****

STATE PROPERTIES COMMISSION

ACQUISITION EASEMENT REQUEST

Acquisition of an Easement to the State

47 Trinity Avenue, S.W., Suite G-02

Atlanta, GA 30334-9006

404-656-5602

[www.spc.georgia.gov](http://www.spc.georgia.gov)

Direct inquiries to Clark Wong (404) 656-2360;

clark.wong@spc.ga.gov; or

to J. Wade (404) 463-6161;

j.wade@spc.ga.gov

**INSTRUCTIONS**

At least **21 days prior** to the date of any State Properties Commission (SPC) meeting, to initiate any State of Georgia real property Acquisition request, the agency will send the State Properties Commission (SPC):

* 2 complete and identical Request files to the State Properties Officer at 47 Trinity Ave, S.W., Suite G02; Atlanta, Georgia 30334 (1 for SPC; 1 for Attorney General’s Office/AG’s)
* 1 complete electronic copy of all components of the file (pdf, jpg, or tif are acceptable) emailed to J. Wade at j.wade@spc.ga.gov and Clark Wong at clark.wong@spc.ga.gov.
* An email attaching 3 documents (the survey, the aerial/area map in color, and the signed agency resolution) with the Agency name, Project and Tract Name and “SPC Agenda documents” in the Email subject line. Email to: j.wade@spc.ga.gov and clark.wong@spc.ga.gov. Include contact info of sender, background details: which SPC meeting this is requested for, any special deadlines, needs or details, the date that the print copy files were sent, etc.

Detailed Instructions for each component of the files start on the next page. The forms are Templates. Advance through the fields by pressing the Tab key.

Two identical Request files will be presented to SPC, each in the following format:

* EXHIBITS CHECKLIST- stapled to the left inside the file cover (everything else is on the right side of file). Check off the exhibits in file.
* TRANSMITTAL MEMO from Agency Head summarizing the business deal and key info.
* NEW FILE REQUEST FORM
* IF GRANTOR IS NOT A PUBLIC ENTITY, OUTSIDE PRIVATE COUNSEL (SAAG HIRE) REQUEST (INDICATE WHETHER THIS IS A SAAG HIRE OR EARLY SAAG HIRE REQUEST). Agencies shall pay for any expense requiring use of the Attorney General’s Office (AG) or outside counsel. (PLEASE CONTACT SPC PRIOR TO COMPLETION)
* ACQUISITION-ACTION REQUEST FORM
* EXHIBITS for the specific request, separated by tab dividers.

Acquisition files must be received by SPC **at least 21 days prior** to the date of SPC meeting to allow review of the business deal and briefing memos to SPC members prior to meeting. The earlier the receipt the better. SPC and AG file numbers will be assigned by SPC and AG staff. After SPC approval, SPC staff will deliver 1 file to the Attorney General’s Office.

Funding for Acquisitions must be secured (including approval of any grants) prior to submitting files to SPC. If budget funds, budget must be approved by Governor or General Assembly. If G.O. Bonds, approved and imminent sale of bonds are acceptable.

Without the prior written approval of the State Properties Commission, no department, agency or State official subject to the State Properties Acquisition Law (OCGA § 50-16-38) is authorized or permitted to acquire or dispose of a deed, lease, easement, custody or other conveyance of a real property interest.

Agencies will initiate office leasing requests separately to SPC/Leasing on the Space Request Form found at www.spc.georgia.gov.

**CHECKLIST FOR SPC REQUEST-ACQUISITION OF EASEMENT**

**(Acquisition of an Easement to the State)**

**ACTION REQUEST**

Fill out this Checklist, and staple it to the left inside of file. Remainder of file is on the right and includes: Transmittal memo which explains the deal; New File Request form, SAAG Hire form; and Exhibits behind tabs.

**\*Note: Agency is responsible for payment of Appraisals, Survey, Phase I and GEPA Checklist, and Closing/SAAG only if Grantor is not a public entity.**

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

County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REQUIRED EXHIBITS [Acquisition Purchase or Exchange of an Easement] Exhibits A, B, D, & H.**

**EXHIBITS IN FILE**

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

[ ]  Exhibit B – 2 Appraisals (Not required if nominal consideration)

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

[ ]  Exhibit H – Survey AND LEGAL DESCRIPTION

**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 of the requesting department or agency.
* For Constitutional Officers, in lieu of a Resolution, include a letter from the Constitutional Officer.
* All approved and executed resolutions must include explanation of the business deal in the body of the resolution.

[ ]  **Exhibit B – Appraisals. (Agency is responsible for payment of appraisals)**

TWO APPRAISALS REQUIRED FOR ACQUISITIONS to be Purchased or for more than $10;

Appraisal & Appraiser Requirements

* Appraisals must have an effective date less than one year prior to request submittal to SPC
* 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 properties similar to the Subject, with research in the market area
* Appraisers must be actively Registered or Licensed by the State of Georgia Real Estate Appraisers Board

[ ]  **Exhibit D – AERIAL Maps**

* County Map with the subject property’s location 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.
* If construction is proposed in 3 years, overlay proposed improvement, if available.

[ ]  **Exhibit H – Survey & WRITTEN LEGAL DESCRIPTION.**

Exhibit H File Requirements

* SPC file: behind Exhibit H tab include: one loose 11” x 17” original survey at the back of the file, one secured original survey in file, one TIFF image of scaled survey at 200 dpi resolution on CD in file, two print copies of metes and bounds written legal description in Word, and one CD of legal description in Word.
* AG file: behind Exhibit H tab include: eight loose 11” x 17” original surveys at the back of file, one secured original signed and final survey, one TIFF image of scaled survey at 200 dpi resolution on CD to record in County, scaled to full survey size,two print copies of metes and bounds written legal description in Word, and one CD of legal description in Word
* If survey has been approved by SPC and AG’s, and already recorded in County, only need 2 print copies in each file of the recorded plat, and a copy of recorded plat on a CD in TIFF format at 200 dpi resolution
* Survey 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 on the next page (with blanks filled in).
* Must be stamped and signed and dated by a Georgia Registered land surveyor in contrasting ink on each plat, with surveyor’s registration number
* Must have a Title Block, (as described below this page)
* 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 and any corresponding Plat Book(s) and Page(s).

**SUMMARY TRANSMITTAL MEMO**

**REQUESTING SPC APPROVAL**

The agency head’s summary transmittal memo should include all pertinent information regarding the request, including the business deal and:

* A date by which the transaction must close, if known.
* Statement of funding and of any agreements that will need to be executed between any federal agencies, local political subdivisions, or other State agencies or departments for funding of the acquisition, development, improvements, management or use of the property (attach copies of such agreements or if not available, a written description of the agreements);
* Statement of any other information which could be helpful to the Commission in the acquisition (e.g., attach Grantor’s deed(s), title certificates, title insurance, street address, copies of correspondence between parties, and Grantor’s plat, and any new plat if the acquisition is a portion of the original tract, with Land Lots, Districts, number of acres per County);
* Statement of how this acquisition fits with and meets the agency’s 5-year strategic plan; and estimated 5-Year costs If G.O. Bond Funds will be used for the acquisition or improvements, including bond budget/issue year/and series number/name.

**SPC NEW FILE REQUEST FORM IF GRANTOR IS PRIVATE ENTITY**

**OUTSIDE PRIVATE COUNSEL (SAAG HIRE) REQUEST FORM**

**(PLEASE CONTACT SPC PRIOR TO COMPLETION)**

* SPC and Attorney General (AG) file numbers will be assigned by SPC & AG staff respectively upon receipt of these forms.
* Outside Private Counsel is also known as a Special Assistant Attorney General or **SAAG**. Agencies shall pay for any expense requiring use of the Attorney General’s Office or outside counsel (SAAG).
* The SAAG HIRE form may be required for all SPC easement acquisitions.
* SPC will deliver the AG’s file to the Attorney General’s Office after SPC approval of any Request requiring AG action.

**EARLY SAAG HIRE**

**(PLEASE CONTACT SPC PRIOR TO COMPLETION)**

* If closing is imminent, the agency must include in the transmittal memo that the file is delivered **before** SPC approval, **and the date by which the tract must close**.
* If an EARLY SAAG Hire is needed prior to an SPC Commission meeting, submit 2 identical files with the following to SPC for delivery to the Attorney General’s office: a summary TRANSMITTAL MEMO, NEW FILE REQUEST-FORM and OUTSIDE PRIVATE COUNSEL (SAAG) HIRE REQUEST FORM, and all pertinent supporting information (at a minimum: Grantor’s deed to be researched, current owner, and contact information, survey, date by which it must close, any known title issues or concerns, as much of the ACQUISITION REQUEST FORM and EXHIBITS as available at that time).
* When complete, 2 identical files with tabs for SPC and the AG’s exhibits are also delivered to SPC prior to the SPC meeting, with the final transmittal memo, NEW FILE and SAAG HIRE forms, and the REQUEST form and all required Exhibits. If an Early SAAG Hire was sent previously, say that in the memo and on the SAAG Hire form.
* Survey of easement area.
* Any use restrictions of easement.
* If a current survey of the requested action area not available, discuss in the transmittal memo why and when it will be available; and include an aerial of the proposed acquisition with estimated acreage by County, Land Lot, District or GMD, and County Names.

**Certificate of Surveyor and Title Block**

**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. \_\_\_\_\_\_\_\_\_\_

**TITLE BLOCK FOR SURVEYS**

|  |
| --- |
| Survey for State of GeorgiaDepartment 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**

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

****

**STATE PROPERTIES COMMISSION**

47 Trinity Avenue, S.W., Suite G02, Atlanta, GA 30334-9006

Direct inquiries to J. Wade (404-463-6161) or j.wade@spc.ga.gov

**NEW FILE REQUEST FORM**

(Check one): [ ]  ACQUISITION [ ]  DISPOSITION [ ]  ACTION

Complete a REQUEST TO EMPLOY OUTSIDE PRIVATE COUNSEL (SAAG HIRE) FORM for all Acquisitions, and attach and return that with NEW FILE FORM. Include Checklist, & Transmittal Memo.

Date: THIS \_\_\_\_\_ DAY OF  (month);       (year)

To: State Law Department Through: Steven L. Stancil

 Attn: Denise E. Whiting-Pack, DV02 RCA Executive Director

 Room 515, 40 Capitol Square, Atlanta, GA 30334 State Properties Commission

From: (signature)

(Print Agency Head) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (Title) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Agency) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please open a new file concerning the following matter:

1. Type of Transaction [Law Department Activity Code]: (check one)

[ ]  Purchase [MB] [ ]  Lease/Estate for years [MG]

[ ]  Acquisition/Gift [MC] [ ]  Revocable License [MH] (No SAAG Hire)

[ ]  Acquisition/Condemn [MD] [ ]  Conveyance [MA]

[ ]  Rental Agreement [MJ] [ ]  Exchange Conveyance [MX]

[ ]  Easement [ME] [ ]  Miscellaneous

[ ]  EARLY SAAG HIRE Previously sent [ ]  EARLY SAAG HIRE Attached to this form

If Conveyance, Easement or Ground Lease:

*[SPC will fill in: Res. Act No.* *\_\_\_\_\_\_\_\_\_\_\_\_*] Agency fill in (Year *\_\_\_\_\_\_*)*.* (*Res. #.**\_\_\_\_\_\_*)

Custodial Agency: (Agency Name):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  DNR [48PA] [ ]   TCSG [81AA] School:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other (Department or Entity): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(City): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(County): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Official Agency Representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person (if not Official Rep. above): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Phones: Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name(s)/Address(es)/Phone(s) of Other Party

Name on/for deed or State Document:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; Agency/Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, State:\_\_\_\_\_\_\_\_ Zip:\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Party is (check one): [ ] Seller, [ ] Grantor, [ ] Lessor, [ ] Landlord

**or** [ ] Buyer, [ ] Grantee, [ ] Lessee, [ ] Tenant, [ ] Condemnee

1. Address/Acreage/Legal of property, including county: Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facility Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tract Name:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Acreage: \_\_\_\_\_\_ Land Lot \_\_\_\_\_\_ District \_\_\_\_\_\_ GMD \_\_\_\_\_ Section \_\_\_\_\_ Lot \_\_\_\_\_\_ Block \_\_\_\_\_ Unit \_\_\_\_\_\_

Proposed Use:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Attach originals of plat/drawing with AG file: (For acquisition, 8 recordable original plats; for easements, 4 copies of plat showing easement area) (SPC file always has 2 plats). Include Seller’s current deed and plat in each file (AG & SPC).
2. Client desires title insurance for all acquisitions? [ ] Yes
3. Consideration/value for title insurance: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. If lease or easement, length of term: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Date of Agency Governing Board action or approval (or anticipated date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Date of SPC approval:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SPC No. \_\_\_\_\_\_\_\_\_\_\_
7. Does agency intend to build on this property (through GSFIC) in the near future after acquisition?

[ ]  NO [ ]  YES (If yes, please provide plats depicting project site as soon as possible.)

1. Date File Sent to SPC:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are all Exhibits Included? [ ] Yes [ ] No (if not, when?)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (see attached checklist)

1. What is the source of the legal authority for the requesting department or agency to deal with the property sought to be acquired or interest conveyed, including revocable license or easement? OCGA § \_\_\_\_\_\_\_\_\_\_\_
2. What is the source of the legal authority of the requesting department or agency to expend its funds for the acquisition of the needed property by the State of Georgia? OCGA § \_\_\_\_\_\_\_\_\_\_\_
3. Legal interest in the property. Are funds available (have GO Bonds been sold)? \_\_\_\_\_\_\_\_\_\_ Requested?\_\_\_\_\_\_\_\_\_\_

**Acquisition**: The legal interest to be acquired in the subject property is:

[ ]  Fee Simple [ ]  Right-of-Way

[ ]  Leasehold [ ]  Easement (circle if Conservation Easement)

[ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Or **Disposition**: legal interest to be conveyed is (check one below) & attach existing State deed(s) and survey(s):

[ ]  Fees simple interest [ ]  No (Part of proposed exchange? [ ]  Yes \_\_\_\_\_\_\_\_\_\_)

[ ]  Easement [ ]  Ground lease

[ ]  Revocable License [ ]  Custody and Control

[ ]  Reversion of deed due to discontinued use by agency.

Or **Action**: type of action requested;

[ ]  Executive Order to transfer custody and control between State agencies.

[ ]  Executive Order to demolish any building on State of Georgia property.

If acquisition, recommended method is:

[ ]  Purchase [ ]  Lease

[ ]  Condemnation [ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Consideration/value for title insurance purposes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Price or Consideration: (fill in the section that applies)

A. **Purchase** – The requesting department or agency recommended (check one)

[ ]  option [ ]  purchase or [ ]  exchange price is $\_\_\_\_\_\_\_\_\_\_\_\_\_

The appraised values of the property and dates of appraisals are:

(1) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; as of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (effective date of appraisal A).\_\_\_\_\_\_\_\_\_\_ (appraiser 1)

(2) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; as of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (effective date of appraisal B).\_\_\_\_\_\_\_\_\_\_ (appraiser 2)

Provide the names and any designations (ex., MAI, etc.) of the appraisers:

Appraiser (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation: \_\_\_\_\_\_\_\_\_\_

Appraiser (2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation: \_\_\_\_\_\_\_\_\_\_

(Note: At least one of the appraisals must be conducted by an appraiser designated as MAI.)

OR

B. The property will be acquired for $10; including any easements, land and improvements. For title insurance purposes, the value of the property is $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\*Note: Value must be assigned and designated by requesting department or agency.

OR

C. **Ground Lease** – The lease will be for a term of \_\_\_\_ year(s) at a rental rate of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per (e.g., month, quarter, year, etc.)

1. What are the 5-year Strategic Plan, and 5-year Costs for this acquisition?

5‑year Strategic Plan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5‑year estimated costs, including purchase price: (see Exhibit E) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Funding must be secure and all grants approved before submitting Request to SPC. If public funds will be utilized, fill out sections A and B.

A. The source of funds necessary to begin initial development, improvement, or management of the needed property:

(1) [ ]  are available from the present funds of the department or agency.

(2) [ ]  will be requested in the department or agency budget request for the fiscal year \_\_\_\_\_.

(3) [ ]  will be provided by an agency of the federal government over and above any contribution of the federal government for the land acquisition cost.

(4) [ ]  other (give full details and explanation): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B. Proposed development or improvements of the needed property will be completed within \_\_\_\_\_ year(s).

1. Transaction to close by: \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_ Is this date [ ]  Preferred or [ ]  Required per Contract

(Note: agency shall exercise any option.)

SUBMITTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (month); \_\_\_\_\_ (year)

BY: (signature)

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

(AGENCY HEAD) (TITLE)

****

**STATE PROPERTIES COMMISSION**

**REQUEST TO EMPLOY OUTSIDE PRIVATE COUNSEL (SAAG HIRE)**

To: The Attorney General Through: Executive Director

 Department of Law State Properties Commission

Attn: Denise E. Whiting-Pack

 Commercial Transactions and Litigation Division

 Real Property, Construction, Transportation and Authorities Section

Re:       Brief description of matter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this an Early SAAG HIRE REQUEST? [ ]  Yes [ ]  No Attach previous Early SAAG Request if not new

Pursuant to O.C.G.A. § 45-15-4, this requests the Attorney General to select and employ private counsel (Special Assistant Attorney General, “SAAG”) to assist the Law Department in the matter described above. I understand that the request obligates my organization to reimburse the Department of Law promptly for the fees and expenses to be incurred. Please send reimbursement requests directly to:

 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

 Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that when the attorney is hired, I will receive a copy of the retention letter. It will describe assigned duties, fee terms, billing instructions, and the Law Department lead. I further understand that after review by the Law Department of the bills for fees and expenses by the assigned attorney, the Law Department will ordinarily make payment to the attorney and seek prompt reimbursement by the agency.

This \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (month), \_\_\_\_\_ (year).

(signature)

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Law Dept. File No. \_\_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_-02RCA-\_\_\_\_\_\_\_\_-9\_\_\_ (\_\_\_\_\_\_\_)

*To be supplied by Law Department*

SPC File No. \_\_\_\_\_\_\_\_\_\_\_ (*To be supplied by SPC if not known by agency.*)