



The Navajo Nation

Industrial Site Lease Procedure

1. Meet with the Industrial Development Unit (IDU) for initial conference.
2. Gather required documentation and complete application.
3. Return application to the Industrial Development Unit. Documents include:
 - a) corporation documents (if the business is incorporated)
 - b) preferred site
 - c) site plan
 - d) proposed leasehold improvements
 - e) desired length of lease
4. IDU reviews application, supporting documents, and initiates draft lease agreement if acceptable. IDU presents package to BIA Real Property Management.
5. IDU prepares Economic Development Committee (EDC) or other Committee resolution, obtains surnaming approvals, and EDC approval by resolutions.
6. IDU obtains finalized lease agreement and acceptance of agreement by lessee. IDU forwards lease to BIA Area Director for signature and distribution.
7. Applicant begins business operation and complies with lease contract.

Other industrial land-development options exist. They require completion of the land withdrawal process, which will change the designated use of the land from farming or grazing use to business purpose use. For further information regarding land withdrawals, contact:

Project Development Department
Navajo Nation Division of Economic Development
PO Box 663
Window Rock, AZ 86515
Phone: (520) 871-6968/6507
Fax: (520) 871-7381