**Landowner To-Do List**

- Review the Green Light Letter, Maps & Reports for accuracy & conditions.
- Contact your local coordinator with questions or if something is incorrect.
- Consult with your local coordinator if there are outstanding issues to be resolved noted in the Green Light Letter.
- The local coordinator may ask you to sign an option agreement before ordering appraisals.
- Within 30 days of the local coordinator receipt of the finalized Certified Market Value (CMV) report from the SADC they will decide whether or not to make an offer to purchase the easement.

**SADC & Local Coordinator To-Do List**

- Hire two appraisers from the SADC approved appraiser list.
- Provide appraisers with SADC Green Light Packet.
- Forward appraisal reports to the SADC Appraisal Manager for review and preparation of a Certified Market Value (CMV) Report.
- The SADC will certify the easement value at the next available meeting.
- After the SADC meeting and the Governor’s Office Review period for the meeting minutes, the CMV will be forwarded to the local coordinator.
- The local coordinator will obtain approvals to make an offer to purchase the easement.
**Landowner To-Do List**

- Review the offer to purchase.
- Consult your mortgage company regarding payoff or subordination requirements.
- Consult tax, finance and legal professionals as needed.
- Accept or reject the offer within 60 days of receiving the offer.
- If you accept the offer, review contract to sell development easement.

**SADC & Local Coordinator To-Do List**

- Receive Certified Market Value (CMV) report from the SADC.
- Obtain all necessary approvals from governing bodies to make an offer to the landowner.
- Confirm available funding from all participating entities.
- Make an offer to the landowner within 30 days of receipt of the finalized CMV from the SADC.
- Receive offer acceptance or rejection from the landowner within 60 days or request an extension from the SADC.
- Notify SADC of offer acceptance or rejection.
- Obtain all necessary governing body approvals in preparation for SADC Final Approval.
- Prepare contract to sell development easement and send to landowner.
- Submit request for Final Approval to the SADC.
**Landowner To-Do List**

- Review SADC Final Approval and notify local coordinator if there are any discrepancies or conditions that need to be addressed.
- Your local coordinator will contact you so the surveyor can access your farm.
- Review draft survey and title provided by local coordinator for accuracy.
- Consult your mortgage company regarding payoff or subordination requirements.
- Consult tax, finance and legal professionals as needed.
- Read the draft Deed of Easement for your farm and review with your attorney.
- Attend closing with your attorney (if applicable) and preserve your farm!

**SADC & Local Coordinator To-Do List**

- Coordinate contract to sell development easement with landowner if not already completed.
- Hire surveyor and title company.
- Review preliminary survey and title with landowner.
- Perform farm baseline visit with SADC staff.
- Provide preliminary survey and title to SADC Real Estate Assistant.
- Obtain signatures for funding documents.
- Schedule closing with title company, landowner, SADC and/or easement holder.
Milestone Map - What Happens After Closing?

You Are Here

Green Light Approval

Final Approval

Closing!

Landowner To-Do List

• Contact your local Natural Resource Conservation Service (NRCS) office to obtain a farm conservation plan within 12 months of the closing.

• Contact your local coordinator or the SADC with any questions about complying with the Deed of Easement.

• Request a free “Preserved Farm” sign from the SADC (optional).

SADC & Local Coordinator To-Do List

• Submit copies of documents from closing to the SADC Real Estate Assistant.

• Forward recorded closing documents and final title policy to the SADC Real Estate Assistant.

• If eligible, submit any documents necessary to obtain 50% cost share from the SADC for ancillary expenses.

• Coordinate annual farm site visit and submit to the SADC using the electronic submission system.

• Check the SADC website for helpful information.

https://www.nj.gov/agriculture/sadc/