

DELCO GREEN WAYS GRANT PROGRAM

BASELINE DOCUMENTATION REPORT CHECKLIST FOR CONSERVATION EASEMENTS

(Include this Checklist with the Baseline Documentation Report [with electronic or original signature(s)])

The Municipality must document the baseline conditions of the property or interest being acquired. The following checklist is adapted from The Conservation Easement Handbook published by the Trust for Public Land and the Land Trust Alliance. Submission of all items on the checklist is required for municipal easement acquisitions funded through the Open Space and Recreation Municipal Grant Program.

1. COVER PAGE
Please include a cover page with the following language: "Baseline Data for Conservation Easement/Conservation Restrictions granted by (landowner name) on (name or description of property) property, Delaware County, Pennsylvania to (applicant)." The signature of the author/collector and the date should also appear.
2. BASELINE DATA CHECKLIST (Completed)
3. TABLE OF CONTENTS
4. OWNER ACKNOWLEDGEMENT OF CONDITION (Signature of the owner[s])
This acknowledgement is an IRS requirement if the easement is a gift for which a deduction will be claimed. The regulations require that this statement must clearly reference the baseline data. It must say, "in substance...[t]his natural resources inventory is an accurate representation of [the protected property] at the time of the transfer." he statement must be notarized and signed by both grantor and representative of grantee.
5. BACKGROUND INFORMATION
- Ownership information (name, address, and phone number of property owner).
 - Driving Directions to the Property from the Delaware County Planning Department, 1055 E. Baltimore Pike, Media, PA 19063.
 - Historical information on the acquisition (brief chronological description of events that led to the protection of the property).
 - Summary of easement/deed restriction provisions (specific prohibitions, restrictions, and retained rights, as derived from the language of the easement or deed).
 - Purpose of easement/deed restrictions.
 - Evidence of the significance of the protected property, as established either by government policy (include copies of document) or by the long- term protection strategy developed by the grantee.
 - Corporate or agency resolution accepting or authorizing purchase of the property (minutes of the meeting at which acquisition was approved are adequate).
6. LEGAL CONDITION
- A copy of the signed, recorded easement document or deed (legal fees to draft the document are not reimbursable).
 - A parcel map.
 - A clear title statement or preliminary title report, noting any liens against the property that could compromise its natural qualities or invalidate the easement or deed restrictions.
 - Copies of any other relevant easements associated with the property.

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- 7. ECOLOGICAL FEATURES
 - An inventory of rare, endangered, and/or threatened species.
 - Reports from wildlife biologists or other specialists that document the status of significant natural elements.
 - A general description of plant cover, soils, etc. This description should be limited only to those ecological features that the easement seeks to protect.

- 8. AGRICULTURAL FEATURES
 - Intensity of grazing (this is expressed in "animal units" per acre).
 - Level of pesticide use.
 - Soil quality (landowners should be encouraged to ask the Soil Conservation Service to prepare a soil conservation plan; this serves as the easement's benchmark for acceptable practices on erodible land).

- 9. SCENIC FEATURES
 - Official policies citing the property's scenic value.
 - Number of people who frequent nearby public places (roads, trails, and parks) from which they can view property.

- 10. MAN-MADE FEATURES
 - Improvements (structures, trails, fences, wells, power lines, pipelines, irrigation systems, etc.).
 - Recreation/tourism attractions.
 - Trespass damage and disturbed land (stray animals, introduced species, evidence of vehicular trespass, etc.).

- 11. PHOTOGRAPHS
 - On-site photos taken by the municipality (not the appraiser). Be sure to record key photo points on a map, record distance and azimuth from structures or other fixed points, and sign and date all photos.

- 12. MAPS
 - An 8 1/2 in. x 11 in. section of a local road map showing property location and location of eased or restricted area if different.
 - A legible site map, to scale, showing photo stations, property boundaries and boundaries of eased or restricted area if different.
 - Aerial photographic maps should be included if appropriate.