

**GREEN ACRES
LOCAL GOVERNMENT UNIT AND NONPROFIT GUIDE**

Present Condition Report Checklist

If a local government unit or nonprofit acquires a conservation easement with Green Acres funding, it shall prepare a report that clearly documents the conditions of the project site at the time the restriction is to be acquired. This Present Condition Report shall be prepared after Green Acres approves the survey, and shall be submitted to Green Acres prior to acquisition of the project site.

The following items shall be included as part of the Present Condition Report:

- 1) Cover sheet, signed by the landowner and easement holder/land steward, certifying that the information contained in the report is a clear and truthful representation of the conditions of the property.
- 2) Narrative memorializing the original intent for the conservation easement, and summarizing the present condition of the property to be preserved.
- 3) Survey clearly marking public access and areas excepted from the easement.
- 4) Legal description, including a reduced 8 ½” by 11” survey & approved Green Acres Surveyor’s Certification Form.
- 5) USGS Topo Map and/or Aerial Photograph.
- 6) Tax Map.
- 7) Road Map.
- 8) Photographs representing the existing site conditions, including all improvements and areas of particular recreation/conservation interest. These must be labeled accordingly on the survey, see #3 .