

FEE DISPOSAL

3351

(Sept 1999)

It will be the responsibility of CDF to have in its possession and control only those facilities that it functionally needs to fulfill its mandated duties.

Encumbered land parcels, no longer of use, should be disposed of and the land returned to the private realm. The disposition of land rights must follow set procedures, so as to relieve the state of any future liabilities.

REPORT OF SURPLUS LANDS

3351.1

(Sept 1999)

Real property belonging to state agencies other than the Department of Transportation, Department of Water Resources, the Reclamation Board, and the University of California may be sold only with the authorization of the legislature. It is the responsibility and duty of RESD to identify lands in surplus of an agency's needs, obtain approval of the legislature to sell or dispose of such lands, and proceed with such disposal. Unless otherwise specified, the approval of the State Public Works Board is not required in such sales.

Section 11011 of the Government Code requires each state agency to review annually all state lands over which it has jurisdiction to determine what, if any, land is in excess of its foreseeable needs. A report must be submitted to DGS on or before September 1st of each year. In addition, DGS will periodically review proprietary state lands independently to determine if, in its opinion, any land not so reported is in fact in excess of the foreseeable needs of the state agency having jurisdiction thereof. For the purposes of this section, land has been defined to include the land itself as well as any improvements that may be located on the land.

CDF reports to DGS each year on the use made of lands under its control. If any lands are so held and not being used for a functional purpose, they must be reported to DGS as lands in surplus of CDF's needs.

Such reports must include a statement indicating that a thorough review has been made and, for any excess parcel of land, the following information:

- General description, including location, size and shape, topography, and any improvements.
- Access to public thoroughfares, frontage on public streets, or if none, description of the means and condition of access.
- Date acquired and Secretary of State file number.
- Cost to the state (if only part of a larger parcel, the value assigned to it in acquisition) and estimated current value.
- Legal description, plat and photograph.

- All encumbrances, including those created during state ownership.
- Reasons for declaring surplus.
- Copies of the original acquisition documents if available.

To supplement these yearly reports, DGS extensively reviews CDF's use of lands under its control every five years.

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