SOUTH DAKOTA
Native Homeownership Coalition
www.sdnativehomeownershipcoalition.org

LAKE TRAVERSE LEASEHOLD PROCESS FLOWCHART

START

100% Tribal Land

Homebuyer completes homesite application at Tribal Realty office.

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Homebuyer selects homesite with Tribal Realty's assistance and both visit homesite to ensure it is acceptable.

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Tribal Realty checks Title Status Report, if necessary, to ensure that site is 100% owned by Tribe.

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Homebuyer submits completed homesite application to Natural Resources Department for approval.

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Homebuyer submits completed homesite application to Historical Preservation Office for approval.

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Homebuyer submits application to Office of Environmental Protection for approval.

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Lot corners marked for IHS. Soil samples taken for septic.

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Homebuyer works with Lake Traverse Utilities and IHS for water and sewer services.

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Reservation Planning Commission approves application and submits to Tribal Council with recommendation.

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Tribal Council approves application and passes with resolution.

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Tribal Realty prepares lease for Clerk, Realty Manager, Vice Chair, and homebuyer to sign.

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Homebuyer submits application to Zoning Department for approval.

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BIA or Tribal Realty sends executed lease to local BIA Office. Local BIA Office sends to Aberdeen Area Office to be recorded.

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Aberdeen Area Office records lease and sends back to local BIA Office. Local BIA Office sends back to Tribal Realty.

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Tribal Realty sends a copy of recorded lease to homebuyer.

BIA Heirship Land

Homebuyer visits BIA Office in order to determine what area they are interested in building.

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BIA Office informs homebuyer of homesite lease requirement and process.

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Homebuyer negotiates terms of homesite lease with a co-owner.

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Homebuyer marks off area.

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BIA staff conducts site visit and obtains legal description.

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Homebuyer submits applications to Historical Preservation Office and Lake Traverse Utilities for approval.

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Historical Preservation Office and Lake Traverse Utilities send approvals to BIA Office.

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BIA Office sends notices to all co-owners to obtain consent for homesite lease.

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Atleast 51% of co-owners consent to homesite lease terms within 30 days .

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BIA Office prepares lease and obtains all required signatures.

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Executed lease is recorded by Great Plains Regional Area Office.

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Great Plains Regional Area Office sends recorded lease back to local BIA Office.

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BIA Office provides copy of recorded lease to homebuyer.

Homebuyer submits recorded lease to lender to obtain financing.

END

CREATING A CLEAR PATH TO HOMEOWNERSHIP