

# The Connecticut General Assembly

## Legislative Commissioners' Office

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The attached conveyance questionnaire should be completed by the municipality, land trust or other entity that is seeking legislation for the conveyance of state land. The Connecticut General Assembly needs this information in order to draft the legislation and to review the requested conveyance.

Please return the completed questionnaire to:

Shannon McCarthy  
Chief Legislative Attorney  
Legislative Commissioners' Office  
Legislative Office Building – Room 5500  
Hartford, CT 06106

**FAX:** (860) 240-8414

**E-MAIL:** shannon.mccarthy@cga.ct.gov

E-mail is preferred, but if you have larger maps that don't scan well, you may choose to mail them to the address above.

If you have any questions, please e-mail or call Shannon McCarthy at (860) 240-8496.

## **CONNECTICUT GENERAL ASSEMBLY CONVEYANCE QUESTIONNAIRE**

**1. Please submit the following documents:**

- A. The best available legal map of the property.
- B. An appraisal of the value of the property. If an appraisal has not been prepared, please indicate the estimated value of the property and the methodology used to calculate such estimated value.

**2. Is this conveyance based upon prior legislation? For example, are you attempting to repeal or amend a prior conveyance or was this request drafted in a bill that was not passed by the legislature? If yes, please give the bill or special act number and year, if known.**

**3. Please answer the following questions:**

- A. What are the tax assessor's map, block and lot numbers for the property? If such numbers do not accurately describe the property, please provide a metes and bounds legal description of the property.
- B. What is the acreage of the property?
- C. Which state agency has custody and control of the property?
- D. What costs, if any, would the state incur if the property were conveyed? (e.g. if the property abutted a highway and needed to be fenced off.)

- E. How much would the municipality or entity receiving the property agree to pay for it? (e.g. the administrative costs to the state of making the conveyance; a specific dollar amount; or fair market value)
- F. How will the municipality or entity receiving the property use it? (e.g. open space, recreational, housing, economic development)
- G. If the municipality or entity receiving the property has a specified use for the property, would it agree to a provision in the conveyance legislation that, if the property is not used for such purpose, it shall revert to the state?
- H. Has the municipality or entity asked the state agency that has custody of the property to convey the property to the town or entity (i.e. through an administrative rather than legislative process)?
- I. If the answer to question (H) is yes, please indicate the status of such administrative process and why legislation is needed. If the answer to question (H) is no, please indicate why not.
- J. Has a title search of the property been conducted?
- K. Are there any deed or other restrictions on the use of the property? If so, please specify.
- L. Please state the name of the municipality or entity that would receive the property.

**4. Please provide the name, address and phone and fax numbers of the person who completed this form.**

**5. Please provide the name of the legislator(s) sponsoring this legislation.**