



N.C. Department of Agriculture & Consumer Services
N.C. ADFP Trust Fund
Survey Requirements and Checklist for Conservation Easement Programs



Grantees:

The Grantee is responsible for verifying that the subcontractor meets the requirements described below and supplying the subcontractor with the attached checklist.

Failure to do so may result in the rejection of due diligence items and subsequent delays.

For Agricultural Conservation Easement Program Agricultural Land Easements (ACEP-ALE) or RCPP transactions, these requirements and instructions are in addition to any closing instructions provided by the United States Department of Agriculture (USDA) Natural Resource Conservation Service (NRCS).

The Parties to this transaction are as follows:

State of North Carolina:
 N.C. Dept. of Agriculture & Consumer Services
 NC ADFP Trust Fund
 2 West Edenton Street
 Raleigh, NC 27601

Landowner/Grantor (name & address below):

 _____, _____

Eligible Entity/Grantee (name & address below):

 _____, _____



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Surveyor Qualification and Responsibilities

- Have current licensure through the NC Board of Examiners for Engineers and Surveyors. The certification to be shown on the map shall be in accordance with the example as set forth in the “Manual of Practice for Land Surveying in North Carolina.”
- Agree to produce a survey meeting current N.C. recording standards, pursuant to G.S. 47-30, and, if applicable, any recording standards for the county where the property is located.
- Agree to certify to G.S. 47-30(f)(11)(d) exemption or exception to the definition subdivision on the plat.
- Agree to produce a survey tied to the North Carolina State Plane Coordinate System NAD83(2011) Feet per the Standards of Practice for Land Surveying in North Carolina, Title 21 NCAC 56.1602(g) and Title 21 NCAC 56.1607, regardless of if the property is not within 2,000 feet of a geodetic monument.
- Agree to produce a survey map that is properly and accurately drawn, revealing all the information developed by and during the survey and of size so that all details can be shown clearly.
- Agree to complete the survey pursuant to the requirements contained herein and furnish the Grantee and, subsequently, ADFPTF an electronic copy for review.
- Agree to provide, by e-mail, a shapefile or feature class file before payment is made. The digital file must be tied to the N.C. State Plane Coordinate System (NAD 83) Grid (georeferenced).

Grantee Responsibilities

- Provide the survey checklist to surveyors for reference and review the survey *prior to* submission to NCDA&CS staff.
- Forward any copies of surveys to partnering funding agencies if applicable.
- Maintain the acreage presented in the survey as the conservation easement across **ALL** documents on the easement deliverables list, including but not limited to the title commitment, preliminary title opinion, environmental audit, certified development rights appraisal, conservation plan, forestry plan, baseline documentation report, conservation easement language, HUD statement, final title commitment, and subordination agreement.
- Attach the final approved survey to all the subsequent easement due diligence deliverables.

Note: Access to out parcels in the easement will need to be removed unless providing access to a portion of the easement otherwise not accessible

*Note: Any access agreements denoted on the survey **MUST** be recorded prior to the easement draft, and the book and page recorded on the survey*



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By signing this “Survey Requirements and Checklist for Easement Programs,” I am certifying that I meet the requirements set forth herein, which ensure that the State funds received for the purchase of the subject easement are handled in a manner that protects the interest of the State of North Carolina.

 Signature of Surveyor

 Date

 Name of Surveyor

By signing this “Survey Requirements and Checklist for Easement Programs,” I agree to the surveyor's qualifications and the requirements.

 Signature of Grantee Representative

 Date

 Name and Title of Grantee Representative



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Survey Guidelines

The minimum standards of specification to be observed in the practice of Land Surveying for Rural and Farmland surveys (Class C) in the State of North Carolina are:

- The linear error of closure shall not exceed one (1) foot per 5,000 feet of the perimeter of the tract of land (1:5,000)
- For special circumstances when a survey is needed that is not a Class C survey, the following minimum standards of specification are to be observed:
- Urban Land Surveys (Class A) – The linear error of closure shall not exceed one foot per 10,000 feet of the perimeter of the tract of land (1:10,000)
- Suburban Land Surveys (Class B) – The linear error of closure shall not exceed one (1) foot per 7,500 feet of the perimeter of the tract of land (1:7,500).

The stated linear error of closure shall be computed by latitudes and departures, and the closure shall be stated before balancing.

Where a boundary of a tract is formed by a curved line, the actual survey data from the point of curvature of the curve to the point of tangency shall be shown on the map.

Where a boundary of a tract is formed by a creek or river, an offset traverse shall be run, and offset points will be shown on the map with reference to boundary points in the center of the stream as called for in the deed. Alternatively, GIS data may be used if the method is noted on the survey and certified.

Courses and distances of boundary lines and other lines shall be lettered neatly thereupon in feet and hundredths of a foot and in degrees, minutes, and seconds.

The survey must show all access easements over and across the landowner's property to adjoining tracts. If the easement area is less than the landowner's entire tract of land, the survey must show access to the landowner's remaining parcel of land.

- a. The survey must show access from the easement area to the state-maintained road, denoted with a Site Access label and/or arrow.
- b. Access easements to parcels excluded from the conservation easement must be a minimum of 20 feet in width unless the county zoning and planning office, local ordinances, or applicable regulations require a larger width.
- c. If the easement uses road frontage for access, an arrow must show the exact location free of roadside encumbrances, such as canals and ditches.
- d. If access is possible at any point along the road frontage, this must be noted on the survey.



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Survey Checklist

	1. The North arrow shall be accurately positioned and designated as N.C. Grid North
	2. The minimum standards of specification to be observed in the practice of Land Surveying for Rural and Farmland surveys (Class C) in the State of North Carolina must be stated.
	3. The stated linear error of closure shall be noted.
	4. Property corners shall be adequately identified, marked, and labeled. <ul style="list-style-type: none"> ○ Two corners of the survey shall have N.C. Grid coordinates (using the current N.C. grid datum at the time of the survey) and be shown on the survey plat. ○ Coordinates will be clearly identified in a callout box.
	5. Tract boundaries formed by curved lines, creeks, or rivers must have a method for determination noted and certified.
	6. G.S. 47-30(f)(11)(d) exemption or exception to the definition subdivision must be noted on the map.
	7. Clear markings of easement boundaries shall be indicated with dark or thicker lines, shading, etc., and clear points of a boundary line change. <ul style="list-style-type: none"> ○ Farmstead Building Envelopes must be indicated with differing symbology. ○ Any symbology used on the map MUST be represented in the legend.
	8. The survey shall indicate where the easement area is in relation to the entire tract owned by the landowner with a vicinity map.
	9. The title block of each map shall contain <u>ALL</u> the following: <ul style="list-style-type: none"> a. Funding Source: (NCDA-ADFPTF, USDA-ALE, USDA-RCPP, US-Navy, USAF) list all that apply b. Type of Easement (Perpetual or Term) c. Easement-Holding Entity d. Name of the Landowner(s) as stated in preliminary title opinion e. Location (County and Township) f. Acreage in Conservation Easement (to the nearest hundredth decimal point) g. Date Surveyed h. Scale of the Drawing i. Name, Address, Registration/License Number, and Seal of the surveyor
	10. An acreage table shall be included to identify the following: <ul style="list-style-type: none"> a. Total acres of land surveyed. b. The acreage of each labeled exclusion(s) from the easement area. c. Total acreage of exclusions from within the easement area. d. Acreage of each Farmstead Building Envelope(s) (FBE) within the conservation easement. e. Total acreage in farmstead building envelopes. f. Total acreage in the conservation easement (with only exclusions removed).



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N.C. ADFP Trust Fund
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	<p>11. Each FBE <u>MUST</u> be labeled as <u>ONE</u> of the following on the map as well as the acreage table:</p> <ul style="list-style-type: none">○ Current Residential;○ Future Residential;○ Farm Support Housing;○ Other Residential;○ Recreational and Accessory Structures;○ Farmstead.
	<p>12. The following must be accurately located and clearly indicated on the map with the corresponding symbology noted in the legend:</p> <ul style="list-style-type: none">a. Names of all adjoining owners or utilities bordering on or crossing the premises or tract.b. Names and numbers of roads and highways.c. All easements and encroachments on the property, including existing and proposed.d. All control corners, coordinated markers, and permanent markers or monuments on adjoining properties shall be identified.e. Adjoining streams, ponds, lake boundaries, or other pertinent details.f. Ingress and egress are defined and located on the map if they are visible and cross or form a boundary of the property being surveyed.g. All existing structures within the conservation easement boundary are subject to impervious surface requirements.
	<p>13. The survey must show all access easements with the following methods: landowner's remaining parcel of land.</p> <ul style="list-style-type: none">a. Access from the easement area to the state-maintained road, denoted with a Site Access label and/or arrow OR if access is roadside, this must be an included note.b. Access easements with width and book and page noted.



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	<p>14. A zipped folder of a GIS shapefile that clearly identifies the Boundaries of the Conservation Easement must be submitted for each conservation easement. Additionally, all Farmstead Building Envelopes must be included as polygons within the Conservation Easements shapefile and labeled by use within the attribute table. The Conservation Easement polygon and any Farmstead Building Envelope polygons will exist in the single shapefile. Store this shapefile within a zipped folder.</p> <p>The minimum required files for one shapefile include:</p> <ul style="list-style-type: none"> ○ shp (feature geometry) ○ shx (index of feature geometry) ○ dbf (attribute information) ○ prj (coordinate system) <p>There may be more files that can be included, but those listed are the absolute minimum required. <i>AutoCAD files will not be accepted.</i></p>
	<p>15. Preliminarily approved surveys must remove any language referring to limitations for the use of survey, including but not limited to recordation, conveyance, or sales; not a complete survey for review only.</p>
	<p>Optional: The surveyor may furnish the reviewers with a written description for each tract surveyed.</p> <p><i>This may incur additional fees. Please check with the surveyor.</i></p>