

Attachment 3: Discretionary FTT Quick Reference Guide

DISCRETIONARY FEE-TO-TRUST QUICK REFERENCE GUIDE

Encode into TAAMS	Analysis and NOD
Within 3 days from receipt of written request	Notify the applicant within 30 days in writing that the acquisition package is complete.
Written Request and Package Review	Within 120 days of a complete application package.
Send Acknowledgment Letter	Public Notice
Within 10 days from receipt of written request	At the same time, or as closely as possible to sending the original decision to the applicant
Request LDEV	Final CIP, 59 IAM 5, Title Evidence
Within 10 days from receipt of written request	As soon as the NOD issued and no later than 7 days after expiration of appeal period
Complete LDEV	AOC
Within 30 days from receipt of LDEV request (30-day extension)	Immediately upon completion of departmental requirements listed
Complete RLDR	Submit for recording
Within 30 days from receipt of complete written request	As soon as the conveyance is accepted. Within 2 business days of receipt of the recording notice
Notice of Incomplete	Provide deed to applicant for County recording immediately upon LTRO recordation of the conveyance
Within 10 days from determining a request is incomplete	Request FTO
Final Notice of Incomplete	Immediately upon receipt of the county-recorded deed and updated title evidence
Immediately after expiration of the Initial Notice response period	Complete Acquisition
Return Incomplete	As soon as the LTRO has been notified that an FTO has been received
Immediately after expiration of Final Notice response period	
Initial CIP	
Optional, but may be completed early in the acquisition process	
Request PTO	
Within 30 days from receipt of a complete written request	
Issue NOA	
Within 15 days of receipt of a valid LDEV/RLDR	
Request NEPA and 59 IAM 5	
Within 30 days of receipt of a complete written request	
Provide NOA Comments	
Within 7 days after expiration of comment period	
Provide PTO objections	
Within 15 days of receipt of the PTO	

Note: For Mandatory Acquisitions refer to applicable policy and guidance.