



FLAGSTAFF COUNTY CONSERVATION EASEMENT PROGRAM

CONSERVATION EASEMENT CHECKLISTS



December 2017

A guidance document to support the operations of the Flagstaff County Conservation Easement Program



Miistakis
Institute

Prepared for Flagstaff County by the Miistakis Institute

CONSERVATION EASEMENT CHECKLISTS

Application

- Landowner Statement of Intent received
- Land title pulled to ascertain ownership
- Statement of Intent brought before Agricultural Service Board
- Potentially affected parties identified by Agricultural Service Board
- Potentially affected parties contacted
- Adjacent landowners given notice of intent to pursue conservation easement within 30 days of ASB decision

Negotiation

- County representative appointed to negotiate conservation easement
- Draft conservation easement template modified to reflect current project
- Landowner desires incorporated into Draft
- Baseline Documentation Report completed (may be after conservation easement signed)
- Management plans created / attached (as needed)
- Appraisal conducted by qualified appraiser
- EcoGift Certification process initiated by landowner
- Draft conservation easement brought before Agricultural Service Board
- Draft provided to Planning and Development for review
- Review by County legal counsel conducted
- Dower Affidavit secured (if needed)
- Mortgage postponement secured (if needed)
- ASB recommendation of draft conservation easement taken to Council

Approval

- ASB Recommendation put before Council
- Council Resolution made / passed

Execution

- Affidavit of Execution undertaken by landowner (Grantor)
- Declaration of Grantee completed by CAO
- Required notification given to Provincial Ministries (as per Regulation)
- Conservation easement filed with Registrar of Land Titles

Recordkeeping

- Conservation easement filed with County
 - Easement Agreement
 - Baseline Documentation Report
 - Management plan(s)
- Donation receipt provided to landowner
- Information compiled for County Annual Reporting

Monitoring

- Landowner contacted in advance of monitoring visit
- Necessary monitoring materials acquired
 - Updated maps
 - Ecological inventories (as needed)
- Landowner interview conducted
- Site visit conducted
 - Photo points repeated
- Monitoring report template filled in
- Landowner sign off for monitoring report completed
- Monitoring report filed with County
- Landowner contacted in advance of monitoring visit