

Conservation Easement Purchase and Sales Contract Guidelines

The Easement Committee adopts the following guidelines necessary to execute and close on Purchase and Sales contracts for all Watershed Agricultural Council (WAC) conservation easements. The content of the Guideline Section (items 1-8) correlates with the content of the Staff Standard Operating Procedures section (items 1-8).

1. Purchase and Sales Contract and Committee Motions

- A. Staff shall prepare the purchase contract for each transaction based on the Model Purchase Contract (Schedule C in the WAC /New York City Department of Environmental Protection (DEP) contract) or any subsequent revision duly-approved by the Easement Committee for all acquisitions
- B. The contract shall include the following attachments: Attachment A – Property Title; Attachment B- Ortho Map; Attachment C – Draft Deed of CE
- C. The Easement Committee must approve the contract via formal motion and the WAC
Chairman must countersign the contract in order for the contract to be valid, and executed. Chairman must countersign the contract no later than 5 business days after the committee passes the motion.

2. Ordering Services, Municipal Notifications and Down Payments After P&S Contract is Signed.

A. Down payment - WAC shall deliver a down payment check payable to the Grantor equal to 3% of the purchase price to the Grantor at the time the fully executed purchase contract is delivered to the Grantor. In the event a Grantor defaults under a purchase contract, WAC shall make its best efforts to recover the entire down payment paid to the Grantor. Down payments recovered by WAC shall be returned to Program Funds and shall be accounted for in the next financial report WAC is scheduled to make

B. NYS Agriculture and Markets Waiver -WAC shall obtain a waiver from the Grantor of the Easement pursuant to the NYS Agriculture and Markets Law § 305(4)(d) prior to execution of each purchase contract, and shall forward a copy of each waiver to the New York State Commissioner of Agriculture and Markets and to NYCDEP within 3 months of receiving each waiver.

C. Memorandum of Contract -WAC shall, within one month of receiving a fully-executed purchase contract, record a memorandum of the purchase contract in the office of the clerk of the county in which the Easement Property is situated.. WAC shall not close on the purchase of any Easement unless all liens and mortgages have been satisfied or subordinated to the Easement, encumbrances have been cleared, approval of the transaction by the Mayor of the City of New York has been obtained, the requirements of the MOA with respect to Community Review have been satisfied, and a public hearing has been duly held.

D. Vendor Services - All vendor services utilized by WAC for Surveying, Environmental Site assessment, and acquisition legal counsel shall conform to WAC Procurement Procedures as defined in Article 7 of the contract between DEP and WAC.

3. Executing Vendor Services Required for Closing

A. Legal Services

1. Title Insurance

After a purchase contract has been fully-executed, WAC shall order a title search for each Easement Property from a reputable title company that is a member of the New York Board of Title Underwriters unless otherwise required by the Easement Committee. A title insurance policy shall be purchased by WAC for every Easement acquired. Every title insurance policy obtained by WAC shall be written in accordance with the standard form ALTA owner's policy naming WAC, the New York City Water Board, The City of New York and NYC DEP as the insured.

2. Subordination of Existing Mortgages

In the event the Easement Property to be purchased by WAC will be subject to an existing mortgage(s) at the time of Closing, WAC shall obtain and provide a copy to NYCDEP for approval, prior to Closing, a written agreement(s) from the holder of each such mortgage agreeing to subordinate such mortgage(s) to the Easement ("Subordination Agreement") from the lender(s). Such letter shall be subject to the approval of the Easement Committee. WAC shall file the Subordination Agreement(s) with the clerk for the county in which the Easement Property is situated.

3. Marketable Title

WAC shall require the clearing, satisfaction, and/or release of all material objections to title that are set forth in the title report on or before the Closing date necessary to ensure Marketable Title to the Easement Property.

B. Surveying Services

1.WAC shall select a New York State-licensed surveyor from a list of surveyors approved by the Easement Committee and order a survey for each property that is the subject of a fully-executed easement purchase contract with WAC.

2.The survey shall meet NYCDEP survey standards for easements in effect at the time the order is placed. All surveys shall include certification to WAC and NYCDEP. Unless otherwise determined by NYCDEP, NYCDEP's in-house surveyor shall review and approve each survey for accuracy and standards.

3. Survey Map standards shall include the following:

a. Easement boundary lines will follow tax parcel boundary lines where possible. No setback of easement boundary line from municipal roads will be utilized because the conservation easement is subordinated to municipal road Right of Ways as they appear in the property's title.

b. Surveyors will place monumentation (survey pins) locating boundaries of Acceptable Development Areas (ADA). If landowner does not want survey pins locating the ADA, landowner must be made aware that they will be responsible for paying survey costs to locate the ADA boundary for any development or improvement in the ADA.

C. Environmental Site Assessment Services

1. After a purchase contract has been fully-executed, WAC shall order a Phase I Environmental Site Assessment ("Site Assessment") from a list of vendors that has been approved by the Easement Committee. The Site Assessment shall be conducted in accordance with the "Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessments Process" guidance document 1527-00 published by the ASTM (American Society for Testing and Materials).

D. Community Review

1. WAC shall submit a set of maps and information on each pending purchase to the Town in which the Easement Property is located within 30 days of receiving a fully-executed purchase contract to DEP.
2. WAC shall send a duplicate copy of the materials sent to the Town to all parties named in a letter from William Harding, Director of the New York City Watershed Partnership Council, dated April 7, 2007, and to NYCDEP.

4. Motion for Approval of Final Documents

A. Prior to closing on a Conservation Easement, A motion from the Easement Committee shall be required approving the following final documents: Certificate of Final Approval(COFA) , final deed of conservation easement, baseline documentation report, title insurance, survey, and environmental site assessment.

1. Baseline Documentation

a. WAC shall prepare the documentation necessary to support the long-term stewardship and monitoring of the Easement, which shall consist of surveys, aerial photos, photos from designated ground locations, baseline maps and written descriptions (the "Baseline Documentation").

b. Baseline Documentation shall be prepared in accordance with standards established by the Easement Committee.

1 Agricultural and Recreational Structures located outside the Acceptable Development Area (ADA) at closing (located in either the Agricultural or Forestry Conservation Easement Areas) will not be charged against the aggregate square footage by landowners for respective structures if documented in the Baseline Documentation Report.

2. Landowners who identified incomplete structures or structures under construction (including building foundations) in the Baseline Documentation Report prior to closing will not be charged toward the aggregate square footage for respective structures.

C WAC shall be responsible for obtaining certification from the Grantor of the Baseline Documentation prior to Closing.

d Certified copies of the Baseline Documentation shall be filed at the Watershed Agricultural Council but are not annexed to the Deed of Conservation Easement.

WAC shall provide each Grantor from whom an Easement has been purchased with a copy of the Baseline Documentation for their Easement. A copy of the Baseline Documentation for each Easement shall be sent to NYCDEP. WAC shall provide a permanent and safe location for the storage of Baseline Documentation.

2. Mayoral Approval

a. Subsequent to execution of the purchase contract and prior to closing, the Mayor's Office of the City of New York shall conduct a review of each proposed Easement acquisition in accordance with the New York City Administrative Code, Subchapter 3, Chapter 3, §§5-351 et. seq. The Mayor's Office will not begin its review until such time as WAC has submitted to the City all necessary materials, including preliminary surveys.

b. WAC's obligation to purchase any and every Easement shall be expressly conditioned upon the approval by the Mayor's Office of the acquisition of the proposed Easement. The process consists of a Certificate of Preliminary Approval(COPA) meeting between LAP (DEP's Land Acquisition Program) and the Mayor's Office, followed by a Certificate of Final Approval (COFA).

c. In addition, a public hearing is required to provide an opportunity for public comment, following which the Mayor's Office signs each survey for all real property interests to be acquired. On a quarterly basis, or as required, and at least two weeks prior to each COPA meeting, WAC shall submit to LAP a final or preliminary survey for each Easement to be acquired, as well as a location map and a fact sheet describing details of the proposed acquisition upon request by the Mayor's Office and NYCDEP. At least one week prior to the COFA hearing, WAC shall submit a final survey for Mayoral signature. Following COPA and COFA and before Closing, LAP shall provide WAC with documentation of receipt of Mayoral approval of the transaction which must be received prior to any closing.

5. Preparation for Closing

- A. Taxes shall be paid by WAC at closing on behalf of New York City consistent with the Real Property Taxes clause of the Conservation Easement and Title iv of Real Property Tax Law.
 - B. As stated in the Real Property Tax Clause of the Deed of Conservation Easement, "Grantor agrees, pursuant to Article 25-AA of the New York State Agriculture and Markets Law, to apply annually for an agricultural assessment on any lands subject to this Easement which are eligible for and have received in any year an agricultural assessment. Grantor agrees to timely file the appropriate application with each assessing unit on forms proscribed by the State Board of Real Property Services and shall furnish the tax assessor such information as the State Board of Real Property Services shall require. Notwithstanding the preceding paragraph, Grantor shall not be required to file an application for an agricultural assessment on any lands subject to this Easement provided that Grantor demonstrates that an agricultural assessment made on such lands pursuant to Article 25-AA would be higher than the assessment made on such lands pursuant to the New York State Real Property Tax Law. Grantor agrees to make such a demonstration to Grantee, upon request.
- A. Calculating Taxes for Payment at Closing . Taxes for payment at closing will be calculated using the Allocation Factor Worksheet provide by DEP to WAC.
- 1. Once the final survey has been received, WAC will request the Tax Allocation Factor Worksheet from DEP. WAC shall provide data to NYCDEP with respect to the number of acres considered to be either in and/or out of designated Agricultural Districts, the value of the agricultural and forestry components of the Easement and the value of improvements, in order to assist NYCDEP in determining property tax allocations.
 - 2. A Tax allocation factor worksheet shall be created by DEP, prior to closing, to establish a tax allocation factor that will be used to calculate New York City's apportionment of payment of municipal and school district taxes on eased properties according to Section 80 of the 1997 NYC Watershed MOA.
 - 3 Landowners will be provided with the following letter at closing to explain to them the procedure for Apportionment and Payment of Real Property

Taxes Post Closing as described in the Standard Operating Procedures, section 5, D, 5, "Preparation for Closing".

6. Closing

A. WAC staff shall conduct all closings for the purchase of Easements. WAC shall not proceed to closing under any one of the following circumstances: title cannot be insured; existing mortgage(s) have not been satisfied, released or subordinated, liens have not been satisfied, encumbrances cannot be cleared and insured against.

B. WAC shall prepare four original copies of the Easement for signatures one of which will be recorded. The remaining three copies will be given to the Grantor, NYCDEP, and WAC for their records.

C WAC shall present a check to the Grantor for the contract purchase price of the Easement less the down payment and other agreed-upon monies, at the time of closing unless a previously agreed upon payment plan has been established.

D. In addition, WAC shall not close on any Easement prior to approval by the Easement Committee of the surveys, environmental site assessment, baseline documentation, title report/insurance and mortgage subordination agreements (in the event that the land to be placed under Easement is subject to an existing mortgage

E. On the date of closing, as specified in the Contract of Sale, WAC shall deliver to the Owner a certified check payable to the Owner for not more than the fair market value of the Easement as appraised pursuant to this Agreement, less any down payment paid to the Owner under the contract of sale.

F. Mortgage subordination agreements and Deeds of Conservation Easement shall be recorded in the County Clerk's Office in which the property is situated.

G. Recorded Easements shall reference the associated recorded survey maps indicating the boundaries of any Watershed Agricultural Easements, Watershed Conservation Easements, acceptable development areas, and resource protection areas established pursuant to the terms of the Easement. Such

survey maps shall be prepared in accordance with standards adopted by the EC in accordance with this Scope of Work.

7. Post Closing

- A. WAC staff shall prepare a Post closing letter to the DEP Committee Member as described in Section 7 D of the staff Standard Operating Procedures
- B. WAC staff shall submit Post Closing data to the DEP Contracts Manager as described in Section 7 F of the Staff Standard Operating Procedures
- C. WAC staff shall notify the New York State Department of Environmental Conservation (DEC) via letter that a Conservation Easement has been recorded under ECL Article 49.

8. Amendments to Land Plans While in Contract

A. In certain instances, survey boundaries may 1) not correlate with boundaries established in land plans maps approved by Committee. 2) or the location of certain geographic or topographic features as well as the location of certain structures or improvements such as buildings, stone walls, may not have been apparent during the initial mapping of a property. Or 3) , landowners may decide to make minor adjustments to use area boundaries during surveying because of concerns about restrictions or prohibitions of certain activities in certain use areas, previously unknown to them.

B. As such, the easement committee delegates authority to staff to authorize changes to land plans or draft surveys without additional committee review and approval if all of the following are satisfied:

- 1. Proposed changes (in acres) to land plans or draft surveys do not exceed 10 percent of the total property to be encumbered by the Conservation Easement, However, if changes under 10 percent , if they include changes that have a significant impact on road frontage , Acceptable Development Areas, Outparcels, or Economic Units , will require committee approval to request a appraisal update and amendment to the land plan map.

2.The adjustments conform to the standards established in the Easement Committee Land Planning Guidelines Version 1.6 July 20, 2009 or most current version. Amendments resulting to nonconformity of the Land Planning Guideline will require review and approval by the Easement Committee.

3.Staff determines that any such changes will not affect the conservation purposes of the Easement

4 Such changes will not affect the Whole Farm Plan as determined by the WAP planner.

5.The landowner, the surveyor, and Easement Program Staff agree to the changes, and such agreement is documented as both a written request and a final written approval of the changes by the landowner.

6.Changes to land plan are reviewed against Municipal Land Use regulations to ensure conformity to applicable existing municipal ordinances.

7. Review to ensure changes to not impact title. LCS checks with legal counsel to ensure no title issues will emerge as result of amendment.

8.The adjustments are reviewed and approved by the Easement Program Manager.

C. Any changes to a land plan map or draft survey while in contract that exceed 10 percent of the total acreage to be under easement , or significantly affect the value of the easement (significant changes to road frontage , development areas or other features of value identified in the appraisal, must be approved by the committee before an appraisal update can be ordered.

Staff Standard Operating Procedures (SOP)

1. Purchase and Sales Contract and committee Motions

A. If landowner accepts an offer, the Land Conservation Specialist (LCS) submits packet for approval of Purchase and Sale (P&S) Contract by the Easement Committee to Easement Program Manager (EPM) for review and approval prior to Committee packet deadline for the upcoming Committee Meeting. Packet must be reviewed and approved at least 14 days prior to Committee Meetings..

Packet Content to Committee Motion to Approve Entering into a Purchase and Sales Contract:

1. Cover memorandum providing description of property, including WFP status, current agricultural operations, physical and natural resource characteristics of property, tax parcel boundaries, use area boundaries, description of use areas, price per acre, before value, after value and total value of the easement. 2. 8 ½ x11 ortho-image map of property (land plan map approved by Committee)

3. Motion to authorize purchase of a conservation easement (written at bottom of memo).

- * Documentation for all actions above must be copied and placed in White Binder for Property
- * LCS enters data in database (DB) for respective fields

B. Prior to "Authorization to Engage in Contract" approval by WAC via formal motion; LCS hand delivers a packet with the following documents for landowner(s) original signature:

1. Cover Letter
2. 4 Purchase and Sale contracts with attachments
3. Memorandum of Contract (notarized for all parties)
4. Ag and Markets Waiver (notarized for landowner)
5. W-9
6. TP 584

Note:

- Landowner is defined as all signatories to the current title for all tax parcels that will be encumbered by the easement. If property is held by a Corporation, by-laws and/or articles of incorporation identifying authorized signatories are required and must be reviewed and approved by WAC Legal Counsel prior to counter signature of contract by WAC
- LCS and Executive Assistant (EA) should check all math, tax parcel IDs #s and size, names on contract against names on title.
- LCS reviews content of conservation easement (CE) to ensure all fields specific to the individual CE have been completed. This includes:

Day/month/year at bottom of page(Date Land Plan was approved by the Committee), Grantor name (matches names on P&S Contract and Property Deed), Grantor address; basin name, appropriate use areas, number of additional residential units, number of a additional tax parcels, percentage of gross proceeds grantee is entitled to if easement is terminated. Dollar amount for CE is not included until final price is obtained based on surveyed acres.

C. Once landowner signs all documents in B 1-6 above and WAC motion is obtained, LCS gives all documents to EA for counter signature by WAC Chairman.

D. Once the appropriate signatures are obtained in B 1-6 above, LCS and EA proceed to order services and process documents as described in Section 2 below.

E. After the Easement Committee passes the motion to engage in a Purchase and Sales Contract, the LCS must forward information to Council to inform them that a Purchase and Sales Contract has been signed.

1. 10 days prior to a Council Meeting , LCS submits a packet of information to the EA identical to the packet of information submitted to the easement committee in Section 1.A.1 above with the following exceptions: The name of the landowner is removed from the memo and land plan map and the motion is deleted. Additionally, LCS should notify Council in the cover memo the date the Easement Committee motion was passed approving the Purchase and Sales Contract. .

Products

1. Memorandum to Watershed Agricultural Council with motion and attachments
2. Cover letter to landowner
3. Purchase and Sales Contract; Attachment A – Property Title; Attachment B – Ortho Map; Attachment C – Draft Deed of CE
4. MOC
5. Ag & Markets Waiver
6. W-9
7. TP-584

2. Ordering Services Municipal Notifications and Down Payments After P&S Contract is Signed

A. LCS orders the following services and distributes the following documents within 30 days of WAC Chair's counter signature authorizing Purchase and Sales Contract:

1. Title Search , Title Report and Commitment to Title Insurance

a. **LCS** ends letter to acquisition Legal Services requesting title search, report and commitment to Title Insurance to be completed within 6 months from date of request

- b. Letter has following attachments: Copy of P&S Contract with attachments A-C, (property deed, ortho-image map; draft Deed of CE)
- c. LCS schedules conference call with Legal Counsel to review information, terms of CE, map; ensures Legal Counsel understands project sufficiently to do necessary title work
- d. LCS updates database with information pertaining to title
- e. Once Title Search, Report, and Commitment to Title Insurance is obtained, Legal Counsel sends copy to Surveyor and LCS and notifies LCS that copy of Search and Report was submitted to Surveyor (if deemed necessary by surveyor).

2. Survey

- a. Sends letter requesting survey to be completed within 6 months of request
- b. Letter attachments include front page of P&S Contract with pricing blacked out, property deed, plotter size ortho-image map, copy of Deed of CEc.
- c. LCS meets/confirms that surveyor understands the ortho-map and schedules site visit to walk property with surveyor and landowner. At site visit LCS reviews maps, establishes location of use areas, sites ADAs and outparcels

3. Environmental Site Assessment

- a. Sends letter requesting ESA Phase I be conducted on property and completed within 4 months of request letter
- b. Letter attachments include front page of P&S Contract with pricing blacked out; plotter size ortho-image map; description of buildings, land, land location map copied from appraisal; and draft Deed of CE.
- c. LCS schedules conference call to review Draft CE, ortho-map, and appraisal information with contractor, then schedules site visit to walk property with contractor and landowner to locate any issue of environmental concern.

4. Municipal Review of Contract

a. Send letter to local government officials for municipal review of contract within 30 days of contract counter signature by WAC. Municipalities have 120 days to review and comment on project.

b.WAC or DEP will provide a package of information to the Town(s) in which the property affected by the conservation easement is located, and to the Planning Department(s) of the County(ies) in which the subject property is located. The package will include:

- i. a map or maps depicting the tax parcel boundary of property affected by the conservation easement, including the location and attributes of "envelopes" within the conservation easement;
- ii. an aerial photo of the affected property, if available;
- iii. the proposed boundary of the conservation easement;
- iv. areas excluded from the conservation easement, if any;
- v. the section, block and lot number of the affected property;
- vi. site topography;
- vii. natural resource criteria information; and
- viii. a brief summary concerning the conservation easement, including proposed easements and rights of way, if any, that are associated with the conservation easement, access ways to "envelopes" or areas excluded from the conservation easement, if any, and approximate locations of any significant existing easements or rights of way readily known to DEP or WAC that may affect development.

c.The Parties recognize that the above information will be based on information available to WAC or DEP at that time, and may be incomplete or imprecise due to the fact that surveys, title searches and other detailed inspections are generally not undertaken until the latter stages of the contract.

d.The submission of this information by WAC or DEP triggers the 120-day consultation period set forth in MOA ¶ 71. Consistent with MOA ¶ 71, the affected Town may hold a hearing or otherwise gather input on the proposed conservation easement. When invited, it is the practice of DEP

and WAC to send representatives to attend any such hearings or meetings to provide information and discuss concerns.

e. During the Local Consultation Process, the Town(s) and/or County(ies) may provide comments on the conservation easement to DEP or WAC, that include, but are not limited to:

- access to any development areas;
- potable water;
- sewage disposal;
- consistency with set-back requirements; and
- natural resource criteria.

f. DEP or WAC will respond in writing to any such comments received from the Town or County during the Local Consultation Process. DEP or WAC will consider any comments from a Town or County, and such comments may serve as the basis for appropriate actions and adjustments to the conservation easement by and in the sole discretion of DEP or WAC. In responding to comments, DEP and WAC have agreed to outline in their response, actions, if any, expected to be taken in light of such comments.

5. 3% Down Payment

a. LCS coordinates with EA to submit letter and payment request to finance director requesting 3% down payment. Payment is determined by multiplying easement per acre price by approximate easement acres (based on tax map data) from land plan, by 3%. EA informs LCS of Payment Request schedule necessary to obtain check, obtains check from Finance Department, and gives check to LCS.

b. LCS hand delivers down payment check with cover letter to landowner along with original countersigned and notarized P&S Contract.

* Documentation for all actions above must be copied and placed in White Binder for property

*LCS enters data in DB for respective fields

B. Executive Assistant (EA) Actions:

1. After Committee passes motion approving P&S Contract, EA takes the following actions, all within 30 days of Committee motion. The EA will work with the LCSs to ensure the following actions occur:
 - a. Obtains Council Chairman's counter signature on contract within 5 business days of Council motion and gives a signed original to the LCS to give to the landowner. 2 signed originals go in Fireproof Safe, and a signed original to DEP (see Section e below). EA creates initial fireproof file for property with this action.
 - b. Files Memorandum of Contract (MOC) at respective County with clerk – request for payment from Finance to cover filing fees
 - c. Files a TP 584 (State tax form) at County with MOC
 - d. 3% down payment – submits letter to Director of Finance requesting 3% down payment along with a request for payment. Once check is processed, EA gives check to LCS for delivery to landowner.
 - e. Letter to DEP Land Acquisition representative notifying DEP of contract. Letter includes a request for Certificate of Preliminary Adoption (COPA) signed by the EA which includes fully endorsed P&S Contract (original) with attachments.
 - f. EA submits letter requesting Ag and Markets Waiver for Section 305 (4) of Ag and Markets Law 25AA to Commissioner of Ag and Markets.
 - g. EA emails the following contract data to DEP contract's manager:

Subject: WAC Contract Execution #

To: DTobias@dep.nyc.gov; KHeavey@dep.nyc.gov;
MBrophy@dep.nyc.gov;
mschwab@dep.nyc.gov; jeffgraff@nycwatershed.org;
Vmatwichuk@dep.nyc.gov

Please be advised that the following contract was recently executed:

Execution Date:
Expiration Date:
Prop ID:
Sellers:
Total Acres (+/-):
Total Preliminary Price:
Price Per Acre:

Tax Lot Data

Town	Tax ID	Acres to be Acquired (+/-)
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Products

P&S Contract (4 signed & notarized copies)
MOC (signed and notarized)
W-9 (signed)
TP 584 (signed)
Payment request letter to Finance Director w/attachments
3% down payment check
Cover letter for 3% down payment check to Landowner
Request for check for filing fees at County
Check for filing fees at County
Notification letter to DEP w/attachments
Ag & Markets Waiver request letter to Commissioner of Ag & Markets
Ag & Markets Waiver (signed & notarized)
Letter to Acquisition Legal Services requesting abstract & title w/attachments
Letter requesting survey w/attachments
Letter requesting ESA w/attachments
Municipal review letter w/attachments

3. Executing Vendor Services Required for Closing

A. Title Search Title Report and Commitment to Title Insurance

1. LCS coordinates with Acquisition Legal Counsel to obtain copy of Title Search Title Report and Commitment to Title Insurance after submitting request letter.
2. LCS reviews both Title Search Title Report and Commitment to Title Insurance then coordinates with Legal Counsel to determine how to work with landowner and landowner's legal counsel to take steps necessary to resolve outstanding title issues before closing can occur. Report from Legal Counsel should identify outstanding title issues and proposed solutions.
3. Legal Counsel provides landowner and landowner's attorney with copy of Title Search Title Report along with Commitment to Title Insurance. Both documents must have an attached cover letter identifying the items that

appear on Schedule B1 (Items to be resolved) and Schedule B2 (items that are exempt) of Commitment to Title Insurance and the actions necessary to resolve the issues associated with the items prior to closing.

4. Identification and resolution of outstanding title issues will vary from property to property. Legal Counsel and LCS ensure that all issues that will prevent marketable title are listed on the Commitment to Title Insurance Policy Schedule B1, and omitted prior to closing.

5. LCS and Legal Counsel should ensure that in the event the Conservation Easement to be purchased is subject to a mortgage at the time of closing, a written agreement to subordinate the mortgage(s) to the easement via a Subordination Agreement from the lenders is obtained and filed with the clerk for the County in which the easement property is located, or that the mortgage is paid in full at closing. The Subordination Agreement must be referenced in the Motion for Approval of Final Documents (Section 4) and approved by Committee. A mortgage would appear on Schedule B1 of Commitment to Title Insurance.

6. Legal Counsel shall obtain title insurance from a reputable title company that is a member of the NY Board of Title Underwriters. The Title Insurance Policy shall be written in accordance with the standard form ALTA owner's policy, naming WAC, the New York City Water Board, the City of New York and NYC DEP as insured.

7. LCS, working with Legal Counsel, ensures that Schedule B1 items are resolved and items that appear on Schedule B2 i conform to State standards of marketable title. Prior to closing, LCS submits letter to Legal Counsel identifying all items identified in Schedule B1 and the Title Report, and confirms the manner in which they were resolved.

8. LCS and Legal Counsel shall identify title issues that may be insurable but may not be marketable, resulting in the inability to close on an Easement. LCS will notify the Easement Program Manager (EPM) of these issues. Such issues will be identified in the Title Report and brought to the attention of DEP's LAP and legal counsel by the EPM.

9. Legal Counsel confirms to LCS in writing that Commitment to Title Insurance has been obtained and all items that have been listed on Schedule B1 have been or will be omitted, and that non insurable-items that appear on Schedule B2 conform to state standards of marketable title.

* Documentation for all actions above must be copied and placed in White Binder for property

* Enter data in DB for respective fields

Products

Title

Search

Title Report

Commitment to Title Insurance

Correspondence with landowner and landowner's attorney pertaining to any title issues that need to be resolved

Any documents necessary to resolve Schedule B1 title issues such as affidavits, subordinations, releases, etc.

Legal Counsel letter confirming Commitment to Title Insurance and marketable title

B. Surveys and Certificate of Final Approval (COFA)

1. Survey Site Visit

a. Once survey is ordered by LCS, LCS discusses ortho-map with surveyor representative and coordinates with surveyor and landowner to conduct site visit.

b. At site visit, LCS, landowner, and surveyor must identify and agree to all property and use area boundaries as represented on the approved land plan map.

c. LCS must stake out boundaries of ADAs with surveyor and landowner.

2. Preliminary Survey

a. Upon completion of the preliminary survey, six paper copies of the survey plus one complete set of documents (including surveyor's field notes and deeds) will be sent to the LCS. LCS is

responsible for ensuring timely delivery of preliminary surveys to other WAC vendors and DEP staff.

b. Survey and legal description will show horizontal ground acreages. The total survey acres on the easement property should not include acreage from outparcels and only includes acreage that is encumbered by the conservation easement (which is used as the basis for calculating taxes).

c. LCS will coordinate with EA to ensure distribution of preliminary surveys to respective parties.

1. LCS/EA will forward one complete set (preliminary survey, surveyor's field notes, and deeds, legal description and .dwg file) to , DEP LAP Engineering (Mike Brophy) – check w/DEP to ensure receipt.

2. LCS/EA will forward one paper copy of the preliminary survey and one copy of the legal description to DEP Acquisition representative (Easement Committee member).. (EA emails DEP Acquisition representative to ensure receipt of file.)

3. LCS/EA will forward one paper copy of the preliminary survey to Acquisition Legal counsel. LCS should ensure that copy of Title Search and Report was sent from Legal Counsel to surveyor prior to production of preliminary survey map if possible.

4. LCS will forward one paper copy of the preliminary survey and legal description to environmental consulting firm for the Environmental Site Assessment (ESA) if deemed necessary by vendor.

5. LCS/EA will forward one paper copy of the preliminary survey and legal description to the landowner for their review and Pc Landowner's attorney on correspondence. LCS should set up meeting with landowner to review survey and discuss any changes identified.

6. LCS retains one paper copy and legal description for review.

d. LCS reviews the preliminary survey against legal description, the approved land plan, and the draft Deed of CE, then meets with landowner to discuss preliminary survey.

e. LCS obtains comments from landowner, if any, and incorporates comments into review.

f. (DEP LAP Engineering sends his comments to DEP Acquisition representative. DEP Acquisition representative discusses comments with LCS and forwards all DEP comments to LCS (comments should be in form of a written letter).

g. LCS sends all written comments (including those obtained from WAC's review, DEP Acquisition representative, and DEP LAP Engineering, as well as landowner) to surveyor, with a request for changes to the survey.

3. Revised Survey

a. Once comments are reviewed and addressed by surveyor, surveyor sends one copy of the revised survey to WAC Staff (LCS/EA).

b. LCS/EP staff compare the changes requested to the revised legal description and survey, checking for accuracy.

c. After LCS/EP Staff review revised survey, LCS confirms that requested changes have been made and a request letter is sent to surveyor for the final survey.

4. Final Survey

a. LCS requests a final survey via written request to surveyor requesting the final distribution be sent directly from the surveyor to the following parties:

DEP LAP :	Two mylars (w/ signature block)
	Four paper copies (w/signature block)
	One CD (w/ .dwg file and final legal description)

WAC LCS:

Two mylars (w signature block)

Five paper copies (w signature block).

LCS sends one paper copy to landowner's attorney with cover letter for review. LCS sends on paper to WAC legal.

One CD (w/ .dwg file, shapefiles, a .pdf file of an 8 ½"X11" version of the survey, and final legal description)

b. LCS sends Letter to DEP requesting Tax Allocation Factor worksheet.

***Note: Unless instructed otherwise, certification of surveys will be to:**

The Watershed Agricultural Council of the New York City Watersheds, Inc.

City of New York

<Landowners of Record>

Title Insurance Company Name or its successors and assigns

5. Request for Final Surveys and COFA (Certificate of Final Approval and Adoption)

a. LCS submits written correspondence to DEP Acquisition representative notifying them that the surveyor will be sending the final survey and requests COFA. Request letter should indicate approximate closing date by which COFA is required. COFA cannot be requested until final survey is approved by WAC LCS and DEP. LCS should urge DEP Engineering to submit final written comments as soon as possible to ensure sufficient time to obtain COFA and calculate taxes.

1. DEP Acquisition representative and DEP Contracts Manager send the following to New York City for COFA, copying Easement Program (EP) Staff on all correspondence:

- One mylar (w/ signature block)
- DEP ID #

- Landowner(s) Name
- Conservation Easement value per acre
- Easement acres based on final survey

2. DEP acquisition representative and Contracts Manager follow-up if COFA is not forthcoming, copying LCS and EPM Staff on all correspondence.

3. LCS must communicate regularly with DEP staff to ensure COFA is obtained prior to scheduled closing date and provide closing date to DEP staff.

4. DEP Acquisition representative and DEP Contracts Manager send EP Staff a copy of the COFA upon receipt.

5. LCS forwards copy of COFA to WAC Acquisition Legal Counsel with cover letter.

* Documentation for all actions above must be copied and placed in White Binder for Property.

* Enter data in DB for respective fields.

Products:

Preliminary Survey

Comment letter from DEP

Comment letter from LCS to Surveyor

Letter for final survey

Final surveys

Letter to DEP requesting tax allocation factor worksheet

Letter to DEP w/notification of final survey and request for COFA

Receipt of COFA from DEP

Cover letter to Acquisition Legal Counsel w/COFA

C. Environmental Site Assessment (ESA)

1. After sending request letter to vendor, LCS coordinates with vendor and landowner to conduct Phase I ESA of property. LCS reviews relevant appraisal information with vendor, then coordinates with vendor and landowner to conduct site visit.
2. Landowner should assist LCS and vendor in identifying and locating any items of environmental concern, such as old junk yards, debris piles, junk automobiles, buried oil and gas storage tanks, etc.
3. Once site visit is completed, LCS obtains four copies of ESA Phase I report of property from vendor and reviews findings. LCS sends copy of report with cover letter to landowner and Pc 's landowner's attorney, stating findings and any actions required (if necessary) to address outstanding issues.
4. If report identifies specific environmental problems, LCS contacts vendor and EPM to discuss findings and proposed remedies.
5. LCS provides Acquisition Legal Counsel a copy of the ESA and cover letter for review and approval only if environmental problems are found on the property. LCS and EPM discuss issues with Acquisition Legal Counsel.
6. If ESA Phase I report concludes there are no significant environmental issues, LCS copies summary paragraph of report, and submits cover letter and report to DEP Acquisition representative indicating there are no environmental issues (sent with packet identified in Section 4(4), Motion for Approval of Final Documents).

Products

ESA Phase I report

Cover letter w/copy of ESA report to landowner & landowner's attorney

Cover letter & copy of ESA to Acquisition Legal Counsel

ESA report cover page and summary photocopy attached to letter to DEP Acquisition Representative.

D. Baseline Documentation Reports (BDR)

1. Prior to the motion to approve final documents, the LCS works with the EA to create a "Black Binder" for stewardship of the property. EA is responsible for obtaining a binder, labeling the binder, and compiling the binder's contents, which is provided to the EA by the LCS. Content of the "Black Binder" is as follows:

a. 8½ " x 11" Survey Map (file from CD)

- 8½ " x 11" print-out of location map on topo map, obtained from CD that accompanies the final survey (survey boundary line shape file).

b. Baseline Documentation Report

- Cover sheet with landowner's name and date completed
- Content page
- Report
 - Introduction
 - Purpose of CE
 - Description, location, and current uses of property
 - Use areas description and acreage
 - Inventory of all buildings on property

Describe each structure and location within each ADA; correlate each structure identified with a photo and number for each structure.

Describe each structure outside the ADA, identify its location via photo point, and correlate with a photo number for each structure. Estimate approximate sq footage of structure.

- Inventory of other features on property

Description of feature (such as a bluestone quarry, debris piles, spring, ., any structures etc.)

Location of feature, correlated with a photo point number and numbered photo

Buildings that are under construction at the time the BDR photos are being taken

- Supporting Documentation
- Signature Page
- Notary Page
- List of Attachments

c. List of activities in the Conservation Easement that require notification and written approval by Grantee

- List of activities derived from the CE that requires Grantee approval or notification to Grantee. This should be discussed with Grantor prior to closing so they can understand requirements of the CE after closing.

d. Large photo point map (color ortho-image map of property with photo point locations)

1. Once the survey is near completion, the LCS contacts the landowner to schedule a visit to create a photo point map of the property. LCS may invite the landowner to walk property to locate photo points and explain the process and purpose of documenting a property and creating a baseline from which future activities and development may be compared.
2. There should be a sufficient number of photo points to document as much of the property in its entirety as possible, based upon terrain, geography, and natural resource features.
 - a. Photo points should be established along the edges of open fields and once compiled, depict the fields in their entirety.
 - b. Where possible, with woodland parcels, take photos along streams, water resources, or edges of woodland tracts to define wood land boundaries.

c. Take individual photos of water resources such as ponds, lakes, springs.

d. Take individual photos of all structures on property. All structures should be identified in the Baseline Documentation Report structure inventory and correlate to photo point and photo.

e. Take photos of every structure in the ADA and list in Baseline Documentation Report with corresponding photo point and photo.

f. Ensure sufficient photo points are established on ADA boundaries to help identify boundary lines.

g. Ensure sufficient photo points are established along use area boundaries to physically define and distinguish use areas.

e. Color photos of property (that correlate to photo point map)

1. LCS should establish photo point location on land plan map using a GPS.
2. Once GPS position is established, no more than 8 photos shall be taken from an individual photo point.
3. All photos shall be taken starting due magnetic north, then rotating clockwise to the east minimally at 45 degree intervals (360/0, 45, 90, 135, 180, 225, 270, 315).
4. A photo point location and degree interval shall be assigned to every photo, as well as the number in a series. Less than eight photos may be taken if there is an obstruction, such as facing a wooded area.
5. Photo point locations should attempt to maximize fields of sight.

f. Copy of signed Deed of Conservation Easement

1. Draft copy of Deed of CE is replaced with signed original at the closing for landowner.
2. Once book and page are obtained by EA, photocopy of copy of Deed of CE filed at County with book and page number should be placed in WAC black binder. Survey Map number should be written at the top of the copy of the Deed.

g. Copy of WFP and/or FMP

- Copy of most current version of WFP Summary, including WFP2, should be obtained from Agricultural Program.
- Copy of most current version of FMP (or just copy of the cover if the plan is too big) should be obtained from Forestry Program.

2. Once Black Binder is completed, LCS should set a meeting with Stewardship Specialist, landowner, and landowner's attorney, if possible, to review and explain the content of the Black Binder and how the contents attempt to establish a "baseline" by which future activities can be compared. Landowner should review Black Binder with their attorney prior to closing. Any errors should be brought to the attention of the LCS prior to closing.

- a. LCS tells the landowner to bring Black Binder to closing in order to update with final documents.

Products

4 BDRs – 2 for WAC, 1 for landowner, 1 for DEP

4. Motion for Approval of Final Documents

1. Once LCS has obtained copy of final survey, COFA, a complete ESA Phase I report, identified and reconciled all outstanding title issues identified in the Title Report and the Schedule B1 of the Commitment to Title Insurance, obtained a Commitment to Title Insurance, and completed the Baseline Documentation Report and Black Binders, LCS drafts a memo to Committee summarizing actions taken to complete activities listed above. Memo includes the following information and motion to approve final documents:

- a. Final Easement: date of Easement, changes to original draft Easement approved with land plan (if any).
- b. Baseline Documentation Report (BDR): description of content, date of BDR site visit, and date of completion.
- c. Title Insurance: date Title Insurance was obtained, description of all Schedule B1 items, and explanation of how they were resolved.
- d. Survey/COFA: Date of Final Survey, description of any issues and changes, date COFA was ordered after final review and when approval was obtained .

- e. Environmental Site Assessment (ESA): date of ESA and description and resolution of problems identified, if any.
 - f. The projected closing date.
 - g. The total purchase price of the Easement, adjusted to reflect the actual total acreage of the property subject to the Conservation Easement as determined by the survey .
 - h. Amount of 3% down payment check.
 - i. The balance of the purchase price due at closing.
2. Motion for approval of final documents shall state the following:
- “Motion to approve the final easement, baseline documentation report, title insurance, survey, and environmental site assessment and COFA for (name of farm/landowner) easement project.”*
- a. If COFA has not been obtained prior to the motion, the motion will be made contingent upon receipt of COFA
3. LCS schedules time to review summary memo and motion with EPM, along with BDR. Once EPM reviews and approves content of Black Binder and summary memo, EPM adds motion to agenda for next scheduled EC meeting.
- a. Review of all documents must occur at least two weeks prior to a scheduled Committee meeting in order to meet Committee mailing deadline.
4. Two weeks prior to approval of final motion (i.e., mailed with monthly Committee packets), LCS sends DEP a cover letter and the following information:
- a. Baseline Documentation Report (BDR) – one copy
 - b. Title page and conclusion page of the Environmental Site Assessment Phase I report
 - c. Commitment for Title Insurance (copy)
 - d. Title Report summarizing the issues found in the title review (copy)
 - e. Memorandum to Easement Committee summarizing the final documents for approval

Products

Memo to Committee w/motion for approval of final documents

Cover letter to DEP (w/enclosures)

5. Preparation for Closing

A. Once LCS obtains COFA from DEP, copy of COFA is sent to Acquisition Legal Counsel and also filed in White Binder.

B. Tax Allocation Worksheet - LCS sends request to Vivianna Matwichuk, DEP, for Tax Allocation Factor Worksheet once final survey has been approved by LCS. LCS may request COFA prior to final motion if final survey is satisfactory

C.. In order to create Tax Allocation Factor Worksheet, DEP may request copy of school and property tax bills and soils group worksheets used to calculate Agricultural Exemption from LCS.

1. LCS should coordinate with DEP to ensure that DEP has the documents necessary to create the Tax Allocation Worksheet.
2. LCS may request Tax Allocation Factor Worksheet once they receive a copy of the final survey (which will be prior to motion to approve final documents).
3. LCS should coordinate with DEP to ensure DEP representative has sufficient time to create Tax Allocation Factor Worksheet prior to closing.
4. Once LCS obtains copy of Tax Allocation Factor Worksheet from DEP, LCS will send a letter to Acquisition Legal Counsel with copy of worksheet requesting Acquisition Legal Counsel calculates taxes to be paid at closing.
5. LCS should coordinate with Acquisition Legal Counsel to ensure both agree with amount of taxes to be paid by WAC at closing.

D. The following method should be used to calculate taxes at closing:

1. Determine the assessed value of the property **minus value of improvements** on both the property and the school tax bills. This is the basis for determining taxes. Multiply this amount by the Tax Allocation Factor (%) listed on the Tax Allocation Factor Worksheet for both the property tax and the school tax. Each number represents the amount NYC will pay annually on property taxes and school taxes on the eased portion of the property.

2. Divide the numbers calculated in # 1 above by 365 days (366 in a leap year). Each number represents the amount of taxes that NYC will pay per day on the property and school taxes respectively.
3. Based upon the closing date, determine how many days WAC will hold an interest in the property. Municipal property taxes are based on the calendar year (January 1- December 31). School taxes are based upon the fiscal year (July 1- June 30).
4. Count the number of days remaining for each respective tax year from the date of closing. Multiply the number of days remaining in the municipal tax year by the per day amount for municipal taxes arrived at in # 2 above. This number represents the amount WAC will pay on behalf of the City for property taxes at closing. Use the same method (except use the number of days remaining in the fiscal year) to determine the amount the WAC will pay for school taxes on behalf of the City.
5. Landowners will be provided with the following letter at closing to explain to them the procedure for Apportionment and Payment of Real Property Taxes Post Closing:

**PROCEDURE FOR APPORTIONMENT AND PAYMENT
OF REAL PROPERTY TAXES POST-CLOSING**

Watershed Agricultural Council Conservation Easement

Congratulations on the sale of a Conservation Easement to the Watershed Agricultural Council. As you know, the New York City will pay its proportional share of taxes on the Conservation Easement after closing. Unfortunately, in most cases the Town tax roll will not be adjusted to reflect the City's separate tax obligations until the next assessment roll has been filed. Property tax bills (Town/County and School taxes) that are issued prior to the filing of the next assessment roll will usually be sent directly to you, but will cover the entire parcel, including the Conservation Easement. In such cases, an apportionment between the City and the Seller must be made after the closing and each party will be responsible for its respective share of the taxes.

In those situations, the Seller should review the tax bill and immediately forward it to the New York City Department of Environmental Protection (DEP) Land Acquisition Program at the address listed below. We will promptly review the bill and inform you of your share of the tax bill, based on the Closing Statement you received at closing. You will then need to send a check for your share of the bill to the City. We will deposit your check and will simultaneously pay the full amount of the tax bill.

The tax bills should be sent to:

New York City Department of Environmental Protection

465 Columbus Avenue, Suite 350

Valhalla, New York 10595-1336

Attention: Viviana Matwichuk

Please contact Viviana Matwichuk at (914) 742-2070 with any questions. Her fax number is (914) 741-5582.

Thank you.

D. Request for funds for closing

1. LCS submits letter requesting remaining funds (approximately 97% after adjustment from tax map acreage to surveyed acreage) for closing from Finance Director. Funds requested are based on surveyed acres multiplied by the price per eased acre, minus the 3% down payment (which was based on tax map – not surveyed – acres). LCS gives request for payment letter to EA.

2. EA submits Payment Request (PR) along with letter from LCS to Finance Director, EC motion for approval of final documents, WAC motion approving Purchase and Sales Contract, summary report from DB

(showing appraisal values). LCS must coordinate with EA to ensure that PR is submitted to ensure sufficient time for processing request prior to closing.

3. LCS letter to Acquisition Legal Counsel – Once payment is processed by the Finance Department, EA sends or delivers check for final payment to Acquisition Legal Counsel for deposit in escrow account along with letter from LCS. LCS and EA should establish a closing date and location with the landowner, landowner's attorney, and WAC's Acquisition Legal Counsel. Date of closing and total dollar amount of final payment should be identified in the letter to Acquisition Legal Counsel.

4. Letter from LCS to Acquisition Legal Counsel authorizing expenditure of funds for closing references the following conditions:

- a. Phase I Site Inspection is complete and indicates no recognized environmental conditions.
- b. Survey is properly signed for recording.
- c. Title Insurance has been obtained.
- d. Certificate of Final Approval and Adoption (COFA) has been obtained.
- e. Taxes have been paid in full.
- f. Baseline Documentation Reports are completed and signed.
- g. All appropriate documents will be filed with the County Clerk's Office.

Products

COFA

Cover letter w/COFA to Acquisition Legal Counsel

Tax Allocation Factor Worksheet from DEP

Cover letter to Acquisition Legal Counsel w/copy of worksheet

Letter to Finance Director requesting balance of payment for conservation easement

Payment request w/attachments for Finance Dept

Cover letter to Acquisition Legal Counsel authorizing funds for closing w/check for final payment

6. Closing

A. The closing date, time, and location should be coordinated between the LCS, EA, WAC Acquisition Legal Counsel, landowner, and landowner's attorney once final documents are approved by the Easement Committee and the LCS has obtained COFA and the Tax Allocation Factor Worksheet from DEP. LCS must provide landowner a letter explain payment of taxes and splitting of tax bills after closing.

1. Landowner and landowner's attorney bring the following to closing:

- a. 1 BDR – needs to be updated with original , signed CE
- b. Driver's license
- c Owner/Seller Affidavits if any

2. WAC Acquisition Legal Counsel brings:

- a. TP 584
- b. RP5217
- c. Closing statement – costs to buyer, costs to seller
- d. Any discharges, subordinations, releases, etc.
- e. Photocopies of all checks distributed including final payment check; filing fees; taxes; payment against any outstanding judgments, liens, mortgages, etc.
- f. Marked up Commitment to Title Insurance

3. WAC staff brings (EA/LCS coordinate):

- a. 2 Black Binders, 4 BDR texts – Black Binders are updated with signed originals of BDR report and Deed of CE
- b. 6 original signed easements – signed originals go to: one to WAC; one to WAC Acquisition Legal Counsel; one to landowner, one to landowner's attorney; one to Title Company (Acquisition Legal Counsel) to file at County; one to DEP
- c. White Binder

- d. Accordion File with supporting documents for White Binder
- e. 3 paper surveys and 1 mylar – WAC Acquisition Legal Counsel files one paper copy and one mylar at County upon closing, and retains one paper copy; landowner retains one paper copy
- f. Landowner's BDR gets updated with final docs, including signed BDR report and signed CE

B. At the closing, WAC Staff provides the following parties with:

●**WAC Acquisition Legal Counsel (for recording):**

One mylar (w/out signature block)

Two paper copies (w/out signature block)

●**Landowner:**

One paper copy (w/out signature block)

Letter Explaining payment of Taxes after closing

●**WAC Easement Program:**

One mylar (w/out signature block)

Two paper copies (w/out signature block)

C. WAC legal counsel files Deeds and Survey Maps, discharges, releases at the respective County Clerk.

7. Post Closing

A. After the closing, the EA takes the following actions to ensure the Conservation Easement is closed:

- 1. EA brings back from closing, and files in the fireproof safe, the following documents:
 - a. Owner/Seller Affidavit
 - b. Copy of driver's license
 - c. Two original signed Easements

d. 3 original BDR Black Binders – one for stewardship; one for fireproof safe; one for DEP

e. TP 584 – signed original

f. RP 5217 – signed original

g.. Copy of closing statement

h. Copy of all checks written

i. Copy of all other documents such as subordinations, discharges, releases, etc.

B. EA sends DEP Executed Documents cover letter with original signed Easement and original signed BDR text.

C. EA gets copy of original recorded Easement with book and page from Acquisition Legal Counsel. Once copy of filed Deed of CE is received, EA goes to County Clerk to get map # assigned after map is filed at respective County.

D. EA sends post closing letter to DEP, including:

1. Recorded copy of Deed of CE with book and page

2. Map # on Survey

3. Copy of TP 584

4. Copy of closing statement

5. Copy of all checks disbursed at closing

6. Signed original Baseline Documentation Report from closing

E. Once Survey Map # is obtained EA sends letter to **DEC** with copy of recorded easement notifying them that Easement has been filed under ECL Article 49 (Pc DEP LAP Engineering (Mike Brophy) with recorded copy of CE)

F. EA obtains final version of Commitment to Title Insurance Policy from Acquisition Legal Counsel and files in fireproof safe; sends DEP Acquisition representative a copy.

F. EA emails DEP contracts manager the following Information :

Subject: WAC Contract Closing DEP #

To: DTobias@dep.nyc.gov; KHeavey@dep.nyc.gov;
MBrophy@dep.nyc.gov; mschwab@dep.nyc.gov;V
Matwichuk@dep.gov; jeffgraff@nycwateshed.org

Please be advised that the following contract was recently closed :

Closing Date:
Prop ID:
Sellers:
Total Acres:
Total Price:
Price Per Acre:

Tax Lot Data

Town	Tax ID	Acres Acquired
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