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.

<table>
<thead>
<tr>
<th>Application Package:</th>
<th>Agreement Package:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td>Application CEFW</td>
<td>Agreement Information Form</td>
</tr>
<tr>
<td>Aerial Photo(s)/Map(s)</td>
<td>Copy of the Deed</td>
</tr>
<tr>
<td>Land Use &amp; Soils*</td>
<td>Copy of Government Lot Maps, Trust, Partnership, and/or Corporation Documents*</td>
</tr>
<tr>
<td>Wetland Restoration Info form*</td>
<td>Shapefile of easement area</td>
</tr>
<tr>
<td>Scoresheet*</td>
<td>Other documents as specifically requested</td>
</tr>
<tr>
<td>Easement Area Assessment</td>
<td>W-9 for easement payee (not co-payees)</td>
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</tbody>
</table>

*submit when applicable

Application Stage

1) Date __________________ Application and Agreement package completed
2) Date __________________ Local prioritization completed (when instructed by BWSR)
   
   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
   
   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
Easement ID # ___________________

SWCD CHECKLIST
Conservation Easement Acquisition
Part II

Conservation Plan Package:
_____ CEPPW (original or amended)  _____ Conservation Practice Plan  
_____ Conservation Plan map  _____ 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)

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

Revised 4/2/2019