



Conservation Easement Acquisition Checklist for Private Wetland Bank

Landowner Name:

County:

REQUIRED FORMS AND DOCUMENTS

SECTION 1 – Forms & Documents required for initial review by BWSR easement staff

- \$1,000 initial Easement Acquisition Fee (check payable to the Minnesota Board of Water and Soil Resources)
Please send check to: Wetland Bank Administration
MN Board of Water and Soil Resources
520 Lafayette Road North
St. Paul, MN 55155
- Acquisition Checklist for Private Wetland Bank (this form) – Submit with Section 1 Forms & Documents
- Conservation Easement Initiation Form for Private Wetland Bank*
- Conservation Easement Assessment Form for Private Wetland Bank*
- Aerial photo with preliminary easement boundary and photo scale clearly shown (no other lines/shading, etc.). Section corners or centers should also be clearly identified. This should be consistent with that provided in the approved wetland bank plan application.
- Copy of Landowner's Deed(s) (Warranty, Quit Claim, Contract, Trustee, Probate or Personal Representative, etc.).
- Other Ownership Documents as Applicable (Government Lot Maps, Death Certificates, Partnership Documents, Ingress/Egress Agreements, etc.)

SECTION 2 – Forms & Documents required to complete easement acquisition

***Applicants must wait to start Section 2 until after BWSR approves the Section 1 Forms & Documents**

- Certificate of Survey for conservation easement boundary in accordance with BWSR survey requirements.
- Title Commitment
- Final Title Policy

Other information/comments:

If you have questions on these requirements, please contact Brittany Polzin at brittany.polzin@state.mn.us or (651) 539-2564.