

**Arizona State Land Department**  
**Public Education Leases**

1. **School Facilities Board Contact information** for Land Acquisition questions:

Kerry Campbell, [kcampbell@azsfb.gov](mailto:kcampbell@azsfb.gov) or 602-542-6504

2. **School District**: Once the SFB has awarded a new school, conceptual or otherwise, the District should determine if they have land in their inventory or if they need to acquire a parcel to accommodate the new school.

3. **School District**: If the District needs land, they should first determine if there exists land within the District boundaries under the State Land Department's control, since this land is most preferable.

To make this determination, visit the State Land Department's website at [www.land.state.az.us](http://www.land.state.az.us), click on Maps, then under 'View Online Maps' click [MORE]. Please read the instructions provided to view the maps.

4. **School District**: If there exists State Land within the District boundaries, the District should contact the State Land Department (see contact info below) to discuss, request and obtain a map showing, within the District boundaries, the State Land parcels that are designated as "Common Schools" beneficiaries (numbered 30, 31 and 53). The State Land Department requests the District choose three sites, if available, in their order of preference.

Dayna Brown, [dbrown@land.az.gov](mailto:dbrown@land.az.gov) or 602-542-2651

5. **School District**: When researching potential sites for a new school, including possible sites on State Land, please consider the following:

- a. District boundaries and service area
- b. All potential school sites, including any on State Land
- c. Take photographs, obtain maps and gather data about potential sites
- d. Questions to ask when considering a potential site:
  - Is the proposed site located on State Land?
  - Is the proposed site appropriate for locating a school?
  - Would a school be compatible with uses in the surrounding areas?
  - Is the site's trust beneficiary the "common schools"?
  - Is there legal access to the proposed site?
  - Are utilities available to the site? (water, sewer, electric, etc)
  - Where are utilities located?
  - Is there adequate utility capacity to serve a new school?
  - Will utilities have to be brought to the site?
  - Will State Land Rights-of-Way be necessary for the proposed site?

6. **School District:** Once the District confirms that they could utilize State Land for their new school, they should complete Form SFB LR-301-99, Application for Land Purchase or Lease, and submit it to the School Facilities Board. The Application is available on the SFB website ([www.azsfb.gov](http://www.azsfb.gov)) under Land Acquisition.

SFB staff may make a recommendation to the SFB Board for approval of Steps I & II of the Land Acquisition process, and for approval of Step III funding for an environmental site assessment and engineering survey. Once Steps I & II approval is awarded, the District will receive a letter from the SFB verifying the District's need for land and the authorization to proceed with Step III testing and surveying.

7. **School District:** Once the District has the Steps I & II approval letter from the SFB, they should arrange a "Pre-Application Conference" between the District, the State Land Department and the School Facilities Board. This conference is only necessary if a potential school site is on State Land.

At this time, the District shall provide the State Land Department with information and maps of three proposed school sites located on State land and a copy of the SFB letter verifying Steps I & II approval.

8. **School District, State Land Department and School Facilities Board:** The following will be covered during the "*Pre-Application Conference*".
- a. Why is the site needed? Provide average daily student projections.
  - b. Are the "common schools" the beneficiary of the proposed sites?
  - c. Are there "existing leases" on the sites that would conflict?
  - d. Is the acreage requested appropriate for the proposed use? (See SFB site size requirements.)
  - e. Do the proposed sites have "commercial use" potential?
  - f. Do the proposed sites have "physical and legal access"?
  - g. Are utilities/infrastructure available to the proposed sites?
  - h. Is proposed school use compatible with:
    - Surrounding area?
    - City or County general plans?
    - Current zoning?
  - i. Can the zoning be changed?
  - j. Does the District have City or County support for the proposed use?
  - k. Are any of the proposed sites:
    - Inclusive of rough terrain, major washes, mountains, hills, etc.?
    - Inclusive of potential archeological or cultural resources?
    - Located near a railroad?
    - Located within a flood plain?
    - Located within Territory within the Vicinity of a Military Airport or Auxiliary Airfield?
    - Located near a power plant or power transmission lines?

- Already leased by the State Land Department for farming, grazing, other?
    - Inclusive of any lease improvements on the site (buildings, ditches, other)?
    - Located near any commercial establishments selling liquor?
    - Inclusive of any other detrimental factors?
  - l. Any history or current use of pesticides or herbicides on the site or within ¼ mile radius of the site?
  - m. Are there any major gas or utility lines located on the sites?
  - n. What is the anticipated construction date of the school?
9. **State Land Department:** Review proposed sites located on State Land.
- a. Obtain maps, zoning, flood control, and other pertinent information.
  - b. Schedule a site inspection.
  - c. Send out “30-day Requests for Comments” to State Land staff, and local, municipal and State agencies.
  - d. Determine if the site is within the State Land Department’s conceptual or master planned areas.
  - e. Schedule additional meetings with the District and SFB, if applicable.
  - f. Schedule “Final Meeting” with the District and SFB to discuss selected site, formal lease application process, and formal lease application.
10. **School District:** Contract with an architectural/engineering firm for an Engineering Study including the following:
- Is there legal access to the proposed site?
  - Are utilities available to the site? (water, sewer, electric, etc)
  - Where are utilities located?
  - Is there adequate utility capacity to serve a new school?
  - Will utilities have to be brought to the site?
  - Will State Land Rights-of-Way be necessary for the proposed site?
11. **State Land Department:** If appropriate, issue preliminary approval for proposed school site on State Land. Obtain Commissioner’s “approval for further processing”.
12. **School Facilities Board:** Contract for a Phase I Environmental Site Assessment including a cultural resources/archaeological review and subsequent soils testing as required. Acquire approval from the State Historic Preservation Office through the State Land Department.
13. **School District:** Finalize the SFB Application for Land Purchase or Lease and obtain Step III approval from the School Facilities Board.
14. **School District:** Complete the Public Education Lease Application (PELA). Obtain SFB signature on PELA Application and attach the letter from the SFB showing Step III approval. Submit application to the State Land Department.

15. **Estimated SFB Application processing time-line:**

Preliminary Application review  
Coordination with School Facilities Board  
State Historic Preservation Office, etc.      60 days

Required Due Diligence  
ALTA Boundary Survey  
Archeology Survey  
Phase I Environmental Report  
Utility/Drainage Analysis      90-120 days

For a detailed State Land Department timeline, see “Arizona State Land Department Public Education Lease Application Process” on the SFB website ([www.azsfb.gov](http://www.azsfb.gov)) under Land Acquisition.