Land Acquisition Flowchart

* Process does not guarantee acquisition *

Definitions
BCC– Board Of County Commissioners
ELASC– Environmental Lands Acquisition Selection Committee
ELAMP– Environmental Lands Acquisition Management Program

Closing Process
1. Environmental Site Assessment Performed
2. Boundary Survey Performed
3. Legal Documents Prepared
4. Closing Date Scheduled
5. Funds Requested from County Clerk
6. Closing & Deed Recorded

Important Notes
- ELASC Meetings are bi-monthly
- Calendar of County meetings
- The time frame from nomination to closing is typically 1 year

Acquisition Process
1. Appraisal(s) Obtained
2. Ownership and Encumbrance Report ordered
3. Appraisal Review (if required)
4. Review by Real Property team
5. Negotiations leading to possible offer
6. If accepted, proceed to next step

Property Nomination Form Received

Staff Review Of Nomination (Narrative and Map Package Created)

ELASC Meeting Initial Review
- Table
- Accept
- Deny

ELASC Scientific Committee Site Review

ELASC Meeting Final Review
- Table
- Accept
- Deny

Property Presented to BCC to be added to ELAMP Acquisition list
- Accept
- Deny

Acquisition Process Initiated

Sale and Purchase Contract Presented to BCC
- Accept
- Deny

Closing Process