**Policy 4.6 Baseline Documentation**

**Committee Responsible**: Joint Responsibility of Stewardship and Preservation

**Adopted**: **[DATE]**

**Amended**: **[DATE]**

**Purpose**

The Land Trust requires a complete and thorough Baseline Documentation Report for each conservation easement that will serve as a standard against which to measure whether uses of the conserved property are in accordance with the terms of the property’s conservation easement.

**Policy**

1. All the easement properties of the Land Trust will have Baseline Documentation. Pursuant to IRS regulations, the Land Trust Preservation Committee is responsible for overseeing the completion of a Baseline Documentation Report. The Preservation Committee will submit the Baseline Report for review by the Stewardship Chair prior to the date of the closing of the conveyance of a conservation easement.
2. A Property Condition Certification will be executed by the landowner and the Land Trust in which both parties agree to the condition of the property as of the date of the Baseline Documentation Report; it is expected that the Property Condition Certification will be signed by the landowner and the Land Trust prior to or at closing.
3. In the event that seasonal conditions prevent the completion of a full Baseline Documentation report by the closing, the landowner and the Land Trust shall sign a schedule for finalizing the full report and an acknowledgement of interim data that donations and bargain sales meets Treasure Regulation §1.170A-14(g)(5)(i) at closing.
4. The Land Trust will implement a plan to upgrade Baseline Documentation Reports for every existing conservation easement it holds and for which such documentation is insufficient.
5. The Land Trust’s annual monitoring reports, any supporting photographs taken during monitoring visits, as well as any other information that the Land Trust may acquire related to the conserved property shall be considered as updates to the Baseline Documentation. Such updated materials will be formatted and stored consistent with the Land Trust records policy.