

North Carolina Ecosystem Enhancement Program (NCEEP)

Instructions for Donation of Conservation Easement on Individual Lots

Please complete this form and submit it along with the five documents listed below to :

The North Carolina Ecosystem Enhancement Program

Questions? Call: (919) 715-1263

Attn: Stephanie Horton
1652 Mail Services Center
Raleigh, NC 27699-1652

I. General Information

1. Date _____
2. Project Name _____
3. Landowners Name _____
4. Mailing Address _____
5. Telephone Number _____
6. Authorized Representative (if applicable) _____
7. Authorized Representative's Telephone Number _____

Please contact NCEEP to request acceptance of a donation of conservation easement. After NCEEP agrees to accept the conservation easement, please complete the following steps.

II. Please submit the following documents along with this form to the NCEEP at the address listed above.

1. One copy of the original deed for the parcel of property to be donated for conservation easement
 2. One copy of the original title opinion based on a 21-year search and an attorney's certificate of title for the impacted lot
 3. One copy of each exception to title
 4. An electronic copy of the survey of the potential easement area in Adobe format¹.
 5. One electronic copy of a completed draft of the N.C Conservation Easement Template (Template available on NCEEP website at <http://www.nceep.net> or by contacting the NCEEP). Please send the electronic copies to Stephanie.Horton@ncmail.net and Marion.Patrick@ncmail.net.
- Upon receipt of this form and the above listed documentation, the NCEEP will forward the completed package to the North Carolina State Property Office for review.
 - The conservation easement must be filed by the applicant in the appropriate county.
 - A copy of the recorded and executed easement and supporting documents must be returned to the NCEEP at the above listed address.
 - No easements will be accepted for sites with outstanding mineral leases, timber deeds, or similar encumbrances.
 - Once reviewed and approved by EEP and the SPO, an invoice will be sent to the applicant.
 - Within 15 working days from approval of the complete application package, a letter and an invoice will be mailed to the landowner acknowledging that the easement and supporting documents are acceptable. The appropriate easement management fee as established by N.C Rule 15A NCAC 02R..0402 must accompany the documents at that time. The fee is based on the size of the easement in question and is calculated as follows: The established fee rate is \$397.00/acre. The minimum payment is for stewardship of 0.25 acre, which results in a minimum fee of \$99.25.

- Upon receipt of the recorded and executed easement, supporting documents, and correct management fee, the NCEEP will send a letter of receipt to the landowner and to the appropriate U.S.A.C.E. field office

Please Note: Conservation easements cannot be accepted unless this process is followed.

¹ The final survey, in AutoCAD format, must be geo-referenced and projected in State Plane Coordinates, North American Datum 1983. Meters are preferred units. Please note that the preliminary survey, in Adobe format, must accompany the draft easement document for review.

MARKING OF EASEMENT BOUNDARIES:

EASEMENT BOUNDARIES MUST BE CLEARLY MARKED AS CONSERVATION AREAS WITH PERMENANT; 6 FT. LONG, 4x4 TREATED POSTS AS WELL AS STANDARD SURVEY PINS. TWO FEET OF THE 6-FT. LONG POSTS ARE TO BE BELOW THE SURFACE OF THE GROUND.