

Estimated Task-Timeline for Completion of Conservation Easement Projects

1. Site visit with landowner & Conservancy staff-person to walk property	<i>2 - 4 hours</i>
2. Conservancy staff-person drafts conservation easement for discussion with landowner	<i>1 - 2 weeks</i>
3. Review by stewardship staff and Land Protection Committee (timing depends upon next scheduled meeting of Committee which generally meets every other month)	<i>1 - 2 weeks</i>
4. Order and complete land survey (timing is often dependent on time of year and weather conditions)	<i>2 - 4 weeks</i>
5. Order "before-and-after" appraisal to determine value of the development rights to be extinguished; review of appraisal by landowner and Conservancy staff-person (as per IRS rules)	<i>2 - 4 weeks</i>
6. Discussion and approval by the Conservancy's Board Directors (timing depends on next scheduled meeting of the Board which generally meets every other month)	<i>1 day</i>
7. Order Title Work (can be done concurrently with the appraisal)	<i>1 - 2 weeks</i>
8. Order a mortgage subordination (if necessary) after appraisal is completed	<i>2 - 4 weeks</i>
9. Complete Baseline Report (an "Interim Baseline Report" can be completed on or before closing if necessary)	<i>4 - 6 weeks</i>
10. Closing and remittance of stewardship donation	<i>1 hour</i>
<p><i>PLEASE NOTE: You or your financial advisor should provide a completed IRS Form 8283 to the Conservancy for review and signing (per IRS requirements) as soon after the closing as possible.</i></p>	
TOTAL TIME REQUIRED	<i>12 - 24 weeks</i>