

Easement Inventory

Steps to complete an Easement Inventory/Project

1. Complete a title search for all the easements granted to the Township. A title search produces a detailed list of the easements, which included the block and lot number, the deed book location, the name of the grantor, and photocopies of the deeds. Determine which of these easements are conservation easements.
2. Compare the conservation easements shown in the Township's tax map with the list of deeds. Resolve any discrepancies between the tax maps and the deeds by researching the original subdivision folders and documentation which should be available to through the Planning Board.
3. Educate owners of property containing conservation easements on the restrictions outlined in the deed, and then undertake a baseline inspection of all the easements.
4. Review and update easement folders. Include a folder for each lot on which an easement exists.
5. Inspect the easements. Utilization of a professional forester / Certified Tree expert is recommended for this phase of the work.
6. Complete each property folder with the following:
 - a. A copy of the easement deed.
 - b. Copies of a map of the lot showing the conservation easement – either photocopied from the current tax map or the original subdivision, with the easement highlighted.
 - c. The name and address of the current property owner.
 - d. A copy of the monitoring form. Essential information such as name and address, block and lot number, type and date of conservation easement, were filled in by a Commission member.
 - e. A pocket folder for the inspector to take into the field.
7. The inspector takes these folders into the field, completes the monitoring form and takes photographs of the easement, using the map to mark locations where the photographs were taken.
8. Prior to a site visit a mailing should go out to the property owner with:
 - a. A letter of explanation to the property owner.
 - b. A copy of a map of the owner's property with the easement highlighted.
 - c. A copy of the conservation easement brochure.
 - d. A notification of the time period of ten days to two weeks in which the inspection would take place.

The letter should include contact names for residents to call with questions. The time period notification should include the name and telephone number of the inspector.

9. Follow up with a letter to the property owners notifying them that the inspection had been completed. If the inspection reports indicate any problems within the easement, notify the owners of the issue and make recommendations to remediate the situation.
10. The completed conservation easement is then filed including the following:
 - a. A copy of the easement deed.
 - b. One copy of a map of the lot showing the conservation easement – either photocopied from the current tax map or the original subdivision, with the easement highlighted.
 - c. The pocket folder completed by the inspector, containing a copy of the monitoring form, the photographs, the copy of the map indicating locations of the photographs, and a copy of the report letter sent to the property owner.