

INSTRUCTIONS FOR FILING A GRAZING LEASE APPLICATION

(Please read instructions carefully before filing)

ATTENTION

The State Land Department encourages you to contact the Department's Grazing Lease Administrator at (602) 542-2694 prior to submittal of your application. The Grazing Lease Administrator may be able to address questions or concerns regarding the land you wish to lease prior to your expenditure of the non-refundable filing fee.

1. Non-Refundable Filing Fee: (New) \$150.00 per section (Renewal) \$200.00 per existing lease.

NOTICE: If you are filing a renewal application and you fail to file the application prior to the lease expiration date, you forfeit any existing renewal rights. You will be required to file a NEW Application(s) and pay the NEW application fee rate if you wish to reapply to lease the property.

2. To conflict an existing grazing lease, the conflicting application must be filed at least 270 days, but not more than one (1) year, before the expiration date on the lease. A list of non-removable improvements located on the land must accompany the conflicting application. A list of the known non-removable improvements may be obtained from the State Land Department. The conflicting applicant must post a surety bond or other form of security in the amount of \$2,500 or 20% of the rental payments made over the term of the current lease, whichever is greater, within 30 days after the Department determines the specific amount. If the conflicting applicant is unsuccessful or withdraws the application, the Department will return the security to the applicant. If the conflicting applicant is successful, the security will be applied against the value of the non-removable improvements.
3. Complete all questions in full on the application. Use additional sheets if necessary.
4. Arizona State Land Departmental policy requires grazing lease applicants to have an Arizona registered brand. A current copy of your certificate must accompany your application or your application will be returned. NOTE: Name(s) on certificate must match applicant name(s).
5. This application can be used for multiple sections of land. If space is not sufficient for all legal descriptions, attach a separate sheet for additional sections.
6. Complete the map of your ranch unit on page 6. You must include the following information:
 - a) Location of perimeter fencing.
 - b) Location of major cross fencing.
 - c) Location of State lease land within your ranch boundaries.
 - d) Location of any Federal land you control within your ranch boundaries.
 - e) Location of any private land you own within your ranch boundaries.
 - f) Location of any private land you control by written agreement within your ranch boundaries.
 - g) Location of uncontrolled land within your ranch boundaries.

You may submit the map information on the enclosed plat, a county highway map or a BLM or Forest Service allotment map. Color code the various categories of land ownership or control as follows:

- State land = blue
- Federal land = yellow
- Private land you own = red
- Private land you control by written agreement = green
- Uncontrolled land = orange

TO HELP ASSIST THE DEPARTMENT IN UPDATING THEIR RECORDS, ALL APPLICATIONS SHOULD BE ACCOMPANIED BY A CURRENT MAP OF RANCH HOLDINGS.

7. If you control private land by written agreement, you **must attach** a copy of the written agreement or your application may be returned.
8. If you are acting as an Attorney in Fact for the applicant, you must submit a copy of your notarized Power of Attorney and a \$50.00 additional fee.

NOTE: Approval of this application does not constitute approval of any improvements. An application to Place Improvements **must** be submitted to the Department after a permit is obtained and **PRIOR** to construction of the improvement(s). Pursuant to A.R.S. § 37-321, lessee is not entitled to reimbursement for improvements that have not been authorized by prior written approval from the Department.

For Assistance contact: Natural Resources Division at (602)542-4625.