

MONITORING VISIT CHECK LIST

LAND CONSERVATION INVESTMENT PROGRAM (LCIP)

Pre-visit activities:

- Contact landowner regarding scheduled monitoring visit and invite party to join in walk.
- Go over Easement restrictions, past/present violations, baseline documents and photographs
- Schedule monitoring to allow ample daylight hours for completion of field work.
- Plan route and pack equipment.
- Leave monitoring plan with someone as safety precaution.

Items to bring on field visit:

- Monitoring Inspection – Field File
- Topographic map and/or copy of topo map with conservation parcel boundaries drawn
- Survey map or copy (with correct scale)
- Compass
- GPS unit back-up batteries
- Flagging tape (to highlight boundaries and / or corner points)
- Camera check to make sure there is film in it
- Tape recorder or notepad and writing utensils
- Field tape measure
- Water and snack
- Rain/cold weather gear
- Bug repellent/head nets
- Binoculars, Cell Phone (optional)
- Spare keys

Monitoring visit activities:

- Meet with landowner, talk about easement, and past or future activities.
- Walk boundaries if necessary.
- Locate, photograph, and flag corner markers if not previously completed.
- Visit sites of past violations as follow-up.
- Visit boundary areas adjacent to very populated/busy abutting properties.
- Photograph any new (possible) violations and mark location on map.

Post-visit activities:

- Complete monitoring visit report
 - a. Label and date all photographs record photo points on survey or baseline map.
 - b. Record all Easement violations and actions (if any) taken to correct problem.
 - c. Include narrative or map of course taken during monitoring visit.
- File copy in town; send copy to LCIP; send copy to landowner with brief cover letter
- Follow-up on Easement violations.