



GARY R. HERBERT
Governor

GREGORY S. BELL
Lieutenant Governor

State of Utah

DEPARTMENT OF NATURAL RESOURCES

MICHAEL R. STYLER
Executive Director

Division of Forestry, Fire and State Lands

RICHARD J. BUEHLER
State Forester/Division Director

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In compliance with Utah Code Title 65A-1-4 (b), the Division is the executive authority for the management of sovereign lands, and the state's mineral estates on lands other than school and institutional trust lands. The following mineral lease nomination guidelines describe in detail the Forestry, Fire, and State Land (FFSL) nomination process:

I. MINERAL LEASE NOMINATION GUIDELINES

1. All nominations are to be submitted to the Division at least 45 days prior to the next simultaneous offering so that the nominations can be included in a 30-day comment period with the Resource Development Coordination Committee (see FFL-96-C-3). Approved nominations will be included in the next simultaneous offering (typically March or October).
2. Proponents submitting nominations must submit a letter of nomination with a legal description (metes and bounds) and recorded deed (for UDOT lands see below and Attachment A) for each parcel nominated to the Division of Forestry, Fire, and State Lands for processing.
3. Notices of the bid offerings of lands for simultaneous filing will run for 15 business days in the months of March and October
4. Applications must be received by the Division in a sealed envelope (R652-20-1700) with two checks: one for the application fee and the other for the first year annual rental plus the bonus bid which is at least \$1.10 per acre. The applications will be opened on the last Monday in the months of March and October.
5. The Division may hold another simultaneous offering during other months of the year if it is deemed necessary by Division staff.
6. Notification will be sent to both successful and unsuccessful bidders and results will also be posted on the Division's website. The notification to the successful bidder will include instructions on how to complete their application.
7. Division will use oil, gas and hydrocarbon lease templates recently updated by the Utah Department of Transportation (UDOT) and the Attorney Generals (AG's) office (approved by both to form in December 2010).



8. Once all application material is received by the successful bidder, Division will send the applicant two original copies of the lease for signature (Division staff will have both originals signed by AG's office prior to sending to the applicant).
9. Once both signed copies are sent back to the Division, the Division Director will sign a Director's Agenda (DA) approving the action along with executing the lease documents. An original will be returned to the Lessee to complete the application process.

II. UDOT MINERAL LEASE GUIDELINES

1. Proponents submitting nominations will submit a letter of nomination with a legal description (metes and bounds) and recorded deed (i.e. parcel and project number, see Attachment A) for each parcel nominated to the Division of Forestry, Fire, and State Lands for processing.
2. All subsequent steps are the same as described above.

ATTACHMENT A

III UTAH DEPARTMENT OF TRANSPORTATION (UDOT) PARCEL AND PROJECT NUMBERING SYSTEM

A new UDOT numbering system was adopted in October 1992 in compliance with the Federal Transportation Act of 1958.

A. UDOT Parcel and Project Numbering System

1. Former highway project numbering system
 - a. Example: I-15-2(68)72
 - I = Source of funds
 - 15 = Route number (-15 or -80, etc)
 - 2 = Section number (county along alignment)
 - (68) = Agreement number
 - 72 = Milepost number

2. Current highway project numbering system
 - a. Federal and state descriptions
 - i. Federal aid program
 - BHO, BRO = Bridge Replacement or
 - BHF, BRF = Bridge Rehabilitation
 - CM = Congestion Mitigation or Air Quality
 - IM = Interstate Maintenance
 - NH = National Highway System
 - STP = Surface Transportation Program
 - ii. State funded projects
 - SP = State Project (and construction)
 - b. Project number example: *XXX-XXXX-(XXX)XXX
 - i. *Use an asterisk to indicate when the Federal Highway Administration selects and retains a particular project for their stewardship.
 - c. Other examples:
 - i. Projects on Interstate routes
 1. IM-0157-(100)320
 2. NH-0157-(002)349

Note: I-15-7(2)349; where "015" is the route number and "7" indicates 7th county along the alignment.

- ii. Projects on state primary or secondary routes
 1. CM-0089-(003)062
 2. NH-0091-(002)004
 3. SP-0089-(002)157
 4. STP-BRF-0108-(003)001

Note: Old FAP-40-D, former F-040-4(3), previous F-040(3), and current NH-0040(4)25.

- iii. Project on local government routes
 - 1. BRO–LC35–(007)
 - 2. CM–L814–(009)

Note: No mile post is given.

3. Parcel Numbering System

The parcel and project numbers are located on the upper right hand corner of the warranty deed.

Parcel No. XXXX:XX:A
Project No. XXX–X:XX

- a. Parcel numbers
 - 1. Example: XXX:XX:A
XXXX: = Base project number
:XX = Base track number
:A = Ownership
 - 2. Ownership codes
 - :A = Controlled access (for no-access or limited-access)
 - :C = Purchased in the name of a country or city
 - :E = Easement (for perpetual or temporary)
 - :I = Not used, confused with number 1
 - :L = Lien (release of mortgage, contract, lease, etc)
 - :M= Material site (borrow and gravel, etc.)
 - :O= Not used, confused with number zero
 - :Q= UDOT is grantor (Quit Claim Deed)
 - :R = Right-of-way deed or right-of-entry
 - :S = Severed tract (land outside the right-of-way)
 - :T = Acquiring all the property (total take-tax rolls)
 - :X = Agreement (for railroads, canals, county, city, etc.)
 - :Z = Parcels acquired in fee for a railroad re-alignment and ear-marked to be sold to railroad after project completion.

*Note: Most UDOT leases are code :A controlled access, :S severed tract and :T total acquisition (codes :C, :E,:M,:X, :Z are not used for mineral leases). For further details (see form R/W 210-symbols used on right-of-way maps and 10-1150.10-Q deeds parcel numbering).