

**BRANDYWINE CONSERVANCY
ENVIRONMENTAL MANAGEMENT CENTER
EASEMENT PROJECT CHECKLIST**

PROPERTY NAME: _____

LANDOWNERS' LEGAL NAME, ADDRESS, & PHONE #s: _____

ADDRESS FOR INVOICING: _____

OTHER CONTACTS: (Names/Addresses/Phone #s):

Property Manager: _____

Business Manager: _____

Secretary: _____

Attorney: _____

Tenant Farmers: _____

Resident Tenants: _____

PROJECT TYPE: ☐ Conservation Easement ☐ Agricultural Easement ☐ Façade Easement
 ☐ Easement Planning for Other ☐ General Land Planning ☐ Subdivision Design
 ☐ Land Management Design and/or Planning Grantee ☐ General Assistance
 ☐ Project ☐ Assistance only

GRANTEE: (if not BC) _____

ADDRESS: _____

PHONE: _____

PROPERTY INFORMATION:

Location (Twp. & Street Address): _____

Tax Parcel #s: _____

Acres: _____

Watershed: _____ **Sub-watershed:** _____

Stream Names: _____

Improvements: _____

Natural Resources: _____

Historic Resources: _____

PROJECT FUNDING:

☐ **Landowner** ☐ **Grant** _____ ☐ **Other** _____

Special Issues: _____

PROJECT BUDGET: \$ _____

ENDOWMENT REQUESTED: \$ _____

PROPOSED EASEMENT TERMS: _____

PUBLIC ACCESS (yes / no): _____

TRIAL (yes / no, where): _____

INITIAL CONTACT:

<u>Date</u>	<u>Initials</u>	
_____	_____	Initial landowner contact
_____	_____	First meeting with landowner
_____	_____	Visit property
_____	_____	Property Inspection

NATURAL RESOURCE RESEARCH:

Check if completed

_____	Check with Natural Heritage Inventory
_____	Check with Dept. of Historic Resources
_____	Check with Fish & Game Commission
_____	Check USGS aquifer maps
_____	Forest Management Plan, if any
_____	Natural Resource Inventory, if any
_____	Botanical Inventory
_____	Other reports documenting natural resource value

DEEDS:

Check when obtained

_____	Copy of deeds to property	DEED BOOK: _____	PAGE NUMBER: _____
_____	Copy of Title abstract/opinion		
_____	Copies of liens, mortgages or other encumbrances		
_____	Legal Descriptions		

MAPS:

Check when obtained

_____	Copy of recorded survey
_____	Additional surveys
_____	If none, survey/map clearly defining boundaries, showing significant natural features, roads, structures and improvements.
_____	Forest resource/type map
_____	Copy of town tax map
_____	Topographic map accurately outlining property

PHOTOS:Check when obtained

_____	Structures within and bordering easement area documenting public benefit
_____	unique features
_____	areas likely to change as result of reserved rights
_____	building façade
_____	landowner (preferably on property)
_____	Photos keyed to map
_____	Aerial photos from state or county

CORRESPONDENCE:DateInitials

_____	_____	Project Proposal
_____	_____	Explanation and request for Monitoring and Endowment Fund donation
_____	_____	Letters from governmental entities showing support of protection
_____	_____	Formal thank you letter from Project Manager
_____	_____	Complimentary BC membership from Board Chair

MUNICIPAL INFORMATION:Date if Completed

_____	Designation in town/regional plan
_____	Copy of tax assessment
_____	Zoning ordinances/regs. that are unusual or could affect conservation value
_____	Copies of relevant pages of Comprehensive Plan (including date written)
_____	Copies of meeting minutes if town board discusses or takes action on property
_____	Notify town of new CE when project completed

CE REVIEWED BY:Check if Completed

_____	Landowner's legal counsel
_____	BC legal counsel
_____	Grantee (for executory interest)
_____	Senior EMC Staff

BOARD ACTION:Check when completedDate

_____	_____	Copy project description for Environmental Committee review
_____	_____	Minutes from Environmental Committee where property was discussed.
_____	_____	Copy of formal board action (Environmental Committee)

APPRAISAL:Check when Completed Date

Copy of appraisal (with original photos)

Completed IRS-8283, Noncash Charitable Contributions

BASELINE DOCUMENTATION:

Completed form signed by landowner(s) and BC

Completed Report to landowner(s)

PRESS RELEASES:

Press releases

Published articles

ENDOWMENT PAYMENT:Date

Paid in Full

Special Payment Procedures: _____
_____**SITE VISITS:**Check if Completed

Field Proof Maps

Inventory Buildings and Draw Floor Plans

Measure Impervious Coverage

Measure Gross Floor Area

Natural Resource Assessments
