



**Guidance Document:
Fee Acquisition Property Condition Reports**

The Property Conditions Report (PCR) documents the condition of the property as of the date of acquisition. PCRs do not need to be recorded. If seasonal conditions or other circumstances prevent a full PCR from being completed prior to conveyance, interim data can be submitted before closing, with a final, full PCR completed and submitted to LCHIP by a date agreed to in advance. The post-grant obligation to submit a full PCR will be added to the LCHIP grant agreement. Failure to meet this obligation may require grant funds be repaid.

REQUIRED CONTENTS:

1. Project Summary

- a. Names and contact information for all interest holders & acquisition date
- b. Detailed directions to the property from the nearest town
- c. Narrative describing conservation values protected
- d. Extent of the investigation – who did the work, when was the property visited, who consulted etc.

2. Project History

3. Historic land uses and management

4. Physical Description

- a. Topography – A general description and notable landmarks referenced in the report
- b. Geology – Note the underlying geology and any notable features located on the property
- c. Soils – Note the major soil types and their locations on the property
- d. Hydrology – Note water features, watershed information and other information related to water
- e. Vegetative communities & wildlife values (include known species)
- f. Scenic, open space and historical values
- g. Inventory of property improvements - include GPS locations of all improvements, including:
 - i. Major & minor agricultural structures such as barns, sheds, riding arenas, corrals, fences, stock tanks
 - ii. All manmade ponds, stock tanks or reservoirs and any recreational improvements
 - iii. Roads, public and private, paved and unpaved, including two-tracks
 - iv. Existing radio towers, cell towers, power lines, dumps, transfer stations, cemeteries, gravel pits and similar areas of site disturbance
 - v. Description of boundary markings/monuments

5. Property Management Plan

- a. Description of management goals

- b. Five-year management plan, include the following, as appropriate
 - i. Forest management
 - ii. Planned improvements (trails, kiosks, bridges, culverts, shelters, parking areas, signage etc.)
 - iii. Boundary maintenance plan
 - iv. Invasive species control
 - v. Other

6. Appendices

- a. USGS topographic map
- b. Locus map showing nearby conservation land
- c. Aerial map
- d. Annotated survey plan or detailed property map including man-made features
- e. Copy of recorded property deed(s) or other legal restrictions encumbering the property