

**Checklist of Items to Provide Appraiser**

**Agricultural Conservation Easement Program - Wetland Reserve Easement (ACEP-WRP)**

**Landowner Name:** \_\_\_\_\_

**NEST Application Number:** \_\_\_\_\_

<b>Items to be Provided by the Field Office<sup>1</sup></b>	
<input type="checkbox"/>	<b>1</b> Proposed easement area: On an aerial photograph, identify the location of the proposed easement area, access to the easement, easement boundary, and an estimate of the acres. Also, provide a U.S. Geological Survey topographical map and a Federal Emergency Management Agency floodplain map (if available in your office) of the proposed easement area.
<input type="checkbox"/>	<b>2</b> Preliminary legal description of both the proposed easement area (boundaries can be outlined in pen and descriptions written on maps or photos provided above): e.g., “proposed easement area: 200 acres, NW ¼ of Section 10 T55N R20W of 5 PM”
<input type="checkbox"/>	<b>3</b> Assessor’s parcel number (APN) for proposed easement area: either outlined on the APN maps or provide a list of APNs
<input type="checkbox"/>	<b>4</b> Aerial photograph indicating the location and acreage of any conservation agreement, contract, or easement of any type that is associated with any part of the farm (based on info from landowner)
<input type="checkbox"/>	<b>5</b> Documentation provided by NRCS identifying the volume or proportion of irrigation water rights to be retained for the subject property in the “after” condition, as necessary to ensure the function of the wetland operation and other wetland conservation values <sup>2</sup>
<input type="checkbox"/>	<b>6</b> Hazardous substance examination checklist and any available information pertaining to the probability of hazardous substances being found on the property to be appraised <sup>3</sup>
<input type="checkbox"/>	<b>7</b> Completed preliminary certificate of inspection and possession
<input type="checkbox"/>	<b>8</b> Any other pertinent data relating to the property or special circumstances
<b>Items to be Provided by the Landowner to the Field Office</b>	
<input type="checkbox"/>	<b>9</b> Recorded landowner’s name, physical address, and telephone number
<input type="checkbox"/>	<b>10</b> Written permission from the landowner or representative, authorizing appraiser access to the property for appraisal purposes
<input type="checkbox"/>	<b>11</b> Copy of the deed, showing current status of title and evidence of ownership
<input type="checkbox"/>	<b>12</b> Copy of recorded written access to easement area
<input type="checkbox"/>	<b>13</b> If landowner is willing to share the most recent preliminary title report, policy of title, or any other documentation disclosing title and legal description, that would also be helpful
<input type="checkbox"/>	<b>14</b> Specific details of any existing easements, reservations, or other restriction that encumbers the subject property, as provided by the landowner
<input type="checkbox"/>	<b>15</b> Documentation of water rights owned, including wells on the property to be appraised <sup>2</sup>
<input type="checkbox"/>	<b>16</b> Copy of completed Farm Service Agency Form CCC-505, filled out by the landowner, for any crop base acres or allotments that are located in the proposed easement area <sup>4</sup>
<input type="checkbox"/>	<b>17</b> Documentation of agricultural production data (e.g., last 2-5 years, what crops produced, typical yields)

<b>Items to be Provided by the State Office</b>		
<input type="checkbox"/>	<b>18</b>	Copy of the WRP appraiser information package
<input type="checkbox"/>	<b>19</b>	Copy of “Warranty Easement Deed” or “30-Year Contract for Land Use”
<input type="checkbox"/>	<b>20</b>	Preliminary title report

<sup>1</sup> Please provide a copy of the information to the State office, which will provide information to appraiser.

<sup>2</sup> Landowner will provide documentation of water rights. NRCS will identify the quantity to remain attached to the easement. Generally, all water rights should be retained. If not, identify what portions will be retained with the easement and what portions will be removed, based on the language within water rights documentation.

Examples: 1) All water rights will be retained.

2) 50 percent of water rights will be retained.

3) 18 cfs available, 2 cfs will be left in-stream, and 16 cfs will be retained for the easement.

4) 3 ac/ft/year potentially available; only 2 ac/ft/year will be used on the easement

<sup>3</sup> If you suspect potential issues with hazardous materials, please notify the State office.

<sup>4</sup> CCC-505 will not be processed until the easement is closed. Any crop base or allotment acres acquired by NRCS must be retired from Federal Government programs.