



North Carolina Department of Agriculture & Consumer Services

N.C. ADFP Trust Fund

Survey Requirements for Conservation Easement Programs



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/ Award Grantee (name & address below):

_____, _____

Subcontractor (name, company, company address below):

_____, _____

Project Identification:

Project Name

ADFP Tracking Number

Contract Number



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Surveyor Qualifications

- ☐ 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."
- ☐ Ability to conduct 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.

Surveyor Responsibilities

- ☐ Produce a certifiable, preliminary area survey plat in recordable format tied to the North Carolina State Plane Coordinate System NAD83(2011) Feet per the Standards of Practice for Land Surveying in North Carolina, NCAC Title 21, Chapter 56.1600; in particular, 56.1602 (d), (g), (e) and 56.1604 as well as 21 NCAC 56.1607, regardless of whether the property is not within 2,000 feet of a geodetic monument. That is:
 - Properly and accurately drawn
 - Reveals all information developed by and during an official survey
 - Of a size that allows for visible detail
 - Compliant with NCDA&CS requirements
 - In an electronic, editable PDF version for review
- ☐ Produce and submit via email a digital shapefile or feature class file that is tied to the NC State Plane Coordinate System (NAD 83) Grid (georeferenced).
- ☐ Record the survey **only upon approval from NCDA&CS** and other funding partners, and pursuant to state and local recordation requirements.

By signing this "Survey Requirements for Conservation 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 certify that I am current with required licensure and certification and am in good standing with the certification entity. 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.

Surveyor Name

Date

Signature



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Grantee Responsibilities

- ☐ Commission a new survey to delineate the easement area and perimeter that are compliant with all stated requirements.
- ☐ Ensure all survey-related expenditures align directly with the approved contract budget.
- ☐ Provide the surveyor with NCDA&CS Survey Requirements for Conservation Easement Program Award.
- ☐ Provide the surveyor with the preliminary title opinion, including copies of all the exceptions to title or recorded documents that affect the property.
- ☐ Review surveyor products for compliance before submission to NCDA&CS or partnering agencies.
- ☐ If encroachments, lappages, overages, or other boundary issues are found, the grantee is responsible for ensuring all encroachments are corrected or excluded from the project and shown accordingly on the survey.
- ☐ Record the survey only after receiving approval from NCDA&CS and other partnering agencies.
- ☐ Maintain consistency in certified acreage across all other required due diligence documents.
- ☐ Provide copies of access agreement(s) identified on the survey with submitted title documents.

By signing this "Survey Requirements for Conservation Easement Awards," I have read and understand the surveyor's qualifications and responsibilities, as well as the grantee's responsibilities. I certify that I have reviewed the specified requirements and certify that this surveyor can 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.

Name and Title of Award Grantee Representative

Date

Signature of Award Grantee Representative



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General Requirements

- ☐ The survey must be tied to the North Carolina State Plane Coordinate System NAD83 with the easting and northing of at least two points provided on the plat.
- ☐ All surveying and boundary marking must meet the North Carolina State Plane Coordinate System NAD83(2011) Feet per the Standards of Practice for Land Surveying in North Carolina, NCAC Title 21, Chapter 56.1600; in particular, 56.1602 (d), (g), (e) and 56.1604 as well as 21 NCAC 56.1607.
- ☐ Complete a certification containing at minimum the following:
 - ☐ *Certification to NAD 47-30 compliance;*
 - ☐ *Certification that the plat is drawn from an actual survey made under surveyor supervision;*
 - ☐ *Deed Book and Page references;*
 - ☐ *Ratio of Precision;*
 - ☐ *GPS receiver used;*
 - ☐ *Survey Class;*
 - ☐ *Positional accuracy;*
 - ☐ *Type of GPS field procedure;*
 - ☐ *Dates of survey;*
 - ☐ *Datum/Epoch;*
 - ☐ *Published / Fixed control used;*
 - ☐ *Geoid Model;*
 - ☐ *Combined Grid Factor;*
 - ☐ *Units*
- ☐ Survey Category certification must be to G.S. 47-30(f)(11)(d) exemption or exception to the definition subdivision.
- ☐ If Building Envelopes are present, the following language must be added to the certification: *"Areas identified as "Building Envelopes" are not to be considered a separate lot(s) and are not to be conveyed as separate parcel(s). The identified area(s) are intended to mean the area referenced in a warranty deed of agricultural land easement to be recorded by the owner (conservation easement) and shall be subject to the terms contained in such conservation easement."*
- ☐ 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.



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- ☐ The survey shall indicate where the easement area is in relation to the entire tract owned by the landowner with a vicinity map.
- ☐ Include insets for any boundary lines or other features that are illegible
- ☐ Clearly identify line calls on the plat, in a line table, or in combination.
- ☐ If the conservation easement area is less than the parent parcel, the area(s) excluded from the conservation easement may be required to show legal access. Physical access to these parcels must be excluded from the conservation easement area and be of sufficient width for local county and zoning requirements.

Plat Requirements

Submitted preliminary plats of survey must include:

- ☐ All actual conditions on the ground are reasonably observable, such as streams, ponds, surface waters, structures that will remain on the property, dams, wells, soil roads, gravel roads, paved roads, primary trails, electric lines, gas lines, septic sites, uses, encumbrances, and encroachments.
 - Identify existing easements with the recorded book and page.
 - The survey should also indicate any non-recorded easements or uses that are apparent from a visual inspection of the property, such as roads and utilities.
 - Legal and physical access from a North Carolina state-maintained road to all tracts of the easement area must be shown with a designation arrow. Roadside access may be indicated as a note if abutting a state-maintained road that is free of any encumbrances.
 - All adjacent landowners as "now or formerly owned" on surrounding parcels.
- ☐ All Building Envelope(s) properly drawn, identified, and labeled in acreage table:
 - Labeled with bearings and calls
 - Labeled and matched in acreage table as follows:
 - Residential Building Envelope: Existing;
 - Residential Building Envelope: Future;
 - Residential Building Envelope: Farm Support Housing;
 - Recreational and Accessory Structure Building Envelope;
 - Farmstead Building Envelope
- ☐ A legend with unique entries for conservation easement boundaries separate from property or total area surveyed boundaries and for features of the property such as streams, ponds, swamps, soil roads, gravel roads, electric lines, etc.
 - Do not include superfluous symbols in the legend;
 - Delineate and label property and conservation area(s) in both symbology and language
- ☐ A title block containing **ALL** the following:



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- To be subject to State of North Carolina Perpetual Conservation Easement funded by: (NCDA-ADFP TF, USDA NRCS (ACEP-ALE), USDA-NRCS (RCPP), US Navy, USAF)-list all that apply;
- Easement Held by: (Legal name of easement entity(s));
- Name of the Landowner(s): (As stated in preliminary title opinion);
- Location: (County and Township);
- Acres in Conservation Easement: (to the nearest hundredth decimal point);
- Date Surveyed and Date Revised;
- Scale of the Drawing;
- Name, Address, Registration/License Number, and Seal of the surveyor
- An acreage table containing ALL the following:
 - Total Acres Surveyed;
 - Each Individual Exclusion with Acreage;
 - Total in Excluded Acreage;
 - Each Building Envelope with Acreage: (must match label on plat) ;
 - Total Acres in Building Envelope(s);
 - Total Acres in Conservation Easement: (includes building envelope(s))
- Submit a zipped folder of a GIS shapefile that clearly identifies the Boundaries of the conservation easement for each conservation easement. Additionally, include all Farmstead Building Envelopes as polygons within the Conservation Easement shapefile and label them by use in 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.
 - The minimum required files for one shapefile include:
 - shp (feature geometry)
 - shx (index of feature geometry)
 - dbf (attribute information)
 - prj (coordinate system)

Boundary Requirements

- All conservation easement boundaries must be identified with every major corner properly and accurately marked.
- All building envelopes within the easement area, regardless of use, must be properly identified with each corner properly and accurately marked.

Note: 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 Resources Conservation Service (NRCS).