

Routt County PDR Program

Introduction

Applications for funding through the Routt County PDR Program will be considered by the PDR Advisory Board and the Routt County Board of Commissioners in two tiers: Proposed Evaluation and Due Diligence. Tier One requires evaluation of the physical, ecological, and social aspects of the property. That review will include a site visit and utilize information provided by the Applicant and the sponsoring, qualified land conservation organization. Tier Two concerns review of the due diligence requirements.

This application package includes a brief introduction followed by the Tier One Cover Page, the Tier One Application Checklist, and the Tier Two Application Checklist. A copy of the Routt County Purchase of Development Rights Program is also attached for background information. The PDR Program provides details of the rating system and criteria used to evaluate applications, a sample score sheet used by the PDR Board to compare funding proposals, and Routt County Commissioners Resolution No. 96-059 and Correcting Resolution No. 96-063, which enabled funding of the PDR Program.

Because the applications will be rated according to the “Routt County PDR Program Rating System,” it is recommended that you, the Applicant, and your sponsoring land conservation organization carefully review the rating system to ensure all pertinent information is included in the application. Applications will be scrutinized to ensure PDR funds will not be used to advance speculative real estate transactions.

The evaluation criteria are broken down into four major categories and several subcategories. When preparing your narrative addressing the criteria, please provide the information for each category and subcategory in the order listed. For example, when describing the “Quality of Land Resource and Economic Viability” of your proposal, first describe the subcategory of the size of the ranch, then the size of the conservation easement, and so on. If any of the subcategories do not apply, please indicate so at the end of that narrative. Please be aware that your application will be evaluated on its own merits and the absence of a particular subcategory does not mean that the application will not be approved for funding.

Your application for funding must include the cover page, Application Checklist, the narratives, supporting documents, map, and letters. It is recommended that your information be presented in the order of the Application Checklist. Please review the Application checklist to ensure your application is complete. An incomplete application will not be accepted by the PDR Board for review. If the application is deemed incomplete, it will be returned to you. You will be encouraged to complete your application and apply for funding at the next cycle.

Applications for funding must be submitted no later than the second Wednesday of May to the Routt County Board of County Commissions, P.O. Box 773598, 522 Lincoln Avenue, Steamboat Springs, Colorado, in an envelope marked “PDR Project Application – Confidential.” The PDR Board will use its best efforts to forward its recommendations to the Routt County Commissioners no later than sixty (60) days after the acceptance deadline.

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If your application is approved for funding following Tier One review, you must then provide evidence of due diligence to satisfy Tier Two. Such information includes the appraisal, purchase agreement, conservation easement document (including mineral and water rights, as applicable), title commitment, environmental hazard survey, and closing arrangements. If you fail to meet Tier Two due diligence requirements, funds will not be dispersed. However, you may later submit the same application for funding consideration in a future application cycle.

Additionally, we will require that all completed projects provide, upon closing, a copy of the final recorded Conservation Easement to the PDR Executive Secretary for our Program files.

If you have questions regarding the application requirements, the scoring process, or other facets of the Routt County PDR Program, please feel free to contact any one of the members of the Citizens' Advisory Board, listed below:

Tarn Dickerson	(970) 871-4590	Hm	Vice Chair
Mary Kay Monger	(970) 879-1663	Hm	
Dean Rossi	(970) 736-2648	Hm	
Ron Roundtree	(970) 870-1004	Hm	Chair
Claire Sollars	(970) 879-2713	Hm	Secretary
Carl Vail	(970) 879-2591	Wk	Treasurer
Allan White	(970) 879-7472	Hm	
Helena Silva	(970) 879-0108	Wk	Executive Secretary
	(970) 879-3992	Fax	

Routt County PDR Program

TIER ONE Application for Funding

Cover Page

Applicant(s):

Name: _____ Telephone: _____

Address: _____

Name: _____ Telephone: _____

Address: _____

Property Owners (if different from or in addition to the Applicant(s):

Name: _____ Telephone: _____

Address: _____

Name: _____ Telephone: _____

Address: _____

Qualified Sponsoring Land Conservation Organization:

Name: _____ Contact: _____

Telephone: _____

Funding Information:

What is the appraised value of the conservation easement's development rights? \$ _____

What is the amount of funding you are requesting? \$ _____ Are you
requesting transaction costs, and if so, how much are you requesting? \$ _____

If leveraging is available or has been applied for, what is the funding source(s) and amount(s)?

Source: _____ Amount: \$ _____

Source: _____ Amount: \$ _____

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TIER ONE

Application For Funding

Application Checklist

General Information:

For office
use only

_____ Did you fill out the cover page and supply names, addresses, and telephone numbers of all the **applicants**?

_____ Did you supply the names, addresses, and telephone numbers of all the **property owners** (if different from the applicant)?

_____ Did you provide the name of the **Sponsoring Land Conservation Organization**, its telephone number, and the contact person?

_____ Did you provide the information concerning how much **funding** is requested, and the basic information regarding leveraging?

_____ Did you provide information regarding any proposed **reservations**, including a description of the type of structures (primary home, secondary unit, barns, corrals, outbuildings, etc.) and the proposed locations (preferred and alternate) of the structures?

Narratives:

_____ 1. Did you provide a narrative regarding **Leverage**? The PDR Board will seek to maximize the use of its limited funds by leveraging other resources for each PDR application. To evaluate leveraging, the PDR Board will be looking for information concerning:

_____ 1a. Landowner Donation – how much of the value of the development rights is the Landowner willing to donate?

_____ 1b. Application Partners – what proportion of the total price of the conservation easement will be contributed by a combination of partners including local government, GOCO, non-profit land conservation organizations, and state and federal agencies?

_____ 1c. Matching Conservation Easements – are there other conservation easements on adjoining or nearby lands being donated with your proposal that would enhance the purpose of your applications?

_____ 1d. Previous Donation of Conservation Easement – have you previously donated a conservation easement, in whole or in part, which enhances the purpose of your application?

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TIER ONE

Application For Funding

- _____ 4. Did you provide a narrative regarding ***Circumstances Affecting Continued Agricultural Operation and/or Maintenance of Natural Values and Function***? The PDR Board will be reviewing your application to determine if it is located adjacent to working ranches or significant natural areas and to assess whether the likelihood of continued agricultural activity or protection of the natural area is high.
- _____ 4a. Size of Ranch – what is the total acreage of the ranch, including deeded land, leased land, or permitted public land and what is the acreage of each category? If possible, delineate the areas on the map.
- _____ 4b. Proximity to Other Operating Ranches or Properties with Significant Natural Areas – is your property close to other ranches or significant natural areas and if so, how close (in miles)?
- _____ 4c. Proximity to Other Ranches or Natural Area Properties Protected by Conservation Easements or to Public Lands – is the proposed conservation easement close to other ranches or significant natural areas that are either protected by conservation easements or located near public lands?
- _____ 4d. Human Resources – is your ranch operated by family members and/or does it provide an opportunity for a new or existing rancher to create or expand an operation to make it more viable?
- _____ 4e. Continuation of Ranching Heritage: Length of Operation of Ranch by Same Family – how long has the same family been operating the ranch?

Property Information:

- _____ Did you include a deed or other document that provides ***proof of current ownership*** of the proposed conservation easement?
- _____ Did you provide a ***Legal Description*** of the property, which is the subject of the Application for funding? The legal description should include the proposed conservation easement and all the surrounding land that is part of the operating ranch or significant natural area.
- _____ Did you provide a deed, tabulation or other documentation that provides proof of current ownership of ***water rights*** associated with the conservation easement, and a statement describing which water rights will be dedicated to the easement?
- _____ Did you provide a narrative regarding ***hazardous materials*** (as described by the federal government) that may or may not be located, used, or disposed of on the property?

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TIER ONE

Application For Funding

_____ Did you provide a **Map or Other Document** (i.e. aerial photograph, quadrangle, plat map) showing the property and other information? Please be sure that your name is at the bottom of the document and the map is of adequate size to clearly show the following required information that applies to your application:

- _____ a. Surrounding property within one mile radius of application boundaries
- _____ b. Other conservation easements in applicant's or adjacent properties
- _____ c. Areas of irrigated land
- _____ d. Areas of small grain farming
- _____ e. Areas of proposed conservation easement
- _____ f. Locations of improvements (i.e. barns, outbuildings, houses, fences, irrigation head gates, ponds, etc.)
- _____ g. Areas of deeded land, leased land, or permitted land (including identity of lessor or permitting party)
- _____ h. Natural areas
- _____ i. Locations of historical features
- _____ j. Federal or state highways, or primary or rural county roads
- _____ k. Locations of proposed reservations

Supporting Letters:

_____ Did you provide a **Preliminary Appraisal Letter** from a qualified appraiser? It is recommended that your preliminary appraisal letter be no more than one year old. A list of appraiser qualifications is on file at the Routt County Commissioner's Office, located at 136 6th Street, Steamboat Springs, Colorado

_____ Did you provide a **Letter of Recommendation from Sponsoring Land Conservation Organization**, which discusses why your application should be approved?

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_____ Does your application include a **Letter from the Applicant** describing why the proposal should be approved for funding? This is your chance to describe the uniqueness of your application and why it should be chosen above the others. It is also a good opportunity for you to demonstrate how your application for funding meets Resolution 96-059 and the goals identified in the Routt County PDR Program (included in the application package).

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Routt County PDR Program

TIER TWO Application for Funding

Application Checklist

The following information should be provided *only if* your application is approved for funding after Tier One review.

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_____ Did you provide the <i>Final Appraisal</i> ?	
_____ Did you provide the <i>Purchase Agreement</i> ?	
_____ Did you provide the <i>Conservation Easement Document</i> , including the provisions relating to <i>mineral rights</i> and/or <i>water rights</i> , as applicable?	
_____ Did you provide the <i>Title Commitment</i> for the subject property?	
_____ Did you provide an <i>Environmental Hazard Survey</i> concerning hazardous materials (as described by the federal government) that may or may not be located, used, or disposed of on the property?	
_____ Did you provide a narrative detailing the <i>Closing Arrangements</i> (including where the closing is to occur, the cost of the closing, etc.)?	
_____ Did you provide a <i>Proposed Press Release</i> ?	

Name of Applicant: _____

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