



## CHECKLIST FOR HOMESITE LEASE (HSL) APPLICATION

**Application that lacks any required information will be considered incomplete and will NOT BE ACCEPTED.**

### Homesite Lease Application Requirements

- ☐ 1. Please read the Eligibility Requirements before filling out the HSL Application. Applicant(s) must use blue or black ink to complete all application forms. NO WHITE OUT.
- ☐ 2. Original and up-to-date **Certificate of Navajo Indian Blood**, which can be obtained from the Agency Vital Records. Name(s), Date of Birth, census number(s) and signature(s) must correspond with the information shown on the Certificate of Navajo Indian Blood.
- ☐ 3. For joint applicants, valid **marriage license**.
- ☐ 4. **HSL Application**: Applicant must read and acknowledge Page 2 of HSL Application; **FORM 1**: Applicant must complete Page 4, Sections 1 and Coordinate with Grazing Officer/Land Board Member to complete Section 2 of **FORM 1** on page 4.
- ☐ 5. **FORM 2 - Consent Form(s)**: Coordinate with grazing permittee(s) listed on the "**Field Clearance Certification**" to complete the "Consent Form(s)", if required. Obtain Grazing Official/Land Board Member signature after the grazing permittee(s) have completed the consent form.
- ☐ 6. **Receipt** showing payment for an Archaeology Inventory Report to be performed by a private archaeologist contractor.
- ☐ 7. **Receipt** showing payment for a certified land survey plat to be performed by a private registered land surveyor contractor.
- ☐ 8. **Submit** to Agency Navajo Land Offices for **Environmental Review Form**.
- ☐ 9. **\$30.00** money order payable to the Navajo Nation for HSL Application non-refundable application fee.
- ☐ 10. Complete the Biological Data Request Form at the Agency Land Sub-Offices to be submitted to Dept. of Fish & Wildlife electronically.

### Grazing Official/Land Board Member Responsibilities

- ☐ 1 **FORM 1 - HSL Application**: Complete Section 2 of HSL Application on Page 4. Physically verify the proposed Homesite location utilizing a hand-held Global Positioning System (GPS) unit by reading the Latitude/Longitude coordinates [North American Datum 1983 (NAD83)] identifying the center point of the proposed homesite location. Verify the biological map area/zone.
- ☐ 2 **FORM 2 - Field Clearance Certification**: Identify all grazing permittees who are directly affected and impacted by the proposed homesite location identified in Section 2 of the HSL Application. Complete Field Clearance Certification before applicant can obtain written consent from the individuals identified on the Field Clearance Certification. Verify whether proposed homesite is within Navajo forest or woodlands, an area withdrawn for community development or conflicting land use plan, within a designated 750 feet corridor of highway right-of-way, a half mile of a Navajo Nation or other permanent livestock waters.
- ☐ 3 **FORM 3 - Consent Form**: After the applicant obtains written consent from the permittees listed on the Field Clearance Certification, applicant shall provide the signed Consent Form(s) to the GO for verification of signature.

### Submit Completed Application to the Navajo Land Sub-Office

|   |  |                |
|---|--|----------------|
| Navajo Land Office, Post Office Box 2179, Chinle, AZ 86503      | <a href="mailto:caroldale@frontiernet.net">caroldale@frontiernet.net</a>   | (928) 674-2056 |
| Navajo Land Office, Post Office Box 948, Crownpoint, NM. 87313  | <a href="mailto:annawillie@dinebikeyah.org">annawillie@dinebikeyah.org</a> | (505) 786-2376 |
| Navajo Land Office, Post Office Box 208, Shiprock, NM 87420     | <a href="mailto:toniasam@dinebikeyah.org">toniasam@dinebikeyah.org</a>     | (505) 368-1120 |
| Navajo Land Office, Post Office Box 3309, Tuba City, AZ 86045   |  | (928) 283-3194 |
| Navajo Land Office, Post Office Box 2249, Window Rock, AZ 86515 | <a href="mailto:suzannenos@dinebikeyah.org">suzannenos@dinebikeyah.org</a> | (928) 871-6523 |

Homesite Lease Regulations and HSL Application can be downloaded **FREE** from Navajo Land Department website: [www.dinebikeyah.org](http://www.dinebikeyah.org). Hard copies are available at Navajo Nation Records Management Office (264 Highway), Tse Bonito, NM. (505) 371-5113.



**ELIGIBILITY REQUIREMENTS**

- 1 The Navajo Nation shall not deny an application for a homesite lease based on the applicant's sex, religious association, clan membership, political philosophy, personal grudges, chapter affiliation, income, education, public or private status, or tribal affiliation so long as the applicant meets all requirements required by law.
- 2 Applicant(s) must be over 18 years of age.
- 3 An applicant can apply for only one homesite lease, with such withdrawal limited to one (1) acre or less of tribal trust or fee land, excluding withdrawals of lands for residential subdivisions and other types of withdrawals, pursuant to 2 N.N.C. § 501.
- 4 Applicant must be an enrolled member of the Navajo Nation, however, a non-member of the Navajo Nation who is legally married to an enrolled member of the Navajo Nation may be eligible through joint husband-wife application, with proof of such legal marriage, by issuance of a valid marriage license under the laws or jurisdiction of the Navajo Nation or any State.

**ACKNOWLEDGEMENT****I, (We), acknowledge and understand the homesite lease restrictions and conditions set forth by**

1. A Homesite Lease is intended for residential purposes only. All other non-residential uses are prohibited.
2. Homesite lease area shall not be used as a business site, mission site, grazing permit, bingo hall, dance hall, abandoned vehicle storage, or any fund raising activities. Lessee may not charge rent, sublease, lease or act as a landlord within a homesite lease premises.
3. Applicants shall not disturb or commence construction activities on the proposed site until the applicant receives an approved homesite lease. Be advised the Federal Laws may restrict or null application.
4. Homesite lease may be fenced to avoid disputes; animal control; and for ingress and egress.
5. A finalized homesite lease is required prior to transporting mobile homes onto the Navajo Nation and a transportation permit must be obtained from the Navajo Land Department for a fee before any mobile homes enter the Navajo Trust or Fee Land.
6. Lessee shall maintain the lease premises in a safe and sanitary condition. All solid waste, hazardous waste materials such as non-operational vehicles, barrels, etc., must be disposed at approved sanitary landfill or transfer station. Lessee shall present a good appearance both inside and outside of the lease premises.
7. The Lessee's finalized Homesite Lease shall be available upon full payment of one (1) year (\$12 annual payment) payable in money order to the Navajo Nation and shall be paid at the Navajo Land Department.
8. A homesite application is not a homesite lease, therefore, it is not transferable by assignment or court order.
9. Lessee shall not use or cause to be used any part of the homesite lease premises for any unlawful conduct or purpose, including but not limited to bootlegging, gaming, and other illegal drug activities. Any illegal activities conducted on the homesite lease premises shall be considered a breach of the terms of the homesite lease.
10. Burials sites are prohibited within the homesite lease premises. See Resources Resolution No. RCD-216-99.
11. Livestock and corrals are prohibited within the homesite lease premises.
12. Homesite leases cannot be sold, but may be transferred or assigned to another qualified homesite lease applicant through the NLD. For such transfers or assignments, the permanent improvements must be sold to the transferee or assignee at fair market value, subject to the terms of any mortgage(s). For the sale of permanent improvements located on a homesite lease, such sales must also include the transfer or assignment of the homesite lease where the improvement is located.
13. Is the proposed homesite lease within a designated 750 foot corridor of a highway from the Right-of-Way.

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Applicant

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Date

---

Applicant

---

Date



**FOR JOINT APPLICANTS ONLY (CHOOSE ONLY ONE)****Joint Tenancy with Right of Survivorship:**

Initial Property held by two persons jointly, with equal rights to possession and enjoyment during their lives. Under the doctrine of survivorship, the entire estate, upon the death of one of the joint tenants, goes to the survivor without the need to probate the decedent's estate. This shall not apply to married couples involving a Non-Navajo spouse. **NO PROBATE REQUIRED, HOMESITE GOES TO SURVIVING PERSON.**

**Tenancy in Common:**

Initial Property held by two persons jointly, with equal rights to possession and enjoyment during their lives. However, unlike joint tenancy, when one co-tenant dies, the surviving co-tenant does not succeed to the decedent's interest. Rather, the decedent's fractional interest in the property must be probated. **PROBATE REQUIRED, COURT WILL MAKE DECISION, ATTORNEY FEES INVOLVED.**

**Community Property:**

Initial Any property that is acquired by husband or wife during a marriage that is not separate or gift property to either the husband or wife. Community property principles will govern the distribution of the marital property upon dissolution of marriage in a fair and just manner, and may govern distribution of property upon the death of one spouse in accordance with 9 N.N.C. § 205. **PROBATE REQUIRED, COURT WILL MAKE DECISION, ATTORNEY FEES INVOLVED.**

The above mentioned cotenancy has been explained to us. We acknowledge and understand the difference.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Census Number

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Census Number

## FOR OFFICE USE ONLY

|                                   |                          |                              |                          |                                    |                          |
|-----------------------------------|--------------------------|------------------------------|--------------------------|------------------------------------|--------------------------|
| HSL Application Form              | <input type="checkbox"/> | Consent Form (s)             | <input type="checkbox"/> | Cultural Resources Compliance Form | <input type="checkbox"/> |
| Certificate of Indian Blood / ID  | <input type="checkbox"/> | GPS/UTM Coordinates          | <input type="checkbox"/> | Environmental Review Letter        | <input type="checkbox"/> |
| Marriage License                  | <input type="checkbox"/> | Certified Land Survey Plat   | <input type="checkbox"/> | Biological Resource Clearance Form | <input type="checkbox"/> |
| Non-Refundable \$30.00 Filing Fee | <input type="checkbox"/> | Topographic Map              | <input type="checkbox"/> | Reviewed by: _____                 |                          |
| Field Clearance Certification     | <input type="checkbox"/> | Archaeology Inventory Report | <input type="checkbox"/> | Date: _____                        |                          |

## SECTION 1

I, (We) hereby apply for one (1) acre or less of Navajo Tribal Land for a homesite lease from the Navajo Nation for the purpose of developing a private dwelling for the term of seventy-five (75) years with option of renewal.

(Pursuant to CIB)

NAME: \_\_\_\_\_ CENSUS NO. \_\_\_\_\_ DOB: \_\_\_\_\_

NAME: \_\_\_\_\_ CENSUS NO. \_\_\_\_\_ DOB: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NO.: ( ) \_\_\_\_\_ CELL: ( ) \_\_\_\_\_

MESSAGE: ( ) \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

CHAPTER: \_\_\_\_\_ AGENCY: \_\_\_\_\_

COUNTY: \_\_\_\_\_ STATE: \_\_\_\_\_

GRAZING DISTRICT: \_\_\_\_\_

## SECTION 2 - Grazing Officer/Land Board Member Responsibilities

Draw detailed map showing the location and direction to the proposed homesite. EXAMPLE: Milepost; State/County/Navajo Route #'s; Chapter House; Neighbors House/Hogan; Color of Structure(s), etc.

|                             |                          |
|-----------------------------|--------------------------|
| <b>Biological Map Zone:</b> |                          |
| BLUE/Area 3                 | <input type="checkbox"/> |
| GRAY/Area 4                 | <input type="checkbox"/> |

Datum: \_\_\_\_\_ Latitude: N Degree: \_\_\_\_\_ Minutes: \_\_\_\_\_ Second(s): \_\_\_\_\_  
NAD 83 Longitude: W Degree: \_\_\_\_\_ Minutes: \_\_\_\_\_ Second(s): \_\_\_\_\_

N  
↑

## ACKNOWLEDGEMENT

\_\_\_\_\_  
Grazing Official / Land Board Member

\_\_\_\_\_  
Date



To be completed by the Grazing Official / Land Board Member

EXHIBIT "D"

**(THIS IS NOT A CONSENT FORM)****SECTION 1 - Grazing Officer/Land Board Member Responsibilities**

I, \_\_\_\_\_, Grazing Official / Land Board Member of Grazing Management District, \_\_\_\_\_ community of \_\_\_\_\_ Chapter have identified the following individuals as land use or grazing permittee(s) who directly affected by the proposed homesite development as illustrated and proposed by the following homesite applicant(s):

\_\_\_\_\_

(Print Name)

\_\_\_\_\_

(Print Name)

**SECTION 2 - Grazing Officer/Land Board Member Responsibilities**

According to my records and to the best of my knowledge, the list of the affected permittee(s) referenced includes all of the permitted land users who are directly affected / impacted by the proposed homesite development and reside within a 1/2 mile of the proposed site.

|    | NAME  | CENSUS NO. | GRAZING PERMIT NO. |
|----|-------|------------|--------------------|
| 1. | _____ | _____      | _____              |
| 2. | _____ | _____      | _____              |
| 3. | _____ | _____      | _____              |
| 4. | _____ | _____      | _____              |
| 5. | _____ | _____      | _____              |

**SECTION 3 - Grazing Officer/Land Board Member Responsibilities**

- 1 Proposed Homesite is within the Navajo Partition Land (NPL): ☐
- 2 Proposed Homesite is within Navajo fee land: ☐
- 3 Are there any improvements(s) on the proposed homesite?  
 Roads: ☐ Trails: ☐ Power Line: ☐ Waterline: ☐ Others: \_\_\_\_\_
- 4 Is there a permanent structure on the proposed site (House)? YES ☐ NO ☐
- 5 If yes, when was the house built? \_\_\_\_\_ (Year)
- 6 Does the applicant now live in the house? YES ☐ NO ☐
- 7 Is the proposed homesite within a designated 750 feet corridor of the highway from the right-of-way? If yes, applicant must select a new site.
- 8 Is the proposed homesite within an area withdrawn or otherwise obligated for community development purposes or otherwise in conflict with a local land use plan and/or ordinance? If yes, applicant must select a new site.
- 9 Is the proposed homesite within the Navajo forest or woodlands? If yes applicant to contact the Navajo Nation Forestry Department and obtain an approval letter.
- 10 Is the proposed homesite within a half mile of a Navajo Nation or other government developed permanent livestock water? If yes applicant to select a new site or request written authorization from District Grazing Committee.
- 11 Is the proposed homesite within a farm plot or areas with Agricultural Land Use Permits? If yes, applicant must select a new site.

\_\_\_\_\_

Grazing Official / Land Board Member

\_\_\_\_\_

Date

## CONSENT FORM FOR NAVAJO TRUST / FEE LAND

I, \_\_\_\_\_ hereby grant consent to the Navajo Nation to \_\_\_\_\_ and \_\_\_\_\_ to lease one (1) acre or less of Navajo Tribal Land within my permitted grazing land use area for residential and infrastructure (*waterline, electrical powerline extension, gas line, sewer, telephone*) development, including ingress and egress, purposes as illustrated and acknowledged by the Grazing Official/Land Board Member on Section 2 of the Homesite Lease Application FORM 1.

I, further waive any rights I have to be compensated for the diminishment in value of my permitted grazing land use rights as a result of the proposed homesite, ingress and egress, easements and rights-of-way for infrastructure services line development. I further waive any rights I may have to contest my consent.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

X

\_\_\_\_\_  
Permit Holder's Signature

Census #: \_\_\_\_\_

Thumbprint

Grazing Permit No.: \_\_\_\_\_

Date of Issue: \_\_\_\_\_

☐ Right  
☐ Left

WITNESS: \_\_\_\_\_

## ACKNOWLEDGED:

\_\_\_\_\_  
Grazing Official / Land Board Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chapter





# HOME SITE BIOLOGICAL CLEARANCE FORM (HSBCF) - REQUEST FORM -



\*\*\* IMPORTANT: PLEASE SUBMIT REQUESTS THRU YOUR AGENCY HSL OFFICE \*\*\*

## HOMESITE LEASEE INFORMATION

FIRST NAME/LAST NAME:

MAILING ADDRESS:

CITY, STATE, ZIP:

PHONE NUMBER and/or Email:

CHAPTER NAME:

COUNTY & STATE OF HOMESITE:

AGENCY:

\*\*\* IMPORTANT: PLEASE SUBMIT REQUESTS THRU YOUR AGENCY HSL OFFICE \*\*\*

## PLEASE CHECK MARK ONE OF THE FOLLOWING:

☐

### NEW HOMESITE LEASE.

Site is currently un-occupied by resident.

☐

### OCCUPIED HOMESITE LEASE.

Site is currently occupied by resident.  
Date occupancy began  
(Month/Year):

☐

**OTHER** (this item filled in by HSL Office):

## - NLD OFFICE PLEASE COMPLETE -

PREPARED BY:

☐

CHINLE NLD

☐

CROWNPOINT NLD

☐

SHIPROCK NLD

☐

TUBA CITY NLD

☐

WINDOW ROCK NLD

☐

OTHER:

INDICATE RCP AREA # \_\_\_\_\_

FORM VERIFIED BY: ( PLEASE INITIAL & DATE):

## - NNHP USE ONLY -

FILE# \_\_\_\_\_

RECEIVED BY:

☐ EMAIL

☐ DROP-OFF by: \_\_\_\_\_

DATE RECEIVED @ NNHP:

## CULTURAL RESOURCE CONSULTANTS-ARCHAEOLOGISTS

|   |  |  |  |  |
|---|--|--|--|--|
| <b>Cornell Pat</b><br>PO Box 4007<br>Gallup, NM 87305<br>505-879-9667                               | <b>CSWTA, Inc.,</b><br>Environmental<br>Consultants<br>PO Box 790<br>Tuba City, AZ 86045<br>928-283-4804 | <b>Dinetahdoo Cultural<br/>Resource Management<br/>(DCRM), LLC</b><br>PO Box 2012<br>Farmington, NM 87499<br>505-960-9478<br>FX: 505-960-9485<br>(Navajo Preference) | <b>Genevieve Pino</b><br>PO Box 6235<br>Gallup, NM 87301<br>505-495-9488         | <b>Iris S. Begaye</b><br>PO Box 3777<br>Window Rock, AZ<br>86515<br>928-206-9600                           |
| <b>Judy A. Begay-Taylor</b><br>2931 W. Avenida De<br>Las Flores<br>Tucson, AZ 85746<br>520-990-9626 | <b>Julia M. Chavez</b><br>PO Box 3606<br>Farmington, NM 87499<br>505-686-4111                            | <b>Karen A. Tilden</b><br>PO Box 2605<br>Window, AZ 86515<br>928-245-3541  | <b>Sheep Camp<br/>Archaeology</b><br>HCR 79 Box 1216<br>Cuba, NM<br>505-507-7340 | <b>Evolution Archaeology</b><br>Lyneve M. Begaye<br>PO Box 515<br>Window Rock, AZ<br>86515<br>405-839-6170 |

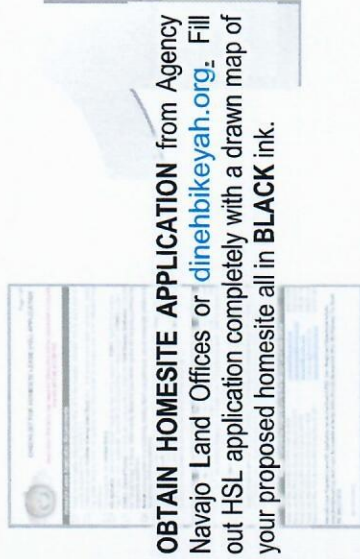
## PRIVATE SURVEYORS

|   |  |  |  |
|---|--|--|--|
| <b>Falcon Land Surveyors</b><br>Lonnie Bitsoi, Owner<br>PO Box 1572<br>Gallup, NM 87305<br>623-680-8716<br><a href="mailto:falconlandsurveyors@hotmail.com">falconlandsurveyors@hotmail.com</a> | <b>Red Valley Survey</b><br>Henry Thomas, RLS<br>Shiprock, NM 87420<br>505-320-0479<br><a href="mailto:rvsurvey@yahoo.com">rvsurvey@yahoo.com</a>  | <b>Robert Marks, NMPS</b><br>PO Box 219<br>Gamerco, NM 87317<br>505-879-0644<br><a href="mailto:robt_mark@yahoo.com">robt_mark@yahoo.com</a>   | <b>Hummingbird Survey LLC</b><br>Del Jones, President<br>PO Box 416<br>Montezuma Creek, UT 84534<br>970-570-5108<br><a href="mailto:del@hummingbirdsurveyllc.com">del@hummingbirdsurveyllc.com</a> |
| <b>Absolute Surveying &amp;<br/>Mapping, Inc.</b><br>Harold Baldwin, RLS<br>PO Box 972<br>Snowflake, AZ 85937<br>928-205-7378<br><a href="mailto:hb_one@yahoo.com">hb_one@yahoo.com</a>         | <b>Extreme Measures Land<br/>Surveys, Inc.</b><br>Alisa J. Templeton, RLS<br>10800 Nighthawk Lane<br>Flagstaff, AZ 86004<br>928-853-3661<br><a href="mailto:extrememeasures@q.com">extrememeasures@q.com</a> | <b>Goldtooth Precision<br/>Solutions, Inc.</b><br>Halbert O. Goldtooth, RLS<br>PO Box 640<br>Tuba City, AZ 86045<br>928-283-4652<br>Fx: 928-283-5073<br><a href="mailto:halbert@goldtoothsurveying.com">halbert@goldtoothsurveying.com</a> |  |



# 2017 HOMESITE LEASE NN200RL FLOWCHART

**CONTACT YOUR GRAZING OFFICIAL/LAND BOARD MEMBER**  
to identify the homesite location with a handheld GPS unit and to record the coordinates onto FORM 2 and identify grazing permittees on FORM 3 for consent of proposed homesite.



**OBTAIN HOMESITE APPLICATION** from Agency Navajo Land Offices or [dinehbikeyah.org](http://dinehbikeyah.org). Fill out HSL application completely with a drawn map of your proposed homesite all in **BLACK** ink.

**APPROVED HOMESITE LEASE** is then released to applicant after submission of first year's leasing fee of \$12.00. Documents are then recorded into the Navajo Land Title Data System (NLTDs) for archiving and system retrieval.



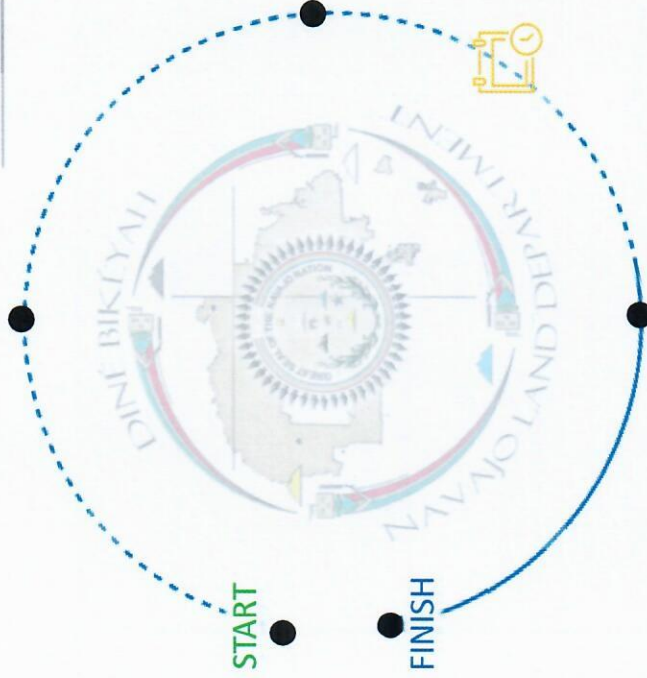
## APPLICANT RESPONSIBILITIES:

- 1 Submit **HSL Application** with **\$30.00** money order payable to the Navajo Nation.
- 2 Submit **Homesite Biological Clearance Form (HSBCF)** to NLD for Navajo Fish & Wildlife to complete **Biological Resource Compliance Form**.
- 3 Hire a **Private Archaeologist** to conduct a **Cultural Investigation**. Sent to Navajo Heritage & Historical Preservation Department to complete a **Cultural Resource Compliance Form**.
- 4 Hire a **Certified Land Surveyor** to conduct a **legal survey** and submit a legal survey plat of the proposed homesite to NLD.

Forms then sent for Environmental Review, conducted by General Land Development Department (GLDD).

**IF THE PROPOSED HOMESITE IS LOCATED WITHIN THE FOREST/WOODLAND AREAS NAVAJO FORESTRY WILL NEED TO BE CONTACTED:**

(928) 729-4007



## HSL PACKET IS COMPILED WITH THE FOLLOWING DOCUMENTS:

- Homesite Lease
- Certificate of Indian Blood (and Marriage License, if applicable)
- Archaeological Inventory Report Compliance Form (AIRCF)
- Biological Resource Compliance Form (BRCF)
- Cultural Resources Compliance Form (CRCF)
- Environmental Review Letter
- Certified Legal Survey Plat and TOPO Maps

**ONCE COMPLETE, PACKET IS SENT TO THE NLD DIRECTOR FOR REVIEW AND APPROVAL ON BEHALF OF THE NAVAJO NATION.**