

LCHIP Guidance Document: Conservation Easement Baseline Documentation Reports

The Baseline Documentation Report (BDR) documents the property's condition as of the date of conveyance. The BDR should be prepared prior to closing, and signed by Grantor/ee prior to or at closing. BDRs do not need to be recorded. If seasonal conditions prevent a full BDR from being completed prior to conveyance, interim data and a schedule for finalizing the full BDR may be signed by Grantor/ee at or before closing, with a final, full BDR completed and submitted to LCHIP by a date agreed to in advance. The requirement to submit a full BDR will be added to the LCHIP grant agreement. Failure to meet this obligation may require grant funds be repaid.

1. Property Name & Aliases

2. **Interest Holders** - list interest held and holder contact information. If property owner is not local, include contact information for local contact (ex. farm manager, lessee)

3. **Deeds / Plans** - include date of record, registry book and page or drawer/plan numbers

4. **Directions** - to primary access point from the nearest intersection of publicly maintained roads. Include approximate address for all secondary access points.

5. **Project Description** - describe history, goals/purposes, key partners & funders

6. Property Description

a. Acreage - list total conserved and indicate if total includes excluded, building envelopes, special management areas etc.

b. Land Cover by % of total CE area

- i. Forest
- ii. Wetland (Forested, scrub-shrub, open, etc.)
- iii. Grassland (non-ag)
- iv. Agricultural (Cropland, Orchard, Hay field, Pasture)
- v. Surface Water (pond, lake)
- vi. Developed (identify by type - farmstead, log landing, roads, etc)
- vii. Impervious surface coverage if limited by deed, with breakdown (ie barn, tanks, high tunnels)

c. Conservation Attributes / Values (align term with that used in CE)

- i. Agriculture
- ii. Forestry - include description of soils, stands, harvest history, existing forestry plan
- iii. Habitat - flora and fauna - describe key habitat types and known or suspected species
- iv. Water (surface, subsurface, wetlands, drinking water supply protection),
- v. Recreation / education - describe existing recreational uses
- vi. Scenic/aesthetic - describe public locations from which property can be viewed
- vii. Cultural/historic - describe history of property, any known historical (archeological) or cultural resources

d. Buildings and Structures

e. Other improvements / disturbances

f. Existing Conditions - observed conditions that may be inconsistent with the CE i.e. existing erosion, dumping, or unauthorized use

7. **Condition of Boundaries** - describe tagging and blazing (type, color, intervals). In attachment 9, provide photograph and photograph(s) representative of blazing/tagging, and photograph indicating the location of any obscured or less-conspicuous corner monuments such as iron pins or drill holes.

8. **Signed Affidavit of Preparer** - Identify preparer and describe qualifications, dates of inspection and extent of investigation and brief description of report (# of total pages, # of maps, # of photographs).

9. **Attachments**

- a. Maps - Overlay boundary lines and use consistent orientation, scale and data frame when feasible.
 - i. Aerial photograph
 - ii. Land Cover - identify current uses, natural and disturbed land areas, and key features, buildings, structures, and improvements
 - iii. Soils - forest or agricultural as appropriate to the project
 - iv. Wildlife habitat (NHFG Wildlife Action Plan)
 - v. Water - surface, subsurface, hydric soils, wetlands, and high-priority water supply lands as appropriate to the project
 - vi. Photo Locator - show location and perspective of each photograph
- b. Photographs numbered to correspond with locations on photo locator map and showing resources protected, structures and improvements, and other features
- c. Recorded survey / plan
- d. New Hampshire Natural Heritage Report
- e. Recorded easement
- f. Environmental Assessment (Phase 1 or Environmental Review)

10. **Signed Acknowledgements of Property Condition**

- a. Grantor/ee - include the following above the Grantor/ee signature

In compliance with Section 1.170A-14(g)(5) of the federal tax regulations, the undersigned accept and acknowledge that the foregoing description of natural resources and other features, together with its attachments, is an accurate representation of the property at the time of the conservation easement conveyance. The Grantor further certifies that if any of the documentation (information, exhibits, or photographs) was prepared in advance of the closing and date of execution of the conservation easement, the condition of the property as depicted in this Report has not materially changed since the date of documentation. The Grantor and Grantee accept and acknowledge that the entirety of this report is intended to aid in the enforcement of the conservation easement.

- b. LCHIP - LCHIP prefers not to sign BDRs. If required, include the following above the LCHIP signature.

In compliance with Section 1.170A-14(g)(5) of the federal tax regulations, the undersigned states that, to the best of their knowledge, the foregoing description of natural resources and other features, together with its attachments, is an accurate representation of the property at the time of the conservation easement conveyance; that they have no evidence contradicting the foregoing description, and that they are relying on the knowledge and expertise of the preparer in accepting and acknowledging this description.