

Texas General Land Office Oil and Gas Lease Sales Nominating Procedures

- The Texas General Land Office (GLO) holds oil and gas lease sales when warranted. In order to request that a state-owned tract be offered at a lease sale, the tract must be nominated. Nominations must be submitted, in writing, by the deadline set prior to each lease sale.
- Additional information may be acquired at www.glo.texas.gov, or by calling Todd Hilliard at (512) 475-1534, or the GLO's toll-free number at (800) 998-4GLO (4456). The mailing address is: Texas General Land Office, Mineral Leasing Division, 1700 N. Congress Ave., Ste. 840, Austin, Texas 78701-1495.
- A \$100.00 Nomination Fee must be paid for each tract nominated. More than one tract may be included in the nomination letter.
- Nominated tracts generally fall into five categories:
 - 1) Surveyed School Land – unsold upland tracts and tracts sold by the state with a mineral reservation.
 - 2) Rivers, Creeks, Lakes and Bayous (not tidally influenced)
 - 3) Bays, Lakes, Islands and Bayous (tidally influenced)
 - 4) Gulf
 - 5) Agency Lands – state parks, prison land, and other lands owned by state agencies whose oil and gas leasing is managed by the GLO.
- Gulf and bay tracts containing 640 acres (except shoreline tracts) have been divided into north and south halves for nomination and bidding purposes (northeast and southwest halves in the Galveston Bay and Corpus Christi Bay systems). Shoreline tracts are divided on a case-by-case basis. Gulf tracts containing 5,760 acres have been divided into north and south halves of each quarter (720 acres) for nomination and bidding purposes.
- A complete legal description of each nominated tract must be provided by the nominator. The following items should be included in the description, where applicable:

Surveyed School Land – section or tract number, block, township, survey name, abstract number, county and number of acres. If the nomination is depth severed, please complete the Nomination Depth Checklist.

Rivers, Creeks, Lakes and Bayous (not tidally influenced) – name of the waterbody, county, and, for rivers and creeks, a plat depicting the upstream and downstream boundaries (typically an extension of an Original Texas Land Survey boundary).

Bays, Lakes, Islands and Bayous (tidally influenced) – name of the waterbody, tract number, part (ex: N/2 or S/2), county and number of acres.

Gulf – tract number including “S” for small tracts and “L” for large tracts, part (ex. N/2 NW/4), county and number of acres.

Agency Lands – tract number, facility name, county, number of acres and a plat depicting the area to be nominated.