



**Leelanau Conservancy**  
**BASELINE DOCUMENTATION CHECKLIST**

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**Project start date:**

**Date Conservation Easement Recorded:**

**Directions to Conservation Easement and # of acres:**

**EASEMENT DONOR INFORMATION:**

Name of Donor: \_\_\_\_\_

CE Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Twp, Range, and Section: \_\_\_\_\_

Permanent Mailing Address: \_\_\_\_\_

Other Mailing Address: \_\_\_\_\_

Other Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**DATA COLLECTION:**

- Obtain copy of draft easement to review restrictions, etc.
- Review access and approval language for enforcement red flags
- Obtain copy of survey
- Create aerial maps with of the CE property with Arcview
- Create soil map, land use map for field visit
- Meet CE Donor.
- Walk site with donor and Land Protection specialist, if possible
- Gather pertinent info on property
- Find property corners, stake and number and record GPS coordinates
- Find building envelope corners, stake and number and record GPS coordinates
- Take photos along CE Boundary at various vantage points. Photo document any existing structures, dump sites, impacted areas, hunting blinds, exemplary scenic views, building envelopes, etc.

- Record compass bearing and describe photo location in field notes or verify survey
- Conduct habitat assessment and map out ecological communities including a plant species list..
- Conduct walk-through vegetation analysis and develop species list

**PREPARING THE BASELINE DOCUMENT:**

- Prepare maps:
  - Base Map
  - Aerial Map
  - Topographic Map
  - Ecological Communities Map
  - Soil types
  - Photo Points Map
  - Monitoring Map with GPS coordinates and stake numbers and aerial photo
  - Monitoring Map with GPS coordinates and stake numbers without aerial photo
  
- Prepare document: Background, location description, directions to site, topography and soils, ecological communities, man-made features, prohibited actions, maps, photo documentation, and copy of recorded easement and survey
- Have Stewardship Director and Land Protection Specialist review and o.k. document.
- Have CE Donor review document and sign
- Give signed original to Donor
- Place the bound original document inside an envelope, seal, label the outside with the conservation easement name, notarize and sign over the envelope seal. Place the sealed envelope in a fireproof safe.
- Place an exact second copy of the signed original, without an envelope, in the onsite fireproof safe.
- Create a green file for the stewardship office, to have in place for the first monitoring visit. The file will include the conservation easement document, a copy of the baseline report, and include this completed checklist placed after the baseline.
- Create color plastic Field File with laminated maps (monitoring and monitoring with aerial), conservation easement prohibited and permitted uses section, and the survey.
- Scan entire green file and store in the digital archive.
- Enter CE Donors contact information in the Stewardship Database in Access
- Enter the CE name, twp., acreage, tax ID, field stats., date recorded etc. into Stewardship Database in Access
- Check that easy-shp file is completed.
- BASELINE DOCUMENT COMPLETED THIS DATE: \_\_\_\_\_

SIGNATURE OF PREPARER: \_\_\_\_\_