

## **ROUND 3 SUPPLEMENTAL NOMINATION PERIOD FOR LAND ACQUISITIONS IN CLARK COUNTY**

### **NOMINATION PACKAGE REQUIREMENTS**

Nomination packages for land acquisition **MUST** include the following:

- A page-size map of Nevada depicting the general location of the subject property.
- A page-size map depicting the specific location of the property.
- An official parcel map or other map depicting the configuration of the property.
- A statement signed by the owner(s) of the property indicating an understanding of the Federal acquisition process and a willingness to sell the property to the United States. (See attached format for owner letter and summary of federal acquisition process to be provided to owner.)
- A narrative addressing the following:
  1. A general description of the property (including a description of any man-made structures and buildings on the property).
  2. Identification of the property owner(s) and authorized agent, if any (name, address, phone)
  3. The owner's anticipated price for the property. Must provide an explanation of the basis for the anticipated price (e.g., prior appraisal, assessed value, broker estimate, recent sales, etc..)
  4. The size of the property in acres.
  5. A description of the resource values associated with the property.
  6. An explanation of the benefit(s) of public ownership and management of the land.
  7. An explanation of any known health, safety or liability issues associated with the subject property and how these issues could be mitigated.
  8. A description of the contacts made with and positions of State or local governments regarding the acquisition of the subject property by the Federal government.
  9. The name of the Federally approved land-use plan which addresses the acquisition or protection of the property.
- A narrative responding to each question posed in the Nomination Assessment. (See Attachment 3.)
- A statement signed by the acquiring agency that it is willing and able to manage the property if acquired, and confirming the applicable federally approved land-use plan.

**Attachment 1 – Page 1**

**FORMAT FOR OWNER STATEMENT  
INDICATING WILLINGNESS TO CONSIDER SALE TO THE FEDERAL GOVERNMENT**

TO: Name of Nominating Contact Person  
Name of Nominating Entity  
Address of Nominating Entity

[Salutation]:

I, [Name of Seller], am the legal owner of the approximately XXX acres of real property known as [Name, address, legal description, parcel number(s) and/or other unique identification number]. I understand that the property is being nominated for acquisition under Round 4 of the Southern Nevada Public Land Management Act (SNPLMA).

I have read the document entitled “Federal Acquisition Process” and understand the basic process that the Federal government will follow if the above property is selected for acquisition under SNPLMA. I am willing to consider sale of the above property to the Federal government according to the process described in that document if acceptable terms and conditions can be mutually agreed upon.

I understand that the purchase price would be based on an agency-approved professional appraisal and that I have the right to accept or reject the value established by that appraisal.

My signature below indicates a willingness to consider sale of the subject property, but in no way creates an obligation to sell. I understand that I have the right to remove the property from consideration for purchase by the Federal government at any time, and agree to notify the appropriate Federal agency in a timely manner if I decide to do so.

[Name and Title of Seller]  
[Address & Phone of Seller]

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ATTACHMENT 1 – PAGE 2**  
**FEDERAL ACQUISITION PROCESS**

Following is a brief outline of the Federal real property acquisition process. This process is consistent with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act). The Uniform Act provides for fair and equitable treatment of persons whose property will be acquired or who will be displaced because of programs or projects financed with Federal funds. *If a land nomination is forwarded to and approved by the Secretary of the Interior for acquisition under the Southern Nevada Public Land Management Act ( SNPLMA), the acquisition would follow these steps:*

1. Evaluation of Real Property. The Acquiring Agency will perform various studies of your property such as an initial site inspection and an environmental assessment for hazardous materials or substances. The Agency will also review your ownership documents and prepare a preliminary title opinion after review of a title report and title commitment from a qualified title company. These and other possible steps that the Agency must take during this process (e.g., survey, possible relocation issues, etc.) may affect your compensation and the completion date of the acquisition. The Agency will stay in contact with you throughout the process and will be available to answer any questions that you may have.
2. Appraisal. An appraiser will contact you to make an appointment to inspect your property. You, or any representative that you desire will be invited to accompany the appraiser when the property is inspected. This provides you an opportunity to point out any unusual or hidden features of the property that the appraiser could overlook.
3. Appraisal Review and Approval. Once the appraisal has been completed, a review appraiser will review the report to ensure that all applicable appraisal standards and requirements were met. The review and appraisal are provided to the Agency for approval. The approved appraisal will then be used to determine the amount to be offered for your property. This amount will never be less than the market value established through the appraisal process.
4. Offer. The Agency will deliver a written offer for the sale/purchase of the real property. The Agency's offer will generally consist of a written summary statement that includes the amount of compensation (i.e., purchase price), the description of the property and any buildings or improvements that are considered to be part of the real property, and the property rights to be acquired. The Agency will give you a reasonable amount of time to consider the written offer and to ask questions or to request clarification of anything that is not understood. If you believe that all relevant material was not considered during the appraisal, you may present such information at this time.
5. Purchase Agreement. When you reach an agreement with the Agency on the offer, you will be asked to sign an option or a purchase agreement prepared by the Agency. Your signature will affirm that you and the Agency are in agreement concerning the acquisition of the property, including the terms and conditions of the acquisition. If, within a reasonable time, you and the Agency are unable to reach an agreement on the acquisition of the real property, the Agency's offer will be withdrawn and your property will be removed from the acquisition list.
6. Payment. The final step in the acquisition process is closing escrow and payment for your property. Upon completion of a final inspection of your property and confirmation that an approved policy of title insurance will be issued, the Agency will deposit the appropriate amount of compensation into a previously established escrow account. At this time you will execute a General Warranty Deed prepared by the Agency and receive payment for your property when escrow closes.

**LAND ACQUISITION ATTACHMENT 2  
NOMINATION ASSESSMENT**

**1. Does the property include habitat of one or more specially designated species?**

If yes, specify

- The number and types of special status species
- The listing status of each special status species
- The association with the property and season of habitation

**2. Does the property contain a significant natural, aesthetic, scientific or cultural feature(s) or value(s)?**

If yes, describe

- The features or values associated with the property (number, special designations)
- Significance of the acquisition in preserving the resource values (including bio-diversity)
- Existence of specific management plans for the resource values involved

**3. Does the property include a wetland or riparian area?**

If yes, describe:

- Quantity and season of water on the site (perennial, ephemeral, or intermittent)
- The riparian values (number and types of riparian values) and nature of public benefits
- Significance of the acquisition in protecting the values
- Significance of the property in the watershed

**4. Does the property provide recreational opportunities or improve access to public lands**

If yes, describe:

- Number and type of recreation values
- Significance of the acquisition in providing recreation or access
- Existence of specific management plans for the resource values

**5. Is the property within or adjacent to a specially designated area and would it's acquisition achieve better management of public land?**

If yes, describe

- The specially designated area involved (in-holding or adjacency)
- How the acquisition supports the purpose of the specially designated area
- Consistency with local planning and zoning
- How the acquisition would improve management of Federal land

**6. What, if any, non-federal funding contributions are anticipated for the acquisition itself, or for the development or management of the property?**

If yes, discuss:

- The partner(s)
- The nature and relative significance of the funding partnerships

- The value of the contribution and percent of overall costs
- The permanence of the contribution. That is, is it a permanent contribution, a one-time contribution, or does the entity expect to be reimbursed?

**7. What would happen to the property if it were not purchased and managed by the Federal government?**

Describe:

- How the property is currently zoned
- Any planned property development and the associated time-frame
- Any planned incompatible uses

**8. Does the acquisition have the support of other federal agencies, the State of Nevada, local governments and/or other interested parties?**

If yes, describe:

- Federal and State agencies and/or other interested parties that support the acquisition
- How support is demonstrated
- Nature of the support or opposition
- Include copies of letters or other documents in support of the acquisition if available