

## **TYPICAL STEPS IN A LAND TRANSACTION**

The following outlines an ideal sequence of steps in a conservation transaction with the Kawartha Heritage Conservancy such as a donation or purchase of land or a Conservation Agreement. Nonetheless, each transaction is unique and thus not all steps may apply, some may be combined, while some may occur in a different order.

1. *Owner Dialogue Initiated* – The Conservancy assesses the owner’s interest, gathers property information, considers options, answers questions, explores a Conservancy role, and advises the owner to seek independent legal and financial advice.
2. *Initial Site Assessment* - The Conservancy uses readily available data to identify conservation values, agency and planning designations, and the consider how the property fits with Conservancy’s priority areas and Land Selection Criteria.
3. *Conservancy Approval In Principle* – The proposed transaction and summary of features are reviewed by the Conservancy’s Land Committee; the background and Committee recommendation are referred to the Conservancy Board for a decision on approval in principle.
4. *Landowner Commitment Letter* – Owner signs a standardized, non-binding commitment letter outlining the proposed transaction.
5. *Detailed Site Assessment And Plan* – Conservancy prepares additional site details, obtains independently appraised value, conducts environmental site assessment, seeks agency approvals, checks ownership and any encumbrances, and prepares budget.
6. *Prepare Transaction And Stewardship Details* – Conservancy and Owners arrange for preparation of transaction documents and determine stewardship plan.
7. *Landowner Agreement* – After obtaining independent advice, the Owner signs the binding donation or purchase agreement.
8. *Conservancy Agreement* – The Conservancy’s Land Committee reviews and then the Board approves the transaction via a summary report, recommendations, and documents.
9. *Final Details Arranged* – Any other transaction details are arranged, such as Ecogifts tax certification, funding, fundraising plans, etc.
10. *Transaction Completed* – The Conservancy and owner complete the transaction, such as completing signatures, searches, documents and payments, as required.
11. *Stewardship Plan Implemented* – The Conservancy approves the stewardship plan, assigns stewards, and conducts any actions and monitoring required.

For more information please contact the Conservancy at (705) 743-5599 or [conservancy@kawarthaheritage.org](mailto:conservancy@kawarthaheritage.org).