

# OSAC NOTICE OF INTENT (NOI) WORKFLOW



	Process:	Notes:
<b>Landowner Submittal: Notification of Interest (NOI)</b>	1. Landowner NOI Submittal: Using forms provided, Landowners who desire to propose to the County the acquisition of property may do so by filling out a Notice of Interest (NOI). <a href="http://www.summitcounty.org/publiclands">www.summitcounty.org/publiclands</a>	<i>The NOI form was developed by the County Manager in consultation with the County Council and the OSAC Committee and is available on the Summit County Website or by mail, email, or phone upon request.</i>
<b>Staff Verification and Notice to County Manager</b>	2. Within three business days of receipt of a NOI, County staff will review the NOI and verify completeness of required information. County Staff will prepare a map, if not provided and compile information for distribution.	<i>Staff will review submitted NOI information, review location of property, tax ID number and acres. Staff may choose to verify information with the landowner.</i>
	3. If NOI is deemed complete, the County staff shall in turn transmit such NOI simultaneously to OSAC, and the County Manager. Notification of receipt of NOI will be sent to County Council.	<i>Staff will transmit submitted NOI's, deemed complete, to County Manager and OSAC via secure County methods.</i>
	4. Upon notice of complete NOI, OSAC will convene to evaluate and score the NOI.	<i>Meetings can be called by the County Manager, the County Council, or the OSAC chair.</i>
	5. Presentation from Landowner: Each NOI, as deemed complete, will be scheduled on an agenda of OSAC for an initial presentation by the landowner, accredited land trust or equivalent legal entity or representative. <i>Optional: OSAC may conduct a site visit to review and verify the property for conformance with Evaluation Standards.</i>	<i>Discussions, evaluations, and reports concerning of NOIs shall be considered property acquisition matters and shall be evaluated in closed session and kept confidential, subject to the Utah Open and Public Meetings Act (Utah Code Title 52, Chapter 4).</i>
<b>OSAC Evaluation and Scoring</b>	6. Discussion and Scoring: OSAC shall evaluate each NOI, using the approved Evaluation Standards.	<i>Corresponding Evaluation Standards from the OSAC Regional Advisory Group (North, South or West) shall be used to evaluate the property by all OSAC Committee members equally.</i>
	7. Determination of Eligibility: OSAC based upon scoring in step 6 will determine NOIs as eligible or ineligible for Bond funding based upon the Evaluation Standards	<i>Committee will discuss to determine eligibility.</i>
	8. Provide Recommendation: Upon completion of its evaluation of a NOI, OSAC shall provide a final recommendation to the County Manager in the approved format.	<i>Using the approved template, OSAC will make a recommendation to the County Manager</i>
<b>County Manager Determination</b>	9. The County Manager will determine whether or not to acquire Property Interests pursuant to the OSAC recommendation.  Upon deciding to acquire property interest County Manager will request funding from the County Council.  County Council shall vote on the request to authorize funding for the property acquisition in a public meeting.	<i>The County Manager retains final authority regarding any real property transactions and may take direct action on any acquisition of Property Interests, with or without the involvement of OSAC or the Regional Advisory Groups, subject to and consistent with Summit County Code, Title 1, Chapter 14, Optional Plan of Government.</i>
	10. Staff will manage the NOI process by 1) Providing instructions and links to documents via the Summit County official website, 2) Announcing the NOI process by press release and media outlets, 3) Providing direct notification to area Land Trusts organizations and 4) Promoting by word of mouth.	<i>The NOI process is intended to be organic in nature and will not be limited by timelines, due dates, or solicitation. NOI's will be evaluated as they are submitted by the Landowner to the County Manager.</i>
<b>Notification</b>	11. Upon NOI Submittal: Staff will notify Landowners of receipt of NOI and, as deemed complete, schedule a presentation time with the OSAC committee in Closed session.	<i>An acknowledgement email will be sent to landowner upon receipt of NOI. Once deemed complete</i>
	12. As directed by the County Manger, Staff will keep Landowner informed of status of request.	<i>Discussions, evaluations, and reports concerning of NOIs shall be considered property acquisition matters and shall be evaluated in closed session and kept confidential, subject to the Utah Open and Public Meetings Act (Utah Code Title 52, Chapter 4).</i>