

Town of Rye Board of Selectmen

Conservation Commission Land/Easement Acquisition Approval Process

Checklist

1. **Information submittal** from Conservation Commission to BOS to include:
 - a. Tax map copy, including relationship with other town conservation land in vicinity, where applicable
 - b. Property survey plan and boundary description
 - c. Soils map copy
 - d. Wetlands delineation information, if available
 - e. Purchase and Sale Agreement, or conservation/easement agreement, conditional upon BOS and Conservation Commission approval
 - f. Appraisal
 - g. Title Opinion
 - h. Title insurance availability, if applicable
 - i. Description of public access opportunities, and implementation plan and cost estimate where applicable
 - j. Environmental information if and as pertinent (ie water quality benefits, vegetation, wildlife)
 - k. Maintenance plan, if applicable (ie woodlot, woods roads, trails)
 - l. Existing easement status, if applicable (ie utility easements)
 - m. Current use status
 - n. Current tax revenue
 - o. Estimate of development capability and tax revenue/ public cost (if applicable) if fully developed
 - p. Spreadsheet indicating status of bond funds and bond authorization before and after acquisition
 - q. Hazardous materials survey