

Toolkit

Task Guide #45

Guidance for Developing an Easement Customer Folder

March 25, 2008

Abstract

Per guidance from the state office Easement Programs Team (EPT), the following information will be used for an easement application plan. Departure from the standard conservation planning process within Toolkit will be required. Refer to General Manual (GM) 180.KS409.5 for additional information. This task guide will outline guidance for the Toolkit customer folder and provide instruction for field office (FO) staff in preparing the customer folder for use by the EPT.

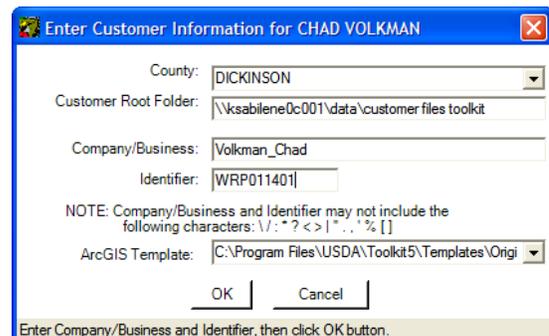
Guidance

- Each easement application will be stored in a separate customer folder within the National Conservation Planning Database (NCP).
- Practices scheduled in other conservation plans will not be documented in the easement plan.

Instructions

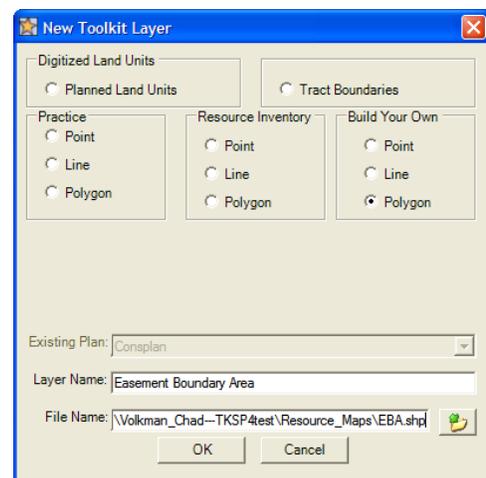
Create a New Easement Customer Folder

1. Click **Create New Customer Folder**  with the customer selected being the Decision Maker/Primary Participant.
 - a. Set County to administering county
 - b. Enter the Company/Business name
 - c. Enter the appropriate Identifier, which is the acronym for the program (WRP, GRP...), followed by the standard Toolkit Identifier of Township-Range-Section to a maximum of 12 characters



Create an Easement Boundary Area (EBA) Shapefile

1. Open the customer and then open the ArcGIS Map Document (MXD) from the Customer Files tab
2. Create an EBA shapefile
 - a. Click the **New Toolkit Layer** button 
 - b. Click the **Polygon** radio button under Build Your Own
 - c. Enter "Easement Boundary Area" for the Layer Name
 - d. Enter "EBA.shp" for the File Name to be stored under Resource Maps for this customer folder
 - e. Click **OK**



3. Create an exterior boundary for the EBA using one of the following options.
Note: The EBA shapefile must be in edit mode for the following options. Edit mode will be active by default after completing Step 2 above.
 - a. Manually digitize the exterior boundary
 1. Click the **Add Feature**  button from the Polygon Editor Toolbar
 2. Digitize the exterior boundary of the EBA
 3. Stop Editing
 - b. Copy/Paste features from an existing layer
 1. From the Table of Contents (TOC), select the source layer to copy features from
 2. Verify the source layer is selectable
 3. Use the Select Features  button from the Tools Toolbar and select the features from the source layer to add into the EBA shapefile
 4. Click the **Edit** menu then **Copy**
 5. Click the **Edit** menu then **Paste**
 6. Turn off the source layer
 7. Verify the features have been pasted into the EBA shapefile
 8. Use the Merge  button from the Polygon Editor Toolbar and merge all features into one polygon that is the exterior boundary of the EBA
 9. Stop Editing
4. Save the ArcMap Map Document (MXD) to a new file
5. Check in the customer folder
6. Inform the EPT that the customer has been created and initial FO work is complete