**CHECKLIST FOR SPC ACQUISITION-DISPOSITION-ACTIONS**

[Check type of transaction in Red Font, and check in **black** the required exhibits enclosed with each file]

Fill out 1-page Checklist for this file’s Request, and staple on left inside of file. Remainder of file on right includes: Transmittal memo which explains the deal; and New File and SAAG Hire forms; and Exhibits behind tabs.

Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tract Name for Deed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REQUIRED EXHIBITS FOR ALL TYPES OF REQUESTS TO SPC (Check Request Type and Exhibits in File)**

Acquisition: Purchase or Exchange (Exhibits A, B, C, D, E, F, G, H).

Acquisition: For $10 (Exhibits A, B, C, D, E, F, G, H).

Acquisition: Condemnation (Exhibits A, B, C, D, E, F, G, H).

Acquisition: Land Ground Lease to the State (not office leases) (Exhibits A, D, E, H)

Acquisition: Easement to State (Exhibits A, B, D, H) Exhibit B appraisal not required if nominal consideration

Disposition: Sale or Consideration of $10 (Exhibits A, B, D, F, G, H)

Disposition: Exchange (Exhibits A, B, C, D, F, G, H)

Disposition: Surplus of Real Property (when purchaser isn’t known) (Exhibits A, B, D, G, H). Appraisals (Exhibit B) are not required at time of surplus, but will be required to establish value prior to releasing an Invitation to Bid (ITB)

Disposition: Grant of Revocable License Agreement for 3-year duration (RLA) (Exhibits A, C, D, H)

Disposition: Easement from State (A, B, C, D, H) Exhibit B appraisal not required if Easement exclusively benefits State

Disposition: Land Ground Leases from the State (not office leases) (Exhibits A, B, C, D, E, H).

Disposition: Quit Claim Deed to Revert property interest (Exhibit A; D, G, H \*2 surveys)

Action: Executive Order to Transfer custody between State agencies. (Exhibit A, H)

\*Requires 1 file from each agency: 1 Exhibit A for each agency; and \*Exhibit H should be 1 copy of original survey, or new survey if only a portion of property is to be transferred

Action: Executive Order for Demolition of any building on State owned property. (Exhibits A, D, H)

\*Requires 1 file: Exhibit A [Including draft Executive Order; Exhibit D Aerial and Campus Location map; and Exhibit H 1 copy of survey or drawing found acceptable by SPC]

**EXHIBITS IN FILE**

Exhibit A – AGENCY Resolution; EXISTING Deed, AND SURVEY.

Exhibit B – 2 Appraisals (or FOR Donations, Letter of Value)

Exhibit C – Options (OR LOCAL GOVERNMENT RESOLUTION)

Exhibit D – AERIAL Maps (COUNTY; AND SITE LOCATION)

Exhibit E – (Acquisitions Only); 5 Year Costs if G. O. BondS; and 5-Year STRATEGIC Plan

Exhibit F – Phase I

Exhibit G – GEPA (Georgia Environmental Policy Act) signed checklist

Exhibit H – Survey AND LEGAL DESCRIPTION MEETING SPC Requirements

**Explanation of Exhibits (Next Page)**

**EXHIBIT EXPLANATIONS**

**Exhibit A – Resolution, EXISTING Deed, AND SURVEY.**

* Agency Resolution approving the proposed request, The resolution should include:
  + how the request fits into the agency’s 5-year strategic plan;
  + approval by the governing board or commission of the requesting department or agency.
* For Sale, Surplus or Transfer of Custody Requests, resolution must contain a statement of “No Further Use”
* For Constitutional Officers, in lieu of a Resolution, include a letter from the Constitutional Officer

**For Dispositions, Include a copy of the existing deed(s), survey(s), plat(s) and drawing(s)** associated with the property behind Exhibit A, indicating whether all or part of the specific deed(s) are affected

**Exhibit B – Appraisals (or Letter of Value for FEE SIMPLE Donations)**

TWO APPRAISALS REQUIRED FOR MOST ACQUISITIONS AND DISPOSITIONS

* Acquisitions (Purchase, Exchange, Condemnation, Easement);
* Dispositions (Sale, Exchange, Easement).
* Agency is responsible for payment of appraisals.

ACQUISITIONS FROM LOCAL GOVERNMENT: Fee Simple-either (a) a signed Letter of Value from the County Appraiser or Tax Assessor, or (b) ONE appraisal

Appraisal & Appraiser Requirements

* Effective Date
* Acquisition Request: Appraisals must have an effective date less than one year prior to request submittal to SPC
* Disposition Request: Appraisals must have an effective date less than one year prior to closing the transaction
* 1 of the 2 appraisals must be completed by an appraiser holding a MAI designation.
* Appraisers must be a qualified and disinterested party to the transaction
* Appraisers must be familiar with the subject property’s market area
* Appraiser must have experience appraising similar properties to that of the Subject, with similar Scopes of Work
* Appraisers must be actively Licensed by the State of Georgia/Real Estate Appraisers Board

**CONSERVATION EASEMENT:** one appraisal, and Donor’s Letter of CE Value and %

**Exhibit C – Options**

* Acquisitions, Conservation Easements, and Fee Simple Dispositions: Provide a signed and fully executed Purchase Option. If an Exchange, provide Exchange Option. Exercise of option will be by the agency after SPC approval.
* Acquisitions for $10 (other than Conservation Easements): County or City resolution and letter. An executed Donation Option if not from a local government. Exercise of option will be sent by the agency after SPC approval.
* Agency is responsible for monitoring Option deadlines, extending Options if needed, and after SPC approval exercising Option at appropriate time.
* Dispositions Access and Utility Easements, Revocable License Agreements, and Ground Leases: Request Letter from the Grantee/Licensee/Lessee.
* Transactions involving a County, City, or State Chartered Authority: In lieu of an Option, the public entity Request Letter and Resolution.

Dispositions to a Local Government Entity

* Request Letter and government’s Resolution must describe the use, and agree to accept the property if legislation is passed.
* If not for Public Use, consideration would be for Fair Market Value, as determined by Appraisal & Appraiser Requirements stated above, or for other consideration as determined by SPC if authorized in legislation.
* If for Public Use only, consideration may be $10 and payment of all outstanding G.O. bonds, and use MUST BE for Public Use in perpetuity. **Local Government must satisfy any outstanding bond debt and due diligence costs.**
* Acquiring local government must put property into active use within 2 years of conveyance from State.

Acquisitions from a Public Entity

* Request Letter and Resolution must specify a consideration ($10 or some other dollar amount).
* Request Letter and Resolution **MUST NOT** contain a reversionary provision based on a specific use, or use by a specific agency, unless being acquired by Department of Public Safety or Georgia Forestry Commission. Reversion would be when no longer needed for State Use.
* Other Reversionary provisions will be considered on a case by case basis
* G.O. Bond funds cannot be expended for improvements on leased property or property with reversionary interests.

**Exhibit D – AERIAL Maps**

* County Map with the subject property marked with a red dot.
* Site Map with subject boundaries in yellow, scaled to a campus or local level to show detail of subject, surrounding properties, and main roads.
* For an Acquisition with proposed construction project, overlay proposed improvement, if available.

**Exhibit E (Acquisitions Only): 5 Year Costs if G. O. Bond Funds will be utilized; and 5-Year STRATEGIC Plan (see form for Exhibit E after Exhibit Explanations)**

* If G.O. Bond Funds are to be used, provide a 5-Year outline of the proposed annual costs (including but not limited to staffing, development, improvements, furnishings, management, construction, maintenance, and repair).
* Provide **5-Year Strategic** Plan addressing how the acquisition of this property will fit into the agency’s 5-Year Strategic Plan (what will Agency do with the property, funding status, why need to acquire now, any carrying costs, summary of any planned improvements, etc.).

**Exhibit F – Phase I:** Provide a Phase I environmental hazardous materials assessment of the subject

* Must be completed by a (a) Professionally Licensed Environmental Consultant, or (b) properly trained and certified Agency Official who takes liability for the statements attested by signature.
* Required for **ALL** Fee Simple Acquisitions, and shall include GEPA Checklist.
* Required for Fee Simple Dispositions where a GEPA Checklist Report indicated a need for further investigation and property is greater than 5 acres.
* Must be dated within 1 year prior to the date agency submits Request to SPC.

**Exhibit G – GEPA** (Georgia Environmental Policy Act) checklist and signed statement of GEPA compliance

* Required for any Acquisition and for any Disposition greater than 5 acres
* Must be completed by a (a) Professionally Licensed Environmental Consultant, or (b) properly trained and certified Agency Official who takes personal liability for the statements attested by signature.
* Required for any Disposition less than 5 acres where an elevated risk of environmental contamination or archeological significance exists or is known
* Not required for dispositions of less than 5 acres with no signs or historic uses typical of posing hazardous risks

**Exhibit H – Survey & Requirements**

Exhibit H File Requirements

* SPC file: behind Exhibit H tab include [One loose 11” x 17” original survey\* will be at the back of the file], (a) One secured original survey in file, (b) \*\*One TIFF on CD in AG & SPC (each) file, (c) Two print copies of metes and bounds legal description in Word, and (d) One CD of legal description in Word
* AG file: behind Exhibit H tab include [Two loose 11” x 17” original survey\* at the back of file], (a) One secured original signed and final survey, (b) \*\*One TIFF on CD to record in County, (c) Two print copies of metes and bounds legal description in Word, and (d) One CD of legal description in Word

# of Surveys for Acquisitions - Require 2 TIFF CD’s and a total 10 original signed and stamped surveys (2 originals in SPC file; 8 originals in AG’s file) If survey has been approved by SPC and AG’s, and recorded in County, only need 2 print copies in each file of the recorded plat, and copy of recorded plat on a CD in TIFF format at 200 dpi resolution

# of Surveys for Dispositions - Require a total of 6 original surveys (2 for SPC and 4 for AG files), and copy of recorded plat on a CD in TIFF format at 200 dpi resolution

Actions - See checklist for number of plats

\* Must be of a recordable size, as determined by the County Clerk where the property is located:

* Must include the SPC “Certificate of Surveyor” as described at the end of Exhibit H (with blanks filled in)
* Must be signed by a Georgia Registered land surveyor in contrasting ink on each plat, with surveyor’s registration number
* Must have a Title Block, as described at the end of Exhibit H
* Must list any/all revision dates and what was revised
* Must state Land Lot, District, Section or Georgia Militia District (GMD)
* Must list acreage by County in Title Block and on the face of the plat
* Must list Deed Book(s) and Page Number(s) which vested the Grantor’s ownership in the surveyed property to be conveyed, and any corresponding Plat Book(s) and Page(s).

\*\* CD containing a TIFF image (or PDF image, if allowed by Clerk of Superior Court of County in which property is located) of the original signed and stamped final recorded survey scaled to full survey size, scanned at 200 dpi resolution, and in electronic format acceptable to the County Clerk.

**\*\*\*CERTIFICATE OF SURVEYOR AND SAMPLE TITLE BLOCK BELOW \*\*\***

**CERTIFICATE OF SURVEYOR (Fill in blanks on final survey)**

“I hereby certify to all parties interested in the title to the tract(s) of land (unless otherwise stated, hereinafter collectively referred to in the certificate and hereon as “the Land”) surveyed and platted hereon, that this plat: (A) Is the result of a field survey and is an accurate, current and complete representation of the land surveyed and platted hereon; (B) Was prepared in conformity with, pursuant to, and is in compliance with:(1) the minimum standards and requirements of law; (2) OCGA §§ 15-6-67 - 69 amended through the date of this certificate; and (3) all applicable local, county, and municipal ordinances, statutes and specifications; (C) Shows that the Land is tied (in compliance with OCGA §§ 44-4-20 - 31 as amended through the date of this certificate) to the Georgia Coordinate System of 1985,\_\_\_\_\_ Zone, and shows the state plane coordinates of at least two permanent monuments on the survey, expressed in American Survey Feet, and also shows when a National Geodetic Survey monument is within 500 feet of any point on the property mapped or platted, or any point of reference shown thereon; (D) Shows that all bearings are referenced to Grid North, Georgia Coordinate System of 1985, \_\_\_\_\_ Zone; (E) Shows that all corners have been established and marked by either iron pins or concrete monuments which have been found, verified, labeled as to type and left in place; (F) Labels hereon a point of beginning which is located on the perimeter boundary;(G) Shows hereon in a “legend” the meanings of all abbreviations and symbols used; (H) Shows hereon the number, date and nature of all revisions of this plat; (I) Is eligible for recording to the Plat Book records in the office of the Clerk of Superior Court of any county or counties in which the Land totally or partially lies, and clearly indicates acres, land lots, sections district by county(ies); and (J) Incorporates each specifically required item including any as set out in that certain services agreement(s) regarding this plat between the undersigned and \_\_\_\_ agency; and (K) an area map indicating the location of the property.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature, in contrasting ink)

(Name, Email, and Phone # and Fax Printed)

Georgia Registered Land Surveyor No. \_\_\_\_\_\_\_\_\_\_

**SAMPLE TITLE BLOCK FOR SURVEYS**

|  |
| --- |
| Survey for State of Georgia  Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_ (name on deed) Tract  \_\_\_\_\_\_\_\_\_\_ Acres  \_\_\_\_\_\_\_\_\_\_ Land Lot (or GMD only), \_\_\_\_\_\_\_\_\_\_ Section, \_\_\_\_\_\_\_\_\_\_ District  \_\_\_\_\_\_\_\_\_\_ County, Georgia |

**EXHIBIT E**

**5-YEAR COST PLAN**

FACILITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TRACT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# ACREAGE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COUNTY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROPOSED USE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | COST | | | | |
| ACTIVITY | FY-20 | FY-20 | FY-20 | FY-20 | FY-20 |
| STAFFING | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| DEVELOPMENT | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| IMPROVEMENTS | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| MANAGEMENT | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| CONSTRUCTION | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| MAINTENANCE | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| REPAIR | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| TOTAL | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |

### GRAND TOTAL COST: $0.00

Comments on development & operation costs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5-YEAR STRATEGIC PLAN**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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