Easement Acquisitions Branch (EAB)
MAPS for ACEP-ALE and RCPP Entity Held Easement applications

EAB utilizes the State supplied conservation maps as Exhibits to the Parcel Contract, Due Diligence Contracts, and submittal of support documentation for Internal Controls. It is important the maps are consistent, clear, and professional in order to provide quality service.

There may be several maps in one application package, such as the soils map, land eligibility map, plan map, etc. For EAB purposes, below are the elements required for the Offer map, also referred to as the Exhibit to the Parcel Contract or Easement Boundary Map, and the Access (ingress/egress) maps.

The elements listed below are consistent with policy criteria located in Title 180 – National Planning Procedures Handbook (180-VI-NPPH, Amend. 8, Nov. 2020).

Map Title Block

- ☐ Title: Offer Map or Proposed Easement Boundary Map
- ☐ Complete Application Number for the current fiscal year
- ☐ Customer(s): Landowner Name (legal name not common name)
- ☐ Acres – Estimated Acres (match the application and supported by ownership deed)
- ☐ County and State of easement offer area
- ☐ Lat/Long for Easement Boundary location or Section, T, R (match with ownership doc)
- ☐ Date the map was prepared

Map and Map Legend

- ☐ Clear boundary lines showing all acres to be enrolled/surveyed
  - Merged internal boundary lines
  - Make the easement area transparent and use thick colored border (yellow or red)
- ☐ Include the Access Route showing the entire route from the public road to the CE boundary
  - Include label of private, state, or federally owned land the access crosses
  - Reference access easement record number in legend, if applicable
- ☐ Map Scale
- ☐ Information needed to locate the planning area (e.g. geographic coordinates, public land survey coordinates, address, etc.)
  - Section, Township, Range layer to match with Ownership document
- ☐ North arrow
- ☐ Map symbol legend on the map or as an attachment include appropriate interpretations, such as roads, streams, boundary, or recorded access.
- ☐ If map contains more than 1 parcel, include the distance between parcels
- ☐ If application contains more than 1 parcel, and more than 1 mile apart, provide separate maps with acres of the individual parcel