

**FSH 5409.13 - LAND ACQUISITION HANDBOOK  
CHAPTER 30 - LAND EXCHANGE**

**39 - Exhibit 01**

**LAND EXCHANGE PROCESS FLOW CHART**

Exchange Proposal

Feasibility Analysis

Oversight Review

Execute Agreement to Initiate

Public Notification

Congressional Review

Scoping

NEPA Analysis

Appraisal Preparation and Approval

Oversight Review

Decision

Title Clearance

Transaction Closing

Final Title Clearance

Close Case

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**39 - Exhibit 02**

**IMPLEMENTATION SCHEDULE**  
**Land-for-Land Exchange**

Case Name: Action Item Feasibility Analysis (Items 1-8)	Responsible for Preparation	Responsible for Costs	Target Date
1. Exchange Proposal - Define the Estates	Non-Fed/FS		
2. Forest Plan Compliance Review/Public Benefits Summary	FS		
3. Obtain Title Insurance Commitment	Non-Fed/FS	Non-Fed Party	
4. Boundary Management Review	Forest Surveyor		
5. Federal Land Status Report	FS		
6. *Water Rights Analysis	Hydro/Appraiser		
7. Valuation Consultation	Appraiser		
8. Identify Party Responsible for Costs	Non-Fed/FS		
9. Draft ATI & Exhibits	FS		
10.**Oversight (FA and Draft ATI)	RO/WO		
11. Execute Agreement To Initiate (ATI)	Non-Fed/SO/RO		
12. *Request BLM Serialization/ Segregation	FS		
13. Prepare Notice of Publication/Posting	FS		
14. Notify County Commissioners, State Clearinghouse, Congressional Delegations, Tribal Governments, and other Agencies	FS		
15.**Submit Notice of Publication for 30-day Appropriation Committee Review	FS		
16. *Notify Permittees	FS		
17. 4-Week Publication Period, Including Wetlands and Floodplains Information	FS		
18. Initiate Public Scoping	FS		
19. *Request Land Survey (BLM/Forest Service)	FS		
20. *Request Withdrawal Revocation(s)	FS		
21. *Prepare Mineral Potential Report			
22. Complete Certificate of Possession	FS		
23. Obtain SHPO Concurrence	FS		

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**39 - Exhibit 02--Continued**

Case Name: Action Item	Responsible for Preparation	Responsible for Costs	Target Date
24. Prepare TES Report/Consultation			
25. Prepare Wetlands/Floodplains Report			
26. Prepare Hazardous Substances Evaluation	Non-Fed/FS		
27. Analyze Effects on Cost Share Agreements	FS		
28. Request Appraisals	FS		
29. Finalize Appraisals	Appraiser		
30. Prepare Appropriate NEPA Documentation	FS		
31.*Request BLM Concurrence on Minerals	FS		
32. *NEPA Comment Period	FS		
33. Appraisal Reviews and Approvals	Appraiser		
34. Certificate of Use and Consent	FS		
35. Agreement on Values	Non-Fed/FS		
36. Finalize NEPA Document	FS		
37. Draft Decision Document	FS		
38. Draft Exchange Agreement (optional)	FS		
39.**Oversight (NEPA document and supporting documents, draft decision, appraisals and reviews, draft exchange agreement, and initial file material)	RO/WO		
40. Issue Decision	FS		
41. Publish Decision	FS		
42. Appeal Period	FS		
43.*** Certify Estate Consistency	FS		
44. Request Preliminary Title Opinion	FS		
45. Provide Preliminary Title Opinion	OGC		
46. Execute Exchange Agreement (optional)	Non-Fed/FS		
47. Prepare Form FS-5400-10 (Digest)	FS		
48. *Submit to WO for Congressional Oversight	FS		

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**39 - Exhibit 02--Continued**

Case Name: Action Item	Responsible for Preparation	Responsible for Costs	Target Date
49. Record Exchange Agreement and Update Title Commitments (optional)	Non-Fed/FS		
50. *Prepare/Obtain Easements, Relinquishments for Special Use Permits	Non-Fed/FS		
51. Prepare Deed to Non-Federal Land; Patent Request/Exchange Deed to Federal Land	Non-Fed/FS		
52. Supplemental Certificate of Possession	FS		
53. *Execute Easements/Relinquishment	Non-Fed/FS		
54. Execute Deeds to Non-Federal Land	Non-Fed		
55. Deliver Deeds and/or Patent	FS		
56. Record Patent and All Deeds and/or Patent	NoN-Fed/FS		
57. File Water Rights Transfer/Use Documents	Non-Fed/FS		
58. Return Deeds to Non-Federal Land with Title Insurance Policy	Non-Fed Party		
59. Final Certificate of Use and Consent	FS		
60. Return Copies of Recorded Patent or Deeds to RO	FS		
61. Submit Final Form FS-5400-10 (Digest) to WO	FS		
62. Request Final Title Opinion	FS		
63. Provide Final Title Opinion	OGC		
64. Post Status and Close Case	FS		

\* If applicable/if needed.

\*\* Regional oversight applies to ALL cases. WO review required commensurate with WO designated value threshold.

\*\*\*Certify that the estate appraised is identical to the physical estate; estate noted in Decision Document, Exchange Agreement, and Deeds.