

# CLIMATE SMART COMMUNITIES LAND ACQUISITION PROJECTS

## Environmental Site Assessment Checklist

**If you obtained a professional Phase I Assessment, this check list does not apply.**

All awardees must provide an environmental assessment report of existing property conditions prior to land or conservation easement acquisition. Sources of information should include interviews with the landowner and any tenants, public records including environmental websites and databases, title reports and appraisals, and any known reports or studies of the property. Awardees should use their professional expertise when completing the report.

Awardees may use their own format when completing this report, but at a minimum, the report should include the following:

### Parcel Information:

- Owner(s)
- Location (County, Town, Hamlet/Village, street address or road frontage(s))
- Parcel size
- Tax lot number

### Property Research:

- Interview with landowner and tenants, if any
- Current and historic aerial photos
- Overview of existing environmental reports, studies, testing results, if any. Attach copies of the relevant portions.
- Information from public environmental websites and databases, if any
- Relevant property information from title report and appraisals, if any

### Land Use:

- Identify all current property owner(s) and provide current addresses; identify tenants or other users/operators of the property, if any
- Briefly describe current and past uses of property
- Briefly describe current and past uses of adjacent and surrounding properties that could impact the property's capacity to protect and enhance source water quality

### Existing Conditions:

- Identify and photograph (when possible) any:
  - water features (streams, ponds, rivers, springs, wetlands)
  - important natural features (forests, grasslands, geological features)
  - structures, improvements, driveways, parking, clearing

- encroachments or evidence of trespass
  - dumping, debris, stockpiles, waste disposal sites, storage tanks, drums, mining operations, agriculture, distressed vegetation any other materials, uses or conditions of concern
  - septic systems, leach fields, unusual odors and their source (photos of location or source if known and possible)
- Locate the above features on a map, provide a key and refer to a corresponding, captioned photograph
- Fully describe the size, location and condition of storage tanks or drums, their contents; evidence of leakage; the existence, age, condition, current and status of septic systems, leach fields, or mines; and nature of disposed, dumped or stockpiled materials
- Explain how each item of concern will be addressed, whether further testing is recommended, and plans to remove and remediate

Conclusion:

- Preparer(s) comments and recommendations
- Preparer(s) signature
- Municipal officer signature

Attachments:

- Environmental reports or database results
- Current aerial photograph
- Parcel, area and locator maps
- Map with key showing locations of property features
- Photographs of property features with captions
- Copy of current deed (or previous deed if a land trust or municipality has already acquired title)