

**CONSERVATION
RESERVE
ENHANCEMENT
PROGRAM (CREP)
EASEMENT LOCATION
PROTOCOL**



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(CREP)
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December 27, 2002 Rev #2

This protocol is intended for the use of county, state and federal agency staff working on the Wisconsin CREP program. It is not to be used for any other local, state or federal programs.

The protocol was drafted by staff from the Wisconsin Department of Agriculture, Trade, and Consumer protection (DATCP), from the USDA Natural Resources Conservation Service (NRCS), and from the Chippewa County Land Conservation Department. It was reviewed by other staff of the same agencies, staff from several county land conservation departments and the Wisconsin Department of Natural Resources.

**CONSERVATION RESERVE ENHANCEMENT PROGRAM
(CREP)
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TERMS AND FORMS USED IN THIS PROTOCOL

The following forms and terms will be used in this protocol.

AD-245. The form sent by FSA to the producer to use to indicate practices have been installed and to request cost-sharing. This form is ultimately signed and returned by the producer with receipts, acknowledging that the project is installed.

AD-862. This FSA report indicates what practices were cost shared and to what extent. A cost share amount is attached to each form via a field number. Multiple fields with the same practice could show up on each AD-862. Signing the AD-862 by an appropriate government agent acknowledges that the practice has been installed and is certified for payment. Erosion control information is also indicated.

ARM-LWR 209 CREP Application. Submitting this form indicates interest by a potential participant. The application authorizes the applicant to contact FSA to start the CRP-2 process.

CREP DATCP CONSERVATION EASEMENT ARM-LWR 281.

This is the recordable document for the State of Wisconsin Perpetual Conservation Easement. It outlines the rights of the grantors and provisions, conditions and rights of the grantee. Signing this form secures the state incentive payment and future cost share reimbursement from the state once it is approved.

CRP-2. The FSA application form used as the first line of authorization to gather information from the landowner and proceed with CREP eligibility determinations.

CRP -1. The CRP-1 is the landowner's contract with FSA specifying an ending date for the contract and payments. This document provides all general compliance requirements for CRP participation by landowners. The CRP-1 approval by the County Committee provides FSA with a binding contract and provides assurances to the state to enter into an easement or agreement.

CRP-1 APPENDIX. The appendix lays out the provisions of the federal contract for the participant.

DIGITAL ORTHOPHOTO. An aerial photograph in digital format of an area with all distortion removed and geo-referenced for use in computer-based GIS systems.

FARM SERVICE AGENCY (FSA). The branch of USDA responsible for implementing the Federal portion of the Wisconsin CREP program.

GPS. Global Positioning System. This is a satellite-based system for on the ground position location first developed by the military in the 1970's. It utilizes 24 satellites circling the Earth in synchronized orbits. Each satellite emits a radio signal. A GPS receiver unit with special software receives signals from a minimum of 4 satellites and translates the signals into a position on the ground. Recent technological advances, and easing of restrictions on commercial and civilian usage, have made position location through GPS suitably accurate for conservation work such as locating CREP conservation practice boundaries.

LTP-11-E CONSERVATION PLAN. The NRCS LTP-11 outlines the acres, field numbers, practices and their locations. The plan indicates the conservation practice requirements, cost-share per practice, and maintenance requirements.

LANDOWNER. The legal entity holding title to the land. This may be an individual, partnership, corporation, land trust, or any other legal entity.

LOCATIONAL COORDINATE DATA. Coordinate data that describes the boundaries of the land area enrolled as a CREP easement. The coordinate data consists of coordinate pairs for each field location marked by a flag.

PRACTICE. Approved conservation management activity found in the United States Department of Agriculture FSA publication Wisconsin Conservation Reserve Program 1-WI (CRP)(Rev. 15) Amendment 1. Eligible CREP practices are indicated in section 11.3 of this directive.

PRODUCER. The person farming the land; usually the landowner, but may also be a renter. The producer fills out the CRP-2 and signs all FSA forms. For a renter to qualify as a producer, they must show evidence of a long-term contract (minimum of 15 years) with the landowner for use of the land. Landowners must apply for the state portion of the CREP.

INTRODUCTION

The Conservation Reserve Enhancement Program (CREP) is a voluntary conservation program. It is a joint Federal-state-county and producer partnership designed to conserve soil, to improve and protect water quality, and to create wildlife habitat by restoring natural plant communities on marginal farmland. It combines Federal, state and local resources to target specific state conservation and environmental objectives under the authority of the USDA's Conservation Reserve Program (CRP). The voluntary nature of this program allows eligible producers in CREP eligible counties to choose a 15-year conservation agreement or a perpetual easement for which they receive a payment from USDA and the state.

EASEMENT PURPOSE

The purpose of the easement is to protect water quality and provide wildlife habitat in perpetuity by acquiring conservation easements on environmentally sensitive grasslands and riparian areas. The county or state government acquires certain rights of the landowner by purchasing the perpetual easement. The perpetual easement agreement goes beyond the 15-year agreement the producer has with FSA. The 15-year agreement requires the landowner to install certain conservation practices for which FSA pays the producer. With the perpetual easement, the producer gets a payment from FSA for the conservation practice installed, and an incentive payment from the state for choosing the perpetual easement option. The state incentive for the perpetual easement payment is 12 times the annual rental rate. The landowner receives payment for the use of his/her land, while the public receives water quality protection and improved wildlife habitat.

This document outlines the procedures for creating a perpetual easement under the CREP. The procedures apply to all organizations involved in CREP, including the Farm Service Agency (FSA), Natural Resources Conservation Service (NRCS), Land Conservation Departments (LCD), Wisconsin Department of Natural Resources (DNR) and Department of Agriculture, Trade and Consumer Protection (DATCP). All FSA measurement procedures apply to the perpetual conservation easement and the 15-year agreement.

AGENCY RESPONSIBILITIES

NRCS RESPONSIBILITIES

The NRCS is responsible for providing technical assistance, including assisting in the installation of the conservation practice and initial flagging and mapping of the practice(s) area.

NRCS will use GPS technology to collect locational coordinate data of each CREP easement boundary. NRCS will supply the LCD and/or DATCP with the locational coordinate file of each easement.

FSA RESPONSIBILITIES

FSA is agency responsible for administering the Federal portion of the Wisconsin CREP program. FSA processes all Federal forms and distributes Federal CREP payments to landowners.

LCD RESPONSIBILITIES

The county LCD works directly with landowners to encourage and assist with their participation in eligible CREP areas of their county. They, along with NRCS, provide needed technical assistance to landowners and administer the state portion of the Wisconsin CREP at the county level.

The LCD may gather locational coordinate data of the CREP perpetual conservation easements. Coordinate data collection must be done under the supervision of NRCS or a Registered Land Surveyor. NRCS, FSA and LCD should review all proposed perpetual conservation easement areas and practices to avoid errors. In certain situations the LCD may supply the NRCS and/or DATCP with the locational coordinate data file of each easement.

The county will have the first option to hold perpetual easements.

DATCP RESPONSIBILITIES

DATCP will process all information as it applies to the CREP applications including title report review and encumbrance location in a reasonable amount of time. Upon review of the title report, all other CREP agreement documentation and recording of the easement, DATCP will send a two-party check for the state portion of the payment to the county and landowner for the state incentive payment.

DATCP will use locational coordinate data, submitted by NRCS or the LCD, to create a metes-and-bounds recordable easement. DATCP will review all easements and related documents created by counties holding the easement, and may choose to create legal descriptions for county-held perpetual conservation easements. DATCP will supply all monumentation materials for the perpetual conservation easements (see Appendix B). DATCP will reimburse material costs to NRCS and LCD on a maximum fixed basis.

DATCP may hold perpetual easements if the county chooses not to hold them and with the approval of the landowner.

DNR RESPONSIBILITIES

The DNR, on an as-needed basis, will provide producers and LCD staff with technical advice on wildlife and conservation practices. DNR will also provide DATCP with technical advice pertaining to easements.

The DNR may, in certain situations, hold CREP perpetual easements. This would be for easements adjacent or very near DNR properties and project area boundaries. DNR would hold the easement if the county or DATCP choose not to hold the easement, and with approval of the landowner.

CREP PERPETUAL EASEMENTS

APPLICATION PREPARATION

Section 11.1 VALID CREP STATE APPLICATION CONSISTS OF:

A **Valid CREP State Application** consists of:

1. Application

- ◆ Signed application listing all owners of record.

The application must be signed by the lien holder if a mortgage exists on the property that contains the CREP area. **DO NOT FORWARD APPLICATIONS To FSA or NRCS** if a mortgage exists on the property and the lender has **NOT** signed the application

2. Title search

- ◆ The title search will depict the owners of the property, and existing encumbrances and mortgages.
- ◆ Landowners may contract with a title company to provide copies of encumbrance documents, if present. A title search is not necessary to begin the easement process.

3. CRP-2

- ◆ Signed CRP-2 indicating the acres being offered. Note: the CRP-2 will not be signed until the eligible practice area is determined by in-field measurement.

4. Text file (.txt)

- ◆ This file contains latitude/longitude NAD83 coordinates in ASCII text file format for each easement. Each easement is a separate text file. A .txt file must be sent if a MPS file is **NOT** sent. (see **Section 11.20**)

5. Shape (.shp) file

- ◆ This is the file created by NRCS or LCD to calculate the acreage for the conservation plan and illustrate practice boundaries. Send DATCP a (.shp) polygon file and point file for each polygon and (.shp) file for the commencing point(s). **(NOTE: (.shp) (.shx) and (.dbf) files are required to execute the project in Arcview do not send (.shp) files only.)**

7. Field Notes

These notes indicate the waypoint locations, monumentation procedures, POB (Point of Beginning), and commencing point.

An adequately labeled ‘Exhibit’ from the legal description can be submitted in lieu of field notes.

8. Orthophoto

- ◆ A print copy of an orthophoto with boundaries of the CREP easement area on it. Also indicate commencing point, ¼ 1/3 section lines and parcel numbers. A conventional aerial photo will suffice if no orthophoto is available for that county.

9. Paid for title search invoices

Copies of, or original paid for title search invoices should be enclosed with the title report.

10. MPS File

This is the Mapsource file created by NRCS Garmin GPS units. If this file is submitted a txt file is NOT needed.

The county **LCD will forward the completed application** (item 1) to FSA and NRCS.

11.2 LCD INITIAL REVIEW PROCESS OF THE STATE CREP APPLICATION

A valid application ARM-LWR 209 must be submitted to DATCP by the LCD as part of the application process. It is mandatory that legal ownership, and any known encumbrances and mortgages be identified.

If the applicant has indicated that existing easements may be present, the LCD should ask them to supply a copy of the deed prior to submitting a state CREP application to FSA of NRCS. If the applicant verbally acknowledges the presence of existing easements, then make note on a rectified orthophoto or other air photo of the areas in question.

The title search will indicate the encumbrances. Therefore, to expedite easement development, the PROCEDURES INDICATED BELOW should be followed:

1. Obtain the most recent recorded description of the applicant’s property.
2. Review the applicant’s legal description to ensure that the offered practice area acres conform to the applicant’s ownership. Ancillary materials such as current aerial photography, tax maps, and property surveys can assist you in this determination. This is simply a check to make sure that the area in question is owned by the landowner offering the easement.

3. The applicant should obtain a copy of the deed if available and verify the location of encumbrances (if any). Note the Vol. # and page # of any existing easements listed on the deed, and obtain copies of these records if these easements are close to the proposed CREP easement. Copies of the easements can be reviewed by LCD staff prior to the submittal of the application, or can be forwarded to DATCP for review. The costs to the landowner of the title search is reimbursable.

The CREP is a voluntary conservation program based on the enrollment guidelines of the USDA Conservation Reserve Program (CRP). CREP data collection procedures are taken from the USDA Wetland Reserve Program (WRP) easements. The DATCP /State of Wisconsin made a successful application to the USDA for the CREP utilizing the principles of the WRP easements. Applicants should be informed at the time of application the type of data collection methods that are to be used.

11.3 CREP PRACTICES

Eligible practices for the Wisconsin CREP are:

Practice	Area
CP -21 Filter Strips	
CP-22 Riparian Buffers	
CP-8a Grassed Waterways	
CP-23 Wetland Restorations	
CP-25 Prairie Restoration Tall Grass Oak Savanna	GRASSLAND ONLY
CP-1 Establishment of Permanent Introduced Grasses and Legumes	GRASSLAND ONLY
CP-10 Establishment of permanent Introduced Grasses and Legumes & Grasses Already Established	GRASSLAND ONLY
CP-2 Establishment of Permanent Native Grasses	GRASSLAND ONLY

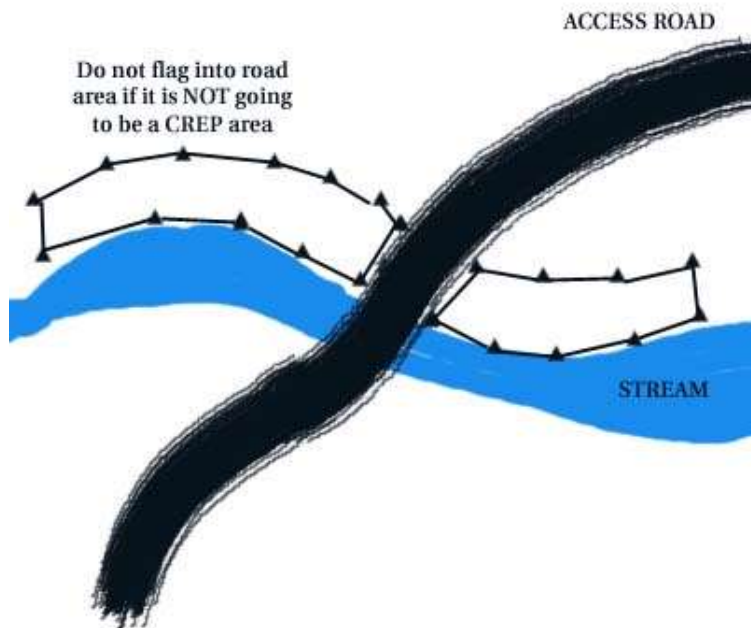
FLAGGING

11.4 GROUND-WORK PRIOR TO FLAGGING

Care should be taken to not overlay a CREP easement over any type of right-of-way easement, pipeline easement, or other scenic or conservation easements, prior to conducting the flagging process. Review of the easements by all agencies is imperative to successful flagging of the practice area, as indicated above in section 11.2 LCD Initial Review Process of the State CREP Easement Application.

Delineate on a digital orthophoto all access roads, present and future, after reviewing a print copy of the orthophoto with the applicant or having on-site discussion. Do not flag over these areas, flag around them and be certain that locational coordinate data is collected accordingly. **See Example 11.4.1 below.**

Example 11.4.1



11.5 FLAGGING THE PRACTICE/CONTRACT AREA

The NRCS or LCD is responsible for the official demarcation and staking of the PRACTICE/CONTRACT AREA. The area that is staked out defines the official offered acres proposed under a CRP-2.

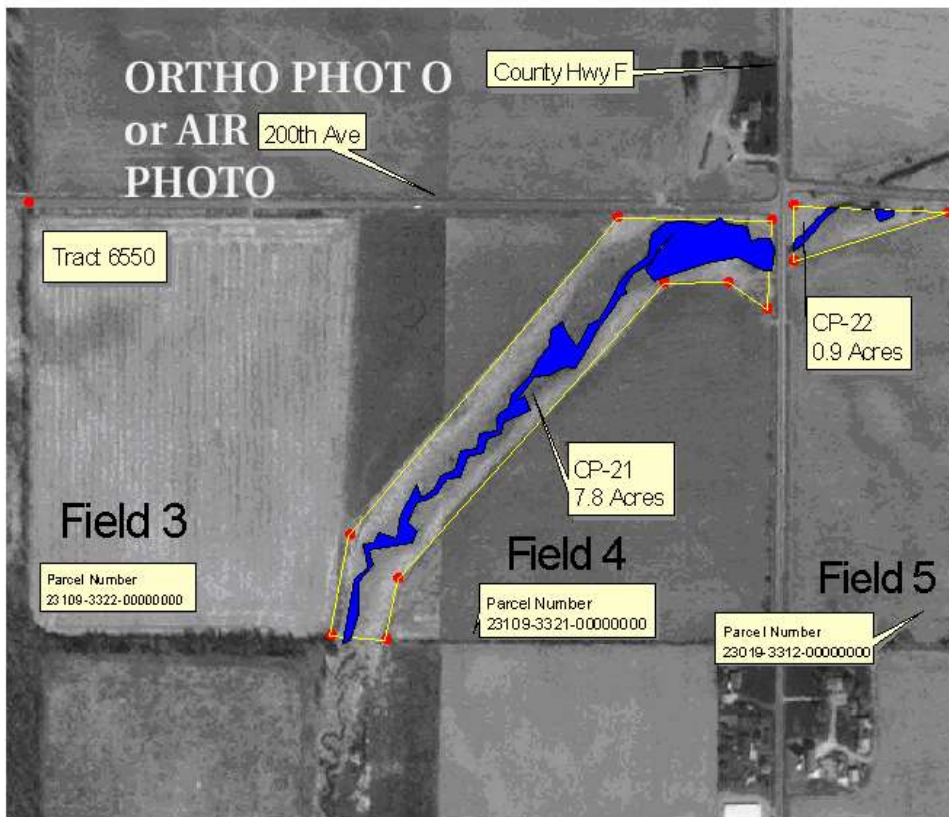
NRCS, FSA and LCD should review all proposed perpetual conservation easement areas and practices to avoid errors. All procedures and specifications outlined in this directive apply to LCD/NRCS collection of coordinate data and installation of monumentation. This also applies to counties that are holding the perpetual conservation easements. The

LCD may assume flagging duties in counties where the NRCS cannot provide the flagging duties.

The practice area should be compared on-site with the map or aerial photograph to verify that they are in agreement with the proposed CRP-2 area. The practice area, road right-of-way and other encumbrances, and natural or man made features should be identified prior to flagging the contract area.

The example below shows an air photo or digital orthophoto of a proposed CREP Practice area. Easement numbers are indicated along with roads and project areas. FSA should review proposed practices prior to areas being flagged.

Example 11.5.1



The boundaries of the PRACTICE/CONTRACT AREA should be clearly established on-site and inspected by the landowner with FSA, NRCS or LCD field staff.

IT IS ADVISED THAT FSA PERSONNEL BE GIVEN AN OPPORTUNITY TO REVIEW THE PROPOSED CREP PRACTICE AREA PRIOR TO STAKING.

11.6 FLAGGING PROPOSED PRACTICE AREA ON OR NEAR PROPERTY LINE, NEAR PARCEL LINE, EXISTING EASEMENT OR STRUCTURES

The flagging crew should possess an air photo delineation or other representation of the proposed project, for flagging mission planning prior to initiating collecting locational coordinate data. Mission planning prior to flagging the practice area will ensure that the adequate amount of appropriate data is collected for each site. If review of the documents indicates that the proposed project is, or may be, directly adjacent to a parcel line, inhabited structure or existing easement then the following apply:

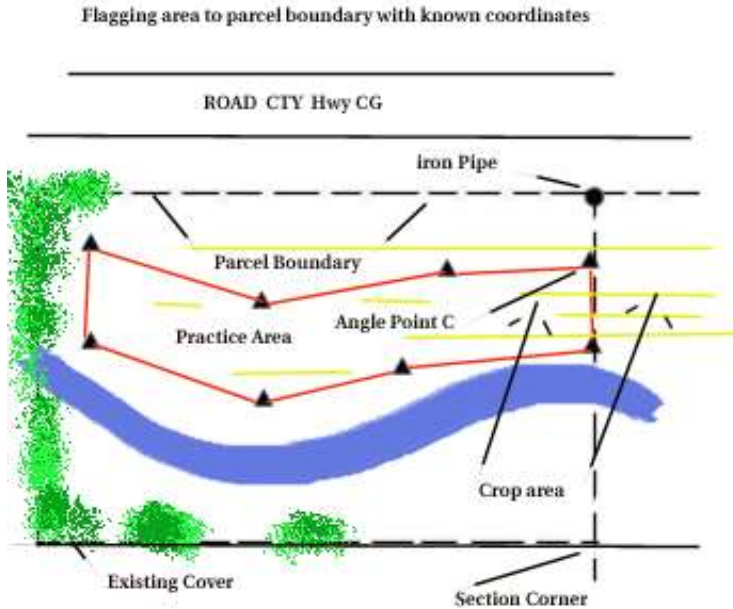
1. Request further clarification of the project limits from the agency creating the conservation plan on the project limits. CP-23 Wetland Restoration may require a buffer from adjacent lands so they do not impact the wetland adversely; therefore, to reduce the possibility of having to re-delineate a practice, time should be taken up-front to clarify project limits to parcel boundaries.
2. When a practice is to be installed next to a parcel boundary, the survey crew MUST acquire a plat of survey and/or other survey grade maps for the property from the County Land Records Office. A metal detector should be used to locate preexisting iron pipes signifying property corners and temporary stakes or flags placed at these points. Existing monumentation must be verified to prove it is correct.

PRIOR TO FLAGGING AND/OR GPS DATA COLLECTION, IF IT IS DISCOVERED THE PROPOSED EASEMENT ENDS ON THE PARCEL BOUNDARY AND THE PARCEL CORNERS CANNOT BE FOUND, THE PROPERTY BOUNDARY MAY HAVE TO BE SURVEYED BY A LICENSED LAND SURVEYOR TO LOCATE OWNERSHIP BOUNDARIES. IF THERE IS A QUESTION ON THE LOCATION OF THE PROPERTY LINE, THE EASEMENT SHOULD NOT BE MONUMENTED OR COORDINATES TAKEN UNTIL THE PROPERTY BOUNDARY IS LOCATED.

CONTACT DATCP IF THE PROPERTY BOUNDARY CANNOT BE LOCATED THROUGH EXSITING MONUMENTATION.

CREP easements can use part of the PARCEL BOUNDARY line as the EASEMENT BOUNDARY. See **EXAMPLE 11.6.1 below.**

Example 11.6.1



Sample description calling east side parcel boundary.

North 81 degrees East, 235 feet, more or less, to Angle Point C, this being the north east corner of the Johnson property line for Easement Area "A",

Said point witnessed by a orange colored encapsulated magnet driven 1.0 feet into the ground with a 5 foot u-channel fence post set 1 feet in the ground projecting 4.0 feet above the ground thence:

South, 100 feet, more or less, to Angle Point D, this being the east side of the Johnson property line for Easement Area "A",

Said point witnessed by a orange colored encapsulated magnet driven 2.0 feet into the ground with a 5 foot u-channel fence post set 1 feet in the ground projecting 4.0 feet above the ground thence:

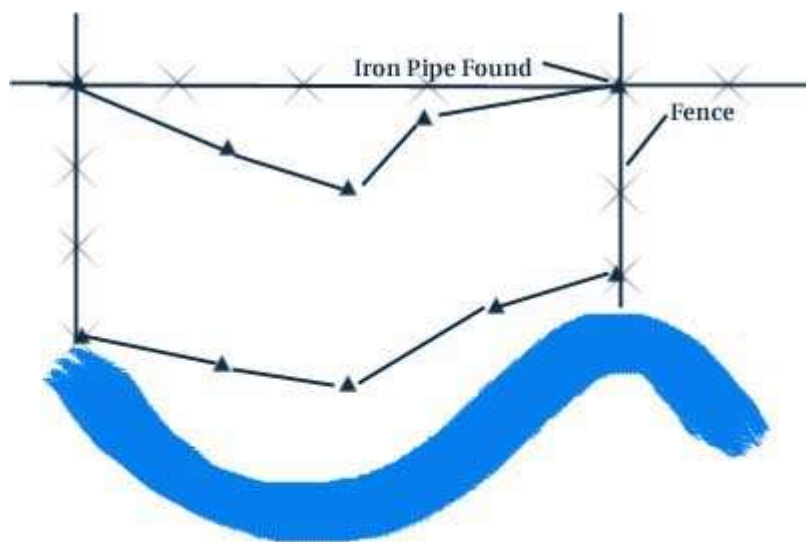
NOTE: DO NOT USE REBAR, PIPE OR OTHER SUBSURFACE METAL ON A NEAR PROPERTY BOUNDARIES, USE MAGNETS AND FENCE POST ONLY.

Do not FLAG any areas that include an inhabited structure. These areas are not CREP eligible.

FSA REVIEW CAN BE DONE IN THE OFFICE AND/OR IN THE FIELD.

Temporary angle points should be set and flagged. If points of topography, natural features, or physical markers are to be used to identify the boundaries, they should be easily identifiable to the exclusion of all others. Examples of these reference points include the junction in a permanent road or a permanent marker (i.e. iron pin with cap, iron fence post).

Example 11.6.2



EXAMPLE Indicating reference to iron pipe found at corner of fence post at the northeast property line



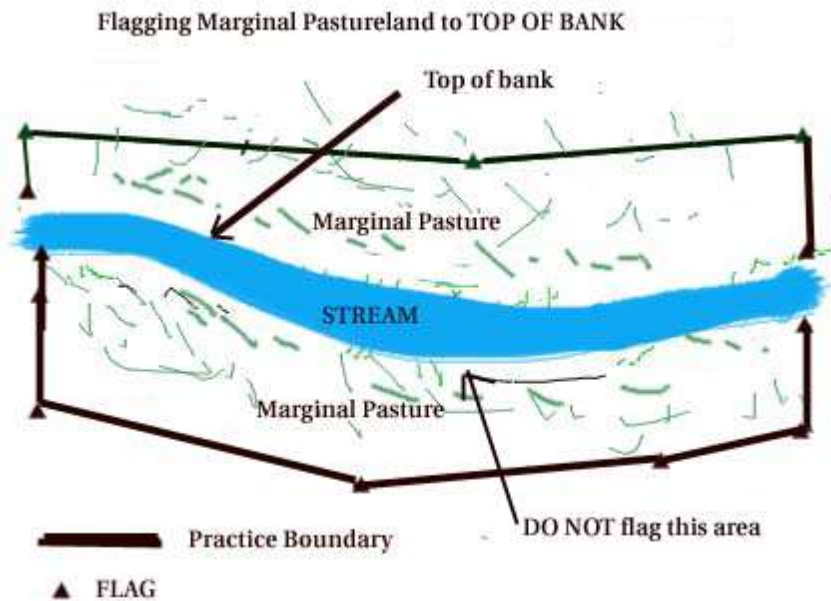
When setting boundary lines use the following guidelines:

- ◆ Minimize the number of angle points. This will greatly reduce the amount of work and the complexity of the legal description.
- ◆ Use cultural and natural features as long as they are easily identifiable to the exclusion of all others and are relatively permanent in nature (i.e. high water mark of a stream bank will be used on all CP-22's as in example 11.4.1-A).

11.7 FLAGGING MARGINAL PASTURE TO THE TOP OF BANK

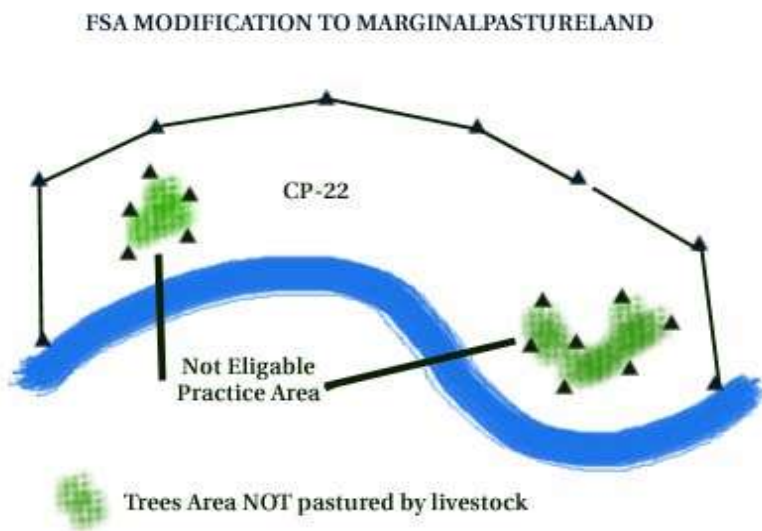
When flagging a practice area in marginal pasturelands, stop at the top of the stream bank. The description of the easement boundary along a stream bank will be done to the top of the stream bank. See example 11.7.1-A below.

Example 11.7.1



An example of a common FSA modification to a practice area is seen below. In this example marginal pastureland will be planted to trees. The existing tree areas within the enrolled pastureland is NOT CREP eligible; therefore, prior to flagging, the area have FSA review what is eligible: (see example 11.7.2 below).

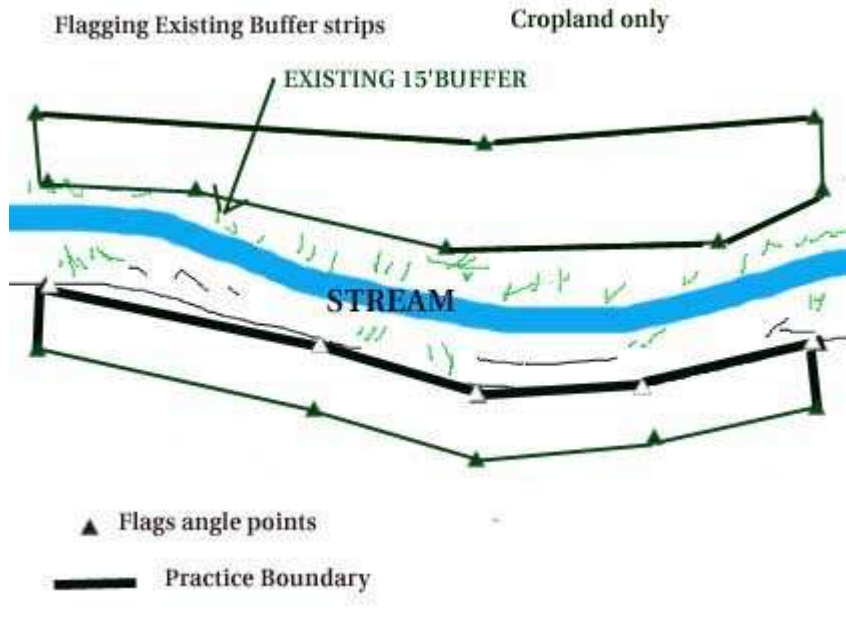
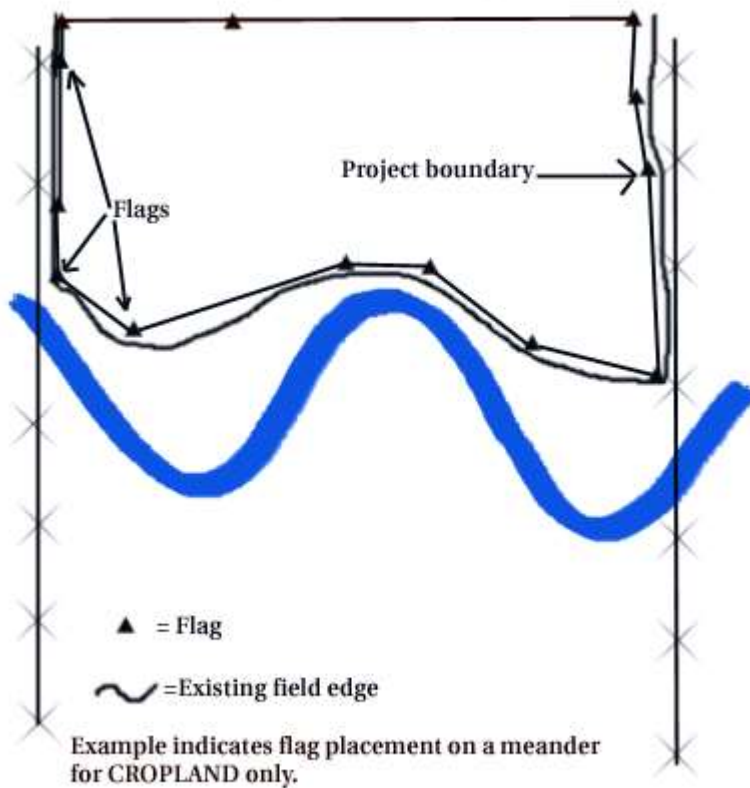
Example 11.7.2



11.8 FLAGGING LANDS IN EXISTING APPROVED COVER

DO NOT attempt to flag or monument existing vegetation functioning as a conservation buffer. These lands are NOT ELIGIBLE to be a part of the easement or the 15-year agreement at this time. Consult with FSA prior to flagging these areas. Note that a description to the high-water mark is not applicable to crop lands. See example 11.8.1 below.

Example 11.8.1



Section 11.9 EASEMENT PROCESS

The party who will hold the perpetual conservation easement has the authority to choose which data collection method is most appropriate on a site specific basis. The landowner will be informed at the beginning of the CREP process which easement location data collection method will be used.

The State of Wisconsin or county government will hold the CREP perpetual conservation easement. Coordinate data that accurately describes the boundaries of the land area enrolled in CREP easements must be collected. The data will be used to create legal descriptions and to locate easement boundaries for monitoring and enforcement. The data must be gathered so as to support immediate and future county and state uses. Locational coordinate data may be gathered by one of the following methods:

1. An aliquot parts description using township, range, section (TRS) and $\frac{1}{4}$, $\frac{1}{4}$ section, accompanied by a map or air photo showing the easement.
2. A conventional land survey by a registered land surveyor, or

A metes-and-bounds description using locational coordinate data collected with GPS digital or total station technology.

METHODS TO COLLECT COORDINATE DATA FOR CREATING EASEMENTS

Aliquot Parts. The Department of Natural Resources uses a township-range aliquot parts method, accurate to the quarter-quarter section level, to locate and record easements they hold. Its advantages are that it is quick and inexpensive to do. Its limitations are that it is not easily transferred into a digital format for GIS and other applications, and it is not highly accurate when integrated into a GIS system.

Conventional Land Surveying by a Registered Land Surveyor. Conventional land surveying has a high degree of positional accuracy. The data generated can be rendered into digital format for GIS and other computer-based applications. Its drawbacks for the CREP program are that 1) it is expensive to do on a per-parcel basis, 2) the cost of land surveying can exceed the value of the easement for CREP, 3) limited availability of surveyors in some counties and, 4) it may complicate CREP fiscal management. Under CREP, counties would not get reimbursed for county surveyor services. In short, land surveying may not be cost effective in the majority of cases for CREP.

Coordinate Gathering Using GPS Digital or Total Station Technology.

Modernization in measurements on the earth's surface have led to the use of GPS technology for CRP and CREP as well as other conservation and environmental programs. State agencies and county and local governments are moving toward GIS-based land information systems having a multitude of applications. The FSA and NRCS are systematically changing to a GPS/GIS based measurement and calculation for use with the Conservation Reserve Program (CRP) and Wetlands Reserve Program (WRP).

This Conservation Reserve Enhancement Program protocol is intended to assist Land Conservation Departments, Farm Service Agency the Natural Resources Conservation Service and the Wisconsin Department of Natural Resources or any other government agency involved in the CREP process. This protocol describes the processes, documents and approvals necessary to execute state and federal CREP contracts as they apply to a perpetual conservation easement only. This protocol is a compilation of information from many sources and is intended as a guide for staff of governmental agencies participating in CREP or agents acting on the behalf of those agencies. It is not intended to be a substitute for training or a comprehensive document defining all the possibilities associated with CREP procedures. It is not intended to be a substitute for the DATCP CREP Manual. All the procedures in the 2-CRP (REV-3) FSA handbook apply unless specifically noted in this protocol.

EASEMENT LOCATION OPTIONS

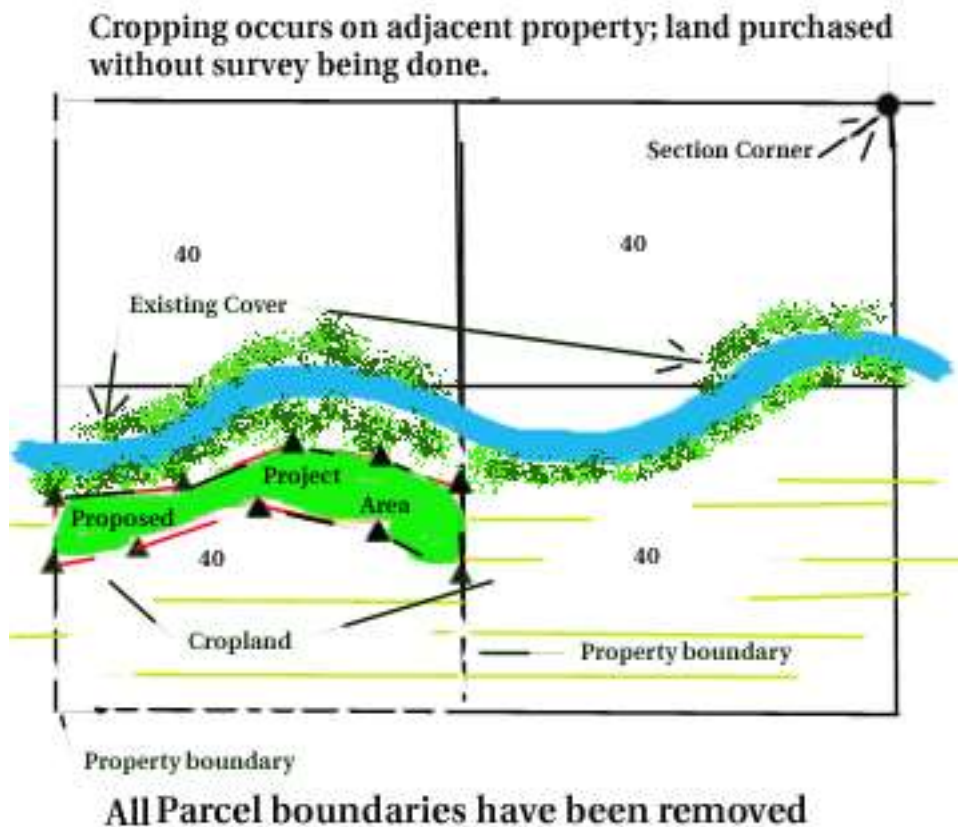
1. The USDA Natural Resources Conservation Service (NRCS) will use GPS technology (described above) for the location, description and recording of all CREP perpetual easements to be held by either DATCP or the Department of Natural Resources.
2. Counties deciding to hold CREP perpetual easements may choose GPS techniques or Registered Land Surveyor methods described in "Methods to Collect Coordinate Data for Creating Easements" above. The counties will be strongly encouraged to have the easement areas they hold located and described using GPS technology (described above) and a standard coordinate system as described in this document. The DATCP recommends use of an aliquot parts system, similar to the DNR's, as a last resort in those areas where use of the GPS system or land surveying is not feasible.
3. DATCP recognizes that traditional land surveying methods may be required for the location, description and recording of CREP perpetual easements in some site-specific situations. The employment of a Registered Land Surveyor may be used where the county and DATCP determines that it is necessary. If a survey is necessary but not cost effective, the party who holds the easement may choose the method of collection.

Examples of where a land survey may be needed include:

- ◆ Areas where the GPS method cannot be reasonably tied to a “land survey monument.”
- ◆ GPS units are not available.
- ◆ Areas abutting property boundaries that are not retraceable unless a survey is completed. See **Example 11.9.1** below.

Example 11.9.1 indicates a situation when a survey may be required to ascertain the parcel boundaries. In this situation all monumentation could not be located or has been removed. All fences near subject property have been removed and the nearest monument is over the top of a very high ridge. The applicant demands the practice to run as close as practical to the parcel boundary to maximize incentives.

Example 11.9.1



11.10 GPS STANDARDS

GPS equipment and data collection methods are defined by the NRCS. If not specified in this protocol, all NRCS methods that are used in administration of the Wetlands Reserve Program apply. NRCS will provide all technical training in use of the GPS equipment, where needed.

In instances where the county will hold the easement, the county may use GPS equipment and data collection methods that exceed the accuracy generated by the NRCS protocol, provided the method is approved by NRCS at the state level, or is conducted under the supervision of a Registered Land Surveyor.

COORDINATE STANDARDS

The settings and parameters for the coordinate pairs are: Datum NAD83/91, using latitude, longitude and decimal degrees. Some counties may have other coordinate collection requirements to satisfy their specific county GIS system. These county requirements may be satisfied so long as DATCP receives the coordinate and locational data, as specified in this protocol, needed for its GIS system.

GPS HARDWARE STANDARDS

The standard GPS receiver provided for NRCS field staff will be the Garmin III plus GPS receiver using real time differential processing. Acceptable substitutes are GPS receiver kits that provides the following:

- ◆ *positional accuracy of 1 to 5 meters using real time differential.*
- ◆ *ability to download coordinate data to an ASCII file.*

11.11 GPS LOCATIONAL COORDINATE DATA COLLECTION

A Global Positioning System (GPS) will be used to acquire coordinate pairs for the commencing point and all angle points for the easement. Detailed field survey notes will be taken describing the angle points for reference back in the office. If a suitable GPS system is used that will allow for recording of digital field notes, written field notes are not required.

The angle point coordinates will be downloaded from the GPS receiver to a computer using Waypoint + software, or any other software that can produce a flat ASCII file. The file will contain the angle point number and it's coordinate pair in decimal degrees based on NAD83/91 datum. ***NRCS is responsible for supplying the diskette(s) necessary to transfer the data.***

The ASCII file along with a copy of the field survey notes will be delivered to the LCD, and then to DATCP, for the creation of the legal description for the easement area. This

file will then be imported into ArcView to create a shapefile (.shp) to be used for calculation of the easement area in acres and for submittal to DATCP. The shapefile for DATCP **must** be in polygon coverage and a point file (.shp) of the same area. The commencing point must be located in separate (.shp) file. ***NRCS has primary responsibility for this phase.*** The Land Conservation Departments will also be allowed to perform this work if they so desire. A failure to submit these items may result in the file being returned to the county or substantial delays to the creation of the legal description.

11.11.1 COMMENCING POINT

A commencing point will be collected for a known survey monument, preferably a section corner or WisDOT Height Modernization project monument, National Geodetic Survey (NGS) monument. The point of beginning for the easement must be tied to a commencing point that is preferably a Public Land Survey System (PLSS) monumented corner. If this is not possible, tying into at least one of the landowner's property corners as called for in the existing legal description of the property that contains the proposed CREP easement is acceptable.

If a suitable monument is not available, the following apply:

1. Review county, town, city or village monumentation locations books.
2. Consult county highway department records for monuments.
3. Contact the county surveyor or other land information officer for known monuments and or recent surveys in the area with markers placed by a professional licensed surveyor.
4. Consult telephone company records for coordinates of telephone company base monuments.

CALL OUT YOUR COMMENCING POINT ON THE FIELD NOTES AS:

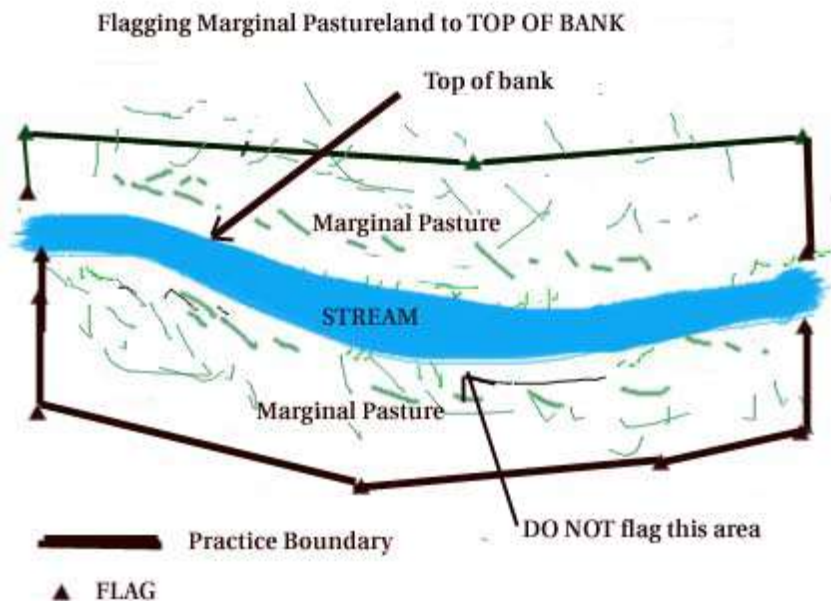
Example: Cast Iron Harrison Monument located on the Southwest Corner of the Southeast $\frac{1}{4}$ of Section 5 T 8 North R 8E Town of Lodi Columbia County Wisconsin.

NOTE: SEND SHP FILE of COMMENCING POINT and all other points.

11.11.2 COLLECTING COORDINATES

Coordinate pairs, or waypoints, should be collected for each NRCS flag location that correspond to a change in direction. Top of bank descriptions apply only to CP-22 practice areas. Flag placement for a meandering river is depicted in Example 11.11.2.1

Example 11.11.2.1



11.12 EASEMENT DIGITAL FILE CREATION

Upon completion of the field measurements by NRCS or LCD, the text (txt.) file and shape (shp.) file will be created. A back-up copy and file for use by the NRCS county field office will be made. Copies of the field notes for each easement will be made. Each digital polygon will be used by NRCS to create the base map for the conservation plan. The polygon data will also be used by FSA to create the official acreage offering for the CRP 1 contract. The txt. file, shp.files and field notes will be forwarded by NRCS to the county LCD office, if not created by the LCD office.

NRCS will note for the LCD office what polygons are on each diskette. It is possible that multiple owner polygons appear on one diskette. If this occurs and the title search is not complete at the time of mailing LCD can either hold onto all application materials, or forward the complete application referencing that the other easement information is forthcoming.

CAUTION: DO NOT COLLECT COORDINATES OF A LOCATION IF NRCS OR LCD HAS NOT FLAGGED THE PRACTICE AREA

11.13 CREP PRACTICE AREA FILE NAMING CONVENTION PROTOCOL

A practice is represented by an area/polygon. Each polygon must be assigned a unique identifier by agency collecting the data. In certain instances DATCP GIS staff will have to rename files or assign unique identifiers for use in their database. Counties with existing GIS systems may use their county specific file naming protocols in addition to the system described here. Counties should consult with DATCP regarding the use of differing protocols.

Each polygon should be identified with the following using 15 total characters.,

3 digit County Code	069
landowner first initial	M
land owner middle initial	E
landowner last name	Johnson
consecutive number	001

(Note: if the last name is longer than seven characters, use the first seven)

15 TOTAL CHARACTERS

Example

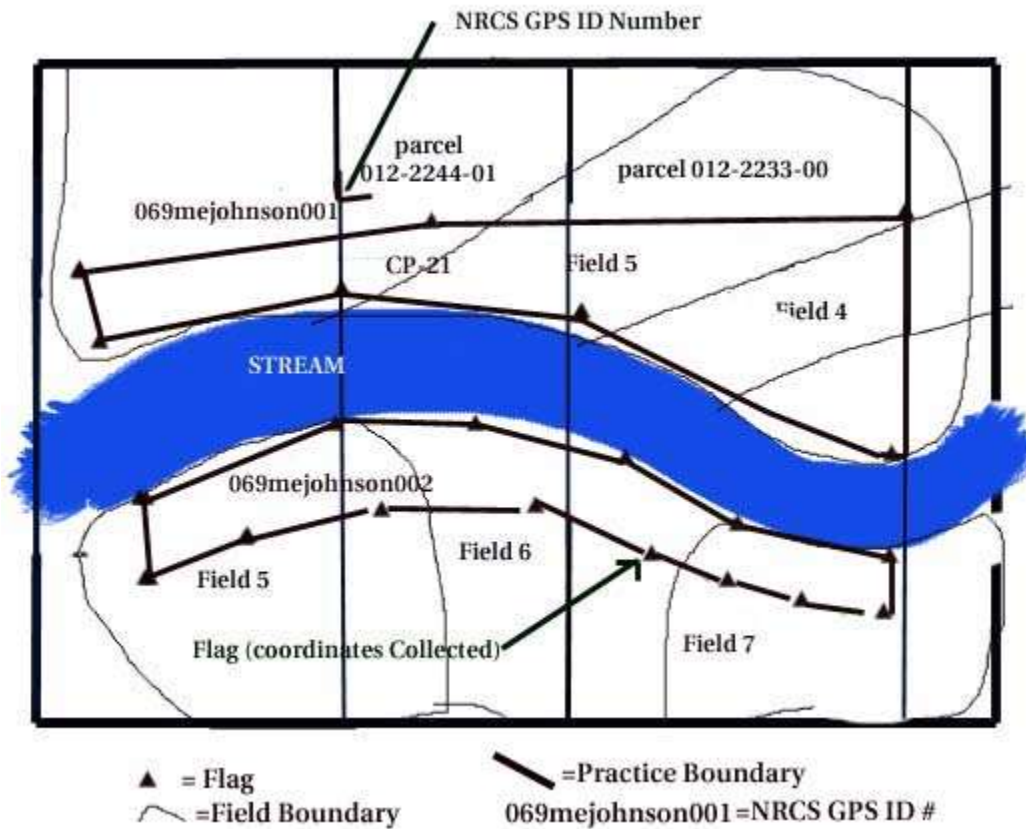
0 6 9 M E J O H N S O N 0 0 1
1 2 3 4 5 6 7 8 9 10 11 12 **13 14 15**

This is the same numeric identifier used in the NRCS tool kit.

NOTE: DO NOT ENTER ANY EXTRA SPACES OR CHARACTERS COMMAS, PERIODS, SLASHES ETC between each entry field.

(See Appendix C for county code information.)

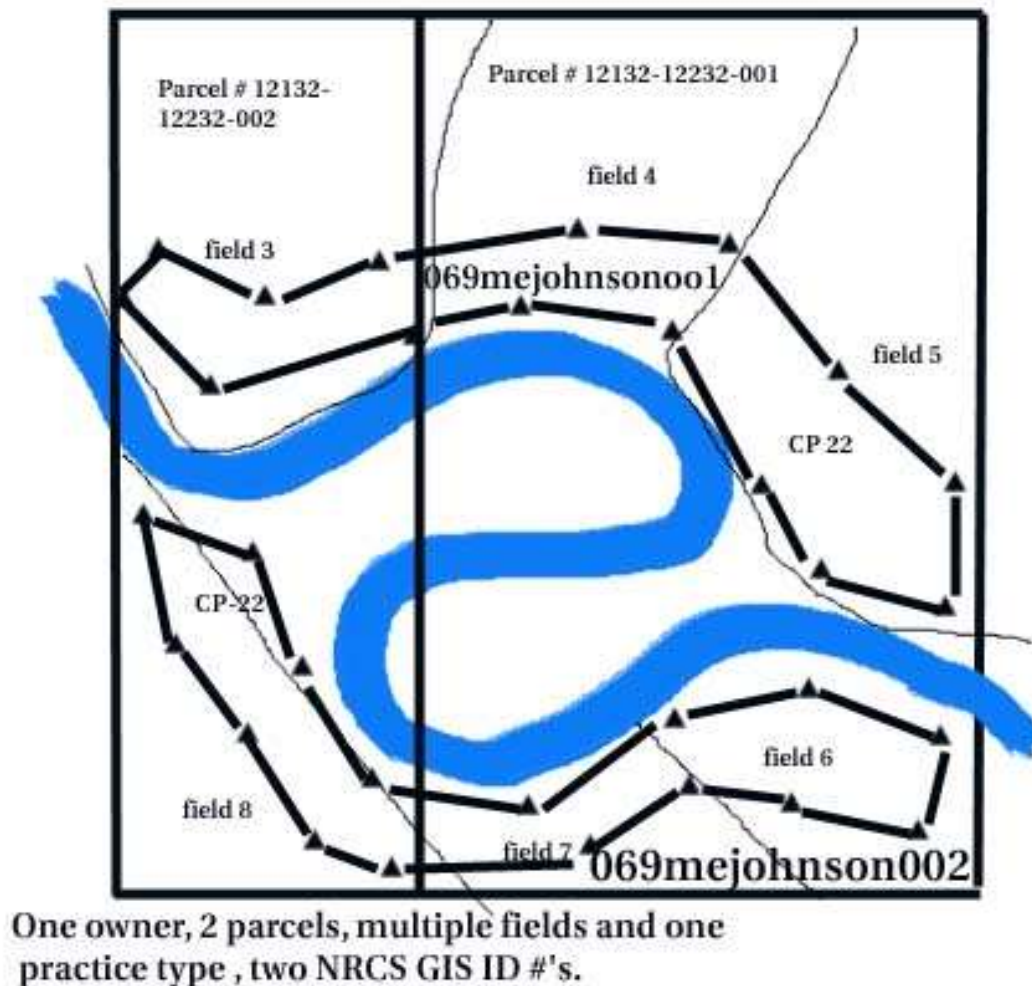
Example 11.13.1



11.14 MULTIPLE POLYGONS WITH SAME PRACTICE, ONE LANDOWNER

When a practice is to be implemented on more than one polygon, use the naming convention indicated above. **See example 11.14.1 below.** In this example one practice is indicated by two polygons. Whenever a single practice crosses a stream create two polygons, this also applies when a practice crosses a road.

Example 11.14.1



11.15 MONUMENTING THE EASEMENT

At each flag, or change in direction, a 5' medium duty U channel fence post will be installed (solid 5 foot T-posts can be substituted) along with 15"-18" foot long, #4 rebar. An encapsulated magnet should be driven into the earth not less than 18 inches. The CREP easement area should be identified with at least one CREP easement marker sign attached to one of the posts. At the discretion of the LCD more signs may be installed after installation of the practice. Each sign is to be installed using two 1 5/8" 1/4" VCB 197- One Way Round Head Aluminum bolts with TN 31- TufNut®

INSTALLATION OF MAGNETS

Installation of encapsulated magnets are part of the monumentation process. For each change in direction an encapsulated magnet will driven into the earth not less than 18 inches. Use a soil probe as a driver or a 2' section of rebar.

INSTALLATION OF REBAR

For each change in direction a 15" or 18" section of #4 rebar should be driven under the surface not less than 4". In some instances rebar can be substituted for magnets. Indicate the change on your field notes appropriately. **DO NOT USE REBAR ON PROPERTY LINES.**

INSTALLATION OF SIGN(S)

LCD, NRCS or DATCP staff may install signs at any time after the easement has been recorded. Other pertinent signs regarding the easement area may be installed upon consultation with DATCP.

CONSERVATION EASEMENT BOUNDARY MARKER



CONSERVATION EASEMENT BOUNDARY MARKER

THIS IS NOT PUBLIC LAND

DO NOT MOVE, ALTER OR DESTROY
THIS SIGN IN ANY WAY.

FOR INFORMATION CONTACT:

DEPARTMENT OF AGRICULTURE
TRADE & CONSUMER PROTECTION
2811 Agricultural Drive
Madison, WI 53718-6777

MONUMENTATION MATERIALS

Monumentation materials will be supplied by the DATCP and delivered to NRCS field offices or LCD offices on an as-needed basis (See Appendix B). For materials contact 608-224-4632.

EASEMENT PROCEDURES

11.16 REMOVING FLAGGED PRACTICE DUE TO EXISTING ENCUMBRANCE, STRUCTURE OR OTHER FEATURE

In the event a proposed CREP practice crosses an existing easement and the document has not been recorded, DATCP or the appropriate agency discovering the encumbrance will contact the NRCS to take appropriate actions. Upon notice to NRCS, the practice area will be re-delineated, coordinates will be retaken, and monumentation will be reset. All forms including the CRP-2 will be corrected to match the modified practice acres.

Structures that are included as part of the practice area that do not represent a violation to the CRP-1 contract are not a violation to the DATCP easement. This is if the structure does not in any way violate the conditions of the easement. Structures that do violate the conditions of the easement include those used for human and animal habitation as well as those structures being utilized to store grains, machinery or other items. **DO NOT** include lands under these structures as part of practice area until at such time the structure has been removed.

Conservation staff should emphasize to the landowners to not include lands that may be needed for access roads, walking trails or other future needs.

NOTE: In some situations, land-locked parcels may NOT have a recorded access easement to them. Owners of the land-locked easements have been crossing a neighbor's land with a gentleman's agreement. These agreements may be strained when a CREP easement is placed on the land; therefore it is suggested that any existing negotiated, but unrecorded access easements be left out of the CREP Easement area. Ask the CREP applicant if any of these agreements have been made. Get copies of any such agreements that may exist, or otherwise record the agreement.

REMONUMENTATION

If an encumbrance is located on a CREP easement after initial flagging, the area must be re-delineated using the following procedure:

1. Use a magnetic detector or metal detector to locate and remove CREP magnets, rebar and posts. **(CONTACT DATCP FOR USE OF THE**

MAGNETIC DETECTOR. NRCS POSSESSES 4 MAGNETIC DETECTORS THROUGHOUT THE STATE CONTACT IF DATCP's IS IN SERVICE)

2. Reinstall magnets, posts and rebar in their appropriate positions.
3. Log changes and procedures taken.
4. Perform data collection on re-monumented locations.

11.17 IRREGULAR BOUNDARIES

As indicated in section 11.8 FLAGGING LANDS IN EXISTING APPROVED COVER and as seen in example 11.8.1 there are instances where ineligible lands are contained within eligible lands. Existing cover including; trees within the enrolled pastureland, lowland marsh, swamp, fen or water present are some examples of cover not eligible. The irregular boundaries created by this cover necessitates delineation; therefore, it is suggested that coordinate data be collected for these sites in this manner.

1. Prior to coordinate data collection finalize eligibility determinations with FSA.
2. Have NRCS or LCD review air photo and/or make site visit to determine ineligible areas. FSA should review delineated ineligible areas either in the field or on a ortho photo prior to data collection.
3. NRCS or LCD flags eligible areas.
4. NRCS or LCD collects coordinates for flag locations.
5. NRCS or LCD calculates eligible acres in ArcView.
6. NRCS, FSA or LCD digitizes ineligible acres off air photo then creates a polygon of this area to calculate the acres.

SAMPLE:

North 81 degrees East, 235 feet, more or less, to Angle Point A, this being the Point of Beginning (P.O.B.) for the South Easement Area,

Said point witnessed by a encapsulated magnet driven 2 feet into the ground with a steel fence post set 1 feet in the ground and projecting 3.0 feet above the ground, thence;

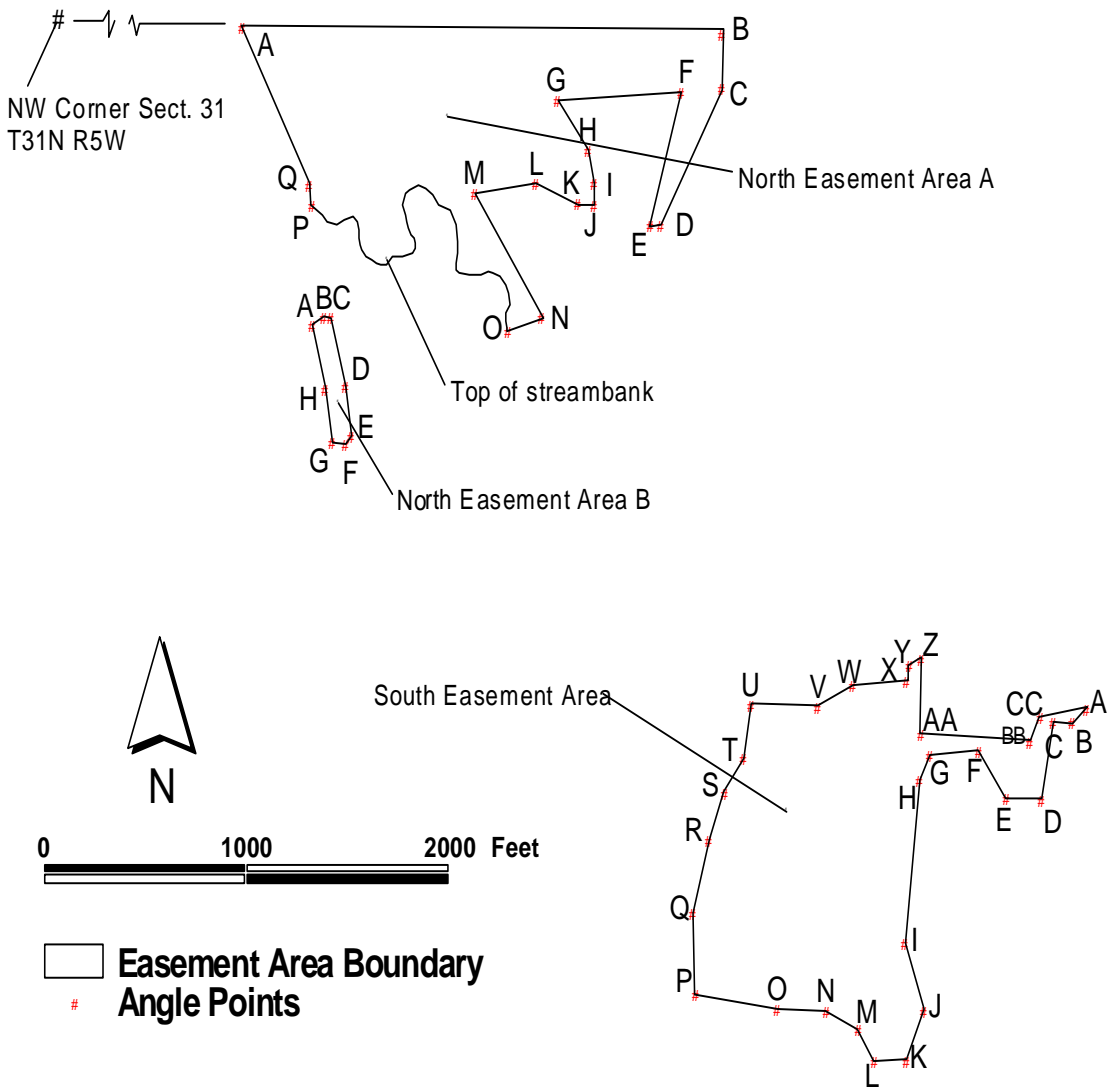
All of the above-described lands are included in the North Easement Area A, except for **5.7 acres** as indicated on Map "sample "CREP: Non-Easement Lands Lowlands attached as Exhibit A-2 and on file with the YOUR County Land Conservation Department

Said conservation easement contains 35.7 acres.

(These easement descriptions have been prepared by the SAMPLE County Land Conservation Department for use in administering the Conservation Reserve Enhancement Program and do not constitute a survey description or survey plat nor are they intended to be the same).

“The basis of bearing and distance being referenced to monumented section corners as per SAMPLE County GIS. Point locations data obtained in field with Ashtec BR2G+ GPS Receiver using real-time differential to achieve accuracy to within one meter.”

Example 11.17.1



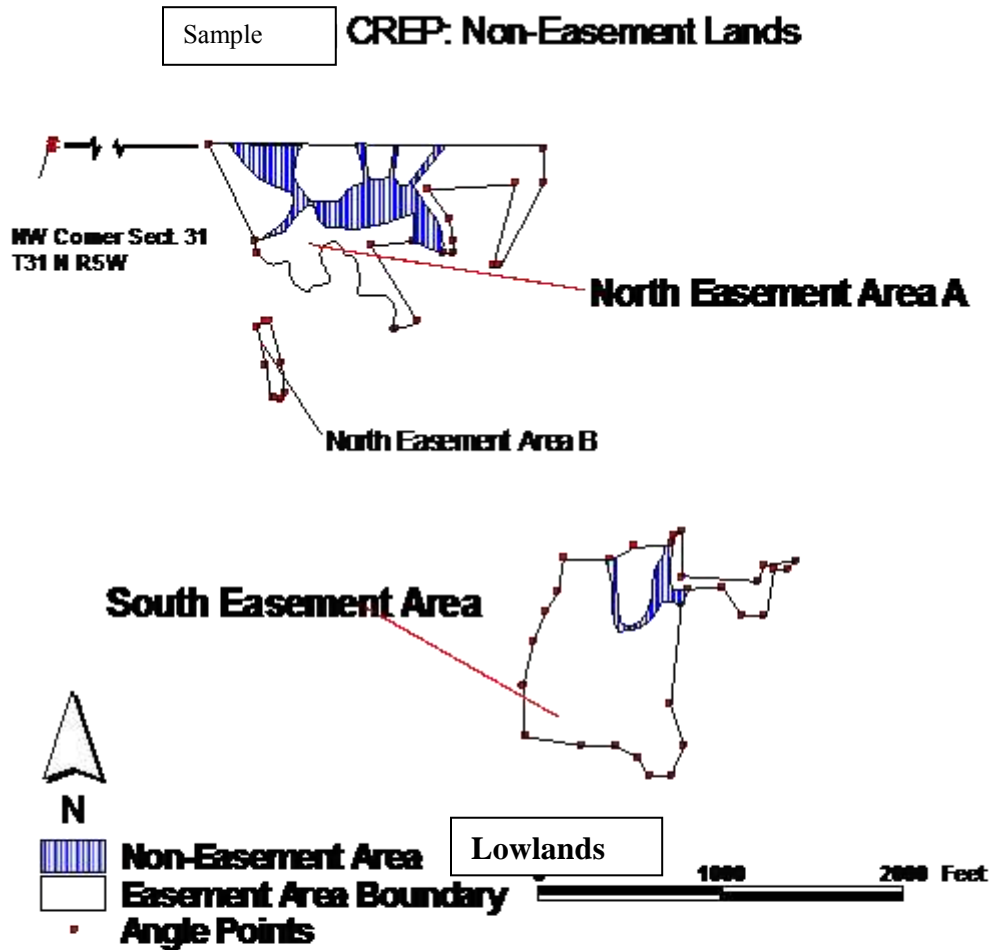
North Easement Area A and South Easement Area contain non-easement lands. A map (I CREP - Non-Easement Area) showing excluded lands is on file with i County Land Conservation Department.

This property description and drawing have been prepared by the i County Land Conservation Department for use in administering the Conservation Reserve Enhancement Program and do not constitute a survey description or survey plat nor are they intended to be the same.

Coordinate data was collected by the Land Conservation Department under the guidance of the USDA-NRCS.

The **sample** exhibit below indicates ineligible lowland areas NOT eligible for enrollment into a CREP perpetual Conservation Easement.

Example 11.17.2



This property description and drawing have been prepared by the County Land Conservation Department for use in administering the Conservation Reserve Enhancement Program and do not constitute a survey description or survey plat nor are they intended to be the same.

Coordinate data was collected by the Land Conservation Department under the guidance of the USDA-NRCS.

SNOWMOBILE EASEMENTS

Snowmobile trail easements may be overlaid on CREP perpetual easements, except those easements with trees. However, the landowner should understand they will be held responsible to repair any damage to vegetation resulting from the snowmobile trail on the CREP easement. To minimize or eliminate this from occurring, it is recommended that CREP practice areas not overlap existing or proposed snowmobile easements.

11.18 CREATING THE LEGAL DESCRIPTION

The DATCP will transfer the ASCII data file into the DATCP GIS data system. The bearings and distances will be those indicated from the GPS data.

SAMPLE TXT FILE

```
-88.6615938786,43.110327587
-88.6608965043,43.110306129
-88.6609769706,43.107902869
-88.6616046075,43.107913598
-88.6569375638,43.107881411
```

When a County holds the CREP easement, the County may use other methods to create the legal description. DATCP will review the adequacy of County created legal descriptions and advise the County on changes required to meet legal requirements.

A worksheet will be created identifying the GPS points NRCS collected. See example 11.18.1 below.

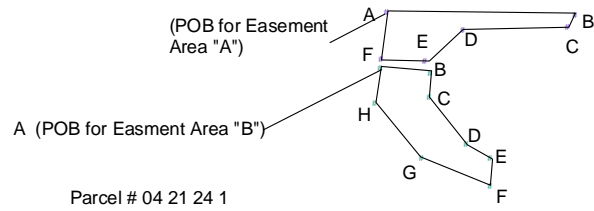
Example 11.18.1 Worksheet

Easement for _____
 County _____ - Township _____ Range _____ Section _____

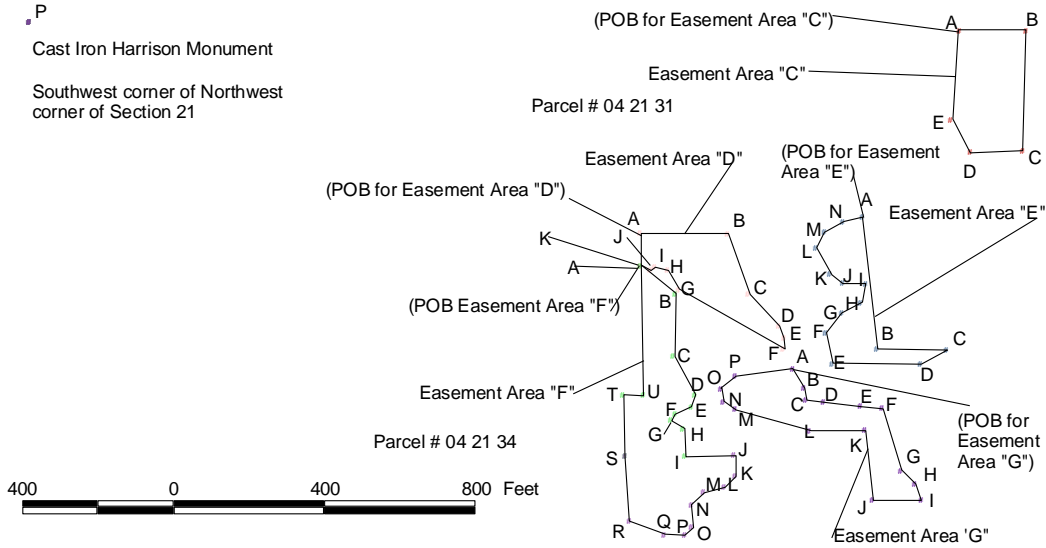
	POINT	NORTHING	EASTING	DISTANCE Feet (nearest foot)	AZIMUTH True	BEARING
From	Commencing pt	4967822	7211431			
	Pt 1	4967408	721432	1,358'	181.8	S2° W
	AP 2	4967404	721253	586	270.4	N90° W

SAMPLE EASEMENT
 (Legend information NOT shown)

EXHIBIT A-1



P
 Cast Iron Harrison Monument
 Southwest corner of Northwest
 corner of Section 21



COMPLETED EASEMENT

DATCP staff will merge the appropriate easement document to the 15-year agreement and attach the FSA orthophoto of the area and any applicable easement access attachments and location maps. This will be done after all points have been transferred to a worksheet and subsequently transferred for the legal description

DATCP will forward the easement to the LCD office for execution. Upon receiving the executed easement DATCP will execute (accept) and forward to the Register of Deeds office for recording.

11.19 COUNTY HOLDING THE EASEMENT

Counties that have signed a contract with DATCP indicating that they are holding CREP easements must follow procedures as indicated.

1. All procedures of this technical guide apply unless otherwise indicated.
2. County legal counsel must review all title work submitted for any encumbrances that would affect the land's potential for a CREP perpetual conservation easement. County legal counsel must review title search reports and generate a title opinion or similar document to indicate whether the County should pursue a conservation easement on the land. County legal counsel may authorize LCD staff to generate the title opinion. DATCP legal counsel will review all materials submitted by the County after DATCP staff review.
3. Prior to forwarding an easement, the County should contact DATCP regarding the availability of orthophotos for CREP areas.
4. County must forward shp.file, txt.file, MPS.file and field notes with title search results prior to forwarding executed agreement and easement. DATCP will review the documents and/or create legal description. The County may choose to create legal description, under direction from DATCP, or use county surveyor or other Registered Land Surveyor to create description (see section 11.17). Counties that have parcel map coverages for CREP areas should send parcel map coverage with the file or forward applicable areas as they become available. (Note: Not required; contact DATCP GIS Dept. for details.)
5. County must provide copies of encumbrance documents affecting CREP areas and or show methods used to ascertain location of encumbrance(s).
6. DATCP will execute the easement upon review and approval of county counsel and internal review process.

11.20 COUNTY SURVEYOR CREATING LEGAL DESCRIPTION

The County Land Conservation Department must indicate in writing their intentions to have the county surveyor create the legal description. All procedures of this technical guide relating to legal descriptions apply unless indicated. The use of the county surveyor is NOT a reimbursable expense due to the fact that state bond funds are being used. Counties should contact DATCP before contracting with the county surveyor to supply these services.

11.21 HIRING A PRIVATE SURVEYOR

Landowners may, *at their own expense*, hire a registered licensed land surveyor to survey NRCS flag locations, survey parcel boundaries, or monument locations.

To request a reimbursable survey, the landowners and the NRCS must make a request in writing to the DATCP. **All procedures of this technical guide apply to contracted surveys unless indicated.**

Under no circumstances is this a reimbursable expense unless indicated in writing by the DATCP.

11.22 LAND OWNERS CONTRACTING FOR A NON-REIMBURSEABLE SURVEY

Landowners may contract for a survey after the practice area has been flagged by NRCS. CRP-2 acres and surveyed acres must match. NRCS will set monuments as they typically do for all CREP easements and the contracted surveyor will locate those monuments. The landowner must notify FSA prior to executing a CRP-1 that a private survey will be used to locate the CREP easement area.

APPENDIX A

County Staff and CREP Easement Area Data Collection

Concern has been expressed by the Wisconsin Surveyors Association and certain counties regarding the possibility of county Land Conservation Department staff collecting CREP perpetual easement locational data. They assert that the use of county staff who are not Registered Lands Surveyors is in violation of Chapter 443.02(4) Wis. Stats. They also state that county employees are not among the list of persons doing surveying who are exempt from the requirement to be a registered land surveyor, as found in Chapter 443.14(8) Wis. Stats.

A county land conservation department employee may be able to collect CREP easement locational data and not be in violation of Chapter 443.02(4) when acting as agent for the Federal Government or for the State of Wisconsin. Chapter 92.07(11) of the Wisconsin statutes says that county conservation staff "...may act as agent for the United States, or any of its agencies, or for this state or any of its agencies, in connection with the acquisition, construction, operation or administration of any resource conservation program within the county."

This CREP Easement protocol establishes a joint NRCS and DATCP technical procedure. The NRCS and DATCP will be training local NRCS and county staff in use of the protocol and GPS equipment when collecting CREP perpetual easement locational data. County Land Conservation Department staff can be considered agents of the Federal Government or State of Wisconsin if they are trained in CREP data collection procedures and are collecting data for the Federal-State CREP program, subject to local agreements between the local NRCS and county Land Conservation Department offices.

APPENDIX B

MONUMENTATION MATERIALS ACQUISITION AND PAYMENT PROCESS

BACKGROUND: The Conservation Reserve Enhancement Program allows for the creation of Perpetual Conservation Easements. Under the protocol, as set forth by the Natural Resources Conservation Service and the DATCP, the intent of the perpetual conservation easement follows a definitive set of guidelines. The intent of the easement is established by the recording of document(s), as indicated by Sec. 59, Wis. Stats. and through in-field monumentation. The cost of monumenting the intent of the easement with the materials indicated in this section, is a cost to the State of Wisconsin. The DATCP has created this monumentation acquisition policy to reduce confusion and minimize staff time and resources in locating, invoicing and reimbursing suppliers for CREP perpetual easement monumentation materials. If the procedures outlined below are not satisfactory, or another procedure is discovered that improves the transactions, the DATCP will modify these procedures accordingly. This process outlines the suggested methods to acquire materials for perpetual CREP conservation easement.

HOW DOES THE LCD GET THE MATERIALS ?

It is suggested that LCD's purchase fence posts out of their own operating budgets and request reimbursement using the procedures outlined in section 11.14. Under this procedure each LCD goes to ANY retailer and purchases 5' medium grade fence posts and sections of #4 rebar. The LCD submits a paid invoice to DATCP at any time. DATCP then forwards reimbursement to the COUNTY only, (CREP participants should not be billed for materials).

If your county cannot purchase the fence posts then call DATCP at 608-224-4632. At the time you call, be prepared to provide DATCP with the name of one or more individuals that would be available to sign for materials on an account that DATCP has created.

Signs, fasteners and magnets will be purchased in advance by Rock County LCD, and reimbursed by DATCP for all counties. These materials may be picked up at locations indicated in **table R-19.1 Call the DATCP if you are unable to pick-up the materials at the locations indicated.**

11.12.1 MONUMENTATION MATERIALS

The DATCP will supply county NRCS and LCD offices with specialized CREP easement materials. Due to the specialized nature of some materials (magnets, signs, etc.) it is highly improbable that county agents will be able to purchase these items at a reasonable cost at local wholesalers. THE DATCP MAY CHANGE VENDORS AND TYPE OF MONUMENTATION MATERIALS. THE FIELD NOTES SHOULD INDICATE WHAT TYPE OF MATERIALS ARE BEING USED AT EACH CHANGE IN DIRECTION. The materials needed for monumenting easements are as follows:

Table 11.12.1

FENCE POSTS	5' medium duty 14 gauge (medium grade U-channel fence post)
VENDOR	Menards, Mills Fleet & Farm, Blains Farm & Fleet or other vendor chosen at the discretion of the county unless following the parameters of section 11.14.2)

Table 11.12.1A

MAGNETIC REFERENCE MODULES	Encapsulated magnetic reference modules are an economical means to safeguard against disturbance of any type of monument where the agent wants to be sure of their original point, should the monument be disturbed or removed by vandals. Since the magnet is placed underground with no visible signs of placement, it will be retraceable virtually forever. Magnetic Reference Module can be easily found with a magnetic locator to a depth of Approximately six (6) feet.
<u>INSTALLATION</u> <u>SPECIFICATIONS:</u> <u>VENDOR</u>	Always install the Magnetic Reference Module in a VERTICAL POSITION CASE - Corrosion resistant Thermoplastic. MAGNET - Grade V, Ceramic permanent magnet. MR-2FO 1" x 1" x 2" Magnetic Reference Module (<i>fluorescent orange</i>) SURV-KAP, Inc. P.O. Box 27367 • Tucson, AZ 85726 Ph: 1-800-445-5320 • Fax: 520-792-2030 Email: survkap@surv-kap.com

Table 11.12.1B

SIGNS	Signs are to be installed after easement is recorded at not less than one post location.
SPECIFICATIONS	DIMENSION : 3 7/16" x 6 5/8" poly -vinyl with 2 drilled 3/16" holes Sign Type #1: 3 7/16" x 6 5/8"x 1/8" PVCA (Yellow or

VENDOR	White) with Black screen Sullivan Signs 620 N Main Street Janesville, WI 53545 608-752-1619.
--------	--

REBAR VENDOR SPECIFICATIONS	Installed at the time the post(s) are installed ANY VENDOR (see table R-19) 15''-18'' #4 REBAR
---------------------------------------	--

SAMPLE EASEMENT SIGN



**CONSERVATION
EASEMENT
BOUNDARY
MARKER**

NOT PUBLIC LAND

**DO NOT MOVE ALTER OR DESTROY
THIS SIGN IN ANY WAY.**

This sign marks a point along the easement boundary of land that has been permanently reserved for conservation. The easement area is providing clean water and wildlife habitat forever.

**For more information contact:
DEPARTMENT OF
AGRICULTURE TRADE &
CONSUMER PROTECTION
2811 Agricultural Drive
Madison, WI 53718-6777**

Table 11.12.1C

HARDWARE	Each sign is to be installed using two 2" 1/4" carriage bolts and two lock nuts. 1.59/lb.
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VENDOR & COST	Menards	1.59/ lb
------------------	---------	----------

11.13 INVENTORY ALLOCATION AND RETAIL PICK-UP LOCATIONS

Each CREP county is allocated materials as follows:

R = Indicates vendor location for fence posts.


Dane R-8	Grant R-8	20 SIGNS 160 MAGNETS/REBAR 40 bolts 40 nuts
Buffalo R-9	Dunn R-5	15 SIGNS
Iowa R-8	Rock R-10 Dodge R-2	120 MAGNETS/REBAR
Lafayette R-8	Trempealeau R-5	30 bolts
	Fond du Lac R-12	30 nuts
*Chippewa	Manitowoc R-4	
Outagamie R-3	Green R-8	10 SIGNS
Marathon R-12	Pierce R-6	80 MAGNETS/REBAR
Jefferson R-10	Monroe R-9	20 bolts
St. Croix R-6		20 Nuts
Barron R-6	Columbia R-17	
La Crosse R-9	Vernon R-17	8 SIGNS
Brown R-3	Crawford R-8	64 MAGNETS/REBAR
Sauk R-17	Walworth R-15	16 bolts
Calumet	Kewaunee R-3	16 Nuts
Sheboygan R-4	Clark R-14	
Juneau R-7	Portage R-7	
Waukesha R-15	Eau Claire R-11	
Ozaukee R-13	Waupaca R-7	
Green Lake R-13	Pepin R-6	
Richland R-17	Wood R-7	
Polk R-6	Winnebago R-3	

Door R-3	Shawano R-3	Materials furnished upon request
Waushara R-1	Kenosha R-16	
Taylor R-12	Washington R-13	
Jackson R-14	Racine R-16	

11.14 LCD or NRCS PURCHASING FENCE POSTS/REBAR

Each CREP county may purchase fence posts/rebar at the retailer of their choice, or from locations indicated in Table R-19. The county may purchase posts/rebar in quantities they perceive to be appropriate without being excessive. The county must invoice the DATCP using the attached invoice form ARM-LWR-290 (see Example 1 below). The invoice amount will be tracked and monitored by DATCP. The LCD or NRCS must attach a copy of the paid invoices from the vendor. NRCS or LCD may submit invoices at any time providing an easement is recorded for the participant.

EXAMPLE 1

ARM-LWR-290(Rev.1/02)	
 	Wisconsin Dept. of Agriculture Trade and Consumer Protection Agricultural Resource Management Division PO Box 8911 Madison, WI 53708-8911 (608)-224-4634
	COUNTY _____ PAYMENT REQUEST _____ DATE _____ DATCP USE ONLY: RECEIVED DATE: _____

**CREP COUNTY FENCE POST/REBAR, REIMBURSEMENT REQUEST
FORM**

CREP PARTICIPANT	VENDOR	QUANTITY	AMOUNT

**NOTE : A COPY OF THE PAID INVOICE
MUST BE ATTACHED TO THIS FORM**

TOTAL _____

Due to the specialized nature of the other materials listed, it will be difficult for agencies to purchase magnets and signs in a reasonable amount of time; therefore, the LCD should monitor use of these items to prevent a shortage.

QUANTITIES

The purchase of fence posts/rebar should be done as they are needed to prevent surplus and storage issues.

NOTE: TRACK THE NUMBER OF EASEMENT APPLICATIONS PROCESSED AND MONITOR MATERIAL USE ON A PER JOB BASIS.

11.14.1 COUNTY MATERIAL ACQUISITION

The DATCP is suggesting LCD and NRCS purchase fence posts/rebar directly from any retailer. A non-inclusive list of retailers that carry fence posts is contained in table R-19 below. The appropriate LCD or NRCS staff may purchase fence posts/rebar from these or any other retailers.

Table R-19

RETAIL CENTERS	
-----------------------	--

R-1 Fleet Farm Appleton 3215-25 W Wisconsin Avenue Appleton, WI 54912 920-734-8231	R-2 Fleet Farm Beaver Dam 1815 N Spring Drive Beaver Dam, WI 53916 920-885-9787
R-3 Fleet Farm Green Bay 213 N Taylor Street Green Bay, WI 54307 920-494-8975	R-4 Fleet Farm Manitowoc 1235 S Rapids Road Manitowoc, WI 54221 920-682-4403
R5 Fleet Farm Menomonie 2003 US Highway 12 W Menomonie, WI 54751 715-235-6854	R-6 Fleet Farm Hudson 900 Industrial Street Hudson, WI 54016 715-386-3281
R-7 Fleet Farm Stevens Point 5590 Hwy 10 Stevens Point, WI 54481 715-341-5100	R-8 Menards Madison West 430 Commerce Dr, Madison, WI 53719 608-833-0700
R-9 Menards Onalaska 1301 Sand Lake Coulee Rd, Onalaska, WI 54650 608-783-7630	R-10 Menards Janesville 2700 Pontiac Pl, Janesville, WI 53545 608-756-0535
R-11 Menards Eau Claire West 3210 N Clairemont Ave, Eau Claire, WI 54703 Ph: 715-830-0011	R-12 Fleet Farm 1811 Badger Avenue Wausau, WI 54402 715-675-2312
R-13 Fleet Farm Appleton Avenue & City Line Q Germantown, WI 53022 414-255-1420	R-14 Fleet Farm Marshfield 1101 W Upham Road Marshfield WI 54449 715-387-3768
R-15 Menards Waukesha 20005 W Bluemound Rd, Brookfield, WI 53045 Ph: 262-785-1311	<u>R-16</u> Menards Racine 3101 S Oakes Rd, Sturtevant, WI 53177 Ph: 262-554-1313
R-17 Menards Madison East	R-18 Baraboo Farm & Fleet

2102 E Springs Dr, Madison, WI 53704 Ph: 608-245-1690	1100 south Boulevard 608-356-7736
--	--------------------------------------

11.14.2 DATCP SERVICE CENTERS

NOTE: The county agency may pick up allotted quantities of magnets, hardware and signs from DATCP at 2811 Agriculture Drive, Madison. Call 608-224-4632.

--	--

11.14.3 EQUIPMENT and USE of SWRM MONEY

Contact the DATCP if you need specialty equipment that is specifically required to the task of creating a perpetual CREP conservation easement. Soil and Water Resource Management Grant money previously allocated can be used for the purchase of CREP equipment.

SUGGESTED EQUIPMENT

- ◆ Post driver with handles
- ◆ Vice grips
- ◆ Metal detector
- ◆ Soil Probe
- ◆ Mallet
- ◆ 200' tape measure

APPENDIX C

COUNTY FIPS CODE

COUNTY	CODE #
Barron	5
Brown	9
Buffalo	11
Calumet	15
Chippewa	17
Clark	19
Columbia	21
Crawford	23
Dane	25
Dodge	27
Door	29
Dunn	33
Eau Claire	35
Fond du Lac	39
Grant	43
Green	45
Green Lake	47
Iowa	49
Jackson	53
Jefferson	55
Juneau	57
Kenosha	59
Kewaunee	61
La Crosse	63
Lafayette	65
Manitowoc	71
Marathon	73
Marquette	77
Monroe	81
Outagamie	87
Ozaukee	89
Pepin	91
Pierce	93
Polk	95
Portage	97
Racine	101
Richland	103
Rock	105
Sauk	111
Shawano	115

Sheboygan	117
St Croix	109
Taylor	119
Trempealeau	121
Vernon	123
Walworth	127
Washington	131
Waukesha	133
Waupaca	135
Waushara	137
Winnebago	139
Wood	141