

Process Milestones:

Application
Package
Submittal

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

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

