

Property Management Documents
Processing Procedures
 (Sept. 1999)

LAND DOCUMENTATION	REGION SUBMITTAL	CEQA DOCUMENTATION	DOCUMENT PREPARER UNIT	DOCUMENT PROCESSING	PAYMENT	SIGNATURE	COMMENTS
Fee Acquisition	Budget Proposal	Negative Declaration or Environmental Impact Report	Real Estate Services Division RESD	RESD (Acquisition Unit)	Public Works Board	Director & RESD	Budget Submittal from region should be supplemented with Site Selection Report.
Surplus Sales	Declaration of Surplus Lands	None	Real Estate Services Division (RESD)	RESD	From Sale Proceeds	Director & RESD	Region reports to Sacramento Hdqtrs. in reply to RESD request each September for notification of surplus property.
Easement Deed Acquisition	Letter Request	Negative Declaration or Categorical Exemption	Real Estate Services Division RESD	RESD	Public Works Board	CDF Hdqtrs. & RESD	Region's request should contain all terms, conditions and pertinent details spelled out, together with detailed maps.
Easement Deed Conveyance	Letter Request	Negative Declaration or Categorical Exemption	RESD	RESD	Collected from Grantee: Adm. Fees plus land costs*	CDF Hdqtrs. & RESD	*Land costs are established by RESD and are based upon fair market value less benefits to state. Benefits to state, if substantial, need to be approved by Dept. of Finance.
Land Rights Acquisition	Letter Request	Negative Declaration or Categorical Exemption	Region & Lands & R/W Unit	CDF (Lands & R/W Unit)	None	CDF Hdqtrs.	See "Standard Requirements" submission of Form A-19 for requirements.
Lease of Land CDF as Lessee	Letter Request & Form 9	Negative Declaration or Categorical Exemption	Space Mgmt. Svcs. Div. Gen. Svcs.	Space Mgmt.	Accting. Unit	CDF Hdqtrs. & Space Mgmt.	Conditions required by state to be expressed in transmittal.

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Lease of Land CDF as Lessor (not including Vault Leases)	Letter Request	Negative Declaration or Categorical Exemption	CDF Lands & R/W Unit	RESD (State Lease Unit)	Collect-ed from Grantee: Adm. Fees plus land costs*	CDF Hdqtrs. & RESD	**See above at * Minimum cost is \$100 per year plus costs. Maximum tenure is 5 years.
Land Use Agreement Between Two State Agencies	Letter	Negative Declaration or Categorical Exemption	CDF Lands & R/W Unit	CDF (Lands & R/W Unit)	None	CDF Hdqtrs. & Other State Agency	Region request should contain all terms, conditions and pertinent detail. No money involved otherwise OREDS involved.
Vault Leases	Letter COM-310 or TD-312	Categorical Exemption	CDF Lands & R/W Unit	CDF (Lands & R/W Unit)	Grantee	Lessee & CDF Hdqtrs. & RESD	Standard Charges.

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

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