7/21/2011

Full Delivery Requirement for Completion of Survey for Conservation Easements

The full delivery provider (Provider) shall furnish one point of contact as a central point of communication for easement acquisition. The easement boundary shall mimic the boundary provided within the technical proposal. The Provider shall contact the Project Manager at the Ecosystem Enhancement Program (EEP) to discuss any variations in the easement boundary from the technical proposal prior to proceeding with the acquisition. The conservation easement template for full delivery acquisitions is located at the following link: Full Delivery Conservation Easement Version 07-15-11.

Easement and Boundary Design

1) The configuration of any survey should simplify the project boundary and reduce the number of corners. A strong preference for fewer longer lines should prevail over many short lines when considering the placement of lines and corners. Wetland delineations and measurements from the top of bank should serve as tools to help draw the conservation easement boundary but should rarely be used as the boundary itself.

2) Any fencing along the conservation easement boundary shall not encroach upon the project nor impede the future use of the parent tract. Fences must be located so as to provide for long-term maintenance of the fence without impacting the conservation easement area. The State is not responsible for maintenance of fencing.

3) All existing easements or rights-of–way that affect the project must be shown on the survey plat (plat). Please refer to this link for examples: http://portal.ncdenr.org/web/eep/fd-forms-templates. When pre-existing easements and rights-of-way run parallel to the outer edge of the conservation easement, make the boundaries contiguous and exclusive.

Survey and Boundary Marking

1) All surveys shall meet the Standards of Practice for Land Surveying in North Carolina as described in Title 21, Chapter 56, of the North Carolina Administrative Code.

2) The Provider shall show the existing property corners, nearby easements, dwellings, roadways, streams and creeks, on the survey plat. The Provider shall also show all easements that are within 100 feet of proposed conservation easement boundary lines. Manholes and power poles shall also be shown on the plat.

3) The Provider shall set 5/8" rebar 30" in length with 3-1/4" aluminum caps on all easement corners. Caps shall meet EEP specifications (Berntsen RBD5325, imprinted with NC State Logo # B9087 or equivalent). After installation, caps shall be stamped with the corresponding number from the table of coordinates that is required in paragraph 6 below.

4) The Provider shall place a 6-foot tall durable witness post at each corner in the conservation easement boundary. Posts shall be made of material that will last a minimum of 20 years. The Provider shall attach a conservation easement sign to each witness post and place additional signs at no more than 200-foot intervals on long boundary lines. When appropriate, the Provider shall mark existing trees with conservation easement signs and/or blaze property lines at approximate eye level. Please see EEP portal for examples at http://portal.ncdenr.org/web/eep/fd-forms-templates.

5) All surveys shall be tied to the North Carolina State Plane Coordinate System NAD83 (NSRS2007) per the Standards of Practice for Land Surveying in North Carolina, Title 21 NCAC 56.1602(g), **regardless of whether the property is or is not within 2,000 feet of a geodetic monument** and with application of 21-56.1607 GLOBAL POSITIONING SYSTEM SURVEYS or 21-56.1603 CLASSIFICATION OF BOUNDARY SURVEYS.

6) The Provider shall send an Adobe Acrobat (.pdf) copy and an Arc GIS file of the preliminary plat to the EEP project manager and the state property agent by electronic mail. The title block shall read, "Conservation Easement Survey for the State of North Carolina, Ecosystem Enhancement Program", survey sheet number and shall contain the project name. The title block shall contain the name of the owner, location, date surveyed, scale of the drawing, name, address, registration number and seal of the surveyor. **A table of coordinates (northing and easting) for all property corners must be included on the plat**. All corners shall be numbered consecutively starting with number 1. If multiple parcels comprise a single project, assign a unique number for each property corner within the project.

7) After written approval has been received from the SPO and EEP, the Provider shall record the final approved plat and obtain all necessary approvals from the county review officer.

8) The Provider shall send one copy of the recorded plat to Blane Rice, State Property Office, Mail Service Center 1321, Raleigh, NC, 27699-1321. The Provider shall also send one copy of the final recorded plat in the following formats: a legible Adobe Acrobat (.pdf) copy and digital files in CAD (.dwg) format and Arc GIS format, to the EEP Project Manager, and to the following at the State Property Office: Blane.Rice@doa.nc.gov and Jeff.Mulligan@doa.nc.gov. All files must be geo-referenced and projected in NC State Plane Coordinates, NAD83 (NSRS 2007), in US Survey Feet. The CAD and Arc GIS files must contain a closed polygon of the conservation easement shape and must contain a polygon layer in addition to the line work.

9) For tips on creating GIS compatible CAD drawings, please see ESRI's Creating Compatible CAD Data for ArcGIS.

10) Digital files submitted to EEP shall follow the guidance document Format, Data Requirements and Content Guidance for Electronic Drawings Submitted to EEP.