



Application for Lease of Tribal Homesite

Homesite Application Instructions

- Document Checklist:
- ☐ Application
 - ☐ Tribal Enrollment Card
 - ☐ Copy of TSR/Land Status Report
 - ☐ Map of Location

Process:

1. **Submit Application:** Completely fill out application, include all necessary documents and return to the Land Use Department.
2. **Site Evaluation:** Set up meeting with the Land Use Policy Commission to go over maps to find a location for your homesite.
3. **Tech Plan:** BIA will create a tech plan that will be attached to application for Commission review.
4. **Submission to Land Use Policy Commission:** BIA will submit applications to the LUPC for review and recommendation to Fort Hall Business Council.
5. **Final Review:** Fort Hall Business Council will meet and review recommendations and submit final resolution.
6. **Homesite Issuance:** BIA will process and create homesite lease and mail out to individual for signature and payment.

If you have questions on the process of your application please contact the Land Use Department @ 208-478-3825 or 208-478-3823. You may also contact BIA @ 208-238-2307 to check on the status of your application.

HOMESITE LEASE PROCESS

- Submit application to the Land Use Department with all supporting documents.
- Location will be established. (set up meeting with Commission)
- Map and application will be sent to the Bureau of Indian Affairs (BIA).
- BIA will complete a tech plan and SMS Source Sheet.
- BIA will meet with the Land Use Policy Commission to recommend to approve or deny application.
- Application will be taken in front of the Tribal Business Council for final approval or denial.
- On approval from the FHBC, resolution will be created and send to BIA for creation of final lease documents.
- Lease document will be mailed to individual to sign and make payment on their Homesite Lease. (Sign all documents and return within three months of approval to BIA to avoid having your lease terminated)
- When payment is received and lease signed a copy will be mailed to individual and emailed to the Land Use Department.

CONGRATULATIONS YOU NOW HAVE A TRIBAL HOMESITE

- I understand that I will work with the Land Use Department and Policy Commission if any concerns arise regarding my application.
- In the event you are unable to establish a home within two years of receiving your Lease you can submit in writing to the Commission why you were unable to establish and work out an agreement to keep your homesite from being cancelled.
- NOTE: RV Trailers are not suitable for site prep responsibilities.
- Upon any structure being placed on the premises (manufactured/trailer/stick built Home) you will need to acquire a Building Permit from the Land Use Department.

If you have any questions regarding the process of your application please don't hesitate to call the Land Use Department at 208-478-3825 or 208-478-3823.



Application Number: H-_____

Application for Lease of Tribal Homesite

~ P.O. Box 306 Pima Drive ~ Fort Hall, Idaho 83203 ~
(208) 478-3825 or janderson@sbtribes.com

Please complete the Personal Information below and include a copy of your Tribal Enrollment Card

Personal Information	Name of Applicant (full legal name):					
	Maiden Name:			Tribal ID#:		
	Address:			State:		Zip Code:
	Telephone:		Cell Phone:		Email:	
	Reservation Resident:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Current Housing Status:	Rent	Own	Homeless
	Are you Disabled:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you an Elder:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Do you own land within the boundaries of the reservation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please submit copy of land ownership verification (TSR) or Land Status Report from BIA Realty @ (208) 238-2307.					
	Do you have the financial ability to develop a homesite lot at this time?			<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Are you working with the 184 HUD Program?			<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide documentation.		

Schedule meeting with Commission to find locations

Homesite Preference Information	1st Preference:		District:	
	(Please describe the location or general area)			
	2nd Preference:		District:	
	(Please describe the location or general area)			

Application Number: H-

Applicants Responsibilities	Please read and initial.	
		I understand the first written application will have preference when a homesite lot becomes available.
		I am aware that only one homesite is allowed per household. (Trading for a different site is a low priority on the waiting list.)
		I understand that if my heirs are not enrolled members of the Shoshone-Bannock Tribes, they are not eligible to inherit a homesite lease.
		I understand that I have to obtain financing and occupy the homesite permanently within 2 years of obtaining the lease or the lease can be cancelled.
		I understand that water and electricity availability is not guaranteed at rural sites.
		I understand that I must update my homesite lease application ANNUALLY or risk being removed from the waiting list.
		I understand that if the Land Use Department attempts to contact me and I am unavailable, the Commission will move down the list to the next eligible applicant in line.
		I will personally inspect the lot.
		I am aware that non-designated homesites can take an indefinite amount of time to process.
		I have read and understand the Homesite Lease Process page. (Attached to this application)
		If you have any further comments you would like the Commission to be aware of please list them below.

By signing below, I am confirming that I have read and understand the information requested by the Land Use Department.

Applicant Signature

Date

Land Use Department/Policy Commission Use Only			
Date Application Submitted:		Received By:	
Forwarded to Commission on:		Meeting Date:	
Decision of LUPC:			

	Approve	Deny	Date
Laurie Kniffin, LUPC Chairman			
Patrick Broncho, LUPC Vice Chairman			
Darrell Shay, LUPC Secretary/Treasurer			