### \\edc1adminfs01.admin.state.mn.us\BWSR\Main\Org Effectiveness\Comms\Branding\2017-BWSR-Branding-Templates\Logos\BWSR Logos for Staff Use\Vertical\RGB (for Web)\BWSR Acronym Logo RGB.jpgPartnership Project Plan

**GENERAL INFORMATION**

This document outlines the information required for Step 1 of a partnership proposal application (the *Conservation Easement Landowner Questionnaire and Easement Assessment Form* is also required as part of the Step 1 submittal). Applicants must complete, sign, and return page 1 of this document along with a description of the project plan prepared in accordance with the instructions contained on pages 2 and 3. Applications that do not contain the required information and/or do not follow the prescribed outline will be considered incomplete and will not be evaluated.

**PROJECT SPONSOR INFORMATION**

|  |
| --- |
| Sponsor’s Full Name |
|  |
| Complete Mailing Address (Street, RFD, Box No.) | City | State | Zip Code |
|  |  |  |  |
| Phone Number (Home) | Phone Number (Work) | Phone Number (Cell) | E-Mail Address |
|  |  |  |  |
| Sponsor’s Relationship to Property |
| **[ ]**  | **Fee Title Owner** | **[ ]**  | **Contract for Deed Owner** | **[ ]**  | **Contract or Agreement with Landowner** | **[ ]**  | **Other:** |  |

|  |  |
| --- | --- |
| Project Name (if known) | County |
|  |  |
| Est. Easement Size (acres) | Township Name | Section No. | Township No. | Range No. |
|  |  |  |  |  |

**PROJECT LOCATION**

**Signature**

By signing this form, I am authorizing my proposal to be reviewed for BWSR’s Wetland Banking Program 2020 proposal solicitation. I am familiar with the information contained in this submittal and, to the best of my knowledge and belief, all information is true, complete, and accurate. I understand that if my project is ultimately selected for the program, that selection does not constitute a formal decision nor imply that a banking application will be approved by the Wetland Conservation Act Local Government Unit or the U.S. Army Corps of Engineers. If I am not the fee title owner of property involved in the partnership proposal, I have obtained permission from the fee title owner to allow BWSR reasonable access to the property prior to easement conveyance to inspect the site or to collect information to aid in the review of the application or in the preparation of more detailed project plans.

|  |  |  |
| --- | --- | --- |
|  |  |       |
| Signature of Applicant |  | Date |

**Project Plan Outline**

The project plan must follow the outline provided below and must contain the information requested under each section heading unless the information is identified as optional in the instructions or the applicant is unable to obtain the information and provides an explanation as to why the information is not accessible/available.

1. **Regulatory Review Status and Application History**

Enter “N/A” if the project has not been previously submitted for review or provide the following:

* Name and submittal date of each bank review document
* Copies of all local, state, and federal review comments
* Current status of the proposed project
1. **Project Sponsor - Landowner**

Identify who will enter into an agreement with the State, and who will be the bank sponsor signing the Mitigation Bank Instrument (MBI) pursuant to the Federal Mitigation Rule (BWSR will not be signing the MBI for partnership projects).

* Discuss any agreements between the sponsor and landowner/s, if not the same
* Discuss any other legal circumstances related to project ownership
1. **Project Implementation Team**

Identify the tasks that would be undertaken by the applicant and the persons/entities responsible for their completion. Under this announcement (2020 Transportation Tract) applicants must assume responsibility for easement acquisition and construction tasks but may choose to have the State take responsibility for vegetation establishment and maintenance, monitoring, report preparation, final wetland delineation, and regulatory agency coordination.

* Easement acquisition (*e.g. legal survey, title opinion and insurance*)
* Construction
* Vegetation establishment, maintenance and monitoring
* Annual monitoring and report preparation
* Final wetland delineation (at the end the monitoring period)
* Post-construction regulatory agency coordination (*e.g. credit releases*)
* Discuss the general qualifications of team members in terms of their experience. Do not include resumes or detailed descriptions of past projects.

If the persons/entities have not been identified at the time of application discuss the process to obtain the necessary technical expertise for completing this project.

1. **Proposed Bank Easement Description**

Discuss and provide the location of the proposed easement boundary on Figure 2 including:

* How it coincides or differs from the property boundary
* Reasons for including or excluding certain areas
* Utilities, wells and roads with the right-of-way’s, if known. Any other legal rights-of-way or agreements (*e.g. drainage agreements etc*.)
* Location of access point to the project site (e*.g. public road, private access road*)
1. **Existing and Recent Historic Conditions**

Provide a discussion of current and the last ten years of land-use, as well as the existing physical conditions of the site and surrounding area include the following:

* Current land use of project site and surrounding area including location of existing and drained wetlands on the site. This can be based on wetland delineations or determinations previously conducted and approved. If none exist, then use the Minnesota Wetland Inventory (Figure 3)
* Soil Survey map with legend (Figure 4)
* Air photographs from 2008-2018 (Figure 5)
1. **Construction Needs Summary**

For projects where construction is necessary to restore wetland hydrology, include the following:

* Discussion of the general construction strategies that you believe will be needed to accomplish successful restoration of the site (*berms, ditch fills/blocks, subsurface tile system blocks, drainage system outlets/reroutes, outlet structures, etc.)*.
* Discussion of any concerns or possible constraints to accomplishing this work (*impacts to shared drainage systems, impacts to existing utilities, roads or other infrastructure, flooding or other impacts to non-project lands, etc.)*.
* Drainage infrastructure map showing extents and locations of known or suspected drainage features located within or near to the proposed project site (Figure 6).

**List of Figures**

The following figures must be included and referenced in the applicable sections of the narrative.

* Figure 1. Site Location Map (*include local and county road numbers or names*)
* Figure 2 Map of proposed easement and property boundaries with utilities (e.g. *electrical, gas, communication lines or towers and any other known utilities and their ROWs*) overlaid on recent aerial photograph
* Figure 3 Land use map of project site and surrounding properties including existing and drained wetlands map (*approved delineation or National Wetland Inventory*) <https://www.dnr.state.mn.us/eco/wetlands/nwi_proj.html>
* Figure 4 Web soil survey map <https://websoilsurvey.sc.egov.usda.gov/App/HomePage.htm>
* Figure 5 Air photographs for the site covering the period 2008 through 2018. (*These can be obtained from your local county Soil and Water Conservation District or various internet sources)*  <https://www.google.com/earth/>*)*
* Figure 6 Drainage infrastructure map (*ditches, tile lines, outlets, pumps, berms, ponds, water courses*)