Annual Property Monitoring Form Template (Long Form)

Property Name: ________________________________

Plat/Lot: __________

Name(s) of Monitor(s): ________________________________

Date of Visit: __________

Time & Duration of Visit: __________

Was the stewardship file & related documentation (easement, deed, baseline documentation report, previous monitoring records, etc.) reviewed prior to the monitoring visit?

Yes  No

Landowner Information

Current Land Owner: ________________________________

Landowner Contact Information (Address/Telephone/E-mail): __________________________

Was the landowner contacted prior to the monitoring visit? Yes  No

How was contact made? Phone  Mail  E-Mail

Items discussed with landowner (please note that the conversation between monitor and landowner is for information gathering purposes only; any concerns identified should be brought to the attention of the monitoring program coordinator for further review/action):

   _____ Were there any natural alterations to land (flooding, erosion, blowdowns)?
   _____ Were there any changes in ownership or any anticipated legal changes (subdivision, creation of LLC)?
   _____ Did they make any changes in agricultural use or structures?
   _____ Did they make any changes in resource management activity?
   _____ Lease status for the farmland?
   _____ Is hunting taking place on the property?
   _____ Was there new construction or activity taking place adjacent to conservation area?

Notes from landowner discussion:

* Development of this Monitoring Checklist was facilitated by the Rhode Island Land Trust Council with funding support from the Rhode Island Conservation Stewardship Collaborative Endowment at The Rhode Island Foundation.
Were you met by landowner (or a representative) while conducting the site visit?  Yes  No
Were you accompanied by landowner (or a representative) during the site visit?  Yes  No

**Property Activity/Change Inventory**

**Agricultural Use** (observed)
Farm type: __dairy  __beef  __sheep/goat  __pig  __poultry  __horse  __orchard  __hay  __nursery  __vegetable  __flowers  __berries  __x-mas trees  __other-describe:________________
Is the farm organic?  Yes  No  Unknown
Farm status:  ______operating as an independent unit (owned or leased)
              ______part of another farm
              ______idle, low productivity use
If farm is leased, is lease term more than 1 year?  Yes  No
Are there retail sales taking place on the farm?  Yes  No
If yes, describe:____________________________________________________

**Recreational Use**
Does the property have trails that are open to the public?  Yes  No
If yes, permitted activities: __hiking/walking  __skiing  __fishing  __biking  __swimming  __dogs  __horses  __ATVs  __other-describe:__________
Is hunting permitted by the public?  Yes  No
Is there a fee charged for public use?  Yes  No

**Forestry Use**
Is the woodland under a forest management plan?  Yes  No
Consulting forester:________________________________________________
Has any timber harvest occurred on the property since the last monitoring visit?  Yes  No
If yes, type of harvest:______________________________________________
Have access roads or landings been constructed?  Yes  No
Are maple sugaring activities being conducted?  Yes  No
Has forest been cleared for agricultural use?  Yes  No
If yes, approximately how many acres:____________
**Wildlife/Natural Resource Management**

Is the land being actively managed for wildlife or other natural resources such as water quality or pollinators?  
Yes  No  Unknown

Is a consultant or state or federal agency involved?  Yes  No

If yes, name _____________________

Management activities since the last monitoring visit: ______________________________

**Construction / Planned Activities**

Have any buildings/structures been constructed since the last monitoring visit?  Yes  No

If yes, describe:____________________________________

If yes, is the structure within the conservation area?  Yes  No

Have any new roadways, ponds, or utilities been established or improved since the last monitoring visit?  Yes  No

If yes, describe:____________________________________

**Monitoring Visit**

1. Describe monitoring activities (walked all boundaries, accessed interior, viewed from the road only, hiked the trails only):

2. Were boundaries clearly marked and identifiable?  Yes  No

   Notes:

3. List and describe any additional observations of human alterations or management activity (construction, clearing, harvest, trails, etc.) that represent changes from the previous visit or baseline document report:

4. To the best of your knowledge, are these activities permitted in the conservation easement or deed?  Yes  No  Not Sure

5. List and describe any other observations, needs, comments etc. that may be affecting the condition of this property:
6. To the best of your knowledge and observation, are the conservation values of this property being preserved and do all activities comply with existing restrictions (as referenced in the conservation easement, deed, etc.)? Yes No
   If no, please describe concerns:

7. Please include any additional comments and reference any additional materials provided (photos, annotated maps, etc.) from the monitoring visit here:

Signature of monitor(s): ___________________________ Date: ____________

This section is to be completed by the monitoring program coordinator:
Signature of receiver (program coordinator, stewardship committee chair, etc.):
______________________________ Date: ____________

Follow-up tasks identified & person who will follow up: