

Lease of State Lands to Others
(By-State Leases)
Processing Procedure Responsibilities

	GRANTEE	RUH	REGION	TECH. SRVC	GENERAL SERVICE
Request					
Preparation Request Data	X				
Pay Administrative Fee	X				
Receive Request		X			
Review/Accept Request		X	X	X	
Receive Admin. Fee		X			
Deposit Admin. Fee		X	X	X	
CEQA Compliance					
Collection of Data	X				
Preparation of Document				X	
Filing Document	X			X	
Respond to Inquiries	X			X	
The Agreement Document					
Agreement Terms	X	X	X	X	X
Prepare Document				X	X
Calculate Encumbrance Fee					X
Signatures					
Other Agency's Signature	X				
CDF Approving Signature				X	
State Approving Signature					X
Record Document	X				
Finalized Copy					
Recipient	X	X	X	X	X

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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