**Oregon Department of State Lands**

**Bend Field Office**

**951 SW Simpson Avenue, Suite 104**

**Bend, Oregon 97702**

AGENCY #

**Telephone: 541-388-6112**

**Fax: 541-388-6480**

APPLICATION TO PURCHASE LAND\*

*Please print clearly.*

|  |  |  |
| --- | --- | --- |
| **Applicant Name(s):** |  | **Phone:** |
| **Address:** |  | **Fax:** |
|  |  | **E-mail:** |
| **City:** | **State**: | **Zip Code:** |

I (we) hereby make application to purchase the following described land:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **County** | **Section** | **Township** | **Range** | **Tax Lot** | **Acres** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| (Attach additional sheets if necessary) | | | | Total Acres | |  |

**Please describe the reasoning for submitting an application to purchase State Land: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I acknowledge that submission of this application:

* May initiate a competitive sale process
* Provides no right of priority (except as determined by the State Land Board)
* No sale will be made for less than fair market value.

The Department of State Lands (DSL) reserves the right to reject this application at any time before completion of the sale.

***\*Note: Please read the Instructions for Submitting an Application to Purchase Land before completing and submitting this application.***

Applicant’s Signature Date

**Application to Purchase Land**

# Instructions and Procedures

*Attached to these instructions is the application to purchase land from the Oregon Department of State Lands*

The Department of State Lands (DSL) has an active program of land sales and invites the submittal of applications to purchase land. The Land Board’s 2012 Real Estate Asset Management Plan and rules (OAR 141-067) govern and direct DSL’s land sales and exchange efforts and priorities. ***Please note: A submittal of a land purchase application does not guarantee a land sale will be authorized.***

# Instructions

To insure prompt processing of your application:

* Fill out the application legibly and completely;
* Sign and date the application;
* Provide an accurate description of the property location;
* Provide a copy of the tax assessor’s map of the property with the parcel identified;
* Remit a check for the non-refundable application fee of $750.00 for each application.

**Send the completed application and check to:**

**Oregon Department of State Lands**

**Real Property Program**

**951 SW Simpson Avenue, Suite 104**

**Bend, OR 97702**

# Procedures

* All land purchase applications (i.e. land sale project) are given careful and thoughtful consideration by DSL and must be approved by the State Land Board.
* DSL evaluates all purchase applications by carefully investigating the financial, natural, cultural and recreational impacts of the project. Adjacent property owners, interested parties, lessees (if applicable), federal, state and local agencies are notified during the evaluation. DSL uses the information to recommend to the Land Board whether or not to sell the parcels under study; the Land Board must also approve the final sale transaction.
* The Land Board must also approve the actual land sale method. Sale methods vary depending on a number of factors such as the type of land being sold and the prospective purchaser. An appraisal of all interests being sold is always conducted before a sale occurs. Generally, sales of Common School Fund Trust land are made through a public auction process. The Department will retain mineral rights. In some instances reservations or easements might be attached to the property in order to place protection over or conserve special unique or significant resources (e.g. historical or cultural features). Valid existing rights (e.g. utility easements) are also honored.
* DSL may require the applicant to provide a correct and precise description of the lands applied for in accordance with a survey.

*Revised April 2021*