

Final Documentation Package Acquisition Projects



A. Deed(s)

- Final deed language approved by all parties

B. Grant Agreement

- LCHIP will provide the Grant Agreement during deed language development, typically as an attachment to the deed conveying LCHIP restrictions. The GA is to be signed at closing and recorded contemporaneously with the deed.

C. Appraisal

- Completed by a NH-licensed appraiser (with at least 2 years' experience in property or easement appraisals) no earlier than 12 months prior to LCHIP's release funds. Appraisal must meet the Uniform Standards of Professional Appraisal Practices and be based upon the terms of the proposed deed and a survey performed to LCHIP standards. Provides fee value (if fee acquisition) or before and after easement value (if CE or HPE acquisition)

D. Recordable Survey (for HPE acquisitions contact LCHIP for survey requirements)

- Completed by a NH-licensed surveyor in accordance w/ NH Board of Lic. for Land Surveyors Rules, Land 503.03 – 503.09
- Includes the method and accuracy of the survey
- Shows monuments at all turning points of the boundaries as "set" or "found"
- Documents boundary lines through forested areas as blazed or painted unless documented in BDR/PCR

E. Title Work

- Title work completed by an NH licensed attorney no earlier than date application was submitted
- Title Examination with Exceptions and Certificate of Title Opinion
- Title search updated just prior to closing
- Title Insurance Commitment, if applicable

F. Baseline Documentation Report (BDR) for CE acquisitions, Property Condition Report (PCR) for fee acquisitions.

For HPE acquisitions, see separate guidance document.

Project Summary

- Names and contact information for all interest holders & acquisition date
- Detailed directions to the property from the nearest major road intersection
- General physical property description, including acreage, land cover, condition of boundaries
- Description of the Conservation Values as described or identified in deed
- Extent of the investigation – Who did the work, when was the property visited, who consulted etc.

- Project History** – A brief summary of how the project was initiated, and how it progressed over time that identifies the roles of any project partners

Description of Historic and Current Land Use and Management

- Inventory of Property Improvements** - include map identifying location of all improvements, including but not limited to:

- Major & minor agricultural structures such as barns, sheds, riding arenas, corrals, fences, stock tanks
- All manmade ponds, stock tanks or reservoirs and any recreational improvements
- Roads, public and private, paved and unpaved, including two-tracks
- Existing radio or cell towers, power lines, dumps, transfer stations, cemeteries, gravel pits or similar site disturbances

Physical Description (include maps as appendices)

- Topography – A general description including any notable landmarks referenced in the report
- Geology – Note the underlying geology and any notable features located on the property
- Soils – Note the major soil types and their locations on the property

- Hydrology – Note water features, watershed information and other information related to water
 - Vegetative Communities & Wildlife Values (include known species)
 - Scenic, Open Space and Historical Values
 - Owner Acknowledgement Statement**
 - Appendices**
 - Photographic Documentation w/ photopoint map
 - USGS Topographic map,
 - Locus map showing nearby conservation land
 - Aerial map
 - Additional maps describing physical conditions (geology, soils, hydrology, land cover, other)
 - Annotated Survey Plan or Detailed Property Map including man-made features
- 5. Environmental Site Assessment (may be included in BDR or PCR)**
- A. If no known buildings or commercial or industrial uses on property (past or present) submit:
- A “Checklist for Env. Assessments” or the equivalent; with no recognized environmental conditions
- B. For buildings (past or present), or properties with known commercial or industrial uses (past or present), assessment must:
- Conform to the American Society for Testing and Materials (ASTM) Designation E 1527-05, “Standard Practice for Environmental Assessments: Phase I Environmental Site Assessment process”
 - Be completed by an environmental consultant with 5 or more years’ experience
 - Include, at minimum:
 - A 50-year history of land usage
 - A description of the physical inspection of the site
 - A description of the findings from any waste site files reviewed at the DES for the property, including date
 - A description of any other records review or personal interviews conducted
 - An opinion by the consultant that there is no contamination concern for the property
- 6. Final Project Budget (submit using excel “Final Project Budget” spreadsheet provided by LCHIP)**
- Total Project Cost must include only LCHIP-eligible expenses, non-eligible expenses should be shown separately
 - Final LCHIP Grant Award must be less than or equal to 50% of Total Project Cost
 - Non-LCHIP sources of cash funding must be greater than or equal to 50% of the final LCHIP Grant Award
 - Administrative Expenses must be less than or equal to 5% of LCHIP Grant Award
- 7. Stewardship Plan (fee acq.) or Policies (CE or HPE acq.) *If previously submitted, only new or revised policies need be submitted***
- For fee acquisitions: a plan addressing how land management and stewardship of the property will be undertaken; how such activities will be funded, and an overview of the enforcement program including trespass/encroachment response policies or procedures. The plan should be sufficient to guide future management activities and decisions.
 - For CE acquisitions, copies of stewardship policies, procedures or program documents.
 - For HPE acquisitions, see separate guidance for Stewardship Plans for Historical Resources or contact LCHIP.
- 8. Sign Order Form**
- A completed Initial Project Sign order form.
- 9. Publicity**
- Draft press release announcing completion of project, with acknowledgment of LCHIP support, approved for distribution.
- 10. Documentation of Adoption of Land Trust Alliance Standards and Practices**
- Documentation that the grant recipient / steward has adopted the Land Trust Alliance Standards and Practices, unless previously submitted. (ex: a formal resolution, copies of approved minutes, or evidence of accreditation by the Land Trust Alliance. More information here: landtrustalliance.org/topics/land-trust-standards-and-practices/adopt-land-trust-standards-and-practices.)

If you have any questions, please contact LCHIP.