



This step-by-step guide outlines the RIM Refresh easement acquisition process and highlights the transition of tasks between SWCD and BWSR staff. See the RIM Refresh Pilot Process webpage for additional details.

SWCD	1. SWCD submits easement application package through SharePoint <ul style="list-style-type: none"> See RIM Application Guidance for details
BWSR	2. BWSR Easement Acquisition Specialist (EAS) reviews application for completeness 3. EAS orders title insurance commitment in coordination with SWCD 4. EAS reviews title commitment for red flags and potential roadblocks 5. EAS provides SWCD with instructions for obtaining survey cost estimates based on Pilot Process Survey Requirements
SWCD	6. SWCD requests survey cost estimates and provides to BWSR EAS for review
BWSR	7. EAS drafts Agreement for Conservation Easement 8. EAS emails Agreement to SWCD to coordinate landowner signature
SWCD	9. SWCD obtains landowner signature and returns to BWSR for countersignature 10. SWCD gives surveyor notice to proceed with fieldwork 11. SWCD reviews staked boundary in the field with landowner
BWSR	12. EAS reviews/approves Certificate of Survey based on landowner approved boundary 13. EAS sends SWCD breakdown of final RIM payment based on surveyed size and survey cost
SWCD	14. SWCD obtains landowner approval of final boundary and payment 15. SWCD drafts conservation plan and sends to BWSR EAS for review
BWSR	16. EAS coordinates with title company and SWCD/landowner to ensure all title issues are cleared 17. EAS drafts Easement document and emails to SWCD to obtain landowner signature(s)
SWCD	18. SWCD obtains landowner signature(s) and mails original signed documents to BWSR
BWSR	19. BWSR countersigns Easement and mails to title company with wire for easement payment 20. Title company disperses payment, records easement, and issues title insurance policy
SWCD	21. SWCD submits Cost Reimbursement Request for survey and title costs (survey reimbursement may be requested sooner if necessary) 22. SWCD ensures conservation practice are installed properly (when applicable) and works with landowner to submit a Practice Implementation Reimbursement Request 23. SWCD installs RIM easement signs on posts previously placed by surveyor