

Environment and Natural Resources Trust Fund (ENRTF)
Legislative-Citizen Commission on Minnesota Resources (LCCMR)

Land Acquisition Initial Reporting Form Instructions

To meet M.S. 116P.16 requirement for interest in land acquired with ENRTF funds after June 30, 2005.

The report should be done through the online submit form on the LCCMR web site under "Project Manager Info" at: <http://www.lccmr.leg.mn/php/landacq08.php>

All fields on the form are required. Please provide accurate and complete information.

Contact Information

Original Purchaser (entity/organization/agency) – This is the entity to which the legislative appropriation provides ENRTF funds. For non-state entities the funds may pass through a state agency but it is still the entity named in the appropriation that is the original purchaser.

Name of the person submitting the report – This may be different than the primary contact person.
Address, phone number and email – Fill in the information.

Legal Citation

Legal citation of TF appropriation - The legal citation of the legislative funding appropriation. The citation is on the first page of the work program.

Acquisition Details

Purchase date - Date of closing of fee title or conservation easement land acquisition - month/day/year.

Working title(s) of this acquisition – The main title should reflect the permanent use of the land such as: XYZ State Park, XYZ Wildlife Management Area (WMA), XYZ Park or XYZ Conservation Area (include the county or city name in front of the name as appropriate). For conservation easements, for privacy purposes, avoid using the landowner's name and use another appropriate name.

Type of Purchase – Check the appropriate box, either "Fee" (for fee title acquisition) or Conservation Easement. It is considered a purchase if any ENRTF funds are used to acquire property even if the entire value is donated and ENRTF funds are only used for transaction costs.

Location

- Select a county by using the drop down arrow to select the county where the property is located
- Fill in the city or township.
- Fill in the range, section, quarter section and quarter/quarter section.
- Provide an electronic version of the full legal description. If an electronic version is not available a PDF of a hard copy can be provided. Use the "Browse" button to select an electronic file to upload (similar to adding an attachment in an email) – if also providing a shapefile include the legal description in one zip file and submit it using the "Browse" button.
- Provide a GIS shapefile – These are files that are used for mapping in a Geographic Information System. Since shapefiles consist of at least three files please make a zip file of the appropriate shape files and include the electronic legal description into one zip file and submit it by using the "Browse" button. If you are unfamiliar with or unable to provide a shapefile please contact the LCCMR staff. An air photo with the property boundaries lines accurately shown can potentially be a substitute so that others can generate a shapefile.

Size in acres (provide total acres to the nearest one tenth acre) - The total number of acres being acquired including acres that may be paid for with partnering funds or by a landowner donation. The acres will be prorated by the "source of money" under the following "Funding" section.

Natural resources conservation value in acres. (E.g. wetland/upland, prairie/grassland, forested, other) This is intended to identify the number of acres of each type of land cover/habitat for the entire acquisition. The number of acres listed for various cover types must add up to the total number listed in the "Size in acres" line directly above. In order provide this information consistently please assign the acres in the following categories;

- Forest - Coniferous (primarily coniferous)
- Forest - Deciduous (primarily deciduous)
- Forest - Mixed (mixed deciduous and coniferous)
- Grasslands (primarily grasses, pasture)
- Mixed – (Forest, shrubs and grasses)
- Oak Savanna (primarily scattered oak trees in a grassy landscape)
- Prairie (relatively high quality prairie that is primarily native grasses and forbs)
- Shrubland (primarily shrubs but can include some trees)
- Wetland/ shallow lake (non-meandered lakes where the lake bed is not owned by the public)
- Other (If some of the acres do not fit within the above categories above, list them as "other" and provide a short description of the land cover.

Describe adjacency to public/private conservation lands - List and describe any adjacent conservation land such as a DNR unit, a local park or conservation land, private non-profit conservation lands or private land that has permanent conservation protection (such as a conservation easement or deed restriction). Also list and describe conservation lands that may be nearby but not adjacent and indicate the approximate distance to those lands.

Name of adjacent body of water (if applicable) – If the land includes shoreline identify the body of water by name. Do not include unnamed and intermittent waters). Provide the number of feet and/or miles of shoreline.

Funding

Purchase price \$ – The full amount paid for the property. Do not include transaction costs or the value of landowner donations.

Appraised value – An appraisal by a professional appraiser that is appropriately reviewed and/or certified by the Minnesota Department of Natural Resources (DNR). This value might be different than the purchase price.

Related professional service costs \$ – The total transaction costs directly related to the acquisition. Include costs such as, but not limited to, professional staff time and expenses to facilitate the acquisition, legal, survey, Phase I Environmental Review, filing fees, deed recording fees, and real estate commission.

Total project costs \$ – The purchase price plus related professional service costs (transactions costs).

Source of money – This table must be filled out to show the "Amount of funds" provided by all parties contributing to the acquisition. The "% of total project cost" and "Proportional size (acres)" should be prorated based on the funds contributed by the various parties. The "% of total project cost" must add up to 100%. If there is a "Bargain Sale/Donation Value," enter the amount under "Amount of funds" column but figure the "% of total project cost" and "Proportional Size (acres)" only on total cash amounts paid.

Parcel Status

Check the appropriate box.

- **Interest is retained by original purchaser** – Interest in the property by the same entity that the ENRTF money was appropriated to who will own and manage the property or monitor and enforce the terms of the conservation easement.

- **Interest in the property was simultaneously transferred to another entity as part of the original purchase arrangements** – At the real estate closing the property is transferred from the private property owner to the final property owner. The entity receiving the ENRTF appropriation facilitates the closing and provides the ENRTF funds and any other funds but does not take possession of the acquired property. The specifics of the property acquired and the final ownership must be approved in the LCCMR work program prior to closing.
- **Interest in the property was transferred to another entity on** – month/date/year. The entity receiving the ENRTF appropriation purchases and takes possession of the property and then transfers the property to the final owner at a later date. Fill in the date on which the property was transferred to the final owner. If the property is to be transfer at a later date but has not been transfer yet put in “TBD” (to be determined) and then provide the date of transfer in the annual land acquisition report following the transfer. The specifics of the property acquired and the final ownership must be approved in the LCCMR work program prior to closing. For conveyances of land acquired with ENRTF funds to the state to be managed by the DNR must meet the requirements of M.S. 116P.17 as follows:

116P.17 ACQUISITION OF LANDS TO BE CONVEYED TO THE STATE; COMMISSIONER APPROVAL.

(a) A recipient of an appropriation from the trust fund who acquires an interest in real property must receive written approval from the commissioner of natural resources prior to the acquisition, if the interest:

- (1) is acquired in whole or in part with the appropriation; and
- (2) will be conveyed to the state for management by the commissioner.

(b) The commissioner shall approve acquisitions under this section only when the interest in real property:

- (1) is identified as a high priority by the commissioner; or
- (2) meets the objectives and criteria identified in the applicable acquisition plan for the intended management status of the property.

Who owns interest in parcel? Check the appropriate option. Check the box for the entity that owns and manages the property as of the date of this report. Fill in the box after the management unit with the specific name of the unit. Check “Other” if the type of management unit is not listed above. Provide the name of the unit including the county or city name as appropriate as well (e.g. ZYX County’s XYZ Park). For conservation easements check “Other” insert Conservation easement and the name of the entity holding, monitoring and enforcing the conservation easement.

Provide the name, address, phone and email for the primary contact. All fields are required to be filled in. Provide the same information for a second contact if available.

Other Information

Notes/comments – Provide notes and other comments as appropriate to explain important information related to the acquisition that is not included elsewhere on this Initial Acquisition Form.

Submit – Review the information provided and make sure all the appropriate lines are completed then “click” the submit button to provide the report. This will automatically generate an LCCMR ID# number.

Clear – “clicking” on this button will clear all the information entered in the report. This can be done to start over or to enter a report on another parcel.

Save a Copy! - Print and/or save an electronic copy of the report for your records.

For additional information or assistance contact the LCCMR at;

Phone: (651) 296-2406

TDD: (651) 296-9896 or 1-800-657-3550

Email: lccmr@lccmr.leg.mn