

## 2013 GRP Application Package Checklist

|  |  | Notes |
|--|--|-------|
| <b>Application – NRCS-CPA-1200</b>                       | <p>_____ CPA-1200 application completed in full, signed and dated _____</p> <p style="background-color: red; color: black; padding: 2px;"><b>Landowner name(s) and signatures on all application documents must be identical to name(s) on deed</b></p> <p>_____ If a trust, LLC or other entity is all or part of ownership a document providing signature authority is included with the application.</p>  |       |
| <b>Map of Easement Boundary and Ingress-Egress Route</b> | <p>_____ Map shows township and range, section lines and section numbers and provides a clear description of the easement boundary while representing the landowner's <b>FINAL</b> easement proposal. Any land the landowner does not want within the easement (cabin sites, mineral claims, etc.) should be removed and reflected on the map prior to application submission.</p> <p>_____ A written legal description of the easement boundary is included on the map.</p> <p>_____ An ingress-egress route stemming from a county or State road into the property is clearly described on the map.</p> <p>_____ A locator map with clear regional geographic features such as rivers, reservoirs, roads or towns.</p> |       |
| <b>Deed and Proof of Ingress-Egress</b>                  | <p>_____ Landowner deed proving ownership of property.</p> <p>_____ If the ingress-egress route goes from a county road across property not supported by the deed, the landowner provided a recorded easement document that specifically states a <u>non-exclusive easement with assigns</u> (without this language <b>ONLY</b> the landowner can legally access the ingress-egress route).</p> <p>_____ NRCS representative discussed outstanding mortgages and other title exceptions the landowner must resolve prior to easement closing.</p>  |       |
| <b>Ranking Tool</b>                                      | <p>_____ Ranking Tool has been completed by the Field office and _____ reviewed by the Area Office.</p>  |       |
| <b>FSA AGI/HEL</b>                                       | <p>_____ An FSA Subsidiary printout report for adjusted gross income and highly erodible land/wetland conservation determination is included. All landowners (all names stated on the deed) must complete a 1026 and 931 with FSA for 2013.</p>  |       |
| <b>1199 – Direct Deposit</b>                             | <p>_____ Landowner must complete an 1199 Direct Deposit Form. We cannot obligate funds without it.</p>   |       |
| <b>Mineral Rights</b>                                    | <p>_____ NRCS representative discussed ownership of mineral rights with landowner.</p>   |       |
| <b>NRCS Representative</b>                               | <p>_____ Date _____</p>  |       |
| <b>Landowner (all landowners on the deed must sign)</b>  | <p>_____ Date _____</p>  |       |