



## Land Acquisition Initial Online Reporting Form Instructions

UPDATED: October 25, 2021

Land acquisition reporting helps meet the requirements for ENRTF- funded acquisitions after June 30, 2005 as provided in [M.S. 116P.16](#).

The initial land acquisition report should be completed [through the online submit form](#) on the LCCMR web site under “Project Manager Info.” The report should be completed by December 1 of the year in which the acquisition occurred.

**All fields on the form are required. Please provide accurate and complete information.**

### ***Contact Information***

**Original Purchaser (entity/organization/agency)** – This is the entity to which the ENRTF funds were appropriated, either directly for state agencies or as a “pass through” grant agreement for non- state entities.

**Name of the person submitting the report** – This may be different than the primary contact person.

**Address, phone number and email** – Fill in the information.

### ***Legal Citation***

**Legal citation of ENRTF appropriation** - The legal citation of the appropriation. The citation is on the first page of the work plan.

### ***Acquisition Details***

**Purchase date** - Date of closing of fee title or conservation easement acquisition - month/day/year.

**Working title(s) of this acquisition** – The main title should reflect the permanent use of the land such as: XYZ State Park, XYZ Wildlife Management Area (WMA), XYZ Park or XYZ Conservation Area (include the county or city name in front of the name as appropriate). For privacy purposes, avoid using the landowner’s name for conservation easement acquisitions.

**Type of Purchase** – Check the appropriate box, either “Fee” (for fee title acquisition), Easement (for example for a trail), or Conservation Easement. It is considered a purchase if any ENRTF funds are used to acquire property even if the entire value is donated and ENRTF funds are only used for transaction costs.

### **Location**

- Use the drop down arrow to select the county where the property is located
- Fill in the city or township.
- Fill in the range, section, quarter section and quarter/quarter section.

### **Uploads**

- Provide a copy of the recorded [Notice of Funding Restrictions](#) (NoFR) for the property



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- Provide a copy of the recorded Easement or Conservation Easement for the property as applicable
- Provide an electronic version of the full legal description. If an electronic version is not available a PDF of a hard copy can be provided. Use the "Browse" button to select an electronic file to upload (similar to adding an attachment in an email) – if also providing a shape file include the legal description in one zip file and submit it using the "Browse" button.
- Provide a GIS shape file – These are files that are used for mapping in a Geographic Information System. Since shape files consist of at least three files please make a zip file of the appropriate shape files and include the electronic legal description into one zip file and submit it by using the "Browse" button. If you are unfamiliar with or unable to provide a shape file, please contact the LCCMR staff. An air photo with the property boundaries lines accurately shown can potentially be a substitute so that others can generate a shape file.

**Size in acres** (provide total acres to the nearest one tenth acre) - The total number of acres being acquired including acres that may be paid for with partnering funds or by a landowner donation. The acres will be prorated by the "source of money" under the following "Funding" section.

**Natural resources conservation value in acres. (E.g. wetland/upland, prairie/grassland, forested, other)** This is intended to identify the number of acres of each type of land cover/habitat for the entire acquisition. The number of acres listed for various cover types must add up to the total number listed in the "Size in acres" line directly above. In order provide this information consistently please assign the acres in the following categories;

- Forest - Coniferous (primarily coniferous)
- Forest - Deciduous (primarily deciduous)
- Forest - Mixed (mixed deciduous and coniferous)
- Grasslands (primarily grasses, pasture)
- Mixed – (Forest, shrubs and grasses)
- Oak Savanna (primarily scattered oak trees in a grassy landscape)
- Prairie (relatively high quality prairie that is primarily native grasses and forbs)
- Shrubland (primarily shrubs but can include some trees)
- Wetland/ shallow lake (non-meandered lakes where the lake bed is not owned by the public)
- Other (If some of the acres do not fit within the above categories, list them as "other" and provide a short description of the land cover.

**Describe adjacency to public/private conservation lands** - List and describe any adjacent conservation land such as a DNR unit, a local park or conservation land, private non-profit conservation lands or private land that has permanent conservation protection (such as a conservation easement or deed restriction). Also list and describe conservation lands that may be nearby but not adjacent and indicate the approximate distance to those lands.

**Name of adjacent body of water** (if applicable) – If the land includes shoreline identify the body of water by name. Do not include unnamed and intermittent waters). Provide the number of feet and/or miles of shoreline.



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### ***Funding***

**Purchase price \$** – The full amount paid for the property. Do not include transaction costs or the value of landowner donations.

**Appraised value \$**– An appraisal by a professional appraiser that is appropriately reviewed and/or certified by the Minnesota Department of Natural Resources (DNR). This value might be different than the purchase price.

**Related professional service costs \$** – The total transaction costs directly related to the acquisition. Include costs such as, but not limited to, professional staff time and expenses to facilitate the acquisition, legal, survey, Phase I Environmental Review, filing fees, deed recording fees, and real estate commission.

**Total project costs \$** – The purchase price plus related professional service costs (transactions costs).

**Source of money** – This table must be filled out to show the “Amount of funds” provided by all parties contributing to the acquisition. The “% of total project cost” and “Proportional size (acres)” should be prorated based on the funds contributed by the various parties. The “% of total project cost” must add up to 100%. If there is a “Bargain Sale/Donation Value,” enter the amount under “Amount of funds” column but figure the “% of total project cost” and “Proportional Size (acres)” only on total cash amounts paid.

### ***Parcel Status***

**Check the appropriate box.**

- **Interest is retained by original purchaser** – Interest in the property by the same entity that the ENRTF money was appropriated to who will own and manage the property or monitor and enforce the terms of the conservation easement.
- **Interest in the property was simultaneously transferred to another entity as part of the original purchase arrangements** – At the real estate closing the property is transferred from the private property owner to the final property owner. The entity receiving the ENRTF appropriation facilitates the closing and provides the ENRTF funds but does not take possession of the acquired property.
- **Interest in the property was transferred to another entity on – month/date/year.** The entity receiving the ENRTF appropriation purchases and takes possession of the property and then transfers the property to the final owner at a later date. Fill in the date on which the property was transferred to the final owner. If the property is to be transferred at a later date but has not been transferred yet, put in “TBD” and then provide the date of transfer in the annual land acquisition report following the transfer. For conveyances of land acquired with ENRTF funds that are intended to be transferred to the DNR, Commissioner approval must be obtained per M.S. 116P.17 as follows:

**116P.17 ACQUIRING LANDS OR INTEREST IN LANDS; COMMISSIONER APPROVAL.**

**Subdivision 1. Commissioner approval.**



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- (a) A recipient of an appropriation from the trust fund who acquires an interest in real property must receive written approval from the commissioner of natural resources prior to the acquisition, if the interest is acquired in whole or in part with the appropriation. A recipient must request the commissioner's approval at least ten business days before the proposed acquisition. When a recipient requests approval under this subdivision, the recipient must simultaneously submit the same information to the commission. Conservation easements to be held by the Board of Water and Soil Resources, acquisitions of land in the metropolitan regional recreation open space systems as defined under section 473.351, subdivision 1, with appropriations to the Metropolitan Council, and acquisitions specifically identified in appropriation laws are not subject to commissioner approval under this section.
- (b) The commissioner shall approve acquisitions under this section only when the interest in real property:
- (1) is identified as a high priority by the commissioner and meets the objectives and criteria identified in the applicable acquisition plan for the intended management status of the property; or
  - (2) is otherwise identified by the commissioner as a priority for state financing.

**Who owns interest in parcel?** Check the appropriate option. Check the box for the entity that owns and manages the property as of the date of this report. Fill in the box after the management unit with the specific name of the unit. Check "Other" if the type of management unit is not listed above. Provide the name of the unit including the county or city name as appropriate as well (e.g. ZYX County's XYZ Park). For conservation or other easements check "Other" insert Conservation or other easement and the name of the entity holding, monitoring and enforcing the conservation or other easement.

**Provide the name, address, phone and email for the primary contact.** All fields are required to be filled in. Provide the same information for a second contact if available.

### ***Other Information***

**Notes/comments** – Provide notes and other comments as appropriate to explain important information related to the acquisition that is not included elsewhere on this Initial Acquisition Form.

**Submit** – Review the information provided and make sure all the appropriate lines are completed then click the submit button to provide the report. This will automatically generate an LCCMR ID# number.

**Clear** – Clicking on this button will clear all the information entered in the report. This can be done to start over or to enter a report on another parcel.

**Save a Copy! - Print and/or save an electronic copy of the report for your records.**

For additional information or assistance contact the LCCMR at;

Phone: (651) 296-2406

Email: [lccmr@lccmr.mn.gov](mailto:lccmr@lccmr.mn.gov)