

Landowner Name: \_\_\_\_\_ Easement ID # \_\_\_\_\_

Work Order # \_\_\_\_\_ Application ID # \_\_\_\_\_

**SWCD CHECKLIST**  
Conservation Easement Acquisition  
*Part I*

**FOR ALL SIGN-UPS, SUBMIT ITEMS LISTED IN BOTH THE “APPLICATION PACKAGE” BOX AND THE “AGREEMENT PACKAGE” BOX. SUBMIT ALL ITEMS TO BWSR AS ONE PACKAGE.**

**Application Package:**

- |                                |                         |                                      |
|--------------------------------|-------------------------|--------------------------------------|
| _____ Application              | _____ CEFW              | _____ Wetland Restoration Info form* |
| _____ Aerial Photo(s)/Map(s)   | _____ Land Use & Soils* | _____ Scoresheet*                    |
| _____ Easement Area Assessment |                         | *submit when applicable              |

**Agreement Package:**

- |  |   |
|--|---|
| _____ Agreement Information Form   | _____ Shapefile of easement area                |
| _____ Copy of the Deed   | _____ Other documents as specifically requested |
| _____ Copy of Government Lot Maps, Trust, Partnership, and/or Corporation Documents* | _____ W-9 for easement payee (not co-payees)    |
|  | _____ Proof of Dept. of Ag Certification*       |
|  | *submit when applicable                         |

**Application Stage**

- 1) **Date** \_\_\_\_\_ **Application and Agreement package completed**
- 2) **Date** \_\_\_\_\_ **Local prioritization completed (when instructed by BWSR)**  
 Screening Committee action (optional) \_\_\_\_\_ SWCD action \_\_\_\_\_  
 Approved by SWCD \_\_\_\_\_ Not approved by SWCD \_\_\_\_\_  
 If the SWCD does not approve the application, stop here. Date landowner notified of the action: \_\_\_\_\_
- 3) **Date** \_\_\_\_\_ **Upload or mail to BWSR for review and funding approval**
- 4) **Date** \_\_\_\_\_ **BWSR notification of funding status**  
 Approved by BWSR for funding \_\_\_\_\_ Not approved by BWSR for funding \_\_\_\_\_  
 If the application is not funded, stop here. Date landowner notified of the action: \_\_\_\_\_

**IF APPLICATION APPROVED, PROCEED TO AGREEMENT STAGE BELOW**

**Agreement Stage**

- 5) **Date** \_\_\_\_\_ **Final shapefile received from BWSR (if applicable)**
- 6) **Date** \_\_\_\_\_ **Landowner approval of new acreage, boundary, and payment (if applicable)**
- 7) **Date** \_\_\_\_\_ **Revised application documents submitted to BWSR (if applicable)**
- 8) **Date** \_\_\_\_\_ **BWSR offer approval letter delivered to FSA office (if applicable)**
- 9) **Date** \_\_\_\_\_ **Cultural Resources – MN-CPA-048/NRCS-CPA-52 (if applicable)**  
 MN-CPA-048 uploaded to SharePoint \_\_\_\_\_ MN-CPA-048 to SHPO/THPO \_\_\_\_\_  
 MN-CPA-048 & NRCS-CPA-52 to FSA \_\_\_\_\_ SHPO/THPO response \_\_\_\_\_
- 10) **Date** \_\_\_\_\_ **CRP CPO completed (if applicable)**
- 11) **Date** \_\_\_\_\_ **CRP-1 approved and uploaded (if applicable). CRP contract number: \_\_\_\_\_**
- 12) **Date** \_\_\_\_\_ **Agreement documents received from the BWSR Central Office**
- 13) **Date** \_\_\_\_\_ **Review for correct grantor names (e.g., spelling), payment terms and amounts, etc. Date landowner contacted for signature: \_\_\_\_\_**
- 14) **Date** \_\_\_\_\_ **Obtain notarized signatures of grantors**
- 15) **Date** \_\_\_\_\_ **Signed agreement documents sent to BWSR Central Office, via certified mail**
- 16) **Date** \_\_\_\_\_ **One fully executed agreement document received from BWSR Central Office**

*Note: BWSR also sends one fully executed agreement document directly to landowner with letter reminding them to check with SWCD regarding the need for an updated property abstract. SWCD must ask title agent if needed (varies by county).*

**Go to next page: SWCD CHECKLIST, Conservation Easement Acquisition, Part II**

**SWCD CHECKLIST**  
**Conservation Easement Acquisition**  
*Part II*

**Conservation Plan Package:**

\_\_\_\_ CEPPW (original or amended)  
 \_\_\_\_ Conservation Plan map

\_\_\_\_ Conservation Practice Plan  
 \_\_\_\_ Conservation Plan Signature Page (send with recorded easement)

**Easement Stage**

- 17) Date \_\_\_\_\_ Received updated property abstract from the landowner (if applicable)
- 18) Date \_\_\_\_\_ Requested title insurance commitment from title insurance agent
- 19) Date \_\_\_\_\_ Received title insurance commitment (should be within 14 days of request)
- 20) Date \_\_\_\_\_ Obtain copies of consents, subordinations, and other related documents pertaining to exceptions listed in Schedule B of title commitment
- 21) Date \_\_\_\_\_ Conservation Plan package completed and sent to BWSR (contains components listed above)
- 22) Date \_\_\_\_\_ Title insurance commitment and copies of related documents mailed or emailed to BWSR ([bwsr.rim@state.mn.us](mailto:bwsr.rim@state.mn.us))
- Notes: 1) Do not send originals of consents or other documents that need to be recorded. 2) If lender suddenly requests to be listed as a co-payee, and they are not already listed as such on the agreement, request written permission from the landowner to add the lender as a co-payee and forward it to BWSR.*
- 23) Date \_\_\_\_\_ Received easement with attached legal description and exhibit(s) from BWSR Central Office. Date landowner contacted for signature: \_\_\_\_\_
- 24) Date \_\_\_\_\_ All notarized landowner signature(s) obtained on easement document and the following completed:
- \_\_\_\_ Conservation Plan information, including construction and planting/seeding plans, reviewed with the landowner(s) and the principal landowner signed the plan (should be the same date as the signature of the easement).
- \_\_\_\_ IRS 1099S Information Forms completed and signed by the landowners (when applicable).
- \_\_\_\_ Verified that any environmental problems have been resolved.
- 25) Date \_\_\_\_\_ Easement, attachments, and exhibits recorded by title agent and final title policy requested
- Note: Title agent must complete a courthouse search (gap check) for recent transactions, prior to recording easement document.*
- 26) Date \_\_\_\_\_ Recorded easement and final title insurance policy received
- 27) Date \_\_\_\_\_ Sent by certified mail to BWSR:
- \_\_\_\_ Original, recorded easement document
- \_\_\_\_ Original, recorded mortgage consent (if applicable)
- \_\_\_\_ Final title policy
- \_\_\_\_ Conservation Plan Signature page only
- 28) Date \_\_\_\_\_ Sent landowner a copy of the recorded easement
- 29) Date \_\_\_\_\_ Notification of Easement payment received from BWSR Central Office
- 30) Date \_\_\_\_\_ Easement boundary posted