



## **Steps in the Conservation Easement Process**

- Landowner submits a non-binding completed application to The Manor Conservancy
- Field visit---TMC staff meet with landowner for a preliminary discussion of landowner's objectives. Conservation features, structures, land use of property are photographed.
- TMC staff completes background research (e.g. zoning, additional conservation information). The conservancy assists the landowner in procuring the necessary data and documents including includes review of property deed, survey, appraisal and other documentation.
- Working from a model easement document, and depending on the program or negotiated provisions with donated easements, a Deed of Easement is drafted. A legal property description and an exhibit attachment which describes the particular assets & conservation values of the property is prepared.
- Easement proposal is submitted to TMC Board for approval.
- For purchased easements, an offer letter to the landowner is generated explaining valuation, the offer & a timeline for consideration
- Draft deed is submitted to other holders if applicable (for example, MET, or Rural Legacy and co-sponsor board for approval)
- Final easement language is reviewed
- Landowner, TMC President, co-sponsor if applicable and attorneys meet to sign deed
- Staff records deed in County land records. Original deed delivered to State Archives and copies sent to landowner, co-sponsor, County and Department of Assessments and Taxation