**Fee-to-Trus**

**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

---

**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

---

**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)

**Must first complete steps:**
1, 2, 3, and 4 BEFORE MOVING TO STEPS 6 & 7

**May concurrently take Steps:**
5. Prepare PTO
7. ECRM
9. Clearance of PTO Objections before Notice of Decision (NOD)

**Must first complete steps:**
1, 2, 3, 4 and 5 BEFORE MOVING TO STEP 9

**May concurrently take Steps:**
6. Prepare NOA
7. ECRM
8. Comments to Notice of Application

**Must first complete steps:**
1-9 BEFORE MOVING TO STEP 10

**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

**Must first complete steps:**
1-12 BEFORE MOVING TO STEP 13
No more than 180 days may pass between completion of Steps 12 & 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

**Must first complete steps:**
1-15 BEFORE MOVING TO STEP 16

---

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