

Watershed Agricultural Council

Agriculture ♦ Forestry ♦ Conservation Easements ♦ Economic Initiatives

33195 State Highway 10, Walton, New York 13856-2500

phone: 607-865-7790

fax: 607-865-4932

www.nycwatershed.org



Easement Program Conservation Easement Monitoring Guidelines

Comment [RN1]: Format/layout will reflect the most current guideline template revisions – (i.e. Amendments, Ag. Applicant Selection Criteria)

The following guidelines ~~for the monitoring of WAC CEs are established by the Easement Program Easement Committee to establish~~ establishes ~~standards~~ the standards and practices associated with ~~the regular routine~~ monitoring of WAC easements ~~on easements~~ purchased with funds provided by the NYCDEP ~~as well as donated conservation easements~~.

A. Purpose of Monitoring

~~Regular Routine~~ monitoring of Watershed Agricultural Council (WAC) ~~Ce~~ conservation ~~Ce~~ easements (CE) is necessary to ensure that:

1. The terms and conditions of the easement ~~agreement~~ and any ~~activity~~ Reserved Right approvals are ~~being adhered to by landowners~~ upheld.
2. There is ~~good clear~~ communication between WAC and Easement Landowners.
3. Monitoring requirements are met pursuant to the contract with NYCDEP.
4. The ~~CE's~~ conservation purposes are maintained ~~under consistent with~~ Section 170(h) of the Internal Revenue Code.

B. Monitoring Schedules

1. ~~Before conducting monitoring of a WAC CE encumbered property~~ Prior to commencing annual routine monitoring, Easement Program ~~Staff~~ Staff will create an ~~Annual M~~ Annual M ~~onitoring C~~ onitoring C ~~alendar to help~~ alendar to help establish a monitoring schedule for all properties encumbered by a WAC CE.
 - a. The calendar will include monitoring visits for CEs expected to close in the first six months of the calendar year.
 - b. New ~~easements CEs~~ that close in the last sixth months of the calendar year may be scheduled for their first ground monitoring visit the following calendar year as long as the first ground monitoring visit occurs within six months ~~of the closing date~~.
2. Within 20 days of the beginning of each calendar year, ~~on the A~~ an the A ~~nnual M~~ nnual M ~~onitoring C~~ onitoring C ~~alendar will~~ alendar will ~~that identifies the type of identifying the monitoring visit type, and anticipated inspection date by~~ month/quarter ~~for each Easement Property, including inspections that will be done with NYCDEP~~ The calendar will be based on a calendar year and identify identifies properties ~~encumbered by a WAC CE~~ to be monitored on a by month quarterly basis.
3. NYCDEP staff may accompany WAC staff on up to 20 percent of the annual inspections as indicated on the ~~Annual M~~ Annual M ~~onitoring C~~ onitoring C ~~alendar and described in the contract between WAC and DEP~~.

C. Number and Types of Monitoring Visits

1. All WAC CE ~~P~~ properties ~~encumbered by an easement that have been purchased~~ using DEP funds will be monitored twice annually. ~~Of the two required monitoring visits for purchased easements, one~~ must be a ground monitoring visit, and the second may be conducted via aerial fly-over or a second ground visit. ~~For Purchased Easements, WAC stewardship staff will conduct at least one annual~~

ground monitoring visit and/or one annual aerial monitoring fly-over of each property. For properties that cannot be inspected via aerial monitoring, two ground monitoring visits will be conducted.

- a. All easements shall have an initial ground monitoring visit within six months of the closing date.
- b. For easements that close after July 1st, and appear on the annual monitoring calendar, only one visit is required and that shall be a ground monitoring visit.
- c. Easements with a history of violations or ~~many approved reserve rights~~ significant Reserved Right ~~may approvals may~~ receive two ground monitoring visits annually determined at the discretion of the Easement Program ~~Manager~~ Director or Stewardship Coordinator.

D. Monitoring Visits and Monitoring Reports

1. The purpose of monitoring ~~is to ensure the terms and conditions of the easement and any Reserved Right approvals are upheld. inspections shall be to determine whether the terms and conditions of the easement, and any activity approvals approved activities are being adhered to by the landowner.~~ Monitoring of the Whole Farm Plan (WFP) and determining if the landowner is farming in accordance with a Whole Farm Plan WFP will ~~be done~~ conducted independently of the ~~ground routine~~ monitoring visit via an Annual Status Review (ASR) by the Agricultural Conservation Planner WAP staff (see Section E).
2. Activities associated with ~~inspections of the Easement Property shall include, but not be limited to; a review of the stewardship file, review of Baseline Documentation Report, applicable surveys and baseline documentation GIS maps, review of the Deed of Conservation Easement, review of previous monitoring reports, activity Reserved Right request approvals, past violations, a n d Whole Farm Plans; a ground traverse and visual examination of the Easement Property; and, where feasible, an interview with the grantor of the Easement Landowner and any tenant operator of the Easement Property concerning recent and planned activities for the Property.~~ inspections of the Easement Property shall include, but not be limited to; a review of the stewardship file, review of Baseline Documentation Report, applicable surveys and baseline documentation GIS maps, review of the Deed of Conservation Easement, review of previous monitoring reports, activity Reserved Right request approvals, past violations, a n d Whole Farm Plans; a ground traverse and visual examination of the Easement Property; and, where feasible, an interview with the grantor of the Easement Landowner and any tenant operator of the Easement Property concerning recent and planned activities for the Property.
3. The details of each inspection shall be recorded in a Monitoring Report (Attachment "A").
4. Annually, and prior to each monitoring visit, Easement WAC Program Staff shall:
 - a. Send letters to all landowners that will have their ~~P~~ properties' monitored in the upcoming ~~quarter~~ calendar year, notifying them that they will be contacted prior to the ground monitoring visit.
 - b. Send a letter, make a telephone call or email landowners at least 1 week prior to conducting an actual monitoring visit, notifying them that a monitoring visit is scheduled for their property. Landowners will be invited to participate in the monitoring visit.
 - c. Prepare for monitoring inspections, by reviewing all stewardship files, and the Baseline Documentation Report as well as database information to ensure it is current and accurate (see Section D2).
5. During a Ground Monitoring Visit, WAC staff shall:
 - a. Physically inspect the ~~P~~ property to determine adherence to the terms and conditions of the Easement. Inspections shall include a ground traverse of use-areas and identification of boundary line ~~lines inspections and maintenance~~, as well as a meeting with each ~~Grantor Easement Landowner~~, when possible, to discuss recent and planned activities and/or any other issues that may have arisen for the respective Easement Property.
 - b. Complete the Ground Monitoring Report (Attachment "A") for each WAC CE-encumbered property during all ground monitoring visits.
 - c. Complete the Aerial Monitoring Report (Attachment "B") for each WAC CE-encumbered property during all aerial monitoring flights.

- d. Complete an Allocation Tracking Form to ensure the landowners retained rights (additional tax Parcels, new residences, Agricultural Structure Square Footage, Recreational Structure Square Footage, FADAs) are current and accurate (Attachment C).
6. During an Aerial Monitoring Visit, WAC staff shall:
 - a. Visually inspect Easement Properties along flight path for compliance with the terms of the Deed of Conservation Easement.
 - b. Complete the Aerial Monitoring Report (Attachment "B") for each WAC CE-encumbered property observed during ~~all~~ aerial monitoring flights.
7. Quarterly reports that summarize the respective monitoring visits will be submitted to the NYCDEP at each quarters end. Individual Property monitoring reports will be finalized made available to the NYCDEP upon request for each property upon completion of a monitoring visit and copies of a report for each property will be submitted to the NYCDEP on a quarterly basis.
8. Grantors Easement Landowners will may be sent a follow-up letter that addresses of the ground monitoring visit any inquiries regarding notifications or reserved rights, potential issues, or violations identified during the monitoring visit at the end of the quarter in which their Property was monitored. the content of the ground monitoring report. Landowners should will not be routinely sent a copy of the ground monitoring report.
9. Copies of monitoring reports will be placed in the respective Properties' stewardship files and the Black stewardship binder.

Comment [WM2]: This section, D6, has been created to specifically address aerial monitoring visits.

Comment [WM3]: This was moved from former section D5c above.

E. Monitoring of Whole Farm Plans

1. ~~The Easement Program Agricultural Conservation Planner~~ On an annual basis, WAP staff, shall review the status of the design and implementation of Whole Farm Plans ~~on for~~ all Easement Properties, ~~on an annual basis.~~
2. Prior to the beginning of the calendar year, the Easement Program ~~Manager-Director~~ and Easement Program Agricultural Conservation Planner will coordinate with the Agricultural Program Manager to develop ~~of and~~ schedule Annual Status Reviews to be conducted on farm properties with conservation easements.
3. The Agricultural Conservation Planner will create an Annual Status Review Calendar based on the calendar year that lists the Properties by quarter, month
4. WAP Staff, utilizing the Agricultural Program's most current and approved Annual Status Review Form (Attachment D) shall determine whether the most current Whole Farm Plan satisfactorily addresses all water quality issues or whether a revision or new Whole Farm Plan shall be necessary.
5. WAC shall update and/or revise a Whole Farm Plan whenever there is a significant change in the operation ~~on f~~ an Easement Property or the WFP has resulting in a potential negative impact on water quality, or if there has been a change of ownership of the Easement Property.
6. The Agricultural Conservation Planner shall notify the Easement Program ~~Manager-Director~~ of any properties requiring WFP revisions, updates, ~~to the WFP~~ or a new WFP. The Easement Program ~~Manager-Director~~ will notify the Agricultural Program Manager of easement-encumbered properties that require revisions, or updates to the WFP, or require a new WFP. Both program managers will work with the Executive Director to allocate resources necessary to complete all revisions, updates or new WFPs.

F. Potential Violations Identified During Monitoring

1. WAC staff shall ~~take all appropriate steps available~~ reasonable efforts to resolve and correct any ~~and all perceived minor violations of the Easement, of which WAC has become aware.~~
2. WAC Staff will immediately notify the Easement Program Director and Easement Program Stewardship Coordinator of any actual or potential violations identified during a monitoring visit to a Property. The Easement Program Director and Easement Program Stewardship Coordinator ~~Program Manager~~ shall determine the appropriate action necessary to resolve the violation as outlined in the Easement Landowner's Deed of Conservation Easement.
2. ~~WAC staff shall follow the process of notifying a grantor of a violation as identified in the Violation's clause of the grantor's easement.~~
3. Violations ~~for of~~ WFPs will be determined using the Easement Program Violations Guidelines (TBD) Enforcement Section of the Deed of Conservation Easement and via consultation with the WAP Whole Farm Planner as informed by the WAP Guideline: Farming in Accordance with a Whole Farm Plan (WFP).
4. WAC staff shall follow the process of notifying the Easement Landowner of a violation as identified in the Violation's clause of the Easement (see "Enforcement" as per the Section of Deed of Conservation Easement).
4. ~~WAC Staff will immediately notify the Easement Program Manager of any actual or potential violations identified during a monitoring visit to a Property. The Program Manager shall determine the appropriate action necessary to resolve the violation as outlined in the Easement Program Violation Guidelines (TBD) as well as the grantor's Deed of Conservation Easement (Section 21, Enforcement).~~

Comment [WM4]: This was formerly section F4 – proposing it be moved up to section F2

Comment [WM5]: This was formerly section F2 – proposing it be moved down to section F4

G. Post Monitoring Visits – Reserved Right request and Updates to the BDR

1. All ~~R~~reserved ~~R~~ights requests identified during monitoring visits will be processed consistent with the terms and conditions of the conservation easement and all relevant policies and guidelines of the Easement Committee when addressing Grantor Easement Landowner requests for approval of activities under the terms of a respective Easement.
2. All stewardship activities identified by WAC staff during monitoring visits, such as ~~R~~reserved ~~R~~ights requests, amendment requests, technical support, violations, notifications (such as conveyances, leases, as of right uses) will be tracked by property on a spreadsheet and/or database and compiled annually/quarterly. Such compiled data will be utilized for the publication of an annual Stewardship Report to quantify all stewardship activities occurring on WAC Easement encumbered properties.
3. ~~As stated in per Section D., subsection 8, above,~~ WAC ~~Stewardship S~~staff ~~will may~~ send landowners a letter at the end of each quarter in which a Property was monitored. ~~after a monitoring visit has been conducted.~~ The letter will review and describe any issues, violations, requests or notifications identified during the monitoring visit. Prescriptions and time frames meant to address potential or actual violations will be sent in a separate letter as per the resolution of the WAC Easement Committee, as well as establish a prescription and time frame to address any outstanding violations or activities.
- 4-3.

Comment [WM6]: Consider removing/adjusting section D7-D8 to remedy redundancies regarding post-monitoring follow-up.

H. Updating Baseline Documentation

1. WAC shall update baseline documentation whenever necessary, including but not limited to, when an Easement Property has been subdivided, sold, or amended.

- a. In the event that a ~~P~~property is subdivided and ~~/or~~ conveyed or an existing tax parcel restricted by a WAC Conservation Easement is conveyed from an original ~~G~~grantor Easement, a new Stewardship Binder must be created for the new property and the Stewardship Binder for the original ~~G~~grantor Easement must be modified to reflect the reduction of acreage to the original grantor Easement.
- b. Content for Stewardship Binders for newly created properties restricted by an original grantor Easement shall include the following:
 - i. ~~8 1/2 x 11 Ortho Map depicting boundaries of original grantor easement and boundaries of new property.~~
 - ii. ~~New Baseline Documentation Report describing all use areas, allocations (new residences, additional tax parcels, agricultural structure square footage, recreational structure square footage), inventory of structures. Report must state that property is restricted by an original grantor easement. Report must be signed by new landowner.~~
 - iii. ~~Copy of original grantor Deed of CE.~~
 - iv. ~~Copy of Deed of conveyance assigning retained and reserved rights (subdivisions, residences, agricultural and recreational structure square footage).~~
 - iv. ~~Copy of Whole Farm Plan (WFP) or WFP2 Appendix listing WFP BMPs located on property.~~
 - v. ~~New Photo point Map of property~~
 - vi. ~~New Photos of property that correlate with the Photo point Map~~

☐ 8 ½" x 11" Original Grantor Survey Map

☐ 8 ½" x 11" Topo map-with property location

☐ 8 ½" x 11" Original Property Map-with all subdivision

☐ 8 ½" x 11" Subdivided Property (Survey or Map)

☐ 11" x 17" Photopoint Location Map

☐ Baseline Document Report Text

☐ Property Deed-

☐ Deed of Conservation Easement

☐ Whole Farm Plan or WFP-2

☐ Forest Management Plan (if applicable)

☐ Bluestone Extraction Plan (if applicable)

▪ Bluestone Quarry Photopoint Map

▪ Photos of Bluestone

☐ [Full Property Photopoint Map \(plotter format\)](#)

☐ [Photos of Property](#)

☐ [ADA Photopoint Map \(plotter format\)](#)

☐ [Photos of ADA](#)

☐ [Allocation Tracking Form \(as day of conveyance\)](#)

☐ [Reserved Right Reminder Form](#)

Staff Standard Operating Procedures:

A. Draft Monitoring Schedule

1. Easement Program Manager (PM) and Stewardship Specialist run report from Database to identify all closed properties. Report will identify all properties, easements and Whole Farm Plans (WFP).
2. Stewardship Specialist drafts schedule on spreadsheet that lists properties for monitoring by month, identifying months for both ground and aerial monitoring. Properties should be grouped together by geography and spread out equitably over the calendar year.
3. New Easements that have never been monitored get scheduled first — DEP contract requires monitoring visit within six months after closing.
4. Draft schedule should be brought to committee for review and consideration of content at the December Committee Meeting.

Documents

— Monthly schedule of landowners on spreadsheet

B. Draft Monitoring Letter

1. Stewardship Specialist drafts, prints, signs all pre-monitoring letters, on a quarterly basis notifying landowners of both ground and aerial monitoring
2. Executive Assistant enters date letter was sent into database
3. EA will sort, stamp, send pre-monitoring letter; places copy in stewardship file
4. Letter sent two weeks prior to quarter that landowner is scheduled for monitoring visit based on monitoring schedule.

Documents—

Letter from Stewardship Specialist

C. Schedule Site Visit / Pre-Monitoring Activities

1. Stewardship specialist schedules monitoring visit with landowner based on monitoring schedule via telephone or email
2. Prior to monitoring visit, Stewardship Specialist reviews:
 - a. Baseline report (black binder) to ensure it is current; ensures all documents such property map, (aerial photo map depicting easement) baseline report.
 - b. Binder for conveyed or subdivided properties should include all deeds and reflect all changes corrections, revisions resulting from conveyance or subdivision.
 - c. Binder to ensure it include most current WFP
 - d. Reviews data base and ensures data is correct and up to date

Comment [CHY7]: TO BE REMOVED. SOPs are for internal use only and not to be attached to the guideline. The SOP as applicable, however, remains in place.

- e. Reviews stewardship folders to look at history of stewardship activity; checks to see if there are any outstanding stewardship issues such as open previously approved reserved right requests.
- f. Checks to see if allocations in deed of CE for agricultural structures, recreational structures, residential dwellings, subdivisions are current and correct and appropriate supporting documentation is filed at county and placed in stewardship folder to reflect most current allocations to a property (i.e. deed changes are documented).
- g. Ensures WFP or FMP is current (FMPs must be renewed every ten years).
- h. If deficiencies in WFP/FMP or allocations are found, Stewardship Specialist identifies deficiencies in Spreadsheet and reports to Program Manager and works on plan to resolve outstanding issues.

Documents

— Property/Easement/WFP Spreadsheet

D. Conduct Sites visit

- 1. LCS visits property and conducts site visit.
 - a. Ground traverse of property — checks against baseline report and original ortho — aerial of property.
 - b. Review and complete monitoring report with landowner when possible (Attachment “A”)
 - c. Discussion of proposed and/or approved activation of reserved rights or other issues/activities.
 - d. Discuss Allocation (Agricultural, Recreational, subdivision, residences) and indicate amounts remaining on Allocation tracking Form (Attachment “C”).

Documents

— Monitoring Report

— Annual Status Review (ASR) — for applicable properties

E. Monitoring Visit Follow Up

- 1. Stewardship specialist reviews monitoring report with Program Manager — reviews land plan map against monitoring report.
- 2. Stewardship Specialist gives hand-written report to EA for data entry; EA types up report.
 - a. LCS Follows up with any activation of reserved rights (work requests that emerge from monitoring)
 - b. Follow up on any violations that emerge from monitoring visit — see process for violations as defined in SoW and CE
- 3. EA files copy of report in baseline folder, original in fireproof safe, and sends copies to DEP and WAG on a quarterly basis.
- 4. Stewardship Specialist writes thank you letter to Land Owner; letter identifies any issues, work requests or violations and proposes appropriate course of action and timeframe.
- 5. EA mails land owner Thank You letter (from Stewardship Specialist) and files in Stewardship folder
- 6. Program Manager runs Comprehensive Monitoring Report to see which properties have been monitored and which still need monitoring and reconciles with monitoring schedule.

Documents

— Thank you letter to land owner

Attachment "A"

Comment [CHY8]: OUTDATED Version. Newest form as previously adopted below. See "new attachment A"

~~WATERSHED AGRICULTURAL COUNCIL EASEMENT PROGRAM MONITORING REPORT~~

1.	Date of visit: _____ Date of previous visit: _____ Time on site: _____		
2.	Farm Name: _____ NYC DEP ID: _____		
3.	Town: _____ Closing date of original easement: _____		
4.	Current Owners: _____ Operator: _____ Address: _____ Owners Telephone Number: _____		
5.	Was owner contacted prior to visit? If yes, how? (Eg. letter, phone)	Yes	No
6.	Did owner or owners representative accompany the monitor? If yes, who?	Yes	No
7.	Did NYC DEP staff attend monitoring visit? If yes, who?	Yes	No
8.	Is there an agricultural assessment on the eased property? Current Agricultural Uses:	Yes	No
9.	Was a Whole Farm Plan Annual Status Review completed during this visit? If no, explain: Watershed Agricultural Program Planner, date of most recent WFP Revision:	Yes	No
10.	Is protected property in accordance with the Whole Farm Plan? If no, explain: Date referred to Watershed Agricultural Program:	Yes	No
11.	Has the protected property been transferred, conveyed, subdivided, or leased in any form since the last monitoring visit?	Yes	No
	Deed From: _____ Deed To: _____ County: _____ Liber: _____ Page: _____ Date _____		
12.	Do you plan to transfer, convey, subdivide, or lease the protected property in any form within the next 12 months?	Yes	No

13.	Has there been construction of any agricultural, residential, recreational, or rural enterprise structures on the protected property since the last monitoring visit?	Yes	No
14.	Do you plan to construct any agricultural, residential, recreational, or rural enterprise structures on the protected property in the next 12 months?	Yes	No
15.	Has there been any application of domestic septic effluent, or has there been any individual subsurface sewage treatment systems installed on the protected property since the last monitoring visit?	Yes	No
16.	Is there any plan to apply domestic septic effluent, or install an individual subsurface sewage treatment system on the protected property within the next 12 months?	Yes	No
17.	Has there been any or is there a proposed farm related refuse/debris/equipment storage area(s)?	Yes	No
18.	Has there been any or are there proposed commercial timber harvests on the protected property?	Yes	No
19.	Has there been any or is there proposed commercial bluestone mining on the protected property?	Yes	No
20.	Has there been any or is there proposed stream work on the protected property?	Yes	No
21.	Has there been any or are there proposed rights of way or utility easements on the protected property?	Yes	No
22.	Has there been any or are there proposed towers, wind turbines or communication devices on the protected property?	Yes	No
23.	Has there been any or is there proposed application of pesticide/fertilizer within FCEA?	Yes	No

OTHER:

1. _____ Has there been any trespass or encroachment on the eased property?
2. _____ Does the easement property have a Forest Management Plan approved by WAC?
3. _____ How is the design of the Conservation Easement on your property working for you?
4. _____ Potential Violations Observed:
5. _____ Comments/Discussion:

INSPECTOR CHECKLIST:

1. _____ Description of monitoring activities completed during visit:
2. _____ Description of photos taken:
3. _____ Comments for next

inspection: MONITOR(S)

~~PRESENT:~~

~~LEAD MONITOR SIGNATURE:~~

WATERSHED AGRICULTURAL COUNCIL
EASEMENT PROGRAM MONITORING REPORT

Comment [CHY9]: CURRENT- new attachment
"A". Previously approved by EC-used in 2014

Formatted: Centered

1. **AMV Date:** **Previous AMV Date:** **Total AMV Time (hours):**

2. **Easement Acres:** **NYC DEP ID:**

4. **Current Owner(s):** **Original Easement Grantor(s):**
Mailing Address:

Contact Number: ()

Email Address:

4. **Property Location (Town / Road):**

(if different than mailing address)

5. **How was owner contacted prior to visit?**

☒ Letter ☐ E-mail ☐ Phone

6. **Did the owner attend the monitoring visit?**

If no, who?

Yes No

7. **Did NYC DEP staff attend the monitoring visit?**

Yes No

8. **Is there an agricultural assessment on the easement property?**

Yes No

Current Agricultural Uses

☐ Dairy

☐ Non-Dairy/Livestock

☐ Equine

☐ Poultry

☐ Hay/Pasture/Crops

☐ Produce

☐ Fallow/None

☐ Other _____

Operator: _____

9. **The Whole Farm Plan (WFP) Annual Status Review (ASR) was completed on:**

Date: _____ By: _____

WAP Planner: _____

WFP Revision Date: _____

10. **Has the Property been transferred, conveyed, subdivided, or leased in any form since the last monitoring visit?**

Yes No

11. **Do you have plans to transfer, convey, subdivide, or lease the Property?**

Yes No

12.	Has there been construction or conversion of any Agricultural, Residential, Recreational, or Rural Enterprise structures on the Property?	Yes	No
13.	Do you plan to construct or convert any Agricultural, Residential, Recreational, or Rural Enterprise structures on the Property?	Yes	No
14.	Has there been any application of domestic septic effluent, or has an individual subsurface sewage treatment system (SSTS) been installed on the Property?	Yes	No
15.	Are there plans to apply domestic septic effluent, or install an individual subsurface sewage treatment system (SSTS) on the Property?	Yes	No
16.	Are there any new, or proposed farm-related refuse/debris/equipment storage areas?	Yes	No
17.	Has there been, or is there proposed Commercial Forestry on the Property?	Yes	No
18.	Has there been, or is there proposed application of pesticide/fertilizer within FCEA?	Yes	No
19.	Has there been, or is there proposed Mining (Bluestone) on the Property?	Yes	No
20.	Has there been, or is there proposed stream work on the Property?	Yes	No
21.	Has there been, or are there proposed rights of way or utility easements on the Property?	Yes	No
22.	Has there been, or are there proposed Towers and Communication Devices on the Property?	Yes	No
23.	Are you aware of any encroachment(s) on the Property?	Yes	No

INSPECTOR CHECKLIST:

- Description of Monitoring Activities**
☐ Walked/Observed ADA ☐ Walked/Observed FA-ACEA ☐ Walked/Observed RPA ☐ Walked/Observed FCEA

☐ Other _____
- Potential Violations:**
- Comments/Discussion:**
- Description of Photos Taken:**

5. Comments for Next Inspection:

Stewardship Specialist Signature: _____ Date: _____

Attachment "B"

**AERIAL MONITORING
REPORT**

Comment [CHY10]: OUTDATED-new attachment "B" below.

1. ~~Flight Date:~~

2. ~~Farm Name:~~

3. ~~Town:~~

4. ~~Current Owners:
Address:~~

~~Telephone:~~

5. ~~Were aerial monitoring photos taken?~~ ~~Yes~~ ~~No~~

6. ~~Have there been any apparent new activities since the last monitoring report?~~ ~~Yes~~ ~~No~~
~~If yes, explain:~~

7. ~~Did you note any possible violations of the terms of the conservation restriction?~~ ~~Yes~~ ~~No~~
~~If yes, explain:~~

8. ~~Remarks:~~

MONITOR: _____ DEP ID: _____

WATERSHED AGRICULTURAL COUNCIL
EASEMENT PROGRAM AERIAL MONITORING REPORT

Comment [CHY11]: CURRENT - This is the most recently adopted Aerial Monitoring Form – "Attachment B"

1. **Flight Date:**
2. **DEP ID#:**
3. **Easement Landowner / Property:**
4. **Original Grantor:**
5. **Were aerial monitoring photographs taken?** **Yes** **No**
Notes:
6. **Are there any new apparent activities, or buildings?** **Yes** **No**
If yes, explain:
7. **Did you note any possible violations to the terms of the Conservation Easement?** **Yes** **No**
If yes, explain:
8. **Additional Remarks:**

Stewardship Specialist: _____ Date: _____

Attachment "C"

**Watershed Agricultural Council – Easement Program
Deed of Conservation Easement – Allocation Tracking Form**

Comment [CHY12]: OUTDATED. See new attachment "C" as previously approved for 2014.

Landowner _____ Name: _____
Easement Name: _____ DEP
ID #: _____
Original _____ Grantor: _____
Other Information: _____
~~Allocations: _____ Permitted Original Grantor: _____ Conveyed to: _____ Conveyed from: _____ Utilized:
Remaining:
-Future Acceptable Development
Area (FADA)

-Agricultural Building And
Improvement

-Residential Dwellings
-Recreational Building And
Improvement

-Subdivisions (Additional tax
parcels)~~

NOTES:

Allocations listed above indicate the remaining permitted allocations associated with this Deed of Conservation Easement at this time. Should a conveyance occur, these allocations are required to be distributed accordingly in the respective deed(s).

Landowner Signature: _____ Date: _____
WAC Representative Signature: _____ Date: _____

WATERSHED AGRICULTURAL COUNCIL
EASEMENT PROPERTY ALLOCATION TRACKING FORM

DEP ID #: _____

Current Easement

Property Landowner(s): _____

Original Easement

(Recorded)

Grantor(s) to WAC: _____ **L./Pg.-Date:** _____

Easement Property Tax Parcels:

County	S-B-L	Acres

County	S-B-L	Acres

Underlying Chain of Title (Fee):

_____	to: _____	L./Pg.-Date: _____	Map #: _____
_____	to: _____	L./Pg.-Date: _____	Map #: _____
_____	to: _____	L./Pg.-Date: _____	Map #: _____
_____	to: _____	L./Pg.-Date: _____	Map #: _____

Property Allocations	Original Allocations	Utilized/Conveyed*	Remaining Allocations
Future Acceptable Development Areas (FADA)			
Agricultural Buildings and Improvements			
Residential Dwellings			
Recreational Buildings and Improvements			
Subdivisions (additional tax parcels)			

Comment [CHY13]: CURRENT-This is the most recent adopted iteration of the Allocation Tracking Form.

*Notes: _____

Stewardship Specialist: _____ Date: _____

Landowner Signature: _____ Date: _____
Whole Farm Plan Date: _____ Status: _____

Original Approval Date: _____
Revision # _____ Date: _____ Date: _____ Status: _____

Forest Management Plan

Original Approval Date: _____
Valid From: _____ to: _____

Ground Monitoring

Aerial

Date: _____ Date: _____
Date: _____ Date: _____
Date: _____ Date: _____
Date: _____ Date: _____
Date: _____ Date: _____
Date: _____ Date: _____
Date: _____ Date: _____
Date: _____ Date: _____
Date: _____ Date: _____
Date: _____ Date: _____
Date: _____ Date: _____
Date: _____ Date: _____
Date: _____ Date: _____
Date: _____ Date: _____
Date: _____ Date: _____
Date: _____ Date: _____

History of Reserved Rights

Date: _____ Status: _____

Date: _____ Status: _____

Date: _____ Status: _____

Date: _____ Status: _____

History of Notifications

Date: _____ Status: _____

Date: _____ Status: _____

Date: _____ Status: _____

Date: _____ Status: _____

Date: _____ Status: _____

Date: _____ Status: _____

Date: _____ Status: _____

Date: _____ Status: _____

History of Amendments

Date: _____ Status: _____

History of Violations

Date: _____ Status: _____

Date: _____ Status: _____

Date: _____ Status: _____

Date: _____ Status: _____

Attachment "D"

**Watershed Agricultural Council/Watershed Agricultural Program
Annual Whole Farm Plan Status Review — 2010**

Comment [CHY14]: OUTDATED – see above section for comments and discussion.

Date: _____

Landowner: _____

Producer: _____

Farm Number: _____

Reviewer: _____

Planner: _____

Type of Status Review: ☐ Basic ☐ Comprehensive ☐ Verification
(complete verification form)

1. Have there been any changes in the farm's land resources (owned or rented) in the past year? ☐ Yes ☐ No

(If yes, please complete table below.)

Tract and Field, or Tax Parcel No.	Acres	Current use	Owners (please list full name, address and phone, if possible.	Owned or Rented? (circle one)	Added or Deleted? (circle one)
				Owned or Rented	Add or Delete
				Owned or Rented	Add or Delete
				Owned or Rented	Add or Delete

Comments:					

2. Has the future mission (goals) of the farm business changed for the next 1–5 years? ☐ Yes ☐ No
(If yes, please explain)

3. Does the Whole Farm Plan (WFP) address all of the potentially negative water quality impacts of the farm operation? ☐ Yes ☐ No (If no, please explain)

4. Are all implemented BMPs working effectively? (For a Comprehensive Status Review, list and evaluate all implemented BMPs). ☐ Yes ☐ No
(If no, please complete form below)

[illegible]

<u>BMP</u> <u>Number</u>	<u>BMP</u> <u>Name</u>
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[illegible]

7. Are there issues/comments about the program that the farmer would like to discuss and have forwarded to the Watershed Agricultural Council? ☐ Yes ☐ No (If yes, please explain)

8. Reviewers comments:

The Watershed Agricultural Council (WAC) has a strong commitment to effectively communicating with our program participants. Correspondence by e-mail allows us to provide timely program updates and to inform you of new opportunities. Your e-mail address will only be used within the Watershed Agricultural Council and its programs unless further permission is obtained. The WAC does not sell or rent e-mail addresses to anyone outside these programs.

Email Address:

Signature:

 Date:

Print Name:

 Landowner/Producer

 Reviewer

=====

**Verification Review Form
Inactive Farms**

1. Are there agricultural activities presently being conducted on the farm? ☐ Yes ☐ No, it is inactive.
(If yes, please describe the activities are taking place)

Crops:

Animals:

Land Utilized:

Other:

**Watershed Agricultural Council/Watershed Agricultural Program BMP
Operations and Maintenance Report — 2010**

Date:

Landowner:

Producer:

Farm Number:

Reviewer:

Planner:

I. — Operations and Maintenance Concern:

II. ~~Action Plan:~~

A. ~~Farmer action to address Operations and Maintenance concern:~~

B. ~~Technical assistance needed from WAP to address Operations and Maintenance concern:~~

C. ~~Date for completion of the action plan:~~ o Immediate or Completion Date:

Signature: _____ Date: _____

Print Name: _____
Landowner/Producer _____ Reviewer _____

Final Completion of
O&M Remediation: _____
Reviewer Signature _____ Date _____