

CHEBEAGUE & CUMBERLAND LAND TRUST

OVERALL CONSERVATION PROJECT CHECKLIST

Purpose of the Form: The checklist is designed to make sure that all the necessary procedures and steps have been followed to complete an acquisition project. The form serves as both a tracking sheet for individual projects and as a record of the history of the project. As each project is completed, the project leader should review this form and consult with other staff as needed to make sure all steps are completed and all information is gathered and recorded for the file for future reference. Please note that the tasks will differ depending on the type of conservation project it is. This form is an evolving document.

Master Project Checklist for _____ in year _____

- ___ **This is a Purchase Transaction**
- ___ **This is a Gift Transaction**
- ___ **This is a Fee Ownership Transaction**
- ___ **This is a Conservation Easement Transaction**

I. Project Information (See Initial Contact Sheet)

- Project Name:
- Date Initiated:
- Owner Name(s):
- Location:
- Property Address:
- Directions:
- Mailing Address:
- Telephone:
- E-Mail:
- CCLT contact responsible for project: _____
- Contact Information: _____
- Other Relevant Information _____

II. Landowner Contact/Outreach

Date *Initials*

- _____ _____ Landowner contact – initiated by land trust or land owner
- _____ _____ Fill out the Initial Contact Sheet
- _____ _____ Review conservation plan and consistency with to conservation values (attach memo)
- _____ _____ Discuss with Acquisition Committee to move forward (attach minutes)
- _____ _____ Articulate land trust conservation goals for property (attach memo)

Step 1 - Mail introductory materials to landowner for their review:

- Introductory Letter
- Land Trust Brochure
- Conservation options brochure
- Additional information _____

Step 2 - First Meeting/Discussion with Landowner(s) and Family/Families:

- Mission of Chebeague & Cumberland Land Trust
- What a land trust is, its tools and its role
- Goals of Land Owner
- Goals of Land Trust
- Process involved in the preservation/conservation of the land (based on whether it's an easement, donation etc.)
- Conservation purposes, protection implications and land-use restrictions
- General Conservation Easement overview, responsibilities of grantor and grantee, if applicable
- Notes attached

Step 3 - Second Meeting/Discussion with Landowner and Family:

- Advice to see outside Professional advice for legal and financial issues
- Transaction Alternatives/Landowner Options
- Financial incentives associated with donation (i.e.: tax deduction)
- Associated transaction costs, including that landowner pays for _____ legal review and _____ stewardship fees
- Steps associated with donating a conservation easement
- Agree and confirm in writing broad terms of the contemplated transaction

Step 4 - Site Visit Evaluation:

- Property maps and pertinent information for pre-site visit review received.
- Site Visit: Walk property and its boundaries
- Fill out Site Inspection Form

III. Preparatory Data Collection

Step 1 - Determine Feasibility (Attach notes)

<i>Date</i>	<i>Initials</i>	
_____	_____	Further clarify conservation values
_____	_____	Obtain any available natural resource information
_____	_____	Determine local political support and influence
_____	_____	Identify potential funding sources (preliminary)
_____	_____	Review Hazardous Assessment, if available
_____	_____	Identify and review stewardship issues: organizational capacity, long term planning, and stewardship funding needs
_____	_____	Identify any Conflicts of Interest as defined in Conflict of Interest Policy

Step 2: Property maps and title (Notes Attached)

<i>Date</i>	<i>Initials</i>	
_____	_____	Obtain map/survey with property boundaries, and aerial photos. If possible, develop GIS based maps and identify natural, scenic, and historic resources.
_____	_____	Review title and determine if title search is necessary. Obtain and review legal descriptions and boundary survey/description, tax maps and/or surveys, deeds, property tax records.
_____	_____	Confirm zoning and subdivision regulations.

Step 3: Criteria Checklist

<i>Date</i>	<i>Initials</i>	
_____	_____	Complete Project Selection Criteria Checklist (includes Public Benefit Checklist)

IV. Board Analysis and Review

Step 1 - Board Preparation

Date *Initials*

_____ _____ Prepare documents to present to Board (Board Summary)

_____ _____ Email to board prior to Board Meeting

Step 2 - Board Presentation

Date *Initials*

_____ _____ Assess Property in Board Meeting

_____ _____ Obtain Board Approval to go forward with the project
Date: _____

Step 3 - Follow up

Date *Initials*

_____ _____ Obtain any additional information identified by Board review.
(notes attached)

_____ _____ Confirm and pursue likely funding options.

_____ _____ Send "Acceptance of project / Engagement" letter to landowner
(include discussion of Conservation Values, landowner's intent,
mutual goals, estimated transaction costs, landowner's need for
financial and legal advice, importance of obtaining deeds,
mortgage information, title commitment, IRC Section 170
compliance, appraisal).

_____ _____ Create work plan and schedule for Baseline completion.

V. Easement/Fee Negotiations

Date *Initials*

- _____ _____ Negotiate terms of easement/deal (price, payment terms, and payment of stewardship endowment etc.).
- _____ _____ Complete Conservation Easement Information Form.
- _____ _____ Draft conservation easement or restriction.
- _____ _____ Obtain Covenants, Conditions and Restrictions (if applicable).
- _____ _____ Complete legal review by counsel.
- _____ _____ Complete legal review by landowner's counsel.

VI. Due Diligence; Detailed Data Collection

Date *Initials*

- _____ _____ If not done already, obtain a recent Title Report.
- _____ _____ Obtain copy of Deed (Warranty, Quit Claim) and/or copy of Deed of Trust (Mortgage Deed).
- _____ _____ Complete Environmental Hazard Assessment (Phase I) if applicable (may be underground storage tanks, munitions, farm dumps, etc.).
 _____ ordered from _____
 _____ received
- _____ _____ Begin appraisal or letter of opinion process (if applicable).
 _____ ordered from _____
 _____ received
- _____ _____ Obtain mortgage subordination (if applicable).
 _____ ordered
 _____ received
- _____ _____ Final Appraisal (must be completed within 60 days of closing)
 _____ ordered from _____
 _____ received
- _____ _____ Survey (if needed) surveyor _____
- _____ _____ Complete Stewardship Endowment Formula

VII. Fee Transfer Steps

VIII. Baseline Documentation

<i>Date</i>	<i>Initials</i>	
_____	_____	Arrange with land owner to visit to photograph, capture GIS data, walk boundaries and prepare documentation.
_____	_____	Review Baseline Document to determine if a final site visit and additional documentation are necessary.
_____	_____	Conduct final site visit and resource assessment, documenting any changes.

XI. Closing

<i>Date</i>	<i>Initials</i>	
_____	_____	Sign all legal documents.
_____	_____	Obtain copy of closing documents
_____	_____	Ensure baseline Document signed by landowner and land trust.
_____	_____	Received stewardship endowment or have made other Arrangements.
_____	_____	Fill out the Transfer tax form
_____	_____	Record CE/Deed in relevant Cumberland County Registry of Deeds ORIGINAL RETURNED TO _____

X. Post Closing

<i>Date</i>	<i>Initials</i>	
_____	_____	Board acknowledgement of conservation project in board meeting
_____	_____	Complete IRS-8283: Non-cash Charitable Contributions

A. Obtain 30 days after closing

Date *Initials*

- _____ _____ Recorded deed for fee title and/or conservation easement
- _____ _____ Signed settlement statements
- _____ _____ Signed miscellaneous closing documents (such as signed contract, closing confirmation, affidavits, tax statements, and misc. agreements and affirmations)
- _____ _____ Title policy issued by the title company after closing (if necessary)

B. Due 30 days after closing

Date *Initials*

- _____ _____ Thank you to landowner/donor for donation of property (easement, fee)
- _____ _____ Board acceptance of any stewardship donation received (if necessary)
- _____ _____ Thank you for any stewardship donation (if applicable)
- _____ _____ Press release prepared and issued

C. Due 1 year after closing

Date *Initials*

- _____ _____ Final Land Management Plan (if applicable)

D. Due periodically after closing as agreed

Date *Initials*

- _____ _____ Can the Land Trust build on this protection project for a larger project?
- _____ _____ Reports and Updates – note it is necessary to review the terms of the grant agreement to understand the responsibilities in this area
- _____ _____ Administrative Follow-up steps – organization of files and securing safe storage for originals of key documents (due 30 days to 6 months)
- _____ _____ Names of landowner(s), donor(s) and other individual names forwarded to Office to receive newsletters and solicitations (due 30 days to 6 months)

Information gathered and reviewed from policies of:

1. Colorado Open Lands
2. Gathering Waters Conservancy
3. Hudson Highlands Land Trust
4. Maine Coast Heritage Trust
5. Draft Board Presentation Summary from Georges River Land Trust
6. Project Documentation Checklist of the Accreditation Application