



Oregon Department of State Lands
775 Summer St. NE, Suite 100
Salem, OR 97301-1279
Telephone – 503-986-5200
Fax – 503-378-4844

AGENCY # _____

APPLICATION TO EXCHANGE LAND*

Please print clearly.

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

Complete the parcel information on the following page

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 transaction 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.

I have included an assessor's tax map of the properties described on the following chart along with the \$750 non-refundable application fee.

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

Applicant's Signature

Date

Send completed application and fee to:
Oregon Department of State Lands
Land Management Division
Unit 18 PO Box 4395
Portland, OR 97208-4395

I (we) hereby make application **to acquire** by land exchange the following described DSL land:

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

I (we) hereby **offer** DSL the following described land:

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

Applicant's Signature

Date

****Note: Please read the Instructions for Submitting an Application to Exchange Land prior to completing and submitting this application.***

Application to Exchange Land

Instructions and Procedures

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

The Department of State Lands (DSL) has an active land exchange program of and invites land exchange applications. The Land Board's 2006-2016 Asset Management Plan and rules (OAR 141-067) govern and direct DSL's land exchange efforts and priorities. **Please note: Submittal of a land exchange application does not guarantee a land exchange 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 location of the properties
- Provide a copy of the tax assessor's maps of all properties
- Remit a check for the non-refundable application fee of \$750 for each application.

Send the completed application and check to:

**Oregon Department of State Lands
Land Management Division
Unit 18 PO Box 4395
Portland OR 97208-4395**

Procedures

- All land exchange applications are given careful and thoughtful consideration by DSL and must be approved by the State Land Board.
- DSL evaluates all 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 exchange and acquire the parcels under study; the Land Board must also approve the final transaction.
- If DSL decides to proceed with the exchange, a land exchange agreement will be negotiated with the applicant. The exchange agreement sets the roles and responsibilities of each party.
- DSL usually will retain mineral rights to its land and will seek to obtain the mineral rights on the exchange land.
- DSL may require the applicant to provide a correct and precise description of the lands applied for in accordance with a survey.



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