

This form should be completed by the Soil and Water Conservation District (SWCD) in which the easement is located. Before submitting this form, send a GIS shapefile to BWSR showing the proposed release area. BWSR will calculate required compensation for proposed release acres prior to submittal.

Detailed instructions [online](#).

**Easement Number**

## Request Information

SWCD

Entity Requesting Alteration

Entity Contact Name

Phone

Email

Project Type (check one)

Public road

Utility/transmission line

Public drinking water well

Other public infrastructure – specify:

Acres proposed for release:

Land enrolled at the Cropland rate:                      acres

Land enrolled at the Non-Cropland rate:                      acres

Does the proposing entity hold a fee title or easement interest in the property at the time of this request?

Yes – fee title interest (submit deed)

Yes – easement interest (submit easement)

No – land is owned by private landowner (submit letter of landowner permission)

## Submission Checklist

This request includes the following:

Easement alteration request letter from proposing entity to BWSR that includes:

Easement number

Acres of land proposed for release from the conservation easement

Description of project and impacts to conservation easement area

Public need/public benefit of altering conservation easement

Why there is no reasonable alternative to impacting conservation easement

How impacts to conservation easement area have been minimized

Map that includes conservation easement boundary and proposed release area

Deed, easement, or landowner letter documenting proposing entity's property interest

Letter from SWCD recommending approval or denial of request

For utility projects: Public Utilities Commission (PUC) route permit and certificate of need

For Army Compatible Use Buffer (ACUB) easements: Letter of recommendation from Camp Ripley

Proposing entity mailed the \$1,000 application fee to BWSR

**Easement Number****Acknowledgement**

The SWCD has confirmed with the proposing entity that if the alteration request is approved, upon approval, the entity will compensate the Board of Water and Soil Resources (BWSR) for the released conservation easement acres in the amount of:

Does the SWCD Board recommend approval of this alteration request? Yes ☐ No ☐

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SWCD Representative Signature

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Printed Name

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Date**BWSR USE ONLY**

Application fee received date

Easement funding source approp ID

Outside approval required? Yes ☐ No ☐ *If yes, specify:*

This request meets all conditions of the easement alteration policy.

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BWSR Easement Section Signature

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Date

This request is hereby: Approved ☐ Denied ☐

Additional Comments:

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BWSR Executive Director Signature

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Date

Invoice sent date

Payment received for release date