



Procedure Title: **MONITORING EASEMENTS CHECKLIST**

AND PROCEDURE

Procedure Number: **Q16-LTA11C**

Related Policy Number: P15-LTA

Adopted: 2/24/16

Revised:

Due for Review: 2/24/17

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Pre-monitoring Checklist

From the files:

- Make copies of each property info sheet and easement you will be monitoring
- Read through the office file and copy any correspondence that seems pertinent.
- Copy maps if possible – photograph and print if not
- Copy from the file information that will assist you in finding the property (note – do not confuse owner address with property address – they are not always the same). This process may involve some clue searching and computerized mapping service (maps.live.com, town GIS etc.)
- Take notes on any previous monitoring issues and/or violations.
- Read and abstract each conservation easement for quick reference in the field [**DO NOT TAKE THE ACTUAL EASEMENT DOCUMENT WITH YOU INTO THE FIELD**].
- Confirm current ownership using most current contact information and file notes. This process may involve town hall research.

If so:

- First check the town hall website to see if any information can be found on line. Follow general information below to do on-line searches.
 - Take deed and any location information to the town hall.
 - Find property on tax map if possible.
 - Use map/lot numbers to find assessors index card. This card should have the current owner info and the book/page of the latest deed. Find and copy latest deed (and previous deed not same as the conservation easement grantor).
 - If you cannot locate the property on the tax map even with trial and error, use the town's search options to look up the last known owner and forward reference new ownership (ask town clerk for assistance).
 - Use town search options to look for new property surveys or plats of the location (survey often referenced from the deed). If the property likely borders new development or potential problem area, try to find a copy of the survey plat of that development.
 - Remember to take a checkbook or small change to pay for copies and blueprints. (Copies usually \$.50-\$1 – blueprints more).
- Contact current owner (preferably via postal mail) and inform them of the upcoming monitoring visit.
 - Invite the owner to set the date, or give them your expected date and invite them to join you. Landowner presence is not necessary.
 - Follow up with the owner before you visit – use that time to get any information from them that will assist you in your monitoring.

they think you should know (i.e. – “have there been any issues out there?” or “is there anything you should know before we meet?”

- Use the ‘Equipment and Skills Checklist’ to prepare for the field visit.



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Easement Monitoring Visit Equipment and Skills

You will probably need:

Good compass
Field sketchbook and pencil
Camera (digital preferred)
Map of the property
Flagging tape
Conservation restriction abstract / notes
Blank monitoring form
Carry a cell phone for safety
Check local hunting seasons and wear blaze orange if necessary
Directions to the property
Clipboard

Also very useful:

GPS unit
Additional maps
100' measuring tape or measured line.
Past monitoring reports
Skills - You should know how to:
Use a good compass (and account for declination)
Pace a distance
Sight a line
Take digital photographs with consecutive numbers
Sketch a parcel of land and apply a north arrow

Pre-monitoring Checklist - Review of Documents

I. Review of documents

a. Available documents (Minimum needed)

- Conservation easement
- Map (survey, sketch or tax map)
- Air photo if at all possible.
- Pertinent correspondence
- Current owner info and directions to the site
- Record of unresolved or possible violations or issues

b. Helpful extras

- Photos of the property
 - Dated air photos
 - Descriptions of easement history
 - Letters showing grantor intent
 - Historic correspondence
 - Internal memos and letters
 - Tax information.
 - Past monitoring forms
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