TINICUM TOWNSHIP LAND PRESERVATION COMMITTEE

PROCEDURE FOR PURCHASE of CONSERVATION EASEMENT

with TOWNSHIP OPEN SPACE FUNDING REVISED 4/2026

(Guidelines for Land Preservation Committee (LPC), Board of Supervisors and Property Owner)

1. **Initial contact between LPC and property owner. Printed information is distributed.**
2. **Landowner submits *Conservation Easement Application* https://tinicumtownship.org/wp-content/uploads/2024/12/Conserv-Ease-App-LPC-12-3-24.pdf for a Conservation Easement Purchase. Application number is assigned to protect confidentiality during discussion phase**
3. **LPC members meet with property owner to gather additional information, if necessary, and to explain benefits of easement and options with easement holder.**
4. **LPC members visit property.**
5. **LPC ranks property using Tinicum Township Property Evaluation Worksheet dated 2025**
6. **LPC presents Property Evaluation Worksheet with Score to BOS in Executive Session.**
7. **BOS approves score and ranking.**
8. **Township informs property owner of score and ranking in writing and the Township's intention to move forward with the process.**
9. **LPC follows up with property owner for confirmation and acknowledgment of Township's intentions.**
10. **LPC provides property owner the Township Appraisal Guideline document and approved list of appraisers.**
11. **Property owner orders appraisal within 30 days of letter from Township.**
12. **Property owner works with land trust organization**
13. **LPC and BOS review appraisal; BOS approves a conditional price per acre contingent on final approval of land trust organization conservation easement document.**
14. **Township present offer in writing to property owner.**
15. **Property owner reviews offer and confirms that they are moving forward.**
16. **Property owner meets with land trust organization.**

a. **Land trust organization begins baseline documentation.**

b. **Land trust organization negotiates details of easement language [i.e. building envelope, allowable uses, restrictions, and mortgage subordination (if applicable)].**

c. Land trust organization orders Title Search

17. BOS approves terms of Easement.

18. BOS announces Resolution regarding intent to purchase Easement at public meeting, and four week public comment period begins.

19. BOS votes on resolution to sign Agreement of Sale after four week period.

20. Property owner signs Final Conservation Easement Document.

21. Township Solicitor reviews final documents.

22. Closing: Copies of Easement distributed to Property owner, Township, Land Trust Organization, mortgage company (if applicable).

23. Easement documents recorded by County Recorder of Deeds.