



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 PURCHASE LAND\*

*Please print clearly.*

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

I (we) hereby make application to purchase the following described land:

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

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 sale 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 property I wish to purchase along with the \$750 non-refundable application fee.

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Date

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

**Send completed application and fee to:**

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

# Application to Purchase Land

## Instructions and Procedures

*Attached to these instructions is the application to purchase 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 property location
- Provide a copy of the tax assessor's map of the property with the parcel identified
- 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 purchase applications (i.e. land sale project) are given careful and thoughtful consideration by DSL and must be approved by the State Land Board.
- DSL evaluates all purchase 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 sell the parcels under study; the Land Board must also approve the final sale transaction.
- The Land Board must also approve the actual land sale method. Sale methods vary depending on a number of factors such as the type of land being sold and the prospective purchaser. An appraisal of all interests being sold is always conducted before a sale occurs. Generally, Common School Fund Trust land is sold through a public auction process. DSL will retain mineral rights. In some instances reservations or easements might be attached to the property in order to place protection over or conserve special unique or significant resources (e.g. historical or cultural features). Valid existing rights (e.g., utility easements) are also honored.
- DSL may require the applicant to provide a correct and precise description of the lands applied for in accordance with a survey.



**Oregon Department of State Lands  
775 Summer St. NE, Suite 100  
Salem, OR 97301  
Phone 503-986-5200, Fax 503-378-4844  
[www.oregonstatelands.us](http://www.oregonstatelands.us)**