

**MARYLAND AGRICULTURAL LAND PRESERVATION FOUNDATION
FORM FOR BASELINE DOCUMENTATION**

MALPF File #: _____

Landowner(s) Name: _____

Property Address: _____

Phone : _____ (Home) _____ (Cell)

Prepared By: _____ Date: _____

Instructions to Complete the Baseline Inspection and Report:

The Maryland Agricultural Land Preservation Foundation requires an inspection of the property to be completed prior to the purchase of an easement. Its purpose is to provide a baseline for future monitoring and to identify any potential problems with the property that might prevent it from proceeding to settlement.

The primary source of the baseline report is an on-site inspection of the property, documented photographically. The photos are to include a photo-point map – an aerial map of the property that indicates the location of each photo by a number and an arrow indicating the direction the photographer was facing from the photo point. Each photo is to be numbered to correspond with its number on the photo point map. In addition, a separate Word or Excel document that charts the photo/photo point number, with a description of the photo, and noting the direction that the photographer was facing when taking the picture is to be provided. The photos are to include all ag and non-ag structures. A chart template is attached to this report form for your use.

Photographs are to capture the whole property, documenting current conditions. **Any undesirable conditions should be documented with photos.** For areas of the property where there are unobstructed, sweeping landscapes, open fields and no hills to impair the view, only one or two numbered photo point/s with arrows depicting the direction/description of the photo may be needed. In heavily forested areas, a few photos from varying edges of the farm will suffice. All farm lanes in and around the farm that have obstructed views (trees, wooded areas, hills, ag and non-ag structures, etc.) should be driven over or walked, and large structures should be viewed from all sides. If the lane has unobstructed views, only one numbered photo point with arrows depicting the direction/description of the photo is needed.

A tax map indicating the boundary of the property, the photo-point map, corresponding photos and the photo-description chart should all be attached to the baseline report and emailed to the MALPF administrator for review.

While the primary source of information for this report will be a visual on-site inspection, the inspector should also interview the landowner (and others as appropriate) and examine the available documentary record.

Please do not schedule the on-site inspection until after all other due diligence is complete, including recording of the survey if one is required. The MALPF administrator or attorney will notify the county program manager when it is time to schedule the site inspection. MALPF follows the IRS recommendation that a baseline inspection be conducted as close to settlement as possible. This is important for landowners who will be claiming a charitable contribution. Baseline inspections performed earlier than 60-90 days before settlement will require an additional site visit by the program manager (or property inspector) to confirm that property conditions are unchanged. No new photos will be required unless there has been a significant change since the baseline inspection was conducted.

After the MALPF administrator advises the county program administrator that the report is approved, the baseline inspector, the county program administrator and the landowner are to sign two copies of the report, and include two full, color sets of the photos/attachments (one for each report), and send both to the MALPF administrator for signature (three full copies are required if the county would like to keep an original for their records as well). The MALPF administrator will send one completely signed report, including all attachments to the landowner (and county if provided a third original copy). This procedure ensures that the landowner and MALPF have identical baseline reports. Once the baseline document has been fully executed, the MALPF administrator will notify the AAG to initiate the check request process and prepare the documents and instructions in anticipation of settlement.

The completion of this inspection and report does *not* imply that the subject property is in full compliance with actual or proposed easement restrictions or the law.

PROPERTY HISTORY/USE:

1. How many dwellings physically exist on the property? _____
 (Include mobile homes, apartments in barns, garages, etc.)
 Please include photos and identify locations on the aerial photo.

	yes	no	don't know
2. Are there any discrepancies between the number of dwellings that you have identified physically on the property and the number of dwellings as stated in the easement application? If yes, please explain, if possible.	_____	_____	_____
3. Is the property being used for a purpose on MALPF's list of agricultural-related uses needing approval by the Board of Trustees (for example, a commercial recreational horse operation, retail farm stand, home occupation, or winery) that has not, to your knowledge, been approved by MALPF? If yes, please explain, if possible.	_____	_____	_____

GENERAL PROPERTY CONDITION: When visiting the property did you observe any of these items in a quantity or condition beyond that which would be accepted in a generally anticipated agricultural practice? **If present on the property, explain any "yes" answers, indicate the location/s on the aerial photo, and include photographs of these items or conditions in this report.**

	yes	no	don't know
Evidence of dumping	_____	_____	_____
Trash or other debris	_____	_____	_____
Non-agricultural drums	_____	_____	_____
Empty?	_____	_____	_____
Leaking?	_____	_____	_____
What was in them? _____			
Tanks	_____	_____	_____
Above or below ground (Circle one)			
Leaking?	_____	_____	_____
What was in them? _____			
Other areas of concern	_____	_____	_____

yes no don't
 know

Are there any ongoing enforcement/violation matters
with any government entity?

___ ___ ___

If yes, please describe (may attach additional sheet if necessary):

Name/contact information for agency:

Does any farm road serve or appear to service a neighboring
property (providing ingress and egress)?

___ ___ ___

If yes, please indicate approximate route on the aerial photo
and provide photographs.

What is the average width of the road that services a neighboring property _____
estimated or measured (circle one)

Are there any areas of the farm that cannot be inspected?
If yes, please explain.

___ ___ ___

TRANSFORMERS: Are there any transformers (pole
mounted or pad mounted located at the property)?

___ ___ ___

Are these transformers owned by a local power company?

___ ___ ___

Do they provide power other than to the subject property?

___ ___ ___

SUMMARY: Summarize the overall condition of the property and your conclusions/
recommendations regarding the property, particularly any issues that you have identified
that should be addressed or clarified before going to settlement to acquire an agricultural
preservation easement over the property. Include a general summary of the farm
operation and any pertinent information/history of the farm.

DOCUMENTATION AND SOURCES

Attach a tax map and aerial photo of the property with structures and/or other features identified. If there are issues identified, indicate the issue in question on the aerial photo. Include photographs taken of the property. Include photos of dwellings and crop fields. **Please indicate on an aerial map the location of the photos using a photo number and arrow indicating the direction taken.**

Please indicate the sources on which you relied in completing this form:

Interviews with owner (s) _____

Interview with fire, health, building, land-use or environmental officials

Interview with others _____

Aerial photos _____

Topographic maps _____

Zoning maps/tax maps _____

Other sources _____

Print Name of Preparer

Signature of Preparer

Date

Acknowledgement of MALPF Easement Baseline Documentation

Grantor(s), _____ County, and the Maryland Agricultural Land Preservation Foundation acknowledge that each has reviewed the Baseline Documentation report, and that the report is an accurate representation of the _____property that will be subject to the MALPF easement as of the date of the conveyance of the easement.

GRANTORS:

Print Name: _____ Date _____
Landowner

Print Name: _____ Date _____
Landowner

Print Name: _____ Date _____
Landowner

Maryland Agricultural Land Preservation Foundation:

By: _____ Date _____
_____, Administrator
Print Name

_____ County:

By: _____ Date _____
Print Name: _____
_____ County Program Administrator

Name
MALPF # _-_-
Baseline Photos w/Descriptions

<u>Photo#</u>	<u>Photo Taken From</u>	<u>Photo Description (facing direction)</u>
1		
2		
3		
4		
5		
6		
7		
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31		

Name
MALPF #__-__-__
Inventory of Existing Structures

[Include location of structures on aerial map, as provided in original application submission.]

<u>Structure</u>	<u>Approximate Size</u>
a. Dwelling	2,500 sq. ft.
b. Shed #1	800 sq. ft.
c.	
d.	