



This application is being submitted as a part of the new and improved RIM Refresh pilot process for easement acquisition. Pertinent details about this process are described below for applicant reference.

- 1. Title Research:** After the application has been received and determined funded, complete, and eligible, BWSR will proceed with a full historical review of the property's title to identify existing title issues which would conflict with the terms of the conservation easement. The title insurance company will contact the landowner to request the property abstract if required.
- 2. Survey Cost Estimate:** A legal boundary survey of the easement area is required and a cost estimate for the survey work will be obtained by the SWCD early in the process. There will be no out-of-pocket survey expenses for the landowner, however, any survey costs exceeding \$5,000 will be deducted from the RIM easement payment.
- 3. RIM Agreement Signature:** An agreement will be signed prior to survey completion to clarify RIM requirements and outline any title issues that will need to be cleared prior to easement conveyance. The agreement will also indicate the estimated RIM payment based on the preliminary easement boundary/size and the survey cost estimate.
- 4. Survey Field Work:** The SWCD will hire the surveyor and act as an intermediary between the landowner and surveyor to coordinate field work.
- 5. Final Easement Boundary and Payment Approval:** After the surveyed easement boundary has been staked in the field, the landowner will be asked to acknowledge and approve the final easement boundary and payment based on the surveyed easement size and final survey cost.
- 6. Final Title Review and Approval:** After the survey is complete and all title issues have been cleared, BWSR will coordinate a legal review with the State Attorney General's office to confirm no objectionable encumbrances.
- 7. Landowner Easement Signature:** Following legal approval, the SWCD will coordinate with the landowner to sign the easement document, conservation plan, and any other documents required by the title company. The SWCD will then mail the original documents to BWSR for countersignature.
- 8. State Easement Signature:** The State will countersign and accept the easement and mail directly to the title insurance company with an electronic wire for the payment.
- 9. Easement Closing/Payment:** The title company will disperse the easement payment to the landowner, record the easement with the county, and prepare the title insurance policy. BWSR and the title company will coordinate with the landowner to determine the preferred method of easement payment, including splitting the payment among multiple landowners or lien holders, when applicable.

Primary Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_