**Property Transfer Step I**

**[NOTE - The instructions in the brackets are meant to assist agency staff complete the notice. Please delete all instructions and brackets prior to submitting for publication - including this note.]**

**Notice of Proposed Land Transfer in [Town]**

**Complete Address of Property:** [insert address, not bold]

**Commonly used name of property or other identifying information**: [example includes municipal map/lot number in case there is no mailing address]

**Number of acres to be transferred:**

**Click to view map [Link]of property location**

**Description of Property**

Below is some general information about the property. It should not be considered a complete description of the property and should not be relied upon for making decisions. If only a portion of a property is proposed for transfer, the description pertains only to the portion being transferred.

**Brief description of historical and current uses:** [Insert description]

**The property to be transferred contains the following:** [place an "x" in the appropriate cells to the left of the text]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|   | Building(s) in use |   | Building(s) not in use |   | No Structures |
|     | Other Features: |   | Paved areas |   | Wooded land |
|   | Non agricultural fields  |   | Active agriculture |   | Ponds, streams, other water, wetlands |
|   | Public water supply |   | On-site well |   | Water Supply Unknown |
|   | Served by sewers  |     | On-site septic system  |     | Waste DisposalUnknown |

**Click to view [Link] aerial view of property** [Use a media file, not a link to Google map or similar]

**Click to view [Link] photographs of property** [If none, delete]

**Click to view [Link] property information/field card** [If none, delete]

**Links to other available information:** [Include text and link – if none, use “N/A” or “None”]

**The property is in the following municipal zone(s):** [place an "x" in the appropriate cells to the left of the text]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|     | Zoned  |     | Not zoned   |     | Not known  |
|   | Residential |   | Industrial  |   | Commercial |     | Institutional  |
|   | Other:  |  [identify “other” zone] |

**Is the property in an aquifer protection area and/or a public water supply watershed? [**“Yes” or “No”: insert description if appropriate. If unknown, use “unknown”: <https://portal.ct.gov/DPH/Drinking-Water/DWS/Public-Water-Supply-Map>]

**Is the property in an area identified by the Natural Diversity Data Base as containing state-listed species and/or significant natural communities?** [“Yes” or “No”: If unknown, use “unknown”: <https://portal.ct.gov/DEEP/NDDB/Natural-Diversity-Data-Base-Maps>]

**Is the property or any buildings on the property listed on the National/State Register of Historic Places or designated as a National Historic Landmark?** [“Yes” or “No”: insert description if appropriate. If unknown, use “unknown”: <https://portal.ct.gov/DECD/Content/Historic-Preservation/03_Technical_Assistance_Research/Research/Historic-Property-Database>]

**Special features of the property, if known:** [insert description of any special features. If none, use “N/A” or “None”]

**Value of property, if known:** [place an "x" if appropriate]

|  |  |
| --- | --- |
|     | If checked, value is not known. |

**Type of sale or transfer:** [place an "x" in the appropriate cell to the left of the text]

|  |  |
| --- | --- |
|     | Sale or transfer of property in fee  |
|   | Sale or transfer of partial interest in the property (such as an easement). Description of interest: |

**Proposed recipient, if known:** [Insert information regarding proposed recipient. If not, use “Unknown”]

**Proposed use by property recipient, if known:** [Insert information regarding proposed use. If not, use “Unknown”]

**Is the agency imposing restrictions or conditions upon the transfer of the land or land interest? [Yes/No] If yes, describe:** [insert details of any restrictions or conditions]

**Reason the state of Connecticut is proposing to transfer this property:** [Insert reason]

Comments from the public are welcome and will be accepted until the close of business on **[Insert Date in bold type –** should be 30 days from the publication date**]**.

Comments may include (but are not limited to) information you might have about significant natural resources or recreation resources on the property, as well as your recommendations for means to preserve such resources.

**Written comments\* about the proposed property transfer should be sent to:**

Secretary of the Office of Policy and Management

c/o Paul F. Hinsch

Office of Policy and Management

Bureau of Assets Management

450 Capitol Avenue, Hartford, CT 06106-1379

paul.hinsch@ct.gov

**Please also send a copy of any comments and/or questions about the proposed property transfer to:**

**Name:** [insert name, not bold]

**Agency:** [insert sponsoring agency, not bold]

**Address:** [insert mailing address, not bold]

**Fax:** [Use a fax number only if your agency is actively monitoring and responding to faxes at this time, not bold]

**E-Mail:** [insert email, not bold]

**\*E-Mail submissions are preferred.** [remove if email submissions are not preferred and remove asterisk above after comments]

[Comments from state agencies must be on agency letterhead and signed by agency head]

**Additional information, if any:** [if not, delete]

**What Happens Next:**

When this comment period closes, the proposed land transfer can take one of three tracks:

1. If no public comments are received, the sale or transfer can proceed with no further public comment and no further notices in the *Environmental Monitor*, unless the Department of Energy and Environmental Protection (DEEP) elects to conduct a review of the property (see #3).
2. If public comments are received, the Office of Policy and Management (OPM) will respond to those comments. The comments and responses will be published in the *Environmental Monitor*. Fifteen days after publication of the comments and responses, the proposed sale or transfer can proceed, unless DEEP elects to conduct a review of the property (see #3).
3. If DEEP elects to conduct a further review of the property, it may submit to OPM a report with recommendations for preserving all or part of the property. The report and recommendations will be published in the *Environmental Monitor*, and there will be a 30-day public comment period. DEEP will publish its responses to any comments received and its final recommendation about the property in the *Environmental Monitor*. OPM will then make the final determination as to the ultimate disposition of the property, and will publish that determination in the *Environmental Monitor*. Fifteen days after publication of that final determination, the sale or transfer can proceed.

To find out if this proposed transfer is the subject of further notices, check future editions of the Environmental Monitor. [Sign up for e-alerts](https://confirmsubscription.com/h/j/ED852A9EE7823EDF) to receive a reminder e-mail on *Environmental Monitor* publication dates.