

# Property Management Checklist - County Owned Property

Project Manager:  Division:  Dept:  Date:

## SECTION 1 Project Manager

1. Name of property/project: \_\_\_\_\_
2. Custodial department: \_\_\_\_\_
3. Custodial dept. contacted?  Yes  No  N/A
4. DNR/Tideland Ownership?  Yes  No  N/A
5. Check PDS system for current or past activity on parcels impacted by project. (i.e. CASP, NGPA)  Yes  No  N/A
6. Description of Proposed Project (attach additional information if available)

7. Attach a map with existing property boundary, proposed project boundary, and parcel numbers.

[Map Example](#)

Total Property Acreage:

Project site Acreage:

8. Funding Agency (existing property) Grant Project Numbers (Acquisition, Development, Restoration, etc.)  
 (Fund agency information locations: Facilities Management, RCO PRISM Database, SWM database, Parks Administrator files, ECAF motions, conservation futures, PDS portal)

Tax Parcel Numbers	Funding Agencies	Grant Project Numbers

9. Will the county need to acquire additional property or easements from others?

Yes  No  Unknown (If yes describe in question 12)

10. Will the county need to provide a temporary or permanent easement, lease, license, right of entry, or agreement (excluding grant agreements) to a third party by the county during or after the project?

Yes  No  Unknown (If yes describe in question 12)

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11. Will the proposed project uses be different than uses authorized by previous grant proposals? (I.e. recreation uses changed to fish use etc...)  Yes  No  Unknown (If yes describe in question 12)
12. If answered yes to any of above questions, describe.

13. Email to Property Officer [Email Template to Property Officer](#)

## SECTION 2 Property Officer (allow a minimum 30 days for completion)

### - Check resources consulted to establish findings

#### Real Estate File Review

- Original Conveyance Deed Review Please review attached for Easements
- Title Report Review
- Easements identified.
- CCR's: Covenants, Conditions & Restrictions

#### Property Agreements

- Agreements: Property Rights Granted to others (i.e. life estate, leases, license agreements, road maintenance agreements, etc.) Volunteer caretaker
- Critical Area Site Plan, and Native Growth Protection Area
- Mitigation agreements
- ILA – Inter-local agreements

#### Funding Agency Agreement Research

- Grant agreements
- Deed of Right, Conservation easement, Conservation futures (may not have recorded easement) etc...

#### Property Officer Findings

- STOP-Findings require follow up     Caution-Findings need review     Go-Findings clear

Findings narrative:

\_\_\_\_\_  
Property officer Name

\_\_\_\_\_  
Date

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## SECTION 3 Approvers

After reviewing project manager information, Property Officer Findings and supporting documentation, my signature recommends moving forward to pre-feasibility checklist phase.

### Department Director

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

### Executive Director

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

### Next steps:

Pre-Feasibility Checklist under construction