HOMESITE LEASE FLOW CHART

APPLICATION FORMS

Application obtained from Sub-Office NLD

Applicant fills out application with information and signs application in BLACK INK

Map of proposed HS Location drawn by Application in INK

Permittees are contacted for His/her consent

$15.00 money order filing fee

Homesite Application Package is submitted to NLD

SURVEY PLAT & LEGAL DESCRIPTION

Submit to RLS for stamp and certification and return to homesite

Homesite location is surveyed with rebar corners

If HS is within Forest areas HS will be referred to NN Forestry Dept.

NLD will check HS for all information

HS Agrmt.; CIB; PLAT & ARCH RPT.

If there are no improvements on the surveyed area or if the structure was built prior to 7/28/88

Homesite Lease is assembled and forwarded to NLD Dir. for approval

NLD Dir. Reviews HS package and signs on behalf of the NN

Homesite Lease Package is sent to BIA, Agency Real Estate Services

Thoroughly reviewed by Agency RES and Area RES then package forwarded to Regional Director, for final BIA approval.

BIA Agency RES distributes HS to Lessee; NLD after recording with Title Plant

CORRECTIONS

Client

Folder is created. All documents are forwarded to Survey Section for survey

CIB, Signature, Map, Consent Forms, Tenure, Issue Receipt For Money Order

It is the applicants responsibility to obtain an Archeological Clearance and submit the approved HPD’s Cultural Compliance Form

NLD-Navajo Land Dept; HS-Home Site; RLS-Registered Land Surveyor; BIA-Bureau of Indian Affairs; RES-Real Estate Services; NN-Navajo Nation; HPD-Historic Preservation Dept.