

SAMPLE

**NRCS**  
**Wetlands Reserve Program**  
**Field Office Application Package for Submission to State Office**

Project Name \_\_\_\_\_ County \_\_\_\_\_

NRCS Planner/FO Contact \_\_\_\_\_

Application type:  Restoration Cost-Share Agreement     30-Year Contract  
 30-Year Easement     Permanent Easement    with  Reserved Rights Pilot Option

**SEND THE FOLLOWING TO THE STATE OFFICE IN A 6-PART FOLDER**

**SECTION 1**

- Applicant contact information, including physical mailing address
- Signed application (Form NRCS-CPA-1200)
- Copy of deed or other evidence of ownership
- Related easement documents (power of attorney, articles of incorporation, LLC papers, trust documents, etc.)
- Ranking worksheet
- Documentation of partnership contributions
- GARC map delineating land categories and descriptions
- Easement offer calculation based on GARCs  
(75 percent for 30-year easements or 30-year contracts, 100 percent for permanent easements)
- Breakdown of cropland versus non-cropland
- FSA subsidiary print showing that *all landowners* listed on the deed are in compliance with AGI/HELC/WC
- Seven-year ownership waiver request (if applicable)

For entities:  Documentation that the entity is legal and valid in the State (secretary of state Web site)  
 Signature authority

- Landowner disclosure worksheet
- Identification and assessment of potential impacts of any public drainage rights, utilities and established easements of right-of-ways that may affect easement or agreement requirements.
- Preliminary certificate of inspection and possession
- Hazardous substance examination checklist
- Water rights addressed and recorded in file (Exhibit D of Warranty Easement Deed), if applicable
- Form CCC-505, "Base Acres Reduction" (only applicable for individually appraised properties)
- Land eligibility determination and map
- Identification of other adjoining lands needed to ensure optimum restoration of the wetland complex.

**SECTION 3**

- Aerial photo or map of *present conditions* clearly identifying:
  - Tract or property boundaries
  - Restoration project boundaries (offered acres)
  - Access route (ingress and egress) for easement acres
  - Drainage features, including streams, ditches, waterways, tile systems, and outlets
  - Utilities, buildings, and existing land use
- Preliminary restoration plan map showing practices required to restore and enhance wetland hydrology, topography, and vegetation
- Soils map and legend with *hydric soils* identified and soils descriptions
- Wetland inventory map (copy of certified wetland determination, if available)
- Map showing acres of various habitats, existing and planned, using the Cowardin "Classification of Wetlands and Deepwater Habitats of the United States" system
- Plat map showing property location

**SECTION 4**

- Preliminary restoration plan
- Estimated restoration costs and quantities (budget)

SAMPLE

**SECTION 5**

- Environmental evaluation (Form CPA-52); include any necessary associated documentation to comply with NEPA requirements, including date USFWS, State resources agency, and other partners' technical assistance requested and comments received
- Request for cultural resources and threatened and endangered species list

**SECTION 6**

- Direct deposit form (If applicable)

**Notes:**

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Designated Conservationist Signature

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Date