



PROCEDURE FOR POSTING OPEN LOTS AND SELECTION PROCESS FOR MULTIPLE APPLICANTS

The purpose of this policy is to create a process that formally documents the posting of vacant lots on the reservation and the selection process for each lot, if there are multiple applicants. The process requires that lots be posted to the public to allow tribal members to have an opportunity to know vacant lots are available and give members a chance to submit an application.

The procedure for posting open lots is as follows:

- 1.) The Land Office will maintain a list of vacant lot(s) and submit updates to Executive Council for approval prior to each posting.
- 2.) Upon approval by Executive Council, available lots will be posted for a minimum of one (1) week.
- 3.) Each notice will include the vacant lot(s) location(s), date of posting, and closing date to meet the one week minimum requirement.
- 4.) All applications must be submitted by noon on the closing date. No consideration will be made after noon, as the submittal period will be closed.
- 5.) Lots remain posted until assigned and they become first come first serve if there were no applicants during the first week by noon.
- 6.) The notice will be distributed to all tribal buildings to be posted and submitted to the Bay Mills News.

The selection process for open lots with multiple applicants is as follows:

- 1.) The Land Office will maintain a list of individuals that apply for a vacant lot and provide the information to the Executive Council.
- 2.) The list will include the time and date the application was submitted.
- 3.) The Land Office will provide a written receipt that the individual has been added to the list. An email will be considered satisfactory to the meet written requirement or the individual can stop by the BMLO and receive a hard copy.
- 4.) The Land Office will then notify each applicant that the specific lot has multiple applicants and a random selection process will need to take place.
- 5.) The random selection process must be open to the public.
- 6.) The Land Office will coordinate the methods of the drawing to ensure the integrity of the process, (Ticket, Bingo Machine Balls, Numbers, etc.).
- 7.) The numbers will be randomly drawn at the Tribal Office and recorded, in that order, until the list is completed. with a Council Member, Land Office Coordinator, and two other members present,
- 8.) The first (1st) number drawn will have first right to the lot. That individual has 30 days to come fill out appropriate paperwork with the Land Office to formally accept the lot, (Permit for Primary Residential Land Use, Lease).
- 9.) In the event the first (1st) applicant fails to return the paperwork on time, or no longer wants the lot as expressed in writing, the next name drawn will be granted the lot. If none of the initial applicants accepts the lot assignment, the lot must be re-posted.