

## **Project Protocol Guideline**

**Definition:** *An outline of procedures to be followed when planning a building or development on Tribal Land.*

**Purpose:** *Ensures all requirements for developing Tribal Land are met.*

**Suggestion:** *Please initiate Phase I application as early in the planning the process as possible to ensure deadlines are met. Conceptual designs and plans are needed to start this project and to ensure all parties have adequate time to complete requirements. The earlier the better, that way any complications can be dealt with in a timely manner to ensure project completion.*

### **1) Phase I**

- **Description:** Identification and inspection of land.
- **Applicant Requirement:** Application (made in the Tribal Land Office),
- Land Office will be route to the following departments:
  - a. Zoning Technician
  - b. Department of Transportation
  - c. Public Works/IHS
  - d. Tribal Biologist
  - e. Archeologist
  - f. Environmental Affairs
  - g. Agricultural
  - h. Tribal Forestry
  - i. Planning Commission

*Upon completion and approval by all aforementioned departments, application will proceed to Phase II. See application form for a detailed list of tasks performed by each department.*

**Phase I Timeline – Minimum 15 business days from receipt of application to completion.\***

## 2) Phase II

- **Description:** Assessments, leases and permits.
- **Applicant Requirement(s):** Tribal land lease application (made in the Tribal Land Office). Applicant will be notified of any additional documents and permits necessary to complete project, and of any fees related to the processing of these documents.

*Original application will be forwarded to the following departments:*

- a. Environmental
- b. Land Office
- c. Zoning Technician
- d. IHS Health & Safety Engineer
- e. Planning Commission

**Phase II Timeline – Minimum 90 business days.\***

*\*Subject to change per scope of project.*