



Annual Land Acquisition Reporting Instructions

UPDATED: October 28, 2021

Annual land acquisition reporting is required per [M.S. 116P.16](#) for interests of land acquired with Environment and Natural Resource Trust Fund proceeds after June 30, 2005.

Every year, a representative of the organization that owns and manages the property must submit the "Environment and Natural Resources Trust Fund Annual Land Acquisition Report." After the Initial Land Acquisition Report is completed, LCCMR staff will annually send an email to the primary contact person to request the annual update.

The annual report should be completed using the [Annual Land Acquisition Report online submit form](#) on the "Project Manager Info" page of the LCCMR web site.

All fields on the form are required. Please provide accurate and complete information.

Begin by consulting your Initial Land Acquisition Report, which can be found by using the "click here" feature at the top of the Annual Report Form. This connects to a table of all ENRTF land acquisitions. Use the sort feature to locate your acquisition and then click on the "LCCMR ID" to link to that report.

Date of Report – The Annual Report Form will record the date the submittal is made.

Select Trust Fund ID# - Click the drop down arrow and scroll to the ID# for the report being updated.

Working Title of the Acquisition – When the ID# is selected, the title will be automatically be filled in.

Questions - Click "yes" or "no" to each of the first three questions. If the answer is "no," enter the updated information in the appropriate box.

1. Do you (or your organization/agency) still own interest in the selected parcel?
2. Is the contact information for this parcel correct?
3. Is the parcel still being used for the purposes stated in the appropriation?
4. Provide any other changes needed to the Initial Reporting Form.

Person submitting report – Fill in the name of the person entering the report

Submit – Review your entries to make sure they are accurate and complete. Then click "submit."

Clear Form– Clicking this button will clear all the information entered in the report. This can be done to start over or to enter a report on another parcel.

Save a Copy! - Print and/or save an electronic copy of the report for your records.

For additional information or assistance, contact the LCCMR at (651) 296-2406 or lccmr@lccmr.mn.gov