



**May concurrently take Steps:**

- 5. Preparing the Preliminary Title Opinion (PTO)
- 6. Preparing Notice of Application
- 7. Environmental Compliance Review
- 9. Clearance of PTO Objections before Notice of Decision (NOD)

**May concurrently take Steps:**

- 5. Prepare PTO
- 7. ECRM
- 9. Clearance of PTO Objections before Notice of Decision (NOD)

**May concurrently take Steps:**

- 6. Prepare NOA
- 7. ECRM
- 8. Comments to Notice of Application

**May concurrently take Steps:**

- 12. Prepare Final Certificate of Inspection and Possession. However... **No more than 180 days may pass between completion of Step 12 and completion of Step 13**

**May concurrently take Steps:**

- 11. Providing the Notice of Decision (& Notice of Publication). However... **No more than 180 days may pass between completion of Step 12 and completion of Step 13**

**Must first complete steps:**  
1, 2, 3 and 4  
BEFORE MOVING TO STEPS 6 & 7

**Must first complete steps:**  
1, 2, 3, 4, and 6  
BEFORE MOVING TO STEP 8

**Must first complete steps:**  
1, 2, 3, 4 and 5  
BEFORE MOVING TO STEP 9

**Must first complete steps:**  
1-9  
BEFORE MOVING TO STEP 10

**Must first complete steps:**  
1-12  
BEFORE MOVING TO STEP 13  
**No more than 180 days may pass between completion of Steps 12 & 13**

**Must first complete steps:**  
1-15  
BEFORE MOVING TO STEP 16

**Fee-to-Trust Quick Reference Guide**

Note: For Mandatory Acquisitions refer to applicable policy and guidance to determine which steps are appropriate.

Fee-to-Trust Handbook  
Release #16-47, Version IV (rev 1) Issued  
06/28/16