EXHIBIT B

SAMPLE PRESENT CONDITION REPORT

Baseline Documentation

OWNER:
TOWNSHIP:
COUNTY:
DATE OF COMPLETION:

PREPARED BY:

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1. Introduction

The purpose of the following Present Condition Report is to visually describe the physical features and current land uses of the (*insert landowner*) Farm (hereafter referred to as "Protected Property") on which an Agricultural Easement will be granted to the Ohio Department of Agriculture (state grantee) and the (*insert local grantee if appropriate*).

This report was prepared after a site visit by *(insert name)* on *(insert date)*, *(insert time of day)*. *NOTE: The PCR is signed as an accurate representation of the Protected Property at the time of transfer. We request that you include a statement that the farm was revisited on a date closer to closing to ensure that conditions have not changed between the date of the report and the closing. Date can be inserted at time of closing. Ex:* The same condition was verified _____, 20____.

Digital photographs were taken using a (*insert type of camera*) (*NOTE: Photos are to be in color, except for historical photos).* The location from which photographs were taken was determined by walking a complete circle around the existing homestead structures and/or using generally accepted field practices including the use of aerial photographs and topographical maps.

You may include here a brief recitation of the conservation values- prime soils, visibility from public roadways, or other background information that may help in easement monitoring or enforcement considerations in the future.

2. Grantor Information

Name:
Mailing Address
Phone Number:
Email:

3. Property Information

NOTE: For the purpose of the deed preparation and recordation, legal acreage is determined by examination of the title, not from the County Auditor's records.

The (*insert landowner name*) Farm is comprised of (*number of parcels*) separate legal parcels. For the purpose of this report, parcel numbers __ through __ were assigned. (*Self assign Parcel Numbers, which you can then use to label the maps*) Auditor number, acreage, and physical address were obtained from the office of the _____ County Auditor.

Parcel #	***Auditor Parcel #***	***Acreage***	***Physical Address***
1	000-0000-0001	100	Location, City, State, Zip
2	000-0000-0002	100	Location, City, State, Zip

Total Acres: +/- ___ acres.
County:
Township:

Access Notes: *Please insert the ideal parking location, GPS positions for access if known.*

4. Surrounding Land Uses

Describe the property, mileage from other towns, general geographic location in the county, and distance to other roadways.

Describe the surrounding land use, such as agricultural type of land use. Also, if applicable, note the distance to other preserved lands.

5. Baseline Inventory

This section is a textual representation of the condition of the property at time of transfer. When writing this section, focus on clarity.

5.1 Current Land Uses

Describe the current use of the acreage, delineating cropland, woods, streams, roads, homestead, as they apply. Be sure to include information on the current amount of impervious surface of the protected property.

Current Land Uses	**Approximate Acreage**
Croplands:	
Pasture:	
Woods:	
Pond:	
Hay:	
Homestead:	

5.2 Soil Utilization

Describe briefly the crop rotation, and the percentage of soil designated by the USDA as prime or locally important. This information is available in

the NRCS conservation plan, and should have been included in the AEPP application

5.3 Conservation Practices

Describe briefly the conservation plan and practices in place, including the nutrient management plan if applicable. Also, note that the property has or is developing a Conservation plan.

Per ODA's template Deed of Agricultural Easement, a property that is more than 20% forested or has more than 40 contiguous wooded acres must have a forest management plan. If applicable to the property, note the status of that plan here.

5.4 Existing and/or Reserved Homestead

Detail the size of the existing homestead and/or and the footprint of any currently existing buildings and the use of the buildings. Please note the number of the map which later in the document provides an aerial. Include size of homestead in acres.

If there is no existing homestead, please indicate whether the landowner(s) choose to reserve a future homestead site. This reservation must be outlined on the Homestead Map (in a different color ink than the parcel outline) and with the acreage indicated in the map legend. Note that the typical homestead reservation is up to two acres in size.

A. House (color), size (ex., 38' x 50') (address)
B. Barn (color), size
C. Grain bin, size

5.5 Environmental Hazards

Indicate what, if any, environmental hazards are known on the property. This includes any waste or dumping observed.

5.6 Power/Utility Easements

Describe the type and location of any utility easements including septic systems.

5.7 Mineral Extraction

Disclose any active oil, gas, or other mineral leases on the Property and indicate what type of activity is permitted, if applicable. The location should also be noted on the Detailed Location View and/or Homestead Map.

5.8 Encroachments

Indicate any encroachments that were observed on the property. An encroachment is an intrusion of a building, improvement or an object from one piece of land onto another piece of land. Some of the most common encroachments are walls, driveways, garages, trees, fences etc. that intrude from one property onto another property.

5.9 Noted Features

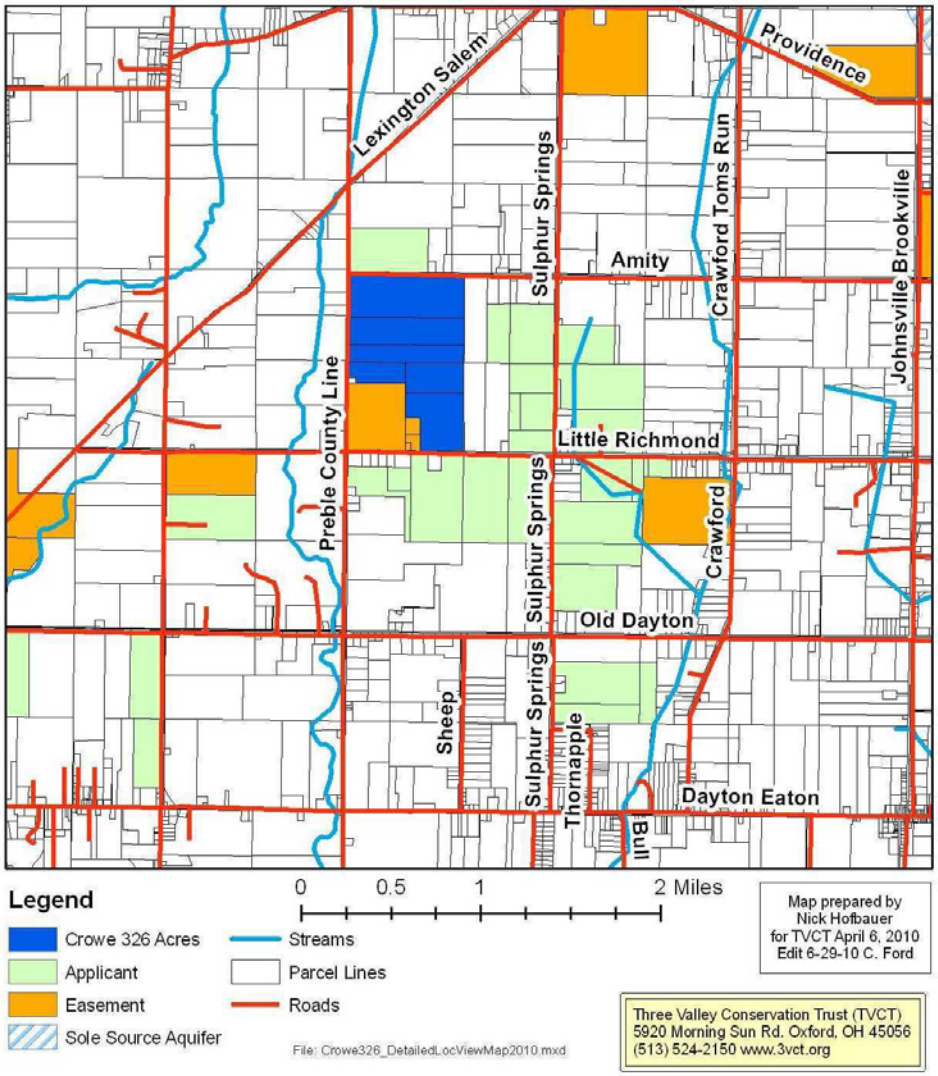
Briefly indicate any features not expressed above, but of interest to future monitors or landowners. These features may include, but are not limited to unique agricultural features or 1.)Water resources, including ponds (indicate if these are recreational and/or agricultural use), 2.)Existing recreational improvements or features, including hunting uses, etc., 3.)Storage tanks, or 4.)Fences.

6. Maps: ***(All maps and documentation must be legible and capable of being photocopied)***

General Notes about Maps: Please include one map per page, within the recordable area. All maps should include a scale bar, north arrow, and a legend, if appropriate. Some of the maps may be combined as appropriate, but each map should stand alone. Most maps can be found from the County Auditor (website or office) or the USDA-NRCS offices. The maps used in the application can be a great starting point. Where possible, cite the source of the data on the map. Be sure to note the date the map was completed, and the person who created the map.

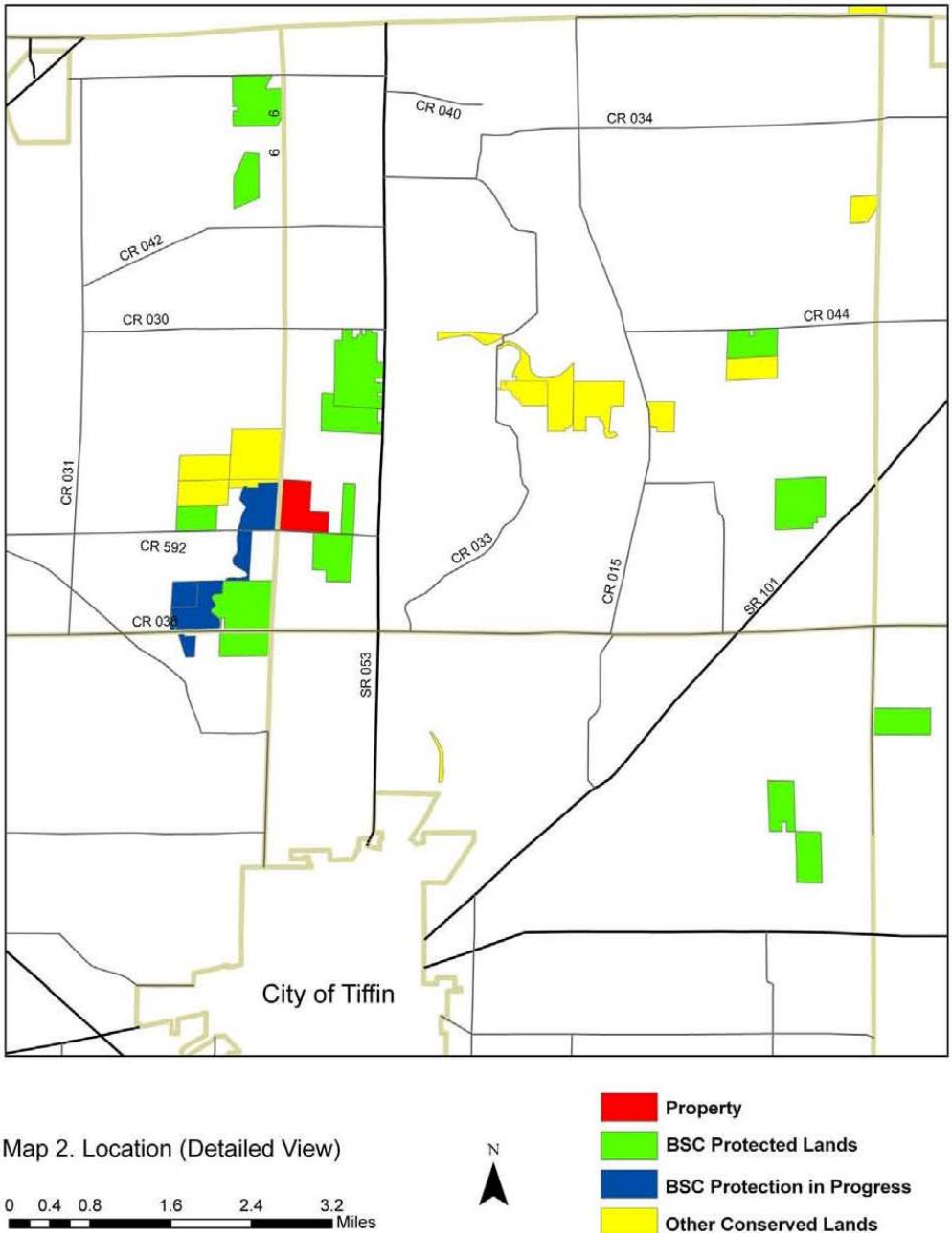
6.1 **Map 1:** County Location View

(County view, with parcel outline indicated)



6.2 **Map 2:** Detailed Location View

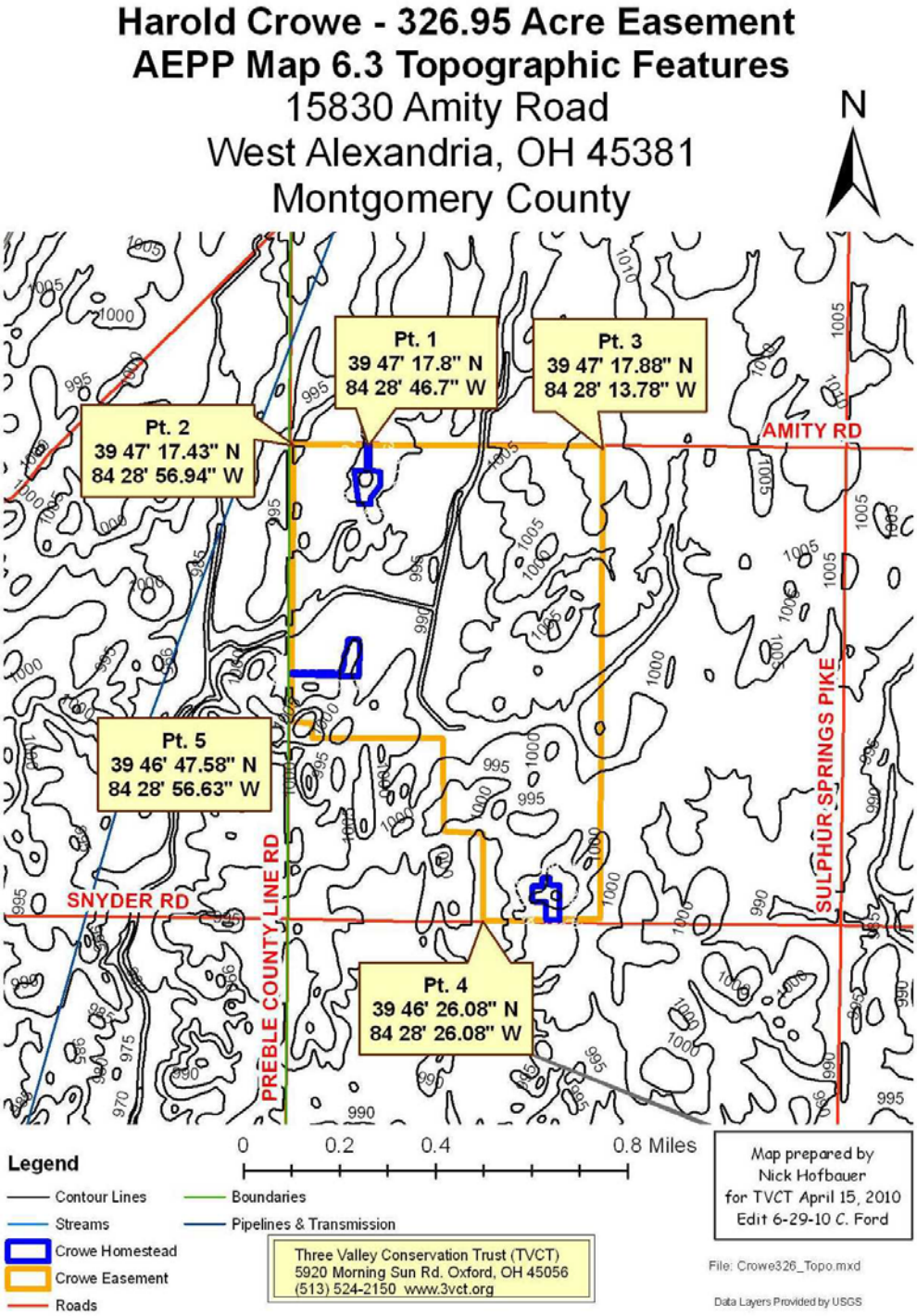
(Detailed view, roads labeled, parcel(s) outlined, and other nearby preserved properties if applicable. Also include nearby water features)



Map 2. Location (Detailed View)

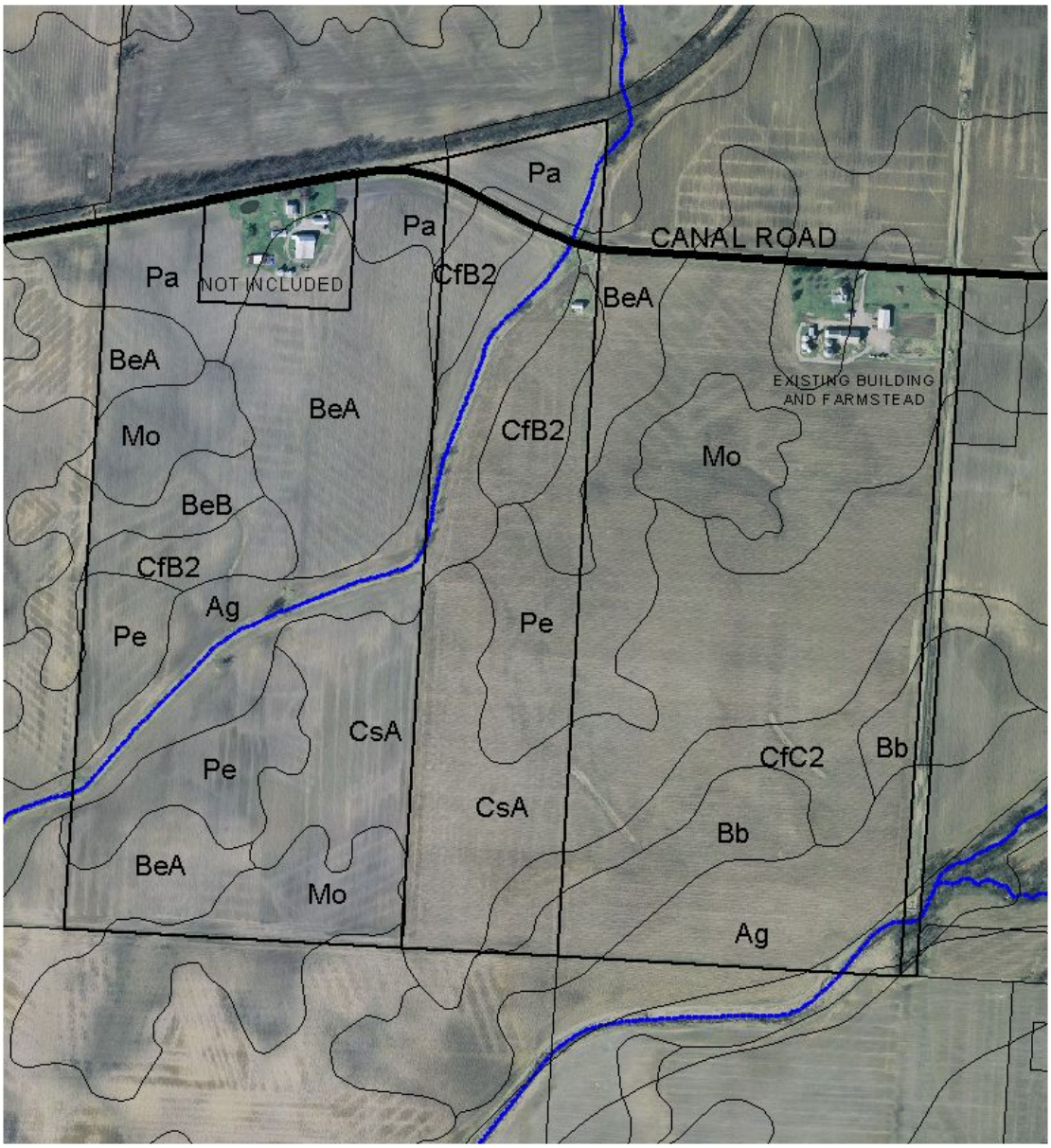
6.3 Map 3: Topographic Features

(Topographic map, which indicates the relief through the contour lines, with the feet above sea level. Using a USGS map is not necessary, but those maps are readily available, if you do not have another resource.)



6.4 Map 4: Soil Map and Legend

(Indicate the soil types on the property and an outline of the property. ***A key or legend which details the soils symbols must also be attached****)*



300 0 300 600 900 1200 1500 1800 Feet

N W E S

6.5 **Map 5:** Photo points

(Mark the points from which the photographs are taken with an arrow indicating the direction the camera was pointing. This should be noted on an aerial map of the property with the protected property outlined.

Lake County Soil & Water Conservation District

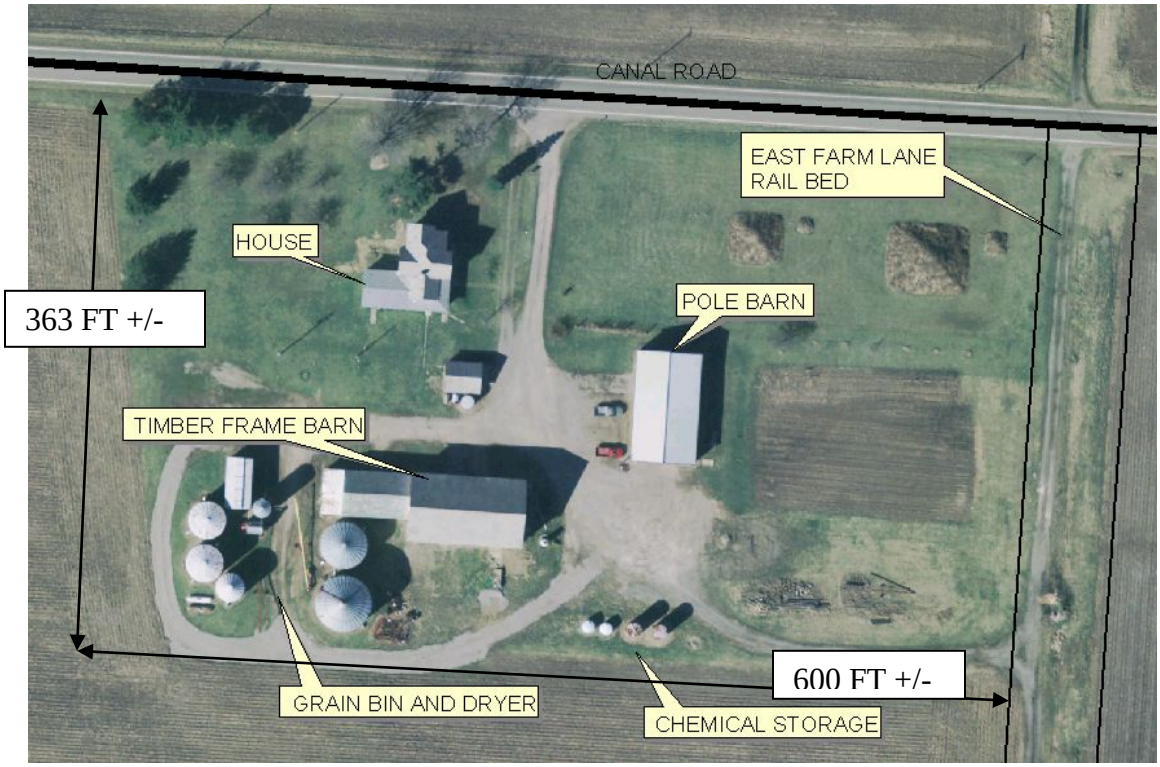
600 300 0 600 Feet

N W E S

This map was compiled from various data sources. Lake SWCD does not guarantee complete accuracy. Map drawn by Maurine Orndorff on October 23, 2009. Lake SWCD, 125 East Erie St., Painesville, OH 44077

Map 6: Homestead map

(Outline the homestead in a different color than the property is outlined. Label each side of the homestead in feet with the existing buildings outlined or sketched. Also add the homestead acreage in the map legend. Show all existing man-made improvements or incursions – such as roads, buildings, fences, recreational improvements, or gravel pits.)



7. Photographs

Include photographs, with the photo point labeled. Be sure that the photographs correspond to the Photopoints Map. The purpose of this section is to allow future monitors to compare the future condition with the current condition on the property. Although there is no specific number of photographs suggested, generally, depending on the size and character of the property, 15-30 photos is a general guideline. However, less or more may be appropriate depending on the layout of the land- a 100 acres open flat field with no buildings could be appropriately documented with as few as 10 photos, whereas a smaller property with woods, streams, and an unusual shape, with numerous outbuildings may require 50 photographs. The key is to ensure that any areas that could be sensitive are documented accurately.

All photos shall be in color, clear, and in focus, except for historical photos.

In addition to numbering the photo to correspond with photo points labeled in the Photopoints Map, each photo should have a brief caption underneath, indicating the location, direction the photo was taken, and any special notations about objects in the image. The photographs should cover all boundaries and fields generally, but can also be useful if specific features are important to note. However, this is not a historical documentation- building details, specific natural features, repair of outbuildings are not necessary to include for RECORDING purposes. However, additional photos may be included as an unrecorded addendum.

If appropriate, photos may include GPS coordinates to assist future monitors. Although appreciated, this is not required. If you are able to include GPS locations, you may either note them on the caption of the photograph, or as a table at the end of the photos. Make sure that the name of the photographer, and the date the photographs were taken are included.

Please see below for an example of appropriate labeling:

Photo Point 1: Looking S from NW corner of property boundary on Creek Rd. Homestead in distance. (Include GPS coordinates if available.)

8. **Acknowledgement of Condition**

This Present Condition report is an accurate representation of the Protected Property at the time of transfer.

Grantors:

_____

_____

Local Grantee:

_____, Local Grantee:

_____

By: **{Enter the name of Local Grantee Authorized to sign}**

Its: **{Enter the title of Local Grantee Authorized to sign}**

This report template was originally revised by the Ohio Department of Agriculture on 10-15-13 using the Internal Revenue Service, Treasury Regulations §1.170A-14(g)(5)(i) and the Land Trust Accreditation Commission's Baseline Documentation Report.

Map examples courtesy of:
Black Swamp Conservancy, Map 2
Fairfield SWCD, Map 4 and Map 6
Lake County SWCD, Map 5
Three Valley Conservation Trust, Map 1 and Map 3