# What to consider before applying for a Homesite Lease (HSL)?

### Is your homesite lease in a feasible location?

- 1. Have you consulted with all valid Grazing Permittee(s) that reside within 1/2 a mile of your proposed HSL location?
- 2. Is your proposed homesite lease within a prime grazing area?
- 3. Are you in compliance with the Chapter's Community Land Use Plans (CLUP) for Residential development?
- 4. Have you reviewed the biological map to insure your proposed homesite lease is within Area 3 or Area 4 (www.nnld.org)?
  - Area 1: (RED) High Sensitive Area/ may require further studies (\$600 - \$1,800.00);
  - Area 2: (PURPLE) Moderate Sensitive Area (may require additional fees \$600 -\$1,800.00);
  - Area 3: (BLUE) No impact area [Biological Resources Compliance Form (HSBCF) from Navajo Fish & Wildlife Department (NFWD)];
  - Area 4: (GREY) No impact area (HSBCF from NFWD);
- 5. Are you willing to pay more than \$1,000 for the Environmental Assessment, if your proposed homesite lease is located within the RED biological High sensitive area?
- 6. Is your proposed homesite lease within a flood plain area?
- 7. How far away is your closest neighbor?
- 8. Have you considered sharing utility cost?

## Infrastructure consideration?

- 9. How far away is the nearest power line from your proposed homesite?
- 10. How far away is the nearest water line from your proposed homesite?
- 11. How far away is the telecommunication line from your proposed homesite?
- 12. Will you be able to get cell services within your proposed homesite?
- 13. Are you willing to pay \$16,500 per mile for power line extension, if your homesite is 1/2 mile away from developed infrastructure?
- 14. Are you willing to pay \$8,000 per mile for waterline extension, if your homesite is 1/2 mile away from developed infrastructure?
   (Power line and Water line Extension over a 1/2 mile will require an Environmental Assessment.)

## Road to your home?

- 15. How will you get to your homesite? New road?
- 16. How far is the access road to your proposed homesite lease?
- 17. Are you willing to pay for additional environmental assessments for your ingress and egress to your proposed homesite (all roads)? So, the chapter can provide maintenance service to your homesite?
- 18. Will you be considered a liability to the chapter during the inclement weather and emergency situation?

# HOMESITE LEASE NN200RL FLOWCHART



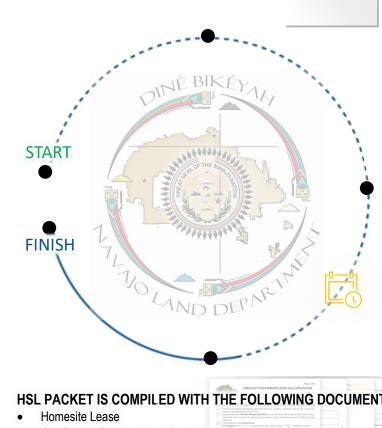
**OBTAIN HOMESITE APPLICATION** from Agency Navajo Land Offices or www.nnld.org. Fill out HSL application completely with a drawn map of your proposed homesite all in BLACK ink.

**APPROVED HOMESITE LEASE** is then released to applicant after submission of first year's leasing fee of \$12.00, money order, payable to "Navajo Nation". Documents are then recorded into the Navajo Land Title Data System (NLTDS) for archiving and system retrieval.



#### CONTACT YOUR GRAZING OFFICIAL/LAND BOARD MEMBER

to identify the homesite location with a handheld GPS unit. The coordinates must be recorded on FORM 2 and identify grazing permittees on FORM 3 for consent of proposed homesite.





#### APPLICANT RESPONSIBILITIES:

- Submit HSL Application with \$30.00 Money Order payable to the "Navajo Nation"
- Submit Homesite Biological Request Form to NLD
  - NLD well complete the Request form and send the request electronically to the Fish & Wildlife Office.
  - The applicant is responsible for submitting the \$20 application fee to the main Fish & Wildlife Office by mail or walk-in, please pay with a money order, payable to the "Navajo Nation. P.O. Box 1480 Window Rock, AZ 86515
- Hire a Private Archaeologist to conduct a Cultural Investigation. Sent to Navajo Heritage & Historical Preservation Department to complete a Cultural **Resource Compliance Form**
- Hire a Certified Land Surveyor to conduct a legal survey and submit a legal survey plat to the proposed homesite to NLD.
- All clearances are then sent for Environmental Review, conducted by General Land Development Department (GLDD).

## HSL PACKET IS COMPILED WITH THE FOLLOWING DOCUMENTS:

- Certificate of Indian Blood (and Marriage License, if applicable)
- Archaeological Inventory Report Compliance Form (AIRCF)
- **Biological Resource Compliance Form (HSBCF)**
- Cultural Resources Compliance Form (CRCF)
- Environmental Review Letter
- Certified Legal Survey Plat and TOPO Maps

#### ONCE COMPLETE. PACKET IS SENT TO THE NLD DIRECTOR FOR REVIEW AND APPROVAL ON BEHALF OF THE NAVAJO NATION.



# **CHECKLIST FOR HOMESITE LEASE (HSL) APPLICATION**

Application that lacks any required information will be considered incomplete and will NOT BE ACCEPTED.

#### **Homesite Lease Application Requirements**

1	Please read the Eligibility Requirements before filling out the HSL Application. Applicant(s) must use blue or black ink to
	complete all application forms. NO WHITE OUT.
2	Original and up-to-date Certificate of Navajo Indian Blood, which can be obtained from Vital Records. Name(s), Date of

2	Original and up-to-date Certificate of Navajo Indian Blood, which can be obtained from Vital Records. Name(s), Date of
_	Birth, census number(s) and signature(s) must correspond with the information shown on the Certificate of Navajo Indian
	Blood.

3 For joint applicants, valid marriage license.

- 4 **HSL Application**: Applicant must read and acknowledge Page 2 of HSL Application; **FORM 1**: Applicant must complete Page 4, Sections 1 and Coordinate with Grazing Officer/Land Board Member to complete Section 2 on page 4.
- 5 FORM 2 Consent Form(s): Coordinate with grazing permittee(s) listed on the "Field Clearance Certification" to complete the "Consent Form(s)", if required. Obtain Grazing Official/Land Board Member signature after the grazing permittee(s) have completed the consent form.
- 6 **\$30.00 Money Order**; Made payable to "*Navajo Nation* " for HSL Application Fee. Non-refundable.
- 7 \$20.00 Money Order; Made payable to "Navajo Nation" for Biological Clearance. Complete the Biological Request Form at the Agency Sub-Offices to be submitted to Dept. of Fish & Wildlife electronically, but the <u>applicant is responsible for</u> submitting their payment to the main Fish & Wildlife Office by mail or walk-in (P.O. Box 1480 Window Rock, AZ 86515)
- 8 Receipt showing payment for an Archaeology Inventory Report to be performed by a private archaeologist contractor or
- 9 Receipt showing payment for a **certified land survey plat** to be performed by a private registered land surveyor contractor.
- 10 Environmental Compliance Review, requested by an Agency Engineer Technician to General Leasing Development Department.

#### **Grazing Official/Land Board Member Responsibilities**

- FORM 1 HSL Application: Complete Section 2 of HSL Application on Page 4. Physically verify the proposed Homesite location utilizing a hand-held Global Positioning System (GPS) unit by reading the Latitude/Longitude coordinates [North American Datum 1983 (NAD83)] identifying the center point of the proposed homesite location. Verify the biological map area/zone.
  - FORM 2 Field Clearance Certification: Identify all grazing permittees who are directly affected and impacted by the proposed homesite location identified in <u>Section 2 of the HSL Application</u>. Complete <u>Field Clearance Certification</u> before applicant can obtain written consent from the individuals identified on the Field Clearance Certification. Verify whether proposed homesite is within Navajo forest or woodlands, an area withdrawn for community development or conflicting land use plan, 750 feet of a major highway right-of-way, a half mile of a Navajo Nation or other permanent livestock waters.
- **FORM 3 Consent Form:** After the applicant obtains written consent from the permittees listed on the Field Clearance Certification, applicant shall provide the signed Consent Form(s) to the GO for verification of signature.

#### Submit Completed Application to the Navajo Land Sub-Office

Navajo Land Office, Post Office Box 2179, Chinle, AZ 86503 Navajo Land Office, Post Office Box 948, Crownpoint, NM. 87313 Navajo Land Office, Post Office Box 208, Shiprock, NM 87420 Navajo Land Office, Post Office Box 3309,Tuba City, AZ 86045 Navajo Land Office, Post Office Box 2249, Window Rock, AZ 86515

<u>cdale@nnld.org</u>	(928) 674-2056
awillie@nnld.org	(505) 786-2376
tsam@nnld.org	(505) 368-1120
nrobbins-sherman@nnld.org	(928) 283-3194
senos@nnld.org	(928) 871-6523

Homesite Lease Regulations and HSL Application can be downloaded for Free on the Navajo Land Department website: www.nnld.org.

1 The Navajo Nation shall not deny an application for a homesite lease based on the applicant's sex, religious association, clan membership, political philosophy, personal grudges, chapter affiliation, income, education, public or private status, or tribal affiliation so long as the applicant meets all requirements required by law.

HOMESITE APPLICATION FORM

- 2 Applicant(s) must be over 18 years of age.
- 3 An applicant can apply for only one homesite lease, with such withdrawal limited to one (1) acre or less of tribal trust or fee land, excluding withdrawals of lands for residential subdivisions and other types of withdrawals, pursuant to 2 N.N.C. § 501.
- 4 Applicant must be an enrolled member of the Navajo Nation, however, a non-member of the Navajo Nation who is legally married to an enrolled member of the Navajo Nation may be eligible through joint husband-wife application, with proof of such legal marriage, by issuance of a valid marriage license under the laws or jurisdiction of the Navajo Nation or any State.

#### ACKNOWLEDGEMENT

#### I, (We), acknowledge and understand the homesite lease restrictions and conditions set forth by

- 1. A Homesite Lease is intended for residential purposes only. All other non-residential uses are prohibited.
- 2. Homesite lease area shall not be used as a business site, mission site, grazing permit, bingo hall, dance hall, abandoned vehicle storage, or any fund raising activities. Lessee may not charge rent, sublease, lease or act as a landlord within a homesite lease premises.
- 3. Applicants shall not disturb or commence construction activities on the proposed site until the applicant receives an approved homesite lease. Be advised the Federal Laws may restrict or null application.
- 4. Homesite lease may be fenced to avoid disputes; animal control; and for ingress and egress.
- 5. A finalized homesite lease is required prior to transporting mobile homes onto the Navajo Nation and a transportation permit must be obtained from the Navajo Land Department for a fee before any mobile homes enter the Navajo Trust or Fee Land.
- 6. Lessee shall maintain the lease premises in a safe and sanitary condition. All solid waste, hazardous waste materials such as nonoperational vehicles, barrels, etc., must be disposed at approved sanitary landfill or transfer station. Lessee shall present a good appearance both inside and outside of the lease premises.
- 7. The Lessee's finalized Homesite Lease shall be available upon full payment of one (1) year (\$12 annual payment) payable in money order to the Navajo Nation and shall be paid at the Navajo Land Department.
- 8. A homesite application is not a homesite lease, therefore, it is not transferable by assignment or court order.
- 9. Lessee shall not use or cause to be used any part of the homesite lease premises for any unlawful conduct or purpose, including but not limited to bootlegging, gaming, and other illegal drug activities. Any illegal activities conducted on the homesite lease premises shall be considered a breach of the terms of the homesite lease.
- 10. Burials sites are prohibited within the homesite lease premises. See Resources Resolution No. RCD-216-99.
- 11. Livestock and corrals are prohibited within the homesite lease premises.
- 12. Homesite leases cannot be sold, but may be transferred or assigned to another qualified homesite lease applicant through the NLD For such transfers or assignments, the permanent improvements must be sold to the transferee or assignee at fair market value, subject to the terms of any mortgage(s). For the sale of permanent improvements located on a homesite lease, such sales must also include the transfer or assignment of the homesite lease where the improvement is located.
- 13. Is the proposed homesite lease within a designated 750 feet corridor of a highway from the Right-of-Way.

Applicant

Date

Applicant

Date

# FOR JOINT APPLICANTS ONLY (CHOOSE ONLY ONE)

Joint Tenancy with Right of Survivorship:	
survivorship, the entire estate, upon the death of one of	popsession and enjoyment during their lives. Under the doctrine of the joint tenants, goes to the survivor without the need to probate the uples involving a Non-Navajo spouse. <b>NO PROBATE REQUIRED</b> ,
Tenancy in Common:	
Initial Property held by two persons jointly, with equal rights to tenancy, when one co-tenant dies, the surviving co-tenan	o possession and enjoyment during their lives. However, unlike joint it does not succeed to the decedent's interest. Rather, the decedent's ROBATE REQUIRED, COURT WILL MAKE DECISION, ATTORNEY
Community Property:	
Initial Any property that is acquired by husband or wife during a wife. Community property principles will govern the distribution	marriage that is not separate or gift property to either the husband or bution of the marital property upon dissolution of marriage in a fair and upon the death of one spouse in accordance with 9 N.N.C. § 205. ATTORNEY FEES INVOLVED.
The above mentioned cotenancy has been explained to us. We a	acknowledge and understand the difference.
	5
Signed this day of	, 20
Applicant Signature	Census Number
Applicant Signature	Census Number

FORM 1	HOMESITE APPLICATION FORM NAVAJO LAND DEPARTMENT	Page 4 of 6 EXHIBIT "C"
HSL Application Form	FOR OFFICE USE ONLY         Consent Form (s)	Cultural Resources Compliance Form         Environmental Review Letter         Biological Resource Clearance Form         Reviewed by:         Date:
I, (We) hereby apply for one (1) acre or less of	SECTION 1	am the Neuroin Nation for the purpose of
developing a private dwelling for the term of s ( <i>Pursuant to CIB</i> )		, , , ,
NAME:	CENSUS NO.	DOB:
NAME:	CENSUS NO.	DOB:
ADDRESS:		
TELEPHONE NO.: ( ) MESSAGE: ( )	CEL EMAIL ADDRESS	L: ( )
CHAPTER:	AGENC	Y:
COUNTY:	STATI	Ξ:
GRAZING DISTRICT:		
SECTION 2 - 0	Grazing Officer/Land Board Member R	esponsibilities
Draw detailed map showing the location a Route #'s; Chapter House; Neighbors Hou		EXAMPLE: Milepost; State/County/Navajo
	Latitude: N Degree: Minu	utes: Second(s): utes: Second(s):
		N
ACKNOWLEDGEMENT		
Grazing Official / Land Board N	Member	Date
RDCO-74-16;10/04/2016		52

#### FORM 2

## FIELD CLEARANCE CERTIFICATION To be completed by the Grazing Official / Land Board Member (THIS IS NOT A CONSENT FORM)

	SECTION 1 - Grazing Officer/Land Board Member Responsibilities	
I,	I,, Grazing Official / Land Board Member of Grazing I	Management District,
	community of Chapter have identified the followin	ng individuals as land
use	use or grazing permittee(s) who directly affected by the proposed homesite development as illustrated and propo	osed by the following
hom	homesite applicant(s):	
	Homesite Applicant Homesite Applicant	
	(Print Name) (Print Name)	
	SECTION 2 - Grazing Officer/Land Board Member Responsibilities	
	According to my records and to the best of my knowledge, the list of the affected permittee(s) referenced includes all of the permittee	nitted land users who
are d	are directly affected / impacted by the proposed homesite development and reside within a 1/2 mile of the proposed site.	
1		AZING PERMIT NO.
1.		
2.		
3.		
4.		
5.	5	
	SECTION 3 - Grazing Officer/Land Board Member Responsibilities	
1	1 Proposed Homesite is within the Navajo Partition Land (NPL):	
3	3 Are there any improvements(s) on the proposed homesite?	
	Roads: Trails: Power Line: Waterline: Others:	
4	4 Is there a permanent structure on the proposed site ( <i>House</i> )? YES NO	
5		
		anlicant must soloct
	a new site.	
	8 Is the proposed homesite within an area withdrawn or otherwise obligated for community development purpose conflict with a local land use plan and/or ordinance? If yes, applicant must select a new site.	es or otherwise in
		Forestry
	Department and obtain an approval letter.	-
10	10 Is the proposed homesite within a half mile of a Navajo Nation or other government developed permanent lives applicant to select a new site or request written authorization from District Grazing Committee.	stock water? If yes
11		st select a new site.

Grazing Official / Land Board Member

Ι.

hereby grant consent to the Navajo Nation to

\_\_ and \_\_\_\_\_ to lease one (1) acre or less of Navajo Tribal Land within my permitted grazing land use area for residential and infrastructure (waterline, electrical powerline extension, gas line, sewer, telephone) development, including ingress and egress, purposes as illustrated and acknowledged by the Grazing Official/Land Board Member on Section 2 of the Homesite Lease Application FORM 1.

I, further waive any rights I have to be compensated for the diminishment in value of my permitted grazing land use rights as a result of the proposed homesite, ingress and egress, easements and rights-of-way for infrastructure services line development. I further waive any rights I may have to contest my consent.

Signed this day of	, 20	
X Permit Holder's Signature Grazing Permit No.: Date of Issue:	Census #:	Right
ACKNOWLEDGED:		
Grazing Official / Land Board Member	Date	Chapter

Ι.

hereby grant consent to the Navajo Nation to

\_\_ and \_\_\_\_\_ to lease one (1) acre or less of Navajo Tribal Land within my permitted grazing land use area for residential and infrastructure (waterline, electrical powerline extension, gas line, sewer, telephone) development, including ingress and egress, purposes as illustrated and acknowledged by the Grazing Official/Land Board Member on Section 2 of the Homesite Lease Application FORM 1.

I, further waive any rights I have to be compensated for the diminishment in value of my permitted grazing land use rights as a result of the proposed homesite, ingress and egress, easements and rights-of-way for infrastructure services line development. I further waive any rights I may have to contest my consent.

Signed this day of	, 20	
X Permit Holder's Signature Grazing Permit No.: Date of Issue:	Census #:	Right
ACKNOWLEDGED:		
Grazing Official / Land Board Member	Date	Chapter

Ι.

#### CONSENT FORM

Page 6 of 6 EXHIBIT "E"

CONSENT FORM FOR NAVAJO TRUST / FEE LAND
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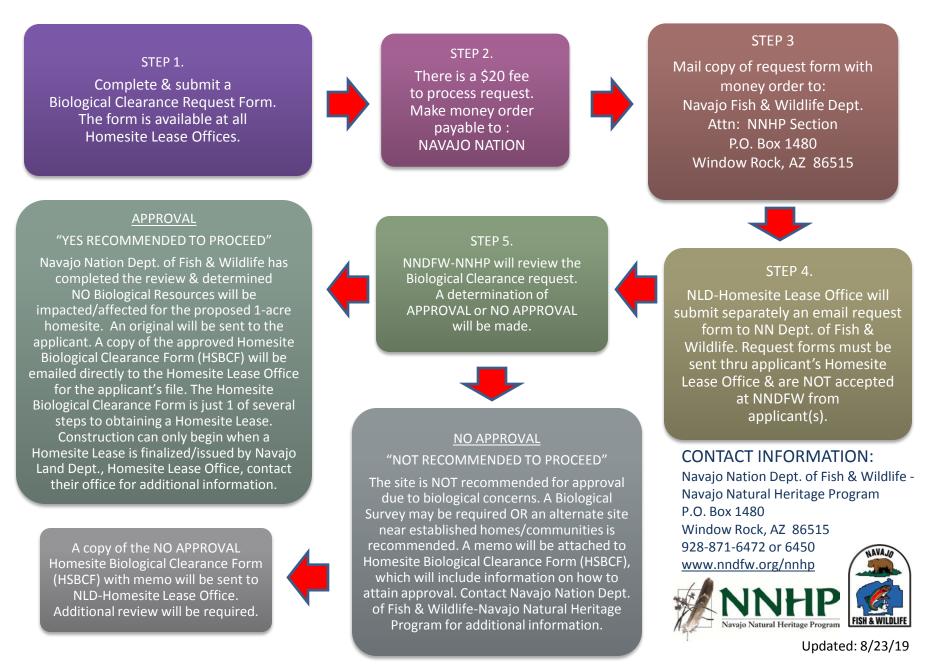
hereby grant consent to the Navajo Nation to

\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_ to lease one (1) acre or less of Navajo Tribal Land within my permitted grazing land use area for residential and infrastructure (*waterline, electrical powerline* extension, gas line, sewer, telephone) development, including ingress and egress, purposes as illustrated and acknowledged by the Grazing Official/Land Board Member on Section 2 of the Homesite Lease Application FORM 1.

I, further waive any rights I have to be compensated for the diminishment in value of my permitted grazing land use rights as a result of the proposed homesite, ingress and egress, easements and rights-of-way for infrastructure services line development. I further waive any rights I may have to contest my consent.

Signed this day of	, 20	
X Permit Holder's Signature Grazing Permit No.: Date of Issue:	Census #:	Right
	WITNESS:	
ACKNOWLEDGED:		
Grazing Official / Land Board Member	Date	Chapter

# NAVAJO NATION DEPT. OF FISH & WILDLIFE HOMESITE BIOLOGICAL CLEARANCE PROCESS





## - REQUEST FORM -HOMESITE BIOLOGICAL CLEARANCE FORM (HSBCF)



#### <u>IMPORTANT</u>: Homesite Lease Office submits packet to NNDFW by email. Applicant sends copy of this form with payment to Navajo Fish & Wildlife Dept.

FIRST NAME/LAST NAME:			ATTENTION
MAILING ADDRESS:			
CITY, STATE, ZIP:			Please make Money Order payable to:
PHONE NUMBER and/or Em	nail:		<u>NAVAJO NATION</u>
CHAPTER NAME:	COUNTY & STATE OF HOMESITE:	AGENCY:	MAIL payment to: Navajo Fish & Wildlife Dept. Attn: NNHP Section P.O. Box 1480 Window Rock, AZ 86515
one is conormy <u>orr</u>	occupied by resident.		e is currently <u>occupied</u> by resident.
PREPARED BY:	ed in by HSL Office): LD OFFICE PLEASE INLE NLD OWNPOINT NLD	(M COMPLETE THIS	ate occupancy began onth/Year): S PORTION - NATES (NAD83 Lat/Long):
	LD OFFICE PLEASE	(M COMPLETE THIS LOCATION COORDIN	onth/Year):
	LD OFFICE PLEASE INLE NLD OWNPOINT NLD PROCK NLD A CITY NLD NDOW ROCK NLD HER: - NNDFW N	(M COMPLETE THIS LOCATION COORDIN INDICATE RCP AREA FORM VERIFIED BY N	onth/Year): S PORTION - NATES (NAD83 Lat/Long): #
	LD OFFICE PLEASE INLE NLD OWNPOINT NLD PROCK NLD BA CITY NLD NDOW ROCK NLD HER:	(M COMPLETE THIS LOCATION COORDIN INDICATE RCP AREA FORM VERIFIED BY N	onth/Year): S PORTION - NATES (NAD83 Lat/Long): #



# Navajo Land Department

P.O. Box 2249, Window Rock, AZ 86515 | 928.871.6401 | www.nnld.org

CULTURAL RESOURCE CONSULTANTS-ARCHAEOLOGISTS					
A-JMChavez Julia M. Chavez P.O. Box 3606 Farmington, NM 87499 505-686-4111	Carrizo Archaeological Group Jeremy Begay 1201 N. Mesa Verde Avenue Farmington, NM 87401 505-320-9013	DCRM Dinetahdoo Cultural Resources Management, Inc. Rena Martin P.O. Box 2012 Farmington, NM 87499 505-960-9478	Cabezon Archaeological Services Tyrone Trujillo P.O. Box 894 Cuba, NM 87013 505-469-6883	Archaeological Survey Iris S. Begaye P.O. Box 3777 Window Rock, AZ 86515 928-206-9600	
CSWTA, Inc., Archaeological Consultants Carol S. Yazzie-Ward P.O. Box 790 Tuba City, AZ 86045 928-283-4804	MBurke Consulting Mathilda Burke P.O. Box 1996 Page, AZ 86040 928-640-7674	Harriett K. Sandoval 1357 S. Mark Lane Flagstaff, AZ 86001 602-330-2167	Peter Bungart 160 E Astro Ln Flagstaff, AZ 86001 928-606-8393	Fred Harden 8501 Road 40.1 Mancos, CO 81328 970-759-2255	

PRIVATE SURVEYORS					
Falcon Land Surveyors Lonnie Bitsoi, Owner P.O. Box 1572 Gallup, NM 87305 623-680-8716 <u>falconlandsurveyors@</u> <u>hotmail.com</u>	Red Valley Survey Henry Thomas, RLS Shiprock, NM 87420 505-320-0479 rvsurvey@yahoo.com	<b>lina Ba, Inc</b> 1812 Schofield Lane Farmington, NM 87401 PH: 505-327-1072 FX: 505-327-1517	Lemont L. Yazzie, Sr. P.O. Box 944 St. Michaels, AZ 86511 928-221-8553 <u>82wrscout@gmail.com</u>		
Arizona Surveying 1843 West Heavenly CT., Flagstaff, AZ 86001 928-607-7092 john.luckow@ arizonasurveying.com	Goldtooth Precision Solutions, Inc. Halbert O. Goldtooth, RLS P.O. Box 640 Tuba City, AZ 86045 PH: 928-401-7872 FX: 928-283-5073 halbert@ goldtoothsurveying.com				

\*\*Please, keep in mind that you are hiring a consultant under a private business that is not under Navajo Nation Land Office. If an error occurs the consultant, you hired is responsible to make those corrections. This is a listing of consultants who are qualified to survey your homesite lease, each differ from prices and locations. You may call our office if you have questions about a private surveyor or archaeologist you may want to use that is not listed. Thank You.