

Attachment 4: Mandatory FTT Quick Reference Guide

MANDATORY FEE-TO-TRUST QUICK REFERENCE GUIDE

Encode into TAAMS
Within 3 days from receipt of written request
Written Request and Package Review
Send Acknowledgment Letter
Within 10 days from receipt of written request
Request LDEV
Within 10 days from receipt of written request
Complete LDEV
Within 30 days from receipt of LDEV request (30-day extension)
Complete RLDR
Within 30 days from receipt of complete written request
Notice of Incomplete
Within 10 days from determining a request is incomplete
Final Notice of Incomplete
Immediately after expiration of the Initial Notice response period
Return Incomplete
Immediately after expiration of Final Notice response period
Initial CIP
Refer to applicable policy and guidance
Request PTO
Within 30 days from receipt of a complete written request
Issue NOA
Not applicable to mandatory acquisitions
Request NEPA and 59 IAM 5
Not applicable to mandatory acquisitions, unless the statute mandating the acquisition so requires
Provide NOA Comments
Not applicable to mandatory acquisitions
Provide PTO objections
Not applicable to mandatory acquisitions, unless the statute mandating the acquisition so requires

Analysis and NOD
Notify the applicant within 30 days in writing that the acquisition package is complete.
Within 120 days of a complete application package.
Public Notice
At the same time, or as closely as possible to sending the original decision to the applicant
Final CIP, 59 IAM 5, Title Evidence
Not applicable to mandatory acquisitions, unless the statute mandating the acquisition so requires.
AOC
Immediately upon completion of departmental requirements listed
Submit for recording
As soon as the conveyance is accepted. Within 2 business days of receipt of the recording notice
Provide deed to applicant for County recording immediately upon LTRO recordation of the conveyance
Request FTO
Not applicable to mandatory acquisitions, unless the statute mandating the acquisition so requires
Complete Acquisition
As soon as the LTRO has recorded the documents

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