



Fee-to-Trust Quick Reference Guide

Note: For Mandatory Acquisitions refer to applicable policy and guidance to determine which steps are appropriate.

**Release #13-90, Version III (rev 4),
Issued 6/16/14**

May concurrently take Steps:

- 5. Preparing the Preliminary Title Opinion (PTO)
- 6. Preparing Notice of Application
- 7. Environmental Compliance Review
- 9. Clearance of PTO Objections before Notice of Decision (NOD)

May concurrently take Steps:

- 5. Prepare PTO
- 7. ECRM
- 9. Clearance of PTO Objections before Notice of Decision (NOD)

May concurrently take Steps:

- 6. Prepare NOA
- 7. ECRM
- 8. Comments to Notice of Application

May concurrently take Steps:

- 12. Prepare Final Certificate of Inspection and Possession. However...**No more than 180 days may pass between completion of Step 12 and completion of Step 13**

May concurrently take Steps:

- 11. Providing the Notice of Decision (& Notice of Publication). However...**No more than 180 days may pass between completion of Step 12 and completion of Step 13**

STEP 1

Encoding the Fee-to-Trust System of Record

STEP 2

Review of Written Request to Initiate Application Process

STEP 3

Responding to an Incomplete Case

STEP 4

Conducting Site Inspection and Completing Initial Certificate of Inspection (CIP)

STEP 5

Preparing the Preliminary Title Opinion (PTO)

STEP 6

Preparing Notice of Application

STEP 7

Environmental Compliance Review

STEP 8

Comments to Notice of Application (NOA)

STEP 9

Clearance of PTO Objections before Notice of Decision (NOD)

STEP 10

Preparing Analysis and Notice of Decision (NOD)

STEP 11

Providing the Notice of the Decision (& Notice of Publication)

STEP 12

Preparing Final Certificate of Inspection and Possession (CIP)

STEP 13

Acceptance of Conveyance

STEP 14

Final Title Opinion and County Recordation

STEP 15

Recording at Land Titles and Records Office

STEP 16

Completed Application Packet

Must first complete steps:

1, 2, 3, and 4
BEFORE MOVING TO STEPS 6 & 7

Must first complete steps:

1, 2, 3, 4, and 6
BEFORE MOVING TO STEP 8

Must first complete steps:

1, 2, 3, 4 and 5
BEFORE MOVING TO STEP 9

Must first complete steps:

1-9
BEFORE MOVING TO STEP 10

Must first complete steps:

1-12
BEFORE MOVING TO STEP 13
No more than 180 days may pass between completion of Steps 12 & 13

Must first complete steps:

1-15
BEFORE MOVING TO STEP 16