
Parks and Conservation Land Board Application and Process Instructions

Thank you for your interest in partnering with the Town of Scarborough on land conservation. Usage of Parks and Conservation Land Bond funds requires the approval of Scarborough Town Council, which is preceded by an evaluation and recommendation to the Council by the Town's Parks and Conservation Land Board (PCLB).

The Scarborough conservation land purchase or conservation easement process begins, formally, when an applicant completes a Land Acquisition Application, requesting Land Bond Funds for all or part of their land conservation project.

Potential applicants who wish to initiate a land conservation partnership and/or other interested parties who wish to explore a land conservation project can request an initial consultation with the Town Staff liaison to the PCLB.

The Land Acquisition Application and instructions are available from the Town Staff liaison to the PCLB, the Town Clerk's Office, and the Planning Department.

The application and evaluation process are outlined below:

1) Submission by Applicant, which includes:

- a. Land Acquisition Application
- b. Acquisition transaction costs and budget, including:
 - i. Purchase price
 - ii. Transaction fees such as appraisal and legal fees, and staff time
 - iii. Other sources of funding
 - iv. Stewardship cost estimate
- c. Valuation report or valuation attestation
 - i. A copy of the appraisal is requested. Please note, the appraisal becomes a public document when submitted. Alternatively, submit the Appraiser Attestation on the application (Exhibit A). If the applicant cannot obtain an attestation from their appraiser the applicant should submit the applicant attestation, also on the application (Exhibit B).
- d. Site location map and Assessor's Map with abutting properties; maps may be obtained from the Assessor's office.
- e. Up to 10 Photos: Aerial and/or Google Earth; natural features, observed animal, etc.

2) PCLB performs phase I review and scoring, mostly GIS data input.

3) Applicant hosts a site visit with PCLB members.

- 4) Applicant Presentation to PCLB at a regularly-scheduled PCLB meeting, content should include:**
 - a. Summary of written application
 - b. History of the property
 - c. How will Scarborough residents benefit from conserving this property
 - d. Why now? Is timing critical?
 - e. Q&A
- 5) Phase II Evaluation, during presentation meeting**
 - a. PCLB members perform a quantitative and qualitative evaluation based on all available information
 - b. PCLB members vote on recommending use of Land Bond funds to the Town Council
- 6) First reading of PCLB's recommendation to the Town Council at a regularly-scheduled Council meeting**
 - a. Applicants are encouraged to attend
- 7) Second reading of PCLB's recommendation and Town Council vote at a regularly-scheduled Council meeting**
 - a. Applicants are encouraged to attend
- 8) Formal Notification of use of Scarborough Parks and Conservation Land Bond funds**

The time period from application to Town Council approval varies depending on many factors, such as the volume of active PCLB requests and overall schedule and responsibilities of the Town Council. Typically, the process takes three to four months. Please clearly state if there is a contractual deadline that may warrant an expedited process.

Parks and Conservation Land Board Land Acquisition Application

LAND ACQUISITION APPLICATION SUBMITTALS

1. Complete the Land Acquisition Application in full. Please be sure to sign where necessary.
2. Compile required items as outlined in checklist below. Details may be found in the [Land Acquisition Application Instructions](#) document.
3. Submit the completed application and required materials to pclbapplications@scarboroughmaine.org. Questions about the process or the application may also be directed through this same email address.

LAND ACQUISITION APPLICATION CHECKLIST

The applicant must complete the following checklist and include it with the application to the Parks and Conservation Land Board. Please check each required box and acknowledge the applicable item has been included with the application. See Instruction document for more details.

REQUIREMENTS	X
Site Location Map	
Assessor's Map (<i>with abutting properties</i>)	
Photo(s)	
Budget (<i>please refer to Instructions for details</i>)	
Valuation Attestation (<i>please refer to Instructions for details</i>)	
Acknowledge presentation requirement	
Provide THREE site visit date options (below)	



Land Acquisition Application Form GENERAL INFORMATION

Applicant Name: _____ **Date:** _____

Type of Applicant (please select one): Non-Profit Government Corporation Individual

Contact Person: _____

Phone: _____ Email: _____

Mailing Address: _____

This transaction is a (please select one): Sale Donation Bargain Sale

Note: Bargain Sale includes a sale at a discounted price or a cash contribution back to the buyer.

Type of transaction (please select one): Land Ownership Conservation Easement Other

If this is a Conservation Easement, is it an Agricultural Easement? Yes No

Are there other committed sources of funds for this transaction besides the Applicant and Scarborough PCLB?

Yes No

If yes, please provide source(s) and amount(s):

Property Name: _____

Property Address: _____

Scarborough, ME 04074

Landowner(s) – Please list full names of all owners (and lien holders, if any)

LAND/PARCEL DESCRIPTION

Deed Type: _____ Book/Page: _____

Tax Map # _____ Lot # _____ Zoning District _____

Total Acres: _____

Proposed purchase acres: _____

Proposed purchase easement acres: _____

Proposed donation acres: _____

LAND/PARCEL DESCRIPTION (cont.)

Are there buildings on the property? Yes No

If yes, are they a part of the proposed purchase? Yes No

Does the parcel contain any known hazardous waste? Yes No

If yes, describe _____

Is there an existing boundary survey? Yes No

Is there a potential boundary dispute? Yes No

If yes, describe _____

Please provide three date and time blocks the week following the application submission date when the applicant is available to host a site visit.

Date _____ between the hours of _____ AM or PM and _____ AM or PM

Date _____ between the hours of _____ AM or PM and _____ AM or PM

Date _____ between the hours of _____ AM or PM and _____ AM or PM

SITE DESCRIPTION

1) Has any local, state, federal, or private organization or agency identified any portion of this parcel as potential habitat for any significant species?

Yes No Unknown

Species _____

Organization/Agency _____

2) What significant species or evidence of significant species have been observed on the parcel?

Is there photographic evidence of these species being on this parcel? Yes No

If yes, please provide in photo attachment.

3) Does this parcel abut any public or protected lands? Yes No

Describe: _____

4) Are there Public or protected lands nearby? Yes No

Describe: _____

SITE DESCRIPTION (cont.)

5) Does the parcel contain any of the following? (check all that apply)

- Ocean or beaches
- Saltwater marsh or tidal river
- Upland river, stream, lake, pond, or fresh-water marsh
- Farmland
- Fields and Forest
- Vernal Pools
- Wetlands

6) This parcel includes erodible bluffs or steep slopes. Yes No Unsure

7) Will the parcel offer public access for recreation? Yes No

Will the parcel offer trails for public access? Yes No

Is there a plan to add new trails? Yes No

8) Will the parcel provide public access for the following?
(Check all that apply)

- Pedestrian activities like walking, skiing, snowshoeing, picnicking, birding
- Kayaking, canoeing, paddleboarding, and other boating.
- Non-motorized biking
- Electric biking
- Motorcycles, ATVs or snowmobiles
- Horseback riding
- Hunting
- Fishing
- Educational programs
- Scientific research
- Other (please specify) _____

9) Will the parcel provide views of any of the following from a public roadway?
Check all that apply

- Marsh, beaches, bay, river, pond, or other water
- Field or farm
- Forestland
- Historical sites, cemetery, significant archeological or geographical site



Land Acquisition Application Form VALUATION ATTESTATION

1. An appraisal is required, in most cases. Has an appraisal been done by a licensed appraiser on this parcel in conjunction with this transaction?

Yes No

If yes, please complete A-C below and include a copy of the appraisal report.

If no, describe why in D below.

If an appraisal has been done, but the report cannot be made available, please complete A-C below and have appraiser complete the Appraiser Attestation (Exhibit A)

If appraiser is unable to provide the Appraiser Attestation, complete A-C below and complete the Applicant Attestation (Exhibit B)

A. Licensed appraiser's name: _____

B. Appraiser's license number _____

C. Appraised value \$ _____

D: Comments: _____



**Land Acquisition Application Form
APPRAISER ATTESTATION (Exhibit A)**

To be completed by licensed appraiser:

I, _____, hereby certify that the appraisal I prepared
First Name, Last Name

for the property located at _____,
Physical Location or Other Identifier

dated _____, yielded a value of _____.
Date of Appraisal *Appraised Value*

I further certify that the appraisal report conforms with and is subject to the requirements of the Uniform Standards of Professional Appraisal Practice (USPAP).

Date

Signature



**Land Acquisition Application
APPLICANT ATTESTATION (Exhibit B)**

To be completed by the Applicant:

I, _____, hereby certify that the appraisal
First Name, Last Name
for the property located at _____,
Physical Location or Other Identifier
provided by a licensed appraiser on the appraisal report dated _____,
Date of Appraisal
yielded a value of _____.
Appraised Value

Date

Signature