



# GENERAL LAND DEVELOPMENT DEPARTMENT

P.O. BOX 69 • ST. MICHAELS, AZ 86511

PHONE: (928) 871-6447 • WWW.GLDD.ORG

## General Land Lease Checklist

(Educational, Healthcare, Renewable Energy, General, Recreational, etc.)

### Permission to Survey

- i. Pre-approved permission from the Navajo Nation to conduct a walk-on survey for the proposed project. This includes the right to conduct preliminary surface surveys, archaeological clearances, ethnographic studies, environmental assessments, environmental impact statements, non-invasive soil sampling, geotechnical, etc. This walk-on survey should not disturb in any permanent way the ground, vegetation, air, water or inflict any noise pollution, especially during nesting/breeding seasons.

### Cover Letter/ Scope of Work

- i. Define the proposed project undertaking(s) including construction, operation, duration, maintenance, and upgrades. Define specifically whom will assume responsibility for the infrastructure and/or utilities.
- ii. A precise location of the proposed project with description of the acreage, land status(es), and project timeline. This should include all temporary staging disturbances.
- iii. Include whether waivers are considered for the project (Valuation, Bonds, Insurance, etc.).
- iv. A statement on where the current term stands; new, expired, renewal, etc.

### Filing Fee (New and Renewals)

- i. Filing Fee (Non-refundable) of \$500.00 made payable to the Navajo Nation.

### Supporting Chapter Resolution

- i. A resolution from all impacted chapters in support of the proposed undertaking, and a specific location description within the Chapter pertaining to where the project will be developed. This is not an approval from the chapter.

### Valid Grazing Permittee Consents

- i. Collected consent from impacted land users and those holding a valid grazing permit, and a verification letter signed by the respective Grazing Official. If there are no valid grazing permittees, a signed verification letter from the Grazing Official is still required.
- ii. An official Navajo Nation Field Clearance Checklist completed by a registered Field Agent.

### Legal Land Survey

- i. A legal description and survey that indicates the total acreage the development will disturb in each section. This should include pole placement, maintenance stations, temporary easements/staging areas and access roads. The latitude and longitude of each of the aforementioned developments need to be shown as well.
- ii. A digital map layer (in the format of a KML/KMZ or shapefile) that depicts the delineated land status(es) of the proposed utility corridor, and a separate digital layer of all corridor accompaniments.

### Lease

- i. General lease provided by the Navajo Nation GLDD that pertains to the specific development being requested.
- ii. All alterations, edits, legal waivers will be legally reviewed/negotiated by Navajo Nation DOJ Natural Resources Unit through GLDD.

### Navajo Nation Environmental Determination Documents

- i. Biological Resource Compliance Form (BRCF) obtained from the Navajo Nation Department of Fish & Wildlife(<https://www.nndfw.org/>).
- ii. Cultural Resource Compliance Form (CRCF), Archeological Inventory Report (AIR) Form obtained from the Navajo Nation Heritage & Historic Preservation Department (<https://hpd.navajo-nsn.gov/>).
- iii. Location and acreage surveyed must correspond with the scope of work, and as noted on the BRCF and CRCF.
- iv. Navajo Forestry Permits (tree removal) Water Resources (water) etc.
- v. Although not required for an application to be deemed complete an Environmental Assessment, Environmental Impact Statement, Record of Decision (ROD), Categorical Exclusion (CatEX), Finding of No Significant Impact (FONSI), etc. may be included to meet the funding entities' NEPA requirements.

**Submit Electronic Package to:** [GLDDProjects@navajo-nsn.gov](mailto:GLDDProjects@navajo-nsn.gov)