



EASEMENT ACQUISITION INITIAL LANDOWNER INQUIRY FORM

U.S. Fish and Wildlife Service



Name:	Date:
Address:	Phone Number(s):
Easement Type (circle one or both): Wetland Grassland	
Legal Description(s) of Land Being Considered: 	
Ownership Type (circle all that apply): Individual LLC Partnership Trust Contract for Deed Other Comments:	
Cover Type(s) (e.g., native prairie, cropland, etc.) & Land Use (e.g., pasture, CRP, crop production, etc.) 	
Known/Potential Future Development – examples may include wind, gravel, farmstead expansion, buildings, feedlots, etc. (circle one): Yes No (If Yes, further discussions with wetland manager or station lead acquisition biologist may be required) Comments:	

Explain Easement Provisions (check each item to indicate it was discussed):

**FOR MORE SPECIFIC SCENARIOS AND THINGS NOT COVERED IN THIS CHECKLIST, REFER
DISCUSSION TO MANAGER**

All Easements:

- ☐ Are perpetual
- ☐ Subject to existing rights-of-way and other outstanding or reserved rights
- ☐ Easement is acquired subject to subsurface mineral rights (oil, gas, and coal)
- ☐ Weed control is the landowner's responsibility
- ☐ The landowner retains all trespass rights
- ☐ Up to 12 months for payment to be made after contract is signed
- ☐ Should not need to pay income tax on easement payment – Speak to your tax preparer

Grassland Easements:

- ☐ No breaking of grassland - digging, plowing, disking, or other destruction of the vegetative cover is prohibited
- ☐ Haying/mowing is allowed in accordance with easement contract after July 15th
- ☐ Grassland can be grazed without restriction in accordance with easement contract
- ☐ No breaking of native prairie for any reason
- ☐ No planting or maintenance of trees or food plots
- ☐ Must also have a wetland easement if wetlands are present
- ☐ CRP enrolled prior to grassland easement is not eligible for CRP contract renewal (refer to NRCS representative with further questions)

Wetland Easements:

- ☐ Wetland easements restrict *draining, burning, filling and leveling*
- ☐ Wetland can be grazed without restriction
- ☐ Wetland can be farmed/hayed when naturally dry
- ☐ All wetlands within a grassland easement must be protected
- ☐ Drained wetland basins will need to be restored

Are you interested in obtaining a free, no obligation easement offer?

(circle one) **Yes** **No**

If yes, request permission to use an ATV or Truck to conduct a field evaluation.

Permission to access property granted? (circle one) **Yes **No****

Ground check completed by:

Date

Evaluation completed by:

Date

NOTICES

PRIVACY ACT STATEMENT

Authority: The Migratory Bird Hunting and Conservation Stamp Act (16 U.S.C. 718d(b)(3)) and the Safe, Accountable, Flexible, Efficient Transportation Equity Act (P.L. 109-59, section 1119).

Purpose: FWS will use the information collected to enter into grassland easements with private landowners.

Routine Uses: This information may be disclosed in accordance with the Freedom of Information Act, the Privacy Act of 1974, and the routine uses listed in System of Records Notice (SORN) FWS-11 Real Property Records, 71 FR 68635 (November 27, 2006); modification published 88 FR 16277 (March 16, 2023).

Disclosure: Furnishing this information is voluntary; however, failure to furnish all the requested information may prevent FWS from considering your application for the Grassland Easement Program.

PAPERWORK REDUCTION ACT STATEMENT

In accordance with the Paperwork Reduction Act (44 U.S.C. 3501 et seq.), the U.S. Fish and Wildlife Service collects information from landowners who willingly enter into grassland easements, and to respond to requests made under the Freedom of Information Act and the Privacy Act of 1974. Information requested in this form required to obtain or retain a benefit. Failure to provide all requested information may be sufficient cause for the U.S. Fish and Wildlife Service to deny the request. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. OMB has approved this collection of information and assigned Control No. 1018-####.

ESTIMATED BURDEN STATEMENT

We estimate public reporting for this collection of information to average:

Individuals/Households Respondents: 1 hour for reporting and 1 hour for recordkeeping, and
Private Sector Respondents: 1 hour for reporting and 1 hour for recordkeeping.

These burden estimates include time for reviewing instructions, gathering and maintaining data and completing and reviewing the form. Direct comments regarding the burden estimate or any other aspect of the form to the Service Information Clearance Officer, Fish and Wildlife Service, U.S. Department of the Interior, 5275 Leesburg Pike, MS: PRB (JAO/3W), Falls Church, VA 22041-3803, or via email at Info_Coll@fws.gov. Please **do not** send your completed form to this address.

FREEDOM OF INFORMATION ACT

Information provided to the Service is generally subject to release to the public under the Freedom of Information Act (FOIA). Certain information, however, may be subject to withholding if the Service determines that the information is a trade secret and/or commercial or financial information that is privileged or confidential. To the extent you are submitting business information that falls into one of these categories, you must clearly mark this information as "Business Confidential" in order for the Service to assess the applicability of FOIA Exemption 4. Any information provided by you that is not marked as "Business Confidential" will be considered releasable to the public under the FOIA [43 CFR 2.26 – 2.33].