

Process Milestones:

1. BWSR reviews application package
2. BWSR & SWCD sign work order
3. BWSR requests title commitment
4. BWSR performs preliminary title review

Application
Package
Submittal

2-4+ months

Survey Cost
Estimate /
Agreement
Signature

5. SWCD obtains survey cost estimate
6. BWSR prepares & emails Agreement to SWCD
7. Landowner signs; SWCD emails to BWSR for signature
8. SWCD requests easement boundary survey

2-4 months

Boundary
Surveyed /
Title Cleared

9. Survey completed; boundary & payment finalized/approved
10. SWCD drafts conservation plan & emails for BWSR review
11. Title cleared/AGO review; conservation plan approved
12. BWSR emails final documents to SWCD for landowner signature

3-4+ months

Easement
Signed, Paid
& Recorded

13. Landowner signs easement documents; SWCD mails to BWSR
14. BWSR countersigns & mails to title company with wire for payment
15. Title company disperses payment and records easement
16. Title insurance policy prepared for BWSR review and approval

3-4 months

SWCD
Reimbursed /
Easement
Signs Posted

17. SWCD requests reimbursement for survey, title insurance, postage, etc.
18. SWCD adds RIM signs to signposts installed by surveyor
19. SWCD performs site inspections based on annual list sent by BWSR

RIM Easement Acquisition Flowchart

RIM Refresh



Pilot Process