



Easement Land Ownership Changes

RIM Handbook

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A. OWNERSHIP CHANGE PROCEDURES

When the SWCD learns that easement land has changed ownership, it is important to take a number of steps to keep district and state records up to date, and to inform the new landowner about the terms and conditions of the easement. Whenever possible, the SWCD should meet with each new landowner in person to review the easement and conservation plan practices in place on their property.

A.1 Standard Ownership Changes

When the entire easement area has been conveyed to a new landowner, the SWCD should provide the following to BWSR:

- The [easement ownership change](#) form, filled out completely with the new landowner's contact information
- A copy of the recorded deed(s) conveying the land from the original grantor to the current owner
- A letter from the original grantor authorizing BWSR to make any remaining practice payments to the new landowner (if applicable)

The SWCD should also provide a copy of the easement and conservation plan and map to the new landowner for their records. At this time, it is also important for the SWCD to verify that the easement boundary is properly posted to ensure the new landowner is aware of the location of the easement boundary.

A.2 Ownership Splits

When the land within one easement has been divided or sold to more than one new owner, an ownership split has occurred. In this case, some additional steps are necessary to complete the ownership change process. First, the SWCD should provide the following to BWSR:

- An Easement Ownership Change form, filled out completely, for EACH new landowner
- Copies of all recorded deed(s) conveying the land from the original grantor to the current landowners

BWSR will then map out each parcel in GIS and provide the SWCD with a split easement boundary shape file and the calculated easement acres belonging to each new owner. A new easement ID will be assigned, and the district should create a new file for each additional landowner. Then, using the shape files and acres provide, the SWCD should:

- Create a split conservation plan and map, dividing the practice areas up appropriately among each new landowner.
- Have each landowner sign their respective plan, and provide them with a copy of the easement and conservation plan.
- Verify that the easement boundary is properly posted.
- Provide copies of the signed conservation plans to BWSR to complete the ownership change.