

# NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Division of Water, Bureau of Water Assessment and Management

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[www.dec.ny.gov](http://www.dec.ny.gov)

## **WQIP Land Acquisition Project Check Sheet – Conservation Easements**

Grantee:

Project/Parcel Name:

WQIP Contract Number: DEC01-

<u>Document Type</u>	<u>Submitted to DEC On:</u>	<u>Accepted by DEC On:</u>
Monitoring & Stewardship Protocols <sup>1</sup>	_____	_____
Workplan <sup>1</sup>	_____	_____
Property Review <sup>2</sup>	_____	_____
Municipal Notice <sup>3</sup>	_____	_____
Public Access <sup>4</sup>	_____	_____
CE language <sup>5</sup>	_____	_____
CE baseline	_____	_____
First Appraisal	_____	_____
Second Appraisal(s) <sup>6</sup>	_____	_____
Phase 1 Env. Assessment	_____	_____
Survey	_____	_____
Title Report	_____	_____

<sup>1</sup> This document is necessary for contract development in grants gateway.

<sup>2</sup> Property description and map need to be submitted if the proposed parcel was not identified in the contract workplan.

<sup>3</sup> A municipal notification letter must be submitted by not-for-profit applicants only.

<sup>4</sup> Only for parcels where public access may occur and dependent upon DEC review and acceptance.

<sup>5</sup> Awardees are expected to make use of the CE template found on <https://www.dec.ny.gov/pubs/115920.html>

<sup>6</sup> Two appraisals are required when appraised value is over \$300,000.



Department of  
Environmental  
Conservation

AEM Tier 3 Plan <sup>1</sup>	_____	_____
Forestry Management Plan <sup>2</sup>	_____	_____
Deed/NOG draft	_____	_____
Complete Water Withdrawal Permit Modification <sup>3</sup>	_____	_____
Press Release <sup>4</sup>	_____	_____
Purchase Price	_____	_____
Final Notice <sup>5</sup>	_____	_____
Riparian Buffer Maintenance Plan	_____	_____
Post-closing title policy w/mark-ups	_____	_____
Deed certified w/ Recording pages	_____	_____
WQIP Signage	_____	_____
Project Shapefile	_____	_____

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<sup>1</sup> Only required if the property has agricultural land use activities/practices.

<sup>2</sup> Only required if the awardee will conduct forest management activities on the property as defined by the [CE template](#).

<sup>3</sup> Municipalities must submit a complete [water withdrawal permit modification application](#) for all parcels to be acquired.

<sup>4</sup> If an applicant would like to do a joint press release with DEC, notify the applicable DEC contact prior to closing.

<sup>5</sup> DEC will provide awardee with final notice for the to be acquired parcel once all pre-closing documents have been submitted, reviewed, and accepted.