

# **Rhode Island NRCS Baseline Documentation Requirements for Agricultural Conservation Easement Program- Agricultural Land Easement (ACEP-ALE)**

**Baseline documentation should be submitted 90 days before closing on the conservation easement.**

## **REQUIRED BASELINE DOCUMENTATION REPORT ITEMS**

- Conservation easement name and location
- Date Baseline was completed
- Name, address and phone number of current landowner
- Entity responsible for monitoring
- Name of inspector, affiliation, and contact information
- Total easement acres
- Location map (on a USGS topographic map or county road map)
- Land use/land cover map (major land uses: cropland pasture, hay land, forest, rangeland, farmstead, buffers along streams, water bodies, sinkholes, and wetlands)
- Soils map and legend with prime, unique, and important soils designated
- National wetlands inventory map and legend (if applicable)
- Floodplain map (if applicable)
- Field crops grown and rotations
- Conservation practices (structural practices such as diversions, terraces, and grassed waterways and management practices such as conservation tillage, nutrient management, and integrated pest management)
- Hay crops grown and condition (for example, 75 percent stand of 70 percent timothy and 30 percent red clover)
- Pasture and condition (for example, 80 percent stand of 60 percent orchard grass and 40 percent white clover)
- Grassland or range species and condition (for example, switch grass, big bluestem, indian grass in fair condition)
- Grasslands of special environmental significance description and location (if applicable)
- Forest species, average diameter and height (for example, 75 percent red oak and 25 percent shagbark hickory with an average diameter of 12 inches and an average height of 50 feet)
- Irrigation rights and volume of irrigation water rights to be retained for the easement;
- Critical nesting habitat for declining grassland bird populations or other designated critical habitat areas
- Special features for which the parcel is being protected, such as historical or archeological resources
- All physical structures, infrastructure and improvements, including but not limited to houses, barns, sheds, corrals, fences, ponds, watering facilities, and roads
- Animal Inventory (for example, 100 mature dairy cows, 25 dairy heifers, and 25 female dairy calves)
- Animal Waste Storage and Handling (for example, one 100,000-gallon slurry storage for dairy manure applied to cropland, hay land, and pastures through a traveling gun irrigation system)

- Potential Problem Areas (concentrated flow areas, heavy use areas, pesticide mixing and storage areas, underground storage tanks, septic systems, wetlands, riparian areas, stream banks, shorelines)
- Land use and management
- Status of boundaries
- Any areas of concern on or adjacent to easement.
- Signature of landowner and inspector
- Photographs of the parcel with brief picture descriptions including the directional heading. These parcel photographs are to be accompanied by a survey map containing the visual representations of each picture's location and directional heading.
- Impervious surface map
- Building envelope (Photos, locate on Map)
- Aerial and topographic map (can be combined with the soil map, building envelope, or impervious surface map)

**Optional:**

- Table of contents
- Additional comments from the inspector regarding the status of the property
- Description of plant communities (include invasive plants)
- Description of unusual ecological, historical, or geological features. Example: Rare or unusual plant species, ecological communities, critical habitats or wildlife.

**Note:** Rhode Island NRCS requires the above list to be provided for the baseline documentation. The national NRCS baseline example is available in the 2008 Farm Bill Manual for FRPP at Subpart J (Exhibits) 519.95.

Attached: Sample Baseline Report Template

**CONSERVATION EASEMENT BASELINE DOCUMENTATION  
& Acknowledgment of Property Condition**

**Date Baseline Complete:** \_\_\_\_\_

**Easement Name:** \_\_\_\_\_

Parcel Location: Road Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ County: \_\_\_\_\_ Zip: \_\_\_\_\_

**Current Landowner(s) (Easement Grantor/Donor):** \_\_\_\_\_

Address(es): \_\_\_\_\_

Phone: \_\_\_\_\_

**Easement Holder/Grantee:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Name of Inspector(s):** \_\_\_\_\_

(If contact information is different than Easement Holder/Grantee)

Address(es): \_\_\_\_\_

Phone: \_\_\_\_\_

**Back-up Grantee or Executory Interest Holder (if applicable):** \_\_\_\_\_

Address(es): \_\_\_\_\_

Phone: \_\_\_\_\_

**Method of Acquisition:**     Gift     Purchase     Bargain Sale     Bequest     Other

Explain:

**Total Easement Acreage:** \_\_\_\_\_

**Ownership Deed:** Book #/Page #(s) \_\_\_\_\_

Tax Map #/Lot #(s) \_\_\_\_\_

**List approximate acreage or percentage of natural features:**

Forest \_\_\_\_\_ Natural Pond or Lake \_\_\_\_\_

Hay Field/Pasture \_\_\_\_\_ Man-Made Pond \_\_\_\_\_

Cultivated Field \_\_\_\_\_ Bog \_\_\_\_\_

Wetlands \_\_\_\_\_ Stream or River \_\_\_\_\_

Other (specify) \_\_\_\_\_ Ledge/rock outcrop \_\_\_\_\_

Predominant Soil Types (see attached soil map)

**Property Access: (Take photo and describe access to the easement)**

Maintained Public Road  Un-maintained Public Road  Private Road

Via legal R-O-W from:  Public Road  Private Road  Water

**Permitted recreational activities:**

Hiking/walking  Hunting  Snowmobiling  
 Horseback Riding  None  
 Other \_\_\_\_\_

**Frontage on the easement (in feet) of the following items:**

\_\_\_\_\_ Maintained Public Road \_\_\_\_\_ Un-maintained Public Road  
\_\_\_\_\_ Private Road \_\_\_\_\_ Pond \_\_\_\_\_ Lake \_\_\_\_\_ River

**Survey Boundaries:**

Date Surveyed: \_\_\_\_\_

Corner monuments/pins found: Yes  No  (if no, explain)

Well marked blazes found: Yes  No

Comments:

**Describe the property condition:** include land use and management. Describe the condition and locations of current and future agricultural/forestry and recreational uses of the property (i.e.: crop grown, pasture/grass land and condition, critical nesting habitat, irrigation or rights, Heavy use areas, tilled croplands, hiking trails, waste storage, conservation practices, animal inventory, animal waste storage and handling etc).

**List buildings or structures on property:** include houses, sheds, barns, docks, man-made ponds, utilities, etc. List dimensions and purpose, and provide location on attached map.

**Description of unusual ecological, historical, or geological features.** Example: Rare or unusual plant species, ecological communities, critical habitats or wildlife. (optional)

**Concerns, potential problem areas or other comments of inspector:**

**ACKNOWLEDGEMENT OF PROPERTY CONDITION**

In compliance with Section 1:170A-14(g)(5) of the federal tax regulations, the undersigned accept and acknowledge that this Baseline Documentation Report is an accurate representation of the property at the time the conservation easement was transferred to the grantee.

**Landowner (s):**

\_\_\_\_\_

Date: \_\_\_\_\_

**Landowner (s):**

\_\_\_\_\_

Date: \_\_\_\_\_

**Landowner (s):**

\_\_\_\_\_

Date: \_\_\_\_\_

**Easement Grantee:**

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

**Easement Grantee:**

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

**Easement Grantee:**

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

**Supporting Documentation:**

- Topography Map
- Soils Map
- Aerial Map
- Impervious Surface Map
- Building Envelope
- Photographs
- Floodplain Map
- National Wetland Inventory Map
- Survey Map (with picture references)
- Other: