

CLIMATE SMART COMMUNITIES LAND ACQUISITION PROJECTS

Fee Simple Land Acquisition Document Checklist

Grantee:

Project Name:

Contract Number: DEC01-

Property Address:

DOCUMENT TYPE

SUBMITTED TO DEC

APPROVED BY DEC

Property Monitoring & Enforcement Protocol¹

Stewardship Protocols, (If necessary)²

Workplan

First Appraisal

Second Appraisal

(Phase 1) Environmental Site Assessment

Survey

Title Report

Deed with "Notice of Grant" and Restrictions³

Purchase Price

Final Notice⁴

Post-closing Title Policy w/Markup

Certified Deed w/Recording Pages

CSC Acknowledgement Signage

¹Required for property integrity, e.g., encroachment

² Public access plan, forestry management plan etc. Based on project type and needs.

³ For in-fee property acquisitions only

⁴ DEC will provide awardee with final notice for the "to be acquired" parcel once all pre-closing documents have been submitted, reviewed, and approved.