



Steps in the Buncombe County Conservation Easement Process

1. Initial Evaluation:

- Initial conversation with landowner and delivers informational packet
- Landowner returns completed application from Landowner packet
- Staff reviews application, prepares maps, and gathers information about property
- Discussion of landowner's goals for the property

2. Site Visit:

- We visit and photograph the land with the landowner
- We discuss proposed project within greater detail
- Evaluates application with the BCSWCD selection criteria

3. Soil and Water Conservation District Board Approval Process:

- We present proposal to the board for review/recommendation

4. Due Diligence:

- We discuss with landowner and get a written agreement that landowner wants to proceed
- Arrange for title work, legal access from public road, etc.
- Start environmental assessment
- Ask if there are any existing survey of property—and order survey if needed
- Mark Conservation Easement boundary with BCSWCD Farmland Preservation Signs
- Record the survey plat book and page number
- Request mortgage subordination (if needed)
- Order appraisal to be completed 60 days of closing
- We get a copy of the appraisal to turn in for review
- Draft and get legal review of the conservation easement
- Organize stewardship contribution by landowner
- Get Legal description
- We provide landowner with instructions for seeking federal tax deduction

5. Baseline Documentation Report Process (a snapshot of natural elements of the property):

- Start baseline inventory of property by BCSWCD or consultant
- Complete and document baseline work, maps, text, photos, and field assessments

6. Conservation Easement Closing:

- Complete NRCS and FRPP closing checklists
- Landowner signs acknowledgement of baseline conditions of property
- Landowner signs Conservation Easement and document is recorded
- Landowner makes stewardship contribution

7. Post-closing:

- Landowner requests BCSWCD signature of IRS Appraisal Summary Form 8283 for tax credits