# Baseline Conditions Report Checklist

*The Division of Land Resource Protection (DLRP) offers this information as a resource for grantees to use when preparing the Baseline Conditions Report ("Report") for properties involved in a DOC funded agricultural conservation easement acquisition. The primary intent of this document is to encourage the preparation of Reports that are as complete and thorough as possible, thereby facilitating DLRP review and approval. At a minimum, the following information should be included in the report:*

| Staff Use | Heading/Title | Description | Complete |
|---|---|---|---|
| *Introduction* | | | |
| | **Title Page** | Include the Project name, County, and date of baseline report completion. | ☐ |
| | **Table of Contents** | Include a list of all sections, figures, tables, exhibits and attachments, along with associated page numbers. | ☐ |
| | **Authorship and Qualifications** | Include the name(s), education and experience of the baseline preparer(s). | ☐ |
| | **Acknowledgement of Conditions** | Include a statement that the information provided in the report is a correct and an accurate representation of the easement property to the best of the preparers' and landowner's knowledge. | ☐ |
| | | Include signature line and date for both landowner, baseline preparer(s) and easement holder. | ☐ |
| *Baseline Report* | | | |
| | **Summary Page** | ***Include the following:*** | |
| | | APN(s) | ☐ |
| | | Total acreage | ☐ |
| | | Grantor(s) and Contact Person for Grantor(s) | ☐ |
| | | Date of baseline preparer(s) on-site inspection | ☐ |
| | | USGS Quadrangle | ☐ |
| | | Summary of legal description, township/range, or street address | ☐ |
| | | Zoning | ☐ |
| | | Soil Type(s) | ☐ |
| | | Watershed(s) | ☐ |
| | | On-site land uses | ☐ |
| | **Introduction/Statement of Purpose** | State the purpose of the Report (e.g., To provide an accurate representation of the protected property at the time the easement is granted). | ☐ |
| | **Easement Location** | ***Include the following:*** | |
| | | County | ☐ |
| | | Nearest City/Unincorporated area | ☐ |
| | | Proximal Highway/Crossroads | ☐ |
| | **Current Land Use** | ***Describe the following (as applicable):*** | |
| | | Current agricultural use (irrigated/rangeland/both) | ☐ |
| | | Crop type(s) (including crop rotation and cover crops, if applicable) | ☐ |
| | | Average yields | ☐ |
| | | Acres utilized | ☐ |
| | | Harvest methods | ☐ |
| | | Pesticide/chemical use/storage | ☐ |

| | | | |
|---|---|---|---|
| | **Current Land Use** | Average age of trees/vines | ☐ |
| | | AUMs | ☐ |
| | | Grazing period | ☐ |
| | | Forage type | ☐ |
| | | Management practices | ☐ |
| | | Non-cultivated areas (disposal sites, disturbed areas, boneyards, gravel pits, mines, etc.) | ☐ |
| | **Historical Land Use** | Describe prior agricultural and non-agricultural uses, ownership, etc. | ☐ |
| | **Roads and Access** | Describe the existing roads on site, how the property is accessed by the owners for day-to-day purposes, and, if different, how the property will be accessed by the easement holder for monitoring purposes, including any advance notice requirements. | ☐ |
| | **Surrounding Land Use** | Describe the surrounding land uses (agriculture, housing, commercial, recreation, natural areas, etc.) | ☐ |
| | **Reserved Rights** | Summarize the reserved rights identified in the easement (e.g., single family residences, paved roads, building envelopes, cell towers, solar, recreational activities permitted, etc.), or include a reference to the reserved rights listed in the easement. | ☐ |
| | **Existing Improvements** | Describe any existing manmade agricultural and non-agricultural improvements on the property including fences, roads, and structures. The description should include the type, number, size (if relevant), age, location, and overall condition of these improvements. | ☐ |
| | **Adjacency to Other Protected Areas** | List other protected land near the subject property. | ☐ |
| | **Topography** | Describe the topography of the easement area. | ☐ |
| | **Soils and Erosion** | Describe the soils, including acres, according to data available from Natural Resources Conservation Service (NRCS). Use web soil survey to prepare custom reports: websoilsurvey.nrcs.usda.gov/<br>Note any existing or past areas of erosion. | ☐ |
| | **Important Farmland Classification** | Provide the Important Farmland Classification(s) based on the Farmland Mapping and Monitoring Program data available at: maps.conservation.ca.gov/DLRP/CIFF/ | ☐ |
| | **Irrigation/Water Source(s) and Water Quality** | List and describe the irrigation infrastructure, water source(s), and water quality associated with the property. | ☐ |
| | **Water Rights** | Describe the historical and current water rights associated with the property. | ☐ |
| | **Conservation Values and Other Co-Benefits** | *List Conservation Values discussed in the easement and describe the current state of those values. The list may include but not be limited to, protection of:* | |
| | | Agricultural productive capacity | ☐ |
| | | Wildlife habitat | ☐ |
| | | Open Space/Viewshed | ☐ |
| | | Water quality | ☐ |
| | | Water storage and infiltration capacity | ☐ |
| | | Food security | ☐ |
| | | Carbon sequestration | ☐ |

| | | | |
|---|---|---|---|
| | | Other | ☐ |
| | **Mineral Rights** | Describe any third party interest in the mineral rights and any current or historical surface or subsurface mineral extraction on the property. | ☐ |
| | **Utilities** | List any utilities and utility easements over the property (gas, electricity, etc.) | ☐ |
| | **Vegetation/Habitat Types** | List and describe the vegetation on the property, including trees, shrubs, grasses, and agricultural weeds. Describe the habitat types and extent of each, if available (e.g., grassland, scrub, oak woodland, forest, riparian, wetland, etc.). Include agricultural weeds of concern to management, if known. | ☐ |
| | **Wildlife** | Include a summary of the wildlife found on or within close proximity to the easement property. Describe any sensitive species. Include those that utilize the property seasonally, if applicable. | ☐ |
| | **References** | Include a list of the information sources relied upon to prepare the Report. | ☐ |
| **Exhibits/Attachments** | | | |
| *All maps should include the following: Easement boundary, north arrow, scale, legend, date map was created, and the map author.* | | | |
| | **Vicinity Map** | Provide a map that shows the nearest city/unincorporated area, any major highways/crossroads, and special features to help the reviewer identify the easement location. | ☐ |
| | **Improvements Map** | *The following should be included in this map:* | |
| | | Location of any building envelopes described in the easement | ☐ |
| | | Existing single family residence(s) and/or ag employee housing | ☐ |
| | | All roads within the easement area including, dirt, gravel, and paved | ☐ |
| | | Ag infrastructure including water storage and irrigation structures, barns, sheds, and fencing | ☐ |
| | | Notable water features such as lakes, reservoirs, streams, creeks, springs, ponds, canals, etc. | ☐ |
| | | Acreage of the easement, building envelopes and excluded area(s), as applicable | ☐ |
| | **APN Map** | Provide a map that includes all APNs within the easement property | ☐ |
| | **Photo Points Location Map** | Provide a map that pinpoints the location where each photo was taken. | ☐ |
| | **Baseline Photos and Index Table** | *Provide photos of the property in its current state.* *Photos should include the following:* | |
| | | Improvements (single family residences, ag employee housing, barns, buildings, structures, roads, fences, etc.) | ☐ |
| | | Future building envelope site(s) | ☐ |
| | | Agricultural features (orchard, row crops, fields, pasture, grasslands) | ☐ |
| | | Conservation values/notable property features (oak woodlands, ponds, streams, riparian areas, geologic features, etc.) | ☐ |
| | | Other notable physical features, including those referenced in the easement | ☐ |
| | **Soils Map** | Provide a detailed soils map. | ☐ |
| | **Recorded Easement** | Attach a copy of the recorded easement. | ☐ |
| | **Management Plan** | Include as applicable. | ☐ |