

ODNR Canal Lands Real Estate Review Guidelines –

Revised July 2009

Step 1: Request Received and Processed	Step 2: Local Gov't Entity Review – 30 calendar days	Step 3: Stakeholder Review – 30 calendar days	Step 4: Following Comments Stage	Step 5: Division Chief Review – 14 calendar days	Step 6: ODNR Director Review
1. A request for conveyance of canal lands is received. Inquirers will be asked to fill out an application that includes general legal description of area where the canal is located; the name, address, and phone number of the prospective buyer; and the reason for the request.	1. If the process continues, the request for conveyance is submitted to local government entities (e.g. park board, city and/or regional planning directors, county engineers, etc.) for review and comment for 30 days.	1. The Review Form and supporting information is placed on the Canal Program website.	1. At the end of 30 days, the comment period is closed.	1. The Chief of the Division of Parks & Recreation has 14 calendar days to review all comments and responses and staff recommendations.	1. The ODNR Director reviews the recommendation from the Chief, the supporting documentation, all stakeholder and local government entity comments and responses and renders a decision.
2. Staff verifies state ownership including status of any legal instruments (lease, easements, etc.)	2. Staff reviews responses from local government entities and may continue the process, may continue the process with modifications (e.g. an easement), or may stop the process if a local government entity wishes to acquire the parcel for public purposes.	2. Stakeholders including state agencies (e.g. ODOT, Ohio Historical Society, etc.), local government entities (see previous list), non-profit organizations (e.g. conservancy districts, local historical societies, OPRA, etc.), appropriate federal agencies, and self-identified interested parties are notified by email of the currently pending request, directed to the website, and invited to comment in writing.	2. Staff reviews stakeholder comments, answer the questions accordingly and makes a recommendation.	2. At the end of 14 days, the Chief's recommendation is posted on the website, with the rationale for the recommendation.	2. Notification of the decision is sent to the prospective buyer.
3. Staff conducts an onsite inspection of the parcel, takes photos, and continues ownership research and verification at county offices, including auditor, engineer, etc.	3. If the process continues, staff completes the Review Form, makes a recommendation regarding the conveyance, and assembles supporting information (ground and aerial photos, comments from local government entities, etc.).	3. The request remains available for stakeholder review and comment for 30 days from notification. This 30-day period may run concurrent with the local gov't. review.	3. Staff forwards its recommendation and all comments and responses to the Chief of the Division of Parks & Recreation.	3. If the process continues, all comments are sent along with the Chief's recommendation to the ODNR Director.	3. Stakeholders and local government entities are notified by email that a decision has been made.
4. Staff assesses the request using the Real Estate Review Criteria					
5. If, in the judgment of the staff, the parcel is deemed inappropriate for conveyance, the process is stopped.					