

The Sakonnet Preservation Association, Inc.

Conservation Easement Monitoring Checklist

Prior to Inspection:

- Make sure the “Letter to Landowner” was sent out by Stewardship Committee Chair (Chair).
- Check out property’s Stewardship Binder from office and review, especially, the following:
 - Conservation Easement, particularly the Reserved Rights and Restricted Uses sections,
 - the Baseline Document Report documenting the conservation values protected by the easement,
 - previous monitoring reports and
 - the Report form to be completed.
- Contact the landowner to review the questions on the report form and set up an inspection date with him / her, if interested / possible.

Gather Materials:

- Stewardship Property Binder (blank Report forms are behind “Reports” tab).
- Plastic bag for binder if rain is imminent.
- Paper, pencil or pen, clipboard (optional).
- A compass, field measuring tape, camera, extra film and batteries, (if using a digital camera), insect spray, gloves, binoculars and a Global Position System unit, as needed.
- If you are going alone to the property, notify someone and bring a cell phone, if possible.
- Wear a hunting safety vest at all times during your visit regardless of the season.

Conduct the Monitoring:

- Review Conservation Easement terms with landowner, if possible.
- Walk the boundaries of the property following the Photo Point Map, if available, (see Procedure) and compare baseline photos to what you see.
- Note any changes to property or abutting property and take photographs, per the Procedure, (If the landowner is present, it is imperative to secure his/her permission prior to taking the photographs.)
- Make notes about observations to accompany the photographs, and identify the photograph location & direction from which the photograph was taken.
- Refrain from discussing with landowner or photographing any suspected violations.

Complete the Documentation:

- Fill out Report in black ink or on-line, leaving no spaces blank; and sign it in **blue** ink. Use the term or phrase “none” or “no change observed”, if applicable.
- If applicable (see Procedure), attach notes or photographs, that only document change, to the Report, submit the photographs to the SPA Office, and notify the Stewardship Chair.
- **Report any issues or potential violations as soon as possible to the Chair, or, if unavailable, the President.**
- If no issues or potential violations have been noted, fill in the landowner’s name, the inspection date and sign in blue the “Follow-Up Letter to the Landowner” (in Binder) and submit it with the Report to the Chair, who will date, sign and mail it.
- Return Binder to the SPA office and check off that you returned it on the sign-out sheet or ask the person you give it to do so for you.

PLEASE CALL OR EMAIL THE STEWARDSHIP CHAIR IF YOU HAVE ANY QUESTIONS!!