

<b>ONEIDA TRIBE OF WISCONSIN STANDARD OPERATING PROCEDURE</b>	<b>TITLE:</b> Land Use Designation Request	<b>SOP No. 67.2.4-5</b> <b>DATE: 5/13/2003</b>
<b>DIVISION:</b> LAND MANAGEMENT	<b>APPROVED BY:</b> LAND COMMISSION	<b>DATE:</b> 6/23/2003
<b>DEPARTMENT:</b> Real Estate Services	<b>APPROVED BY:</b> Division Managers	<b>DATE:</b> 6/09/2003

## 1 PURPOSE

To provide Land Management Real Estate Services with a guide for processing requests to GIS to put land on the Land Use and Tribal Ownership Maps and to request a LUTU report on specific lands purchased through this department.

## 2 DEFINITIONS

### 2.1 Real Estate Services

This department is responsible for Land Management Division coordination with tribal departments or other tribal requests for a Land Use Report on a specific piece of tribal land..

### 2.2 Land Use Report

A report generated with input from Land Management, Environmental, GIS and Planning Departments and provided to the Land Commission to make an initial determination of the best use for a piece of property.

### 2.3 Residential Designation

Land may be purchased for residential purposes, and any parcel less than 2 acres with an approved tribal residential lease or mortgage on it will be considered to have been designated for residential purposes by the Land Commission, even if no Land Use Report has been completed.

## 3 PROCEDURES

3.1 A Land Use Designation Request Form is filled out and delivered to Land Management, Real Estate Services.

3.2 If the tribal land specified in the Request Form is already designated as residential by its use or the Land Commission, and is less than the maximum 2 acre residential lease parcel, it need not be processed for a Land Use Report.

3.2.1 Information about the lease and use will be sent to GIS if the property is not already on the land use map or the ownership map. (*Question - would the information on page 2 of the Land Use Designation Request Form suffice to get it on the Land Use and Ownership map?*)

3.2.2 The Real Estate Services Department will correspond with the requester about the residential use designation, and/or that the request was sent on for further

processing..

- 3.3 All land use requests for property not used or designated for residential property or when a residential designation does not cover the entire parcel, will be sent to GIS with applicable documents attached.
  - 3.3.1 Term, acreage, map (if available), and address/legal description of each lease will be researched and provided by Real Estate Services and pages with this information may be attached to the request.
  - 3.3.2 The Level I Contaminant survey , if available.
  - 3.3.3 Most recent appraisal, if available.
  - 3.3.4 A full copy of a title commitment or title report which lists the easements, covenants and restrictions on a piece of property.
  - 3.3.5 A survey map of the entire piece of property. This may show additional easements, covenants and restrictions, and in some cases may be different from the map of leased area, i.e. some large pieces of property may have several leases on it.
- 3.4 The Request is processed through GIS, Environmental Dept. and Planning Dept. to generate a report.
  - 3.4.1 From time to time, GIS generates a “Parcel Tracking-LUTU Properties List” which shows the status of each request. Real Estate Services Area Manager will provide copies of this to the Land Management departments on a regular basis.
  - 3.4.1 Completed Report is returned to a LUTU meeting for a recommendation of use.
  - 3.4.2 Real Estate Services Staff puts this LUTU recommendation and report on the second Land Commission meeting scheduled each month.
  - 3.4.3 The requester, if other than Real Estate Services, is informed that the completed report is on the Land Commission agenda along with the date and time of the meeting.
- 3.5 The Land Commission approves the LUTU recommendation and report.
  - 3.4.2 The report is held by Real Estate Services Staff until the minutes of the Land Commission meeting are approved, which is generally one month later.
  - 3.4.3 The Chair signs the report, and a copy of the approved minutes are attached to it.
  - 3.4.4 The Real Estate Services staff copies the signed recommendation and approved minutes and returns a copy to GIS for placement on the Land Use map. Another copy is sent to the Requester, if other than Real Estate Services., informing them that the complete report can be requested from the Land Management File Room.
  - 3.4.5 The entire Report and attached documents are filed.

#### 4 RECORDS

- 4.1 The original report and all Environmental and Planning documents are filed in the Land Management file room.
- 4.2 GIS database has all Land Commission land use decisions on the tribal Land Use Map.