

ROLES AND RESPONSIBILITIES

3311

(Sept 1999)

The Technical Services Section, Sacramento, shall be responsible for all documentation relating to departmental real property. This responsibility includes, but is not limited to, the following: title review, property boundary determination, deeds and document preparation, and document management necessary for the acquisition, management, lease, transfer, exchange, and sale of real property, property rights, and rights-of-way for the department. Technical Services shall provide statewide coordination or right-of-way and land ownership activities in connection with acquiring or using lands. To this end it works extensively, coordinating its efforts with the U.S. Forest Service and other federal, state, local agencies, and private entities.

Technical Services shall be responsible for preparing, updating, and maintaining an inventory of all department lands and providing land information for the State Real Property Inventory and to the public.

The Lands Unit of Technical Services is responsible for coordinating the real property efforts of this department with the control agencies. Land rights acquisition, made by fee or lease conveyance, are handled by the Department of General Services (DGS), (SAM §1353). All payments for land and land rights shall be negotiated and approved by DGS. All transactions by a third party involving the use of state lands under the jurisdiction of CDF must be executed by DGS and approved by CDF; therefore the Lands Unit forwards all department land use requests to the proper unit at DGS for review and execution. A summary of processing procedures for major property management documents is shown as an Exhibit ([see exhibit](#)).

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