

Annual Monitoring Inspection Form Guidelines

These instructions are to accompany the “MIR Template”. We recognize that some towns use their own customized forms. We suggest that any custom form include the same information in some format. This form is available upon request with **Property Information** and **Ownership Information** already included for each LCIP property. The form is in WORD format so you may edit and update it to suit your needs. If filled out electronically we recommend saving it in that format and naming it according to a standardized convention. The report can then be more easily updated each year. Once completed the report may be sent to CLS electronically, preferably as a PDF. Please visit our website to view several monitoring inspection form samples completed by other LCIP towns. Any questions just give us a call and we are more than happy to assist you.

- **Inspection Date:** Please provide the date of the inspection at the top of the page. For properties that are visited multiple times a year the best date to use would be the most recent visit.
- **Property Information:** Please provide the Map and Lot number(s) if missing from pre-filled forms and CLS staff will enter them into the database for future reference. These are valuable to include as they are a unique municipal identifier for the property.
- **Ownership transfer Info for conservation easement properties:** It is important to provide the transfer date and the Book and Page. Using the Book and Page numbers, CLS staff can access the deed on line. Municipal officials should also always check the deed to make sure the appropriate conservation easement references are included in the new deed.
- **Current Owner:** CLS only includes the basic information to verify current ownership and does not require phone or e-mail information.
- **Landowner Communications:** Arguably this is the most important part of a monitoring inspection report for conservation easement properties, especially if it is a new CE landowner. The landowner is a primary source of information regarding their property. It is important to make contact and record the date and basic elements of the conversation. If any communications or actions occurred outside the normal annual monitoring, consider whether they should be attached to the annual report copy sent to CLS. ~ For municipally owned LCIP properties this means speaking with the person responsible for the overall management of the property. We recommend that every municipally owned property have a management plan, even if there is no active management planned. The basic level of information might include a general description of the property, the acquisition history, the purposes for the property’s protection, and a general description of the appropriate uses of the property based on the purposes and any legal requirements. Note: If you like you may delete whichever section, “A” or “B”, does not apply.
- **Monitoring Description:** There is no single best way to complete this section. Suffice it to say, the more detailed the better. Ask yourself the question whether someone reading the report would be able to duplicate the inspection in the field. A GPS track is ideal to include, however, a good hand-drawn sketch with annotations can be just as valuable. We can provide you with property 8.5x11 surveys to sketch on. Photographs must be properly referenced for location and information to be of any value. A potential violation may require more detailed documentation.
- **Acknowledgement:** If you believe there is not compliance with the terms of the conservation property, or you are uncertain, follow-up as soon as possible. This may require another visit, further research, and should involve other appropriate municipal officials.
- **Storage:** Make sure all documentation is stored appropriately and securely, it is very valuable.