

OUTLINE OF PRESERVATION PROGRAM
Bedminster Township Open Space Advisory Committee

1. Open Space Advisory Committee ("OSAC") sends letter to landowner with Information Form enclosed.
2. Upon receipt of completed Information Form from landowner, OSAC contacts landowner for appointment to meet with two representatives from the OSAC.
 - A. After initial interview, one member will be designated as principal contact with landowner.
3. Additional Landowner/OSAC meetings, as necessary.
 - A. Discuss easement details.
 - B. Complete Property/Landowner Checklist.
 - C. Obtain other required documents.
 - D. Obtain Letter of Intent from landowner.
4. Review by OSAC.
 - A. Make recommendation to Board of Supervisors.
5. Review by Board of Supervisors.
 - A. Make decision whether to prepare draft Agreement of Easement or Sale.
6. Township Solicitor prepares draft Agreement of Easement or Sale.
7. Township Engineer prepares or approves property map.
8. OSAC and Board of Supervisors review preliminary draft Agreement of Easement or Sale.
 - A. Changes made as needed throughout review process.
 - B. OSAC keeps landowner informed throughout review process.
9. Landowner reviews final draft Agreement of Easement or Sale.
 - A. Landowner allowed approximately 30 days to review.
 - B. Negotiations on draft agreement, if necessary.
 - C. Written acceptance or rejection.
10. OSAC and Board of Supervisors decide whether to proceed with appraisal.
 - A. Easement appraisal conducted at Township's expense.
11. OSAC and Board of Supervisors review easement appraisal.
 - A. Board of Supervisors decides terms of offer for purchase of land or conservation easement.
12. OSAC presents Township's offer to landowner.
13. Landowner reviews Township's offer.
 - A. Landowner allowed approximately 30 days to review.
 - B. Negotiations on offer, if necessary.
 - C. Written acceptance or rejection.
14. Survey conducted at Township's expense if portion of total property taken-off for conservation easement purposes.
15. Board of Supervisors makes announcement to public.
 - A. For purchase/acceptance of gift of conservation interests.
 - B. Two-week public comment period.
 - C. Township Solicitor prepares final Agreement of Easement or Sale.
16. Board of Supervisors vote to sign Agreement of Easement or Sale.

17. Property owner signs Agreement of Easement or Sale.
18. Township Solicitor prepares all final easement or sale documents.
 - A. OSAC and Board of Supervisors review final documents.
19. Closing.
 - A. Township Solicitor records documents in Registry of Deeds.