

GRANIT Conservation Lands Mapping Project
Instructions for Tract Data Sheet

Please complete a **Tract Data Sheet** for each tract associated with the property. We also request that you send us a generalized map showing the location of the full property, as well as maps of each tract. For the tract maps, we request that you submit a property boundary survey. However, if the property has not been surveyed, please send your best available map (see below). Also, please mark on the map whether the property is under your ownership or is an easement.

Thank you for your assistance!

What information should be sent with the completed data sheets?

Please provide maps and supporting documentation for all lands meeting project criteria, as follows:

The Best Source:

- Digital boundary information, e.g., shapefile, DXF, etc., from a certified boundary survey. Send digital files and supporting documentation to: Chris Phaneuf at chris.phaneuf@unh.edu, or to the address below
- A full-sized paper copy of the property boundary survey plan at the same scale as the original.
- A tracing of the original plan at the same scale.

Next Best Source:

- A copy of the tax map showing the parcel.
- A tracing of the parcel from the tax map.
- A drawing of the parcel on a copy of a USGS map (please provide the quad name).

Also Helpful:

- Deed descriptions and deed sketches, when available.

Scale: It is extremely important that all maps be at a measurable scale. Please be sure that surveys, tax maps and USGS maps are at the original scale; if photo-reduced, the scale must be measurable. Write the parcel name and the scale on each map, e.g., 1 inch = 200 feet.

What properties should be included?

General:

- Land in which the municipality or land trust holds a legal interest, including fee ownership or conservation easement.
- Only land dedicated to conservation and open space uses.
- Conservation lands are considered to be:
 - lands permanently protected from development;
 - lands where more than 50% of the land area is or will remain undeveloped.

Size:

- All lands where the overall property is 2 or more acres in size
- Smaller properties
 - if they adjoin other protected lands, or
 - if they are areas of special concern such as islands, bogs, or other unique features.

What about “Back-up Interests”?

“Back-up interest” refers to the situation where an agency or organization holds a secondary interest in a property owned by a municipality. For example, a town may hold a conservation easement on a privately owned property, or a state agency might hold a long-term recreation lease on town-owned land. Three types of land protection are listed in the data sheet: an *executory interest* is the most common with conservation easements; *leases* are typical with recreation and water supply protection interests; a *reverter clause* describes who shall assume ownership if the existing owner ceases to exist.

Where should the information be sent? Questions?

Please mail the completed data sheets, tract maps, and supporting information to:

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