

LEGISLATIVE-CITIZEN COMMISSION ON MINNESOTA RESOURCES

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Susan Thornton, Director

Subject: Land Acquisition Reporting: Initial and Annual Reports for Land Acquisition (fee title and less than fee title) from the Environment and Natural Resources Trust Fund (M.S. 116P.15 and M.S.116P.16)

Land acquisition reports are required for all land acquired with Trust Fund appropriations on or after June 30, 2005. Please provide the reports as attachments by email to lccmr@lccmr.leg.mn. The report forms are on the LCCMR website under Project Manager information: <http://www.lccmr.leg.mn/manager/promanager.htm>.

INITIAL REPORT. The INITIAL REPORT must be completed for each separate parcel of land acquired after July 1, 2005. The Organization purchasing the property (either fee title or less than fee title) is responsible for submitting the INITIAL REPORT.

ANNUAL UPDATE REPORT. Each year prior to December 1, we will email to you or the person named as the current owner, an ANNUAL UPDATE REPORT request for each parcel initial report. We will have the initial report data automatically entered on the update report, up to the lower part that begins with Organization managing property (annual update reporter). Please note: if you bought the land and kept it you are both initial and annual reporter. If you bought the land and transferred it, then someone else receives the annual update report form as indicated on your initial report form. You do not have authority to transfer or convey land to another party unless this is stated in your work program or you seek and receive approval by the LCCMR.

For your convenience and reference we include the legal references for land retention: <https://www.revisor.leg.state.mn.us/statutes/?id=116P.15>

And for annual reporting: <https://www.revisor.leg.state.mn.us/statutes/?id=116P.16>