

## **RIM Reserve application materials to submit for Southeast Groundwater Edge Easements 1-17-13**

### **A complete application package will include the following items:**

*Note: Prior to April 1 only items in red below need to be prepared. DO NOT send anything in until funding decisions are made after April 1. All items listed below will need to be gathered or prepared for funded applications after April 1.*

**1. Conservation Easement Application** – **\*\*new updated form on website\*\***

- Include landowner Social Security Number
- Landowner Questionnaire (part 2 of app. form)
- SWCD must sign application

**2. Area Assessment form**

- this is where you will indicate the public water resource or wellhead protection area we are seeking to protect with the easement

**3. Land Use and Soils form**

- complete JUST the crop history portion of the form

**4. Copy of air photo** with easement area clearly outlined.

- Also submit GIS shape files electronically (seth.weeks@state.mn.us) in addition to the paper copy (need .shp, .shx and .dbf files)

**5. Conservation Easement Financial Worksheet** - easement payments

**6. Conservation Easement Practice Payment worksheet (CEPPW)** – practice payments

**7. Agreement Information Form**

**8. W-9 Request for Taxpayer ID Number and Certification (federal IRS form)**

- New federal and state requirement
- Write RIM easement ID # on top of form, if known

**9. Landowner's deed(s) to the property**

Other items that *may* need to be submitted:

Government lot maps, Plat or subdivision maps, Death certificate, Power of attorney, Trust/Partnership or corporation documents

Complete application packages are to be sent to BWSR St. Paul, RIM Staff:

MN Board of Water and Soil Resources  
520 Lafayette Road North  
Saint Paul, MN 55155

All forms can be found on the BWSR website:

<http://www.bwsr.state.mn.us/easements/handbook/index.html>