

SAMPLE

NRCS
Agricultural Conservation Easement Program – Wetland Reserve Easement
Submission of Application Package Materials to State Office

Landowner Name _____ County _____

NRCS Planner/FO Contact _____

Application type: 30-Year Contract
 30-Year Easement Permanent Easement with Reserved Grazing Rights Option

NEST Application Number: _____

Name of Initiative or WREP, if applicable: _____

MATERIALS IN THE STATE OFFICE SIX-PART APPLICATION FOLDER

SECTION 1

- Applicant contact information, including physical mailing address
 - Signed application (Form NRCS-CPA-1200)
 - Copy of current property deed or other current evidence of ownership
 - FSA subsidiary print showing that *all landowners* listed on the deed are in compliance with AGI and HELC/WC
 - 24-month ownership waiver request (if applicable)
 - Signature authority documents for individuals or entities as needed (power of attorney, articles of incorporation, LLC papers, trust documents, etc.)
- For entities: Documentation that the entity is legal and valid in the State (secretary of state Web site)
- DUNS number
 - Screenprint from SAM.gov showing active registration
- Ranking worksheet
 - Documentation of contributions from the landowner or partners
 - Map showing cropland and non-cropland areas, including map of subclass w soils in land capability classes IV through VIII.
 - Landowner disclosure worksheet
 - Hazardous materials field inspection worksheet
 - Hazardous materials landowner interview
 - 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.
 - Land eligibility determination and map
 - Identification of other adjoining lands needed to ensure optimum restoration of the wetland complex.
 - 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)
 - Written landowner offer to accept less easement compensation, if such offer is made
 - Water rights addressed and recorded in file (Exhibit D of Warranty Easement Deed), if applicable

SECTION 2

- Correspondence

SECTION 3

- Aerial photo or map of *present conditions* clearly identifying:
 - Tract or property boundaries
 - Proposed boundaries of offered area
 - Access route (ingress and egress) to the entire easement area
 - Drainage features, including streams, ditches, waterways, tile systems, and outlets
 - Existing roads, utilities, buildings, and existing land use
- Preliminary restoration plan map showing location of planned practices or activities needed to restore and enhance wetland hydrology, topography, and vegetation and associated habitats
- 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

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Plat map showing property location

SECTION 4

- Preliminary restoration plan, including clear objective about desired restoration outcomes
- Estimated restoration costs and quantities (budget)

SECTION 5

- Environmental evaluation (Form NRCS-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:

Designated Conservationist Signature

Date