnation Purchase Gift/Endowment
- Warranty Deed Negotiated Settlement

Sale Process To Be Followed:

(check appropriate process)

2. state agency 2. public auction/appraisal

3. public auction/appraisal 3. municipality

4. municipality (match public bid) 3. municipality (match public bid)

(match public bid)

- Gratis Transfer

- Remnant Sale

- Interagency Transfer

- Municipal Transfer

List Restrictions below

Transferee _____

Expected Sales Price _____

Appraisal Conducted yes no

Parties requesting sale _____

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Acquisition Continued

Any intervention by municipality or State agency
planned or taken yes no
If yes, describe: _____

Check off any of the following that apply

- Wetlands
- Environmental Issues
- Archeological Issues
- Easements

Provide details on any items checked/or
any property constraints

Disposition Continued

Reasons for sale _____

Property Placed on SPC Agenda
Previously yes no
If yes, when _____

Any personal involvement between principals
and state employees? yes no
If yes, describe: _____

Name of Principals (Purchasors) _____

(If corporate entity-list principals) _____

Any litigation pending or contemplated due to
disposition of property yes no
If yes, please describe: _____

Any intervention by municipality or state
agency planned or taken? yes no
If yes, please describe: _____

Check off any of the following that apply

- Wetlands
- Environmental Issues
- Archeological Issues
- Easements

Provide details on any items checked/or any property
constraints, restrictions or reversions

Miscellaneous Section

Statewide Planning review yes no Issues: _____

Other State agency review yes no Issues: _____

