

This form should be completed by the Soil and Water Conservation District (SWCD) in which the conservation easement is located. Before submitting this form, send a GIS shapefile to BWSR showing the proposed release area.

Detailed instructions [online](#).

Easement Number

Request Information

SWCD

Easement Landowner Information:

Name

Phone

Email

Proposed release acres		Proposed replacement acres		Required replacement ratio
Land Type	Acres	Land Type	Acres	
Land enrolled at Cropland rate		Crop		2:1
		Non-Crop		4:1
Land enrolled at Non-Cropland rate		Crop		1:1
		Non-Crop		2:1

The SWCD has confirmed with the easement landowner that:

- | | | |
|-----|----|---|
| Yes | NA | Any Cropland proposed as replacement has been cropped at least 2 of the last 5 years |
| Yes | | Proposed replacement land is adjacent to or as close to the easement as possible |
| Yes | | Easement landowner owns all of the proposed replacement land |
| Yes | | Easement landowner (or their designee) is willing to attend a RIM Reserve Committee and/or Board meeting to address questions related to this request |

Submission Checklist

This request includes the following:

Easement alteration request letter from easement landowner to SWCD that includes:

Easement number

Acres of land proposed for release from the conservation easement

Acres of cropland and non-cropland proposed for replacement

Description of proposed activity and impacts to conservation easement area

Why there is no reasonable alternative to impacting conservation easement

How impacts to conservation easement area will be minimized

Map that includes conservation easement boundary and proposed release and replacement areas

Map of proposed release and replacement areas with Soil Survey and/or National Wetlands Inventory data

Copy of recorded deed showing easement landowner's ownership of replacement land

Letter from SWCD recommending approval or denial of request

Letter from DNR Area Wildlife Supervisor recommending approval or denial of request

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

SWCD emailed GIS shapefile of proposed release and replacement area boundaries to BWSR

Easement landowner mailed the \$1,000 application fee to BWSR

Acknowledgement

The SWCD has confirmed with the easement landowner that, if the alteration request is approved, BWSR requires the easement landowner to:

- | | |
|-----|---|
| Yes | Pay BWSR an additional \$2,000 administrative fee prior to amendment processing |
| Yes | Clear any objectionable title encumbrances on replacement land |
| Yes | Sign an amended conservation easement reflecting the alteration |
| Yes | Pay for conservation practice implementation on replacement land if applicable |

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

SWCD Representative Signature

Printed Name

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.

BWSR Easement Section Signature

Date

The Board has ☐ Approved ☐ Denied this request under Board Order number: