



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 subcontractors meet the requirements described below and for supplying the subcontractors with the attached checklist and narrative. 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):

_____, _____



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



Surveyor Qualifications and Responsibilities

1. Have current licensure through the N.C. Board of Examiners for Engineers and Surveyors. The certification must be shown on the map and shall be in accordance with the example set forth in the “Manual of Practice for Land Surveying in North Carolina.”
2. Agree to certify the plat was drawn from an actual survey made under the surveyor supervision.
3. 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 of recordation.
4. Agree to certify to G.S. 47-30(f)(11)(d) exemption or exception to the definition subdivision on the plat.
5. 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 whether the property is not within 2,000 feet of a geodetic monument.
6. Agree to produce a certifiable boundary survey map that is properly and accurately drawn, revealing all the information developed by and during the survey, and of a size that allows all details to be clearly visible. The survey map must meet all the requirements outlined herein.
7. Provide the Grantee and, subsequently, ADFPTF with an electronic copy for review.
8. 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

1. Order the completion of a new survey to delineate easement boundaries and follow all requirements within this document.
2. Provide the survey checklist to surveyors for reference and review the survey *prior to* submission to NCDA&CS staff.
3. Forward any copies of surveys to partnering funding agencies if applicable.
4. 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.
5. Record the survey only once approval has been received from NCDA&CS and other partnering agencies.
6. Attach the final approved survey to all the subsequent easement due diligence deliverables.



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



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

By signing this “Survey Requirements and Checklist for Easement Programs,” I certify that I meet all specified requirements and agree to complete all required deliverables and outputs in accordance with the prescribed standards in this contract. I further acknowledge that my execution of these obligations ensures that State funds received for services provided are utilized in a manner that safeguards the interests of the State of North Carolina. If any certification of qualifications is found to be false, or if the deliverables or outputs are incomplete or fail to meet the prescribed standards, the State of North Carolina reserves the right to withhold grant payments until such deficiencies are corrected to the State’s satisfaction.

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



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



REQUEST TO ADFP TRUST FUND FOR APPROVAL OF SUBCONTRACTING

This form is required.

Grantee:

Contract Number:

Pursuant to the General Terms and Conditions of the Contract* between the Grantee and the Agency, Grantee hereby requests approval of the Subcontractor, _____, to assist in carrying out the purposes of the above-referenced contract.

Signature of Grantee

Name of Grantee

Date

☐ Subcontracting Approved

☐ Subcontracting Denied

Signature of Director

Name of Director

Date

***Subcontracting:** The Grantee shall not subcontract any of the work contemplated under this Contract without prior written approval from the Agency. Any approved subcontract shall be subject to all conditions of this Contract. Only the subcontractors or subgrantees specified in the contract documents are to be considered approved upon award of the contract. The Agency shall not be obligated to pay for any work performed by any unapproved subcontractor or subgrantee. The Grantee shall be responsible for the performance of all of its subgrantees and shall not be relieved of any of the duties and responsibilities of this Contract.



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



Survey Guidelines

1. 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:
 - a. 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)
 - b. 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:
 - i. 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)
 - ii. 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).
2. The stated linear error of closure shall be computed by latitudes and departures, and the closure shall be stated before balancing.
3. 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.
4. 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.
5. 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.
6. 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.
7. The survey must show access from the easement area to the state-maintained road, denoted with a Site Access label and/or arrow.
8. 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.
9. If the easement uses road frontage for access, an arrow must show the exact location free of roadside encumbrances, such as canals and ditches.
10. If access is possible at any point along the road frontage, this must be noted on the survey plat.
11. If GPS data is used in the survey preparation, the surveyor must follow the guidelines of 21 NCAC 56.1607, including all data notes and the proper certifications.



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



Survey Checklist

<input type="checkbox"/>	1. The North Arrow must be accurately positioned and designated as NC Grid North.
<input type="checkbox"/>	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, unless a special circumstance applies.
<input type="checkbox"/>	3. The stated linear error of closure shall be noted.
<input type="checkbox"/>	4. Property corners shall be adequately identified, marked, and labeled. <ul style="list-style-type: none">a) 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.b) Coordinates will be clearly identified in a callout box.
<input type="checkbox"/>	5. Tract boundaries formed by curved lines, creeks, or rivers must have a method for determination noted and certified.
<input type="checkbox"/>	6. G.S. 47-30(f)(11)(d) exemption or exception to the definition subdivision must be noted on the map.
<input type="checkbox"/>	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">a) Farmstead Building Envelopes must be indicated with differing symbology.b) Any symbology used on the map MUST be represented in the legend.
<input type="checkbox"/>	8. The survey shall indicate where the easement area is in relation to the entire tract owned by the landowner with a vicinity map.
<input type="checkbox"/>	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 applyb. Type of Easement (Perpetual or Term)c. Easement-Holding Entityd. Name of the Landowner(s) as stated in preliminary title opinione. Location (County and Township)f. Acreage in Conservation Easement (to the nearest hundredth decimal point)g. Date Surveyedh. Scale of the Drawingi. Name, Address, Registration/License Number, and Seal of the surveyor



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



- ☐ 10. An acreage table shall be included to identify the following:
 - 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 Building Envelope within the conservation easement.
 - e. Total acreage in farmstead building envelopes.
 - f. Total acreage in the conservation easement (with only exclusions removed).
- ☐ 11. All Building Envelopes must be properly identified with bearings and calls provided.
- ☐ 12. Each Building Envelope MUST be labeled as ONE of the following on the map as well as the acreage table:
 - Residential Building Envelope: Existing;
 - Residential Building Envelope: Future;
 - Residential Building Envelope: Farm Support Housing;
 - Recreational and Accessory Structures;
 - Farmstead Building Envelope
- ☐ 13. The following must be accurately located and clearly indicated on the map with the corresponding symbology noted in the legend:
 - 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.
- ☐ 14. The survey must show all access easements within the landowner's remaining parcel of land.
 - 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.



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



15. 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.
- a) The minimum required files for one shapefile include:
 - i. shp (feature geometry)
 - ii. shx (index of feature geometry)
 - iii. dbf (attribute information)
 - iv. prj (coordinate system)
 - b) There may be more files that can be included, but those listed are the absolute minimum required.
 - c) **AutoCAD files will not be accepted.**



16. Preliminary approved surveys must remove any language referring to limitations for the use of the survey, including but not limited to recordation, conveyance, or sales; it is not a complete survey for review only.

Optional: The surveyor may furnish the reviewers with a written description for each tract surveyed.

This may incur additional fees. Please check with the surveyor.