

STATE PROPERTIES COMMITTEE  
ACTION REQUEST FORM

Date Submitted: \_\_\_\_\_ Department Director: \_\_\_\_\_  
Date Approved: \_\_\_\_\_ (Authorized Signature)  
Department: \_\_\_\_\_ Individual Completing Form: \_\_\_\_\_

Action Requested:  Land Acquisition  Land Disposition

Property Information: Property Name \_\_\_\_\_  
Municipal \_\_\_\_\_ Municipal \_\_\_\_\_  
Plat \_\_\_\_\_ Lot \_\_\_\_\_ Property Address \_\_\_\_\_

Square Footage \_\_\_\_\_ or Acreage \_\_\_\_\_  
Assessed Value \_\_\_\_\_ Appraised Value \_\_\_\_\_  
(Internal or External Appraisal – circle one)

Map of Property Attached  yes  no Name of Appraisal Firm \_\_\_\_\_  
Zoning Destination \_\_\_\_\_ Final Negotiated Price \_\_\_\_\_

If Acquisition:  
Source of Funding \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Negotiated Price \_\_\_\_\_  
Title in Name of (After Acquisition) \_\_\_\_\_  
\_\_\_\_\_  
Title in Name of (Prior to Acquisition) \_\_\_\_\_  
\_\_\_\_\_  
If Corporate Entity-Names of Principals  
\_\_\_\_\_  
\_\_\_\_\_

Type of Acquisition  Purchase (deed)  
 Gift/Donation  
 Condemnation  
 Negotiated settlement  
 Development rights  
 Conservation easements

Additional Information:  
Property placed on SPC Agenda Previously  
 yes (date of action)  no

If Disposition:  
Date Land Originally Acquired \_\_\_\_\_  
Acquired How:  
 Condemnation  Purchase  Gift/Endowment  
 Warranty Deed  Negotiated Settlement  
Sale Process To Be Followed:  
(check appropriate process)  
 - Option 1  - Option 2  
1. former owner 1. state agency  
2. state agency 2. public auction/appraisal  
3. public auction/appraisal 3. municipality  
4. municipality (match public bid)  
- Gratis Transfer - Remnant Sale  
- Interagency Transfer - Municipal Transfer  
List Restrictions below

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

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**Acquisition Continued**

Any intervention by municipality or State agency  
planned or taken yes no  
If yes, describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Disposition Continued**

Reasons for sale \_\_\_\_\_  
\_\_\_\_\_  
Property Placed on SPC Agenda  
Previously yes no  
If yes, when \_\_\_\_\_  
Any personal involvement between principals  
and state employees? yes no  
If yes, describe: \_\_\_\_\_  
\_\_\_\_\_  
Name of Principals (Purchasors) \_\_\_\_\_  
\_\_\_\_\_  
(If corporate entity-list principals) \_\_\_\_\_  
\_\_\_\_\_  
Any litigation pending or contemplated due to  
disposition of property yes no  
If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_  
Any intervention by municipality or state  
agency planned or taken? yes no  
If yes. please describe: \_\_\_\_\_  
\_\_\_\_\_