

## APPENDIX E

### Baseline Documentation Report Checklist

- Complete Site Evaluation
- Prepare Standard Contents of the Baseline Documentation Report (BDR)
  - Title page
    - Title of the conservation easement
    - Date the BDR was prepared
    - Names and affiliations of preparer(s) and field staff
    - Property owner's name, address, and phone number
  - Purpose of the Conservation Easement
    - Recite conservation values as stated in the conservation easement
    - Summary of restrictions and reserved rights
  - Description of the property
    - Location of/directions to the property
    - Acreage of the conservation easement
    - Maps
      - \*Final approved subdivision plan with the limits of disturbance for developed area and conservation easement area
      - \*\*Aerial photo with precise property boundaries superimposed (PLEASE NOTE: also be sure that the property boundaries are well-marked on the ground with corner monuments, well-marked blazes, etc)
    - Ground photographs of particular resources and/or man-made features on the site.
      - Anchor photo locations to landmarks such as rock outcrops, fence corners, trees, etc. that can be easily identified and recorded on the aerial photo.
      - The photos should be numbered, dated, initialed, and accompanied by a brief description.
  - Statement of acknowledgement with signatures
- Prepare at least three copies of the original BDR: one for the landowner, one for the permanent file, and one for the working file.
- Record the BDR. It may be recorded as an exhibit when the easement itself is recorded, however this can be expensive because recording fees are based on the number of pages recorded. It is common

to make reference to the documentation in the easement and keep it in file with the holder. The easement must note who holds the original BDR<sup>1</sup>.

- Store the BDR. Store one copy in a permanent file that is in a secure, fireproof location with other important documents (the easement itself, the management plan, etc). If possible, computerized storage should be utilized as well. This way the BDR, easement document, maps, photos, and other data are all linked<sup>1</sup>.

*Examples of maps to be included:*



\*\*2008 aerial photo with precise property boundaries superimposed



\*Final approved subdivision plan with the limits of disturbance for developed area and conservation easement area

Sources of maps:

<http://www.dem.ri.gov/maps/index.htm#GV> Collection of RI Internet Map Servers: Environmental Resource Map, Topo Map and Aerial Photo Finder

<http://www.edc.uri.edu/riatlas/> Critical Resource Atlas, an internet map server (URI Environmental Data Center)

<http://www.narrbay.org/ims.htm> Collection of Internet Map Servers with RI (NarragansettBay.org)

<http://www.edc.uri.edu/atlas/> Digital Atlas of RI containing natural resource data and maps

<sup>1</sup> Adapted from: Byers, Elizabeth and Karin Marchetti Ponte. *The Conservation Easement Handbook*. Land Trust Alliance and The Trust for Public Land, 2005.