

May concurrently take Steps:

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

STEP 1

Encoding the Fee-to-Trust System of Record

STEP 2

Review of Written Request to Initiate Application Process & complete LDR

STEP 3

Responding to an Incomplete Case

STEP 4

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

STEP 5

Preparing the Preliminary Title Opinion (PTO)

STEP 6

Preparing Notice of Application

STEP 7 **Environmental Compliance**

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)

May concurrently take Steps:

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

STEP 8

Comments to Notice of Application (NOA)

Review

STEP 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

Must first complete steps:

BEFORE MOVING TO STEP 8

1, 2, 3, 4, and 6

STEP 10

Preparing Analysis and Notice of Decision (NOD)

Must first complete steps:

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

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 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

Must first complete steps:

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

Fee-to-Trust **Quick Reference** Guide

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

Fee-to-Trust Handbook Release #16-47, Version IV (rev 1) Issued 06/28/16

STEP 14

Recording at Land Titles and Records Office

STEP 15

Final Title Opinion and County Recordation

STEP 16

Completed Application Packet

Must first complete steps:

BEFORE MOVING TO STEP 16