**Conservation Easement**

**Acquisition Checklist for**

**Private Wetland Bank**

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| --- | --- | --- |
| Landowner Name: |  | County: |
|  |  |  |

**REQUIRED FORMS AND DOCUMENTS**

**SECTION 1 – Forms & Documents required for initial review by BWSR easement staff**

[ ]  $1,000 initial Easement Acquisition Fee (check payable to the Minnesota Board of Water and Soil Resources)

 **Please send check to:** Wetland Bank Administration

 MN Board of Water and Soil Resources

 520 Lafayette Road North

 St. Paul, MN 55155

[ ]  Acquisition Checklist for Private Wetland Bank (this form) – Submit with Section 1 Forms & Documents

[ ]  *Conservation Easement Initiation Form for Private Wetland Bank*

[ ]  *Conservation Easement Assessment Form for Private Wetland Bank*

[ ]  Aerial photo with preliminary easement boundary and photo scale clearly shown (no other lines/shading, etc.). Section corners or centers should also be clearly identified. This should be consistent with that provided in the approved wetland bank plan application.

[ ]  Copy of Landowner's Deed(s) (Warranty, Quit Claim, Contract, Trustee, Probate or Personal Representative, etc.).

[ ]  Other Ownership Documents as Applicable (Government Lot Maps, Death Certificates, Partnership Documents, Ingress/Egress Agreements, etc.)

**SECTION 2 – Forms & Documents required to complete easement acquisition**

**\*Applicants must wait to start Section 2 until after BWSR approves the Section 1 Forms & Documents**

[ ]  Certificate of Survey for conservation easement boundary in accordance with BWSR survey requirements.

[ ]  Title Commitment

[ ]  Final Title Policy

**Other information/comments:**

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If you have questions on these requirements, please contact Lucy Kozub at lucy.kozub@state.mn.us or (651) 539-2575.