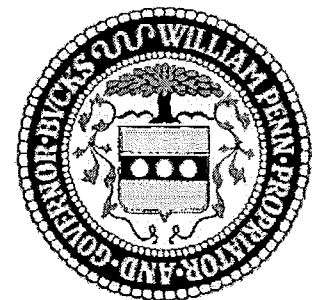
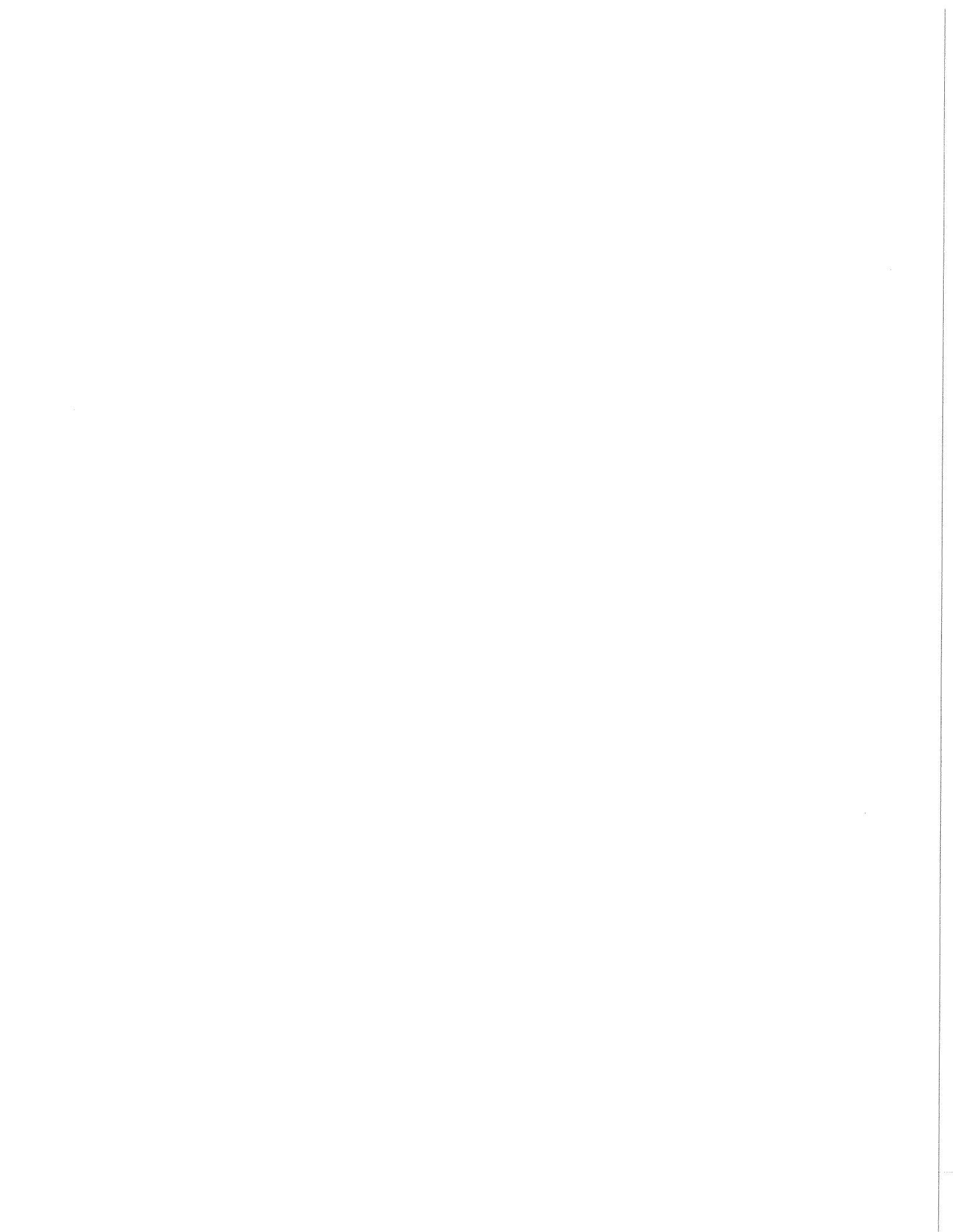


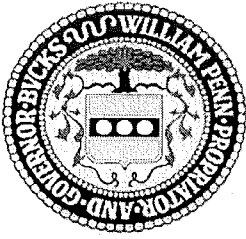
Bucks County  
Municipal Open Space Program

**Application  
Guidelines**

2008







# BUCKS COUNTY MUNICIPAL OPEN SPACE PROGRAM Application Guidelines

## PROGRAM OVERVIEW

Under the 2008 Bucks County Open Space Bond Initiative, \$26 million has been allocated to the Municipal Open Space Program (MOSP) to provide municipalities with financial assistance for open space planning and acquisition. In addition to a base allotment of \$200,000, each municipality received an adjusted share based on its percentage of overall county land area and population.

The MOSP is designed to offer municipalities flexibility in the use of funds, allowing community officials and residents to identify and prioritize projects within local open space plans. The goal of the MOSP is the permanent preservation of lands for natural resource conservation, agriculture, parks and recreation. Emphasis of the MOSP will be placed on land acquisition, with additional consideration given to planning and improvements.

This document provides instructions for completing applications to the MOSP. In addition to these guidelines, all applicable federal, state, and local laws must be followed. For additional information on the MOSP, please contact the Bucks County Open Space Coordinator at (215) 345-3430.

The deadline for municipalities to make application to the MOSP is **December 31, 2014**. Any funds that a municipality has not used or made application to use by the deadline date will be re-assigned to other funding initiatives of the Bucks County Open Space Program.

## APPLICANT ELIGIBILITY

All 54 municipal governments in Bucks County are eligible to make application to the MOSP. To receive funding for acquisition or improvement projects, municipalities are required to have an adopted local open space plan that is of sufficient scope and depth to meet the 2008 Bucks County Municipal Open Space Plan Guidelines (available from the Bucks County Open Space Coordinator). Participation in the MOSP is voluntary.

**Multi-Municipal Projects** — Bucks County encourages municipalities to work together in accomplishing land preservation goals. Two or more municipalities may combine MOSP funding and submit a shared grant application. Applications must include a cooperative agreement executed among all municipalities detailing the financial contribution by each municipality and responsibility for the project's future management and operation.

**PROJECT ELIGIBILITY**

MOSP funding may be applied toward the following purposes:

- **Planning** — Up to \$10,000 of a municipality's allocation may be applied toward the update of its local open space plan. Municipal open space plans must meet the requirements outlined in the 2008 Municipal Open Space Plan Guidelines and be approved by the Bucks County Open Space Review Board. Upon the successful completion of an open space plan, municipalities may submit a request for reimbursement (Appendix A). Municipalities may prepare open space plans at any time. However, to be eligible for a MOSP Planning Grant, plans must be submitted to the Open Space Coordinator by **December 31, 2010**.
- **Acquisition** — MOSP grants may be used to acquire land or conservation easements for approved open space preservation purposes including: recreation, natural resource conservation, or farmland preservation. All acquisition projects must comply with MOSP requirements and implement the goals and recommendations of a municipality's adopted local open space plan.

MOSP funds cannot be used to acquire structures and/or outbuildings of any monetary value. Existing structures of value must be excluded from the land area to be acquired. A formal subdivision is not required; however a survey must be completed showing the land area to be purchased with grant funds (i.e. Easement Area) and the excluded portion (i.e. Remaining Lands). This survey and corresponding legal description must be recorded with the property. Contiguous parcels held by one owner shall be considered one project.

- **Improvements** — For those municipalities where available open space is limited, MOSP funds may be used for improvements. Funding requests for improvements will be evaluated by the Open Space Review Board on a case-by-case basis. All improvement projects must enhance public access, utilization, and/or the identified conservation values of the land. Any proposed improvement that causes adverse impacts to the environmental, scenic, or pre-existing park resources shall be deemed ineligible. All property improved with MOSP funding must be owned by the municipal applicant and deed restricted to approved open space purposes.

Municipalities must submit a pre-application Concept Approval Form (Appendix B) to the Open Space Coordinator and present a project overview to the Open Space Review Board. Upon concept approval from the Open Space Review Board, municipalities may submit a complete application. Applications will require a plan describing the proposed activity, facility layout, timetable for completion, itemized cost estimate, and any additional relevant information. All improvement projects must comply with program requirements and implement the goals and recommendations of the municipality's adopted local open space plan.

**Examples of *ELIGIBLE* uses of program funds include the following:**

- Acquire land for outdoor parks and recreation
- Acquire land or easements for natural resource and farmland preservation
- Acquire public access easements for trails
- Acquire land or easements to preserve a scenic vista
- Acquire land or easements to preserve historically or culturally significant landscapes
- Acquire land with existing restrictive easements if ownership will significantly increase public access and enjoyment of the property

**Examples of *INELIGIBLE* uses of program funds include the following:**

- Acquire land for municipal buildings, fire or police stations, public works maintenance yards, or man-made flood control facilities
- Acquire structures and/or outbuildings of any monetary value
- Acquire building façade easements
- Acquire land for public utilities or infrastructure
- Acquire land for indoor athletic facilities or community centers
- Demolition of existing structures
- Clean-up costs (remediation, trash removal, etc.)
- Costs related to appraisals, surveys, legal fees, or other administrative fees

**APPLICATION PROCESS**

Applications to the MOSP are accepted at any time. Municipalities are encouraged to schedule a pre-application meeting and site visit with the Open Space Coordinator to identify any deficiencies or issues of eligibility. Municipalities shall submit a completed MOSP Application Checklist and Application Form (Appendix C and D), along with relevant supporting documentation to the Open Space Coordinator.

The municipality must pass, at a public advertised meeting, a resolution to submit the application to the County. Likewise, consultants and volunteers acting on behalf of the municipality must receive municipal authorization to submit and present the application to the County (Appendix E).

Every effort will be made to process applications in a timely matter. The timeframe for grant reviews depends on the degree to which applications are complete. After review by the Open Space Coordinator, applications deemed complete will be forwarded to the Bucks County Open Space Review Board. *Incomplete applications will not be submitted to the Open Space Review Board for consideration.* Based upon the documentation submitted in the application and a formal presentation by the municipality, the Open Space Review Board will provide a recommendation to the Bucks County Board of Commissioners. County Commissioners will review and take action on grant applications at an advertised public meeting.

**PROJECT FUNDING**

**Acquisition Projects** — Bucks County will fund up to 75% of the appraised value of the land or easement under consideration. In no case shall County funding exceed the municipality's available MOSP allocation. The appraised value shall be based on the average of two self-contained appraisal reports prepared by state certified appraisers according to guidelines in Appendix F. Appraisal reports should be prepared within 12 months of the grant application date. Appraisals must exclude the value of any structural improvements to the property, as program funds may not be used to acquire such improvements.

The County will review all appraisals. If an appraisal is not consistent with MOSP appraisal guidelines, contains questionable, deficient, or incomplete items, or is fundamentally flawed, it may be rejected by the County. Upon request by the municipal applicant, the Open Space Review Board may waive the requirement for a second appraisal, if the appraised value is less than \$100,000. MOSP grants are disbursed to municipal applicants at the property settlement in exchange for a signed deed restriction.

*Required Match* — Municipalities are required to provide 25% of the funds needed to acquire the property or conservation easement. Municipal funds, federal grants, state grants, private contributions, or private donations (including the value of bargain sales) may be used to meet the required match. Funds from other County programs may not be used to meet the municipal funding contribution.

**Improvement Projects** — Bucks County will fund up to 75% of approved costs for improvements to protected open space. Funding shall be based upon a cost estimate submitted with the application (Appendix G). Improvement grants will be disbursed in two installments: 75% upon grant approval and 25% upon project completion and submittal of Cost Summary Worksheet and Reimbursement Request form (Appendix H and I).

Municipalities must record the most recent MOSP declaration on improved property prior to requesting payment of first installment. To be reimbursed for the second installment, municipalities must demonstrate completion of the project in substantial conformance to the project scope as described in the application. If the actual project cost is less than the estimate contained in the application, the County shall only be obligated to pay 75% of the actual cost expended for the improvement. In no case shall the County pay more than the originally approved grant amount.

*Required Match* — Municipalities are required to provide 25% of total improvement costs. Municipal funds, federal grants, state grants, private and/or corporate contributions may be used to meet the required match. Funds from other County programs may not be used to meet the municipal funding contribution. It is the responsibility of the municipality to have sufficient funding available to complete the project. If a municipality is unable to complete the project within the scheduled timeframe, it may be required to refund the County for the first installment.

## PUBLIC BENEFIT AND ACCESS

The MOSP is structured to fund projects with maximum public benefit. Applications must demonstrate how a project provides public benefit to the residents of Bucks County. Factors that establish public benefit of preserving a particular site will vary from project to project, but may include: enhanced opportunities for outdoor recreation; improved air, land, or water quality; and/or maintenance of wildlife habitat and critical ecosystems.

Public access is a significant public benefit as it provides an opportunity for people to experience and learn about the County's unique natural resources. Except in the case of agricultural easements, public access to land acquired with MOSP funds is required. If a municipality is seeking to acquire land or a conservation easement where limited public access is being considered, the application must explain the exact nature of the public access limitations and the reasons that warrant any restrictions.

## PRESERVATION IN PERPETUITY

**Easements and Declarations** — Deeds to land acquired or improved with MOSP funding must contain a restrictive covenant (conservation easement or declaration) requiring the perpetual use of the land for natural resource conservation, agriculture, or parks and recreation. Municipalities are responsible for recording the most recent edition of the MOSP conservation easement or declaration, provided by the Open Space Coordinator.

Substantive changes to the MOSP declaration and easement are not acceptable. Minor changes to the standard language must be submitted at the time of application in a format that calls out (i.e. underline, strike out, double underline, etc.) the alterations. The County will review one preliminary and one final draft of easement or declaration language. This policy is in place to protect the County's interests, minimize lengthy delays and promote administrative efficiency. The County does not have the administrative capacity to negotiate language or review several drafts. Changes to the standard easement are subject to review by the Open Space Coordinator, Open Space Review Board and County Solicitor. *PLEASE NOTE: Changes to standard conservation easement may substantially extend review time.*

**Stewardship and Monitoring** — Municipalities shall have primary responsibility for protecting the conservation values of land preserved with MOSP funds. Accordingly, all applications must provide a management plan to ensure the subject property is used according to its intended conservation purposes.

- **Baseline Report / Inventory** — Baseline inventories document the conservation values and existing conditions of the property at the time an easement or declaration is recorded. Baselines are used to assess property conditions on subsequent monitoring visits to ensure that no prohibited activities have taken place. For the purposes of the MOSP, a complete application will serve as a Baseline Inventory. A baseline report for every project should be kept on record by the municipality for monitoring and management purposes. Landowners granting conservation easements on private property should also receive a complete baseline inventory. *PLEASE NOTE: Additional criteria may be required under IRS Code Section 170(h).*

- **Resource Management Plan** — A Resource Management Plan includes a resource assessment, identifies appropriate performance standards (based upon Best Management Practices where available and appropriate) and projects a multi-year description of planned activities for identified maintenance and stewardship operations to be conducted appropriate to the identified conservation objectives.
- **Annual Monitoring** — Municipalities are required to complete annual monitoring reports for all properties preserved with MOSP funding. Monitoring reports (Appendix J) shall be submitted to the Open Space Coordinator for review. Municipalities must also notify Bucks County of any activity or improvements initiated on lands preserved through the MOSP.

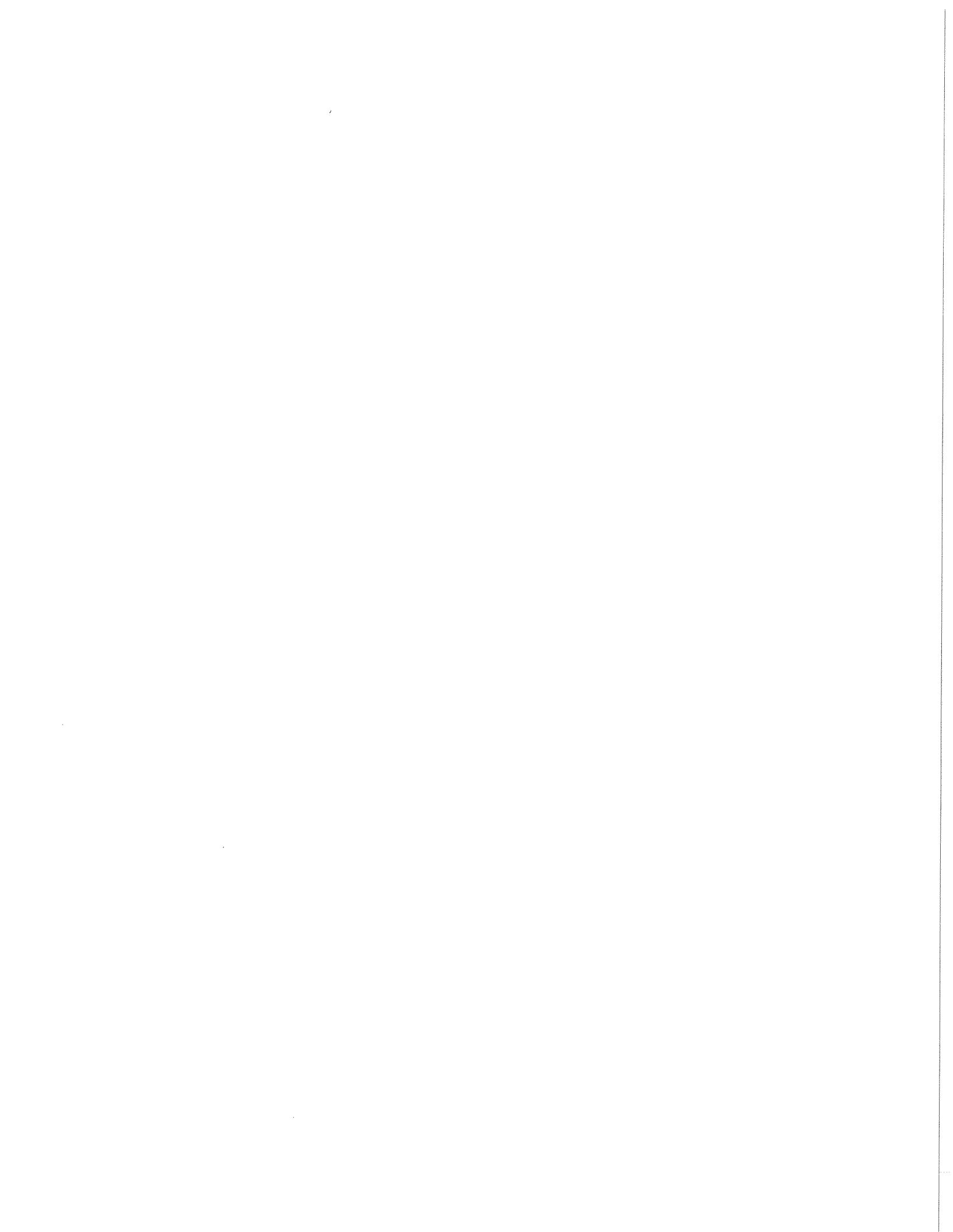
#### OTHER TERMS AND CONDITIONS

- **Changes in Project Scope and Funding** — Proposed changes to acquisition and improvement projects must be submitted in writing to the Open Space Coordinator. Requests for amendments must fully describe the project change and funding implications. Unauthorized changes in project scope may result in the withholding of all or some of County funding. Significant changes may require the submission of a new application.
- **Project Funding Deadlines** — A municipality has **two years** from the date of recommendation by the Open Space Review Board to complete a project. Upon written request by the municipality, the Open Space Review Board may extend the deadline for **one** additional 90-day period. Municipalities must submit a written statement describing why the extension is needed and a projected completion date to the Open Space Coordinator at least 45 days prior to the original expiration date. Time extensions will not be granted for incomplete applications.
- **Reimbursement Grants** — If a municipality anticipates acquiring a property or easement prior to making application to the MOSP, a written request must be submitted and approved by the Open Space Review Board before settlement.
- **Title Requirements** — Prior to all settlements, municipal applicants must obtain and submit a complete Certificate of Title, confirming ownership of the property. Title insurance equal to the interest being acquired is also required.
- **Subordination of Mortgages or Other Liens** — If there is a mortgage or other lien on the property to be conserved, the holder of the mortgage is required to subordinate the mortgage or lien to the easement so that the easement will continue to be protected in the event of a foreclosure (Appendix K).
- **Recording** — Following settlement, the municipality shall be responsible for recording the MOSP declaration or easement with the property's deed in the County's office of the Recorder of Deeds.



# Appendix

---



BUCKS COUNTY MUNICIPAL OPEN SPACE PROGRAM  
**PLANNING GRANT - REIMBURSEMENT REQUEST**

Date Submitted: \_\_\_\_\_

**APPLICANT INFORMATION**

Municipality: \_\_\_\_\_

Name and Title of Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_ Fax #: \_\_\_\_\_

**REIMBURSEMENT REQUEST**

Cost of Plan (Total on Municipal Open Space Planning Grant Worksheet)      \$ \_\_\_\_\_

Total Reimbursement Requested (Not to exceed \$10,000)                      \$ \_\_\_\_\_

**ATTACHMENTS**

- Planning Grant Cost Summary Worksheet of costs requested for reimbursement.
- Copy of all invoices.
- Copy of municipality's canceled check(s) for each item requested for reimbursement.
- Copy of Municipal Resolution adopting local open space plan.

**FOR COUNTY USE**

Title of Open space Plan: \_\_\_\_\_

OSRB Approval: \_\_\_\_\_ Date: \_\_\_\_\_



BUCKS COUNTY MUNICIPAL OPEN SPACE PROGRAM  
**IMPROVEMENT GRANT CONCEPT APPROVAL FORM**

Date Submitted: \_\_\_\_\_

Municipality: \_\_\_\_\_

Project Name: \_\_\_\_\_ TMP#: \_\_\_\_\_

Describe the existing site conditions and the scope of the proposed improvements.

What are the proposed terms of public access?

Explain how the project will implement the goals and recommendations of the local open space plan.

BUCKS COUNTY MUNICIPAL OPEN SPACE PROGRAM

**APPLICATION CHECKLIST**

---

**Documentation to be submitted with grant application:**

- Completed grant application form and checklist.
- Narrative summary, including:
  - A. Project Overview** — Describe the intended use of the property (e.g. passive/active recreation, natural resource area, or agriculture). *Applications for active recreation must include a site plan and description of proposed activity(s) and facility(s).*
  - B. Site Characteristics** — Describe the existing physical condition of the property, both natural and man-made features. Include a statement about any known environmental hazards; if none are known, state that.
  - C. Consistency with Local Open Space Plan** — Explain how the project will implement the goals and recommendations presented in the municipality's open space plan.
  - D. Linkage Potential** — Identify proximity to nearby protected open space.
  - E. Proposed Terms of Public Access** — Describe how public access will be provided. If limited public access is proposed, explain reasons that warrant any restrictions.
  - F. Status of Additional Funding** — Describe efforts to obtain funding for this project from sources other than Bucks County.
  - G. Resource Management Plan** — Describe municipality's ability to perform maintenance, monitoring, and record keeping duties to ensure that the land will be used according to the intended conservation purpose(s).
- Two real estate appraisal reports prepared by state certified appraisers.
- Tax parcel map highlighting subject parcel(s) and other adjacent or nearby preserved land.
- Site plan of proposed conservation easement and remaining lands, if applicable.
- On-Site photographs documenting current conditions.
- Municipal resolution authorizing the submission of the application.
- Landowner Understanding Form, if applicable. (Appendix L)
- Environmental assessment of the property, if applicable.
- Copies of existing recorded easements encumbrances on the property, if applicable.
- Copy of the sales agreement, if completed.
- Proposed Declaration or Conservation Easement language.

**Documentation to be submitted at settlement:**

- Signed declaration or conservation easement.
- Legal description of the area subject to the conservation easement.
- Certificate of Title and title insurance commitment.

BUCKS COUNTY MUNICIPAL OPEN SPACE PROGRAM  
**GRANT APPLICATION FORM**

Date Submitted: \_\_\_\_\_

**APPLICANT INFORMATION**

Municipality: \_\_\_\_\_

Name and Title of Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_ Fax #: \_\_\_\_\_

**Project Information**

Project Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

Current Owner(s): \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Tax Parcel Number(s):	Total Acreage:	Acres to be Protected:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Project Type:      Fee simple acquisition      Easement      Improvement

Conservation Purpose:      Park/Recreation      Natural Area      Farmland

Is the property included in the *Natural Areas Inventory of Bucks County*?    YES    NO

Funding Source	Amount	Percent of Appraised Value	Percent of Purchase Price
County Grant Request		%	%
		%	%
		%	%
		%	%
TOTAL			

BUCKS COUNTY MUNICIPAL OPEN SPACE PROGRAM

**APPLICATION RESOLUTION**

(Attach document with original signatures to Grant Application)

**Township/Borough \_\_\_\_\_**  
**Bucks County, Pennsylvania**

**WHEREAS,** the Board of Supervisors/Council of the Township/Borough of \_\_\_\_\_ recognizes that the Township/Borough contains open space and natural areas that contribute to the quality of life and economic health of our community which are worthy of preservation; and

**WHEREAS,** funding of the Municipal Open Space Program, an initiative of the Commissioners through a referendum was overwhelmingly passed by Bucks County Voters on November 6, 2007; and

**WHEREAS,** the program provides for grants that may be used by the municipality to acquire land to protect natural areas, preserve agriculture, or provide park areas; and

**WHEREAS,** the Township/Borough of \_\_\_\_\_, Bucks County, Pennsylvania wishes to participate in the Municipal Open Space Program; and

**WHEREAS,** the municipality will have available \$ \_\_\_\_\_, its required match,

**NOW, THEREFORE, BE IT RESOLVED** by the governing body of the Township/Borough of \_\_\_\_\_, Bucks County, Pennsylvania, as follows:

1. That the Township/Borough of \_\_\_\_\_, Bucks County Pennsylvania hereby approves the filling of an application for funds under the Municipal Open Space Program.
2. That \_\_\_ (name / title) \_\_\_\_\_, is hereby authorized and directed to execute and file the appropriate forms with the Bucks County Open Space Review Board.

This Resolution has been duly prepared and adopted by the Governing Body of the Township/Borough of \_\_\_\_\_ in public meeting held this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Signatures:

\_\_\_\_\_

ATTEST: \_\_\_\_\_



## BUCKS COUNTY MUNICIPAL OPEN SPACE PROGRAM

**Appraisal Standards**

---

Obtaining a complete, defensible and professional opinion of a property's value is essential to the grant applicant, the landowner, and Bucks County. For the applicant and landowner, a good appraisal provides an independent and unbiased evaluation of a property that is needed for the two parties to agree on a fair price for the property. For Bucks County, a good appraisal ensures that the amount of public funds awarded for acquisition is justified.

The following outlines the guidelines that Bucks County will use to review appraisals submitted with grant applications. The County strongly recommends that grant applicants and property owners review the guidelines and ensure that appraisals submitted with grant applications include the following information and analysis in a Self-Contained Appraisal Report.

**1. Certification**

A copy of the Appraiser's current state General Appraiser Certificate, a list of the appraiser's qualifications and specific experience with Open Space and Conservation Easement appraisals, and 3 client references with contact information are included in the report. At least 5 years of demonstrated experience is required. The Appraiser who is contracted for the appraisal is required to personally inspect the property and contact the property owner via telephone and/or letter. The owner is to be notified in advance of the appraisal in order to have the opportunity to attend the inspection. Also a copy of the Appraiser's current business liability insurance, Errors and Omissions insurance, and Business Automobile Insurance is required to be on file with the contracting agency or person.

- 2. Appraiser Qualification Criteria effective on January 1, 2010.** Appraisers must successfully complete the *Valuation of Conservation Easement Course* offered by the Appraisal Institute and American Society of Farm Managers and Rural Appraisers. Certificate of completion will be required to provide evidence that eligible appraisers have completed education in this subject matter.

**3. Appraisal Type**

The appraisal is identified as a Self-Contained Appraisal Report performed in compliance with the current edition of the Uniform Standards of Professional Appraisal Practice (USPAP).

**4. Subject Property**

The appraisal is performed specifically to value the "AS IS" land area and property rights for which grant funds are being requested.

- 5 year sale history, current listing, lease, contract information is to be included in the report and considered in the analysis if relevant.
- A tax map of the subject property is included.
- A location map of the subject property is included.
- A legal description of the subject property is included
- The appraisal includes photographs of the subject property.
- Current FEMA Flood Map, USGS Topo Map, current GIS Wetlands Map, current GIS Soils Map and others deemed relevant. All maps included in the report must indicate the subject property and include a north arrow to show orientation.

BUCKS COUNTY MUNICIPAL OPEN SPACE PROGRAM

**APPRAISAL GUIDELINES**

---

- A discussion of the competing market supply and the current demand for the subject property under its Highest and Best Use must be included in the Location Description section.
- A thorough analysis of the current Highest and Best Use of the property in its AS IS condition, including projected market timing and projected users, must be included.

**4. Comparable Sales**

- At least 5 comparable sales are included.
- The comparable sales should be no more than 2 years old.
- If the subject does not have development approvals, then no more than two "approved" sales may be utilized. If "approved" sales are used, significant downward adjustments must be applied to adjust them to the subject's "As Is" condition. Documentation of the status of approvals (preliminary or final), necessity of state permits, and availability of public water and sewer is required, including contacts and sources of information.
- Photographs of each comparable sale are required.
- Financing of each comparable sale must be researched and considered in the appraisal. Sales with owner financing (Purchase Money Mortgage) must be explained and appropriately adjusted for Cash Equivalency.
- Verification of each comparable sale with a party to the sale, either the seller, buyer, broker or attorney, is required. Demonstration of attempts to verify the sale via contacting these parties for information is required if sufficient verification is not provided. Sales must be "arm's length" transactions.
- An appropriate deduction for contributory value of improvements of each comparable sale is required to reflect land-only value. Also, estimated demolition cost must be added to the purchase price of any comparable sale if the improvements contribute no value.
- An adjustment grid with the percentage of adjustment assigned to each variable is included. Except in the case of "approved sales" (see above paragraph), large percentage adjustments (both individual adjustments and total net adjustments) are undesirable and should be kept to a minimum. If any sales indicate a total net adjustment of more than +/-35%, a detailed explanation in the narrative reconciliation of value is required. If an adjustment grid format is supplied by the County, it is to be utilized in the report.
- A thorough narrative description of adjustment variables and percentages is required. Reliance on the "mean" adjusted value only in the final reconciliation of value is not recommended appraisal practice and is discouraged.

**5. Use Limitations**

- The impact of the existence or lack of a permanent access right-of-way to the subject property and its impact on value has been described in the report. This includes overhead high transmission power lines, access easements, road maintenance easements, etc.

BUCKS COUNTY MUNICIPAL OPEN SPACE PROGRAM

**APPRAISAL GUIDELINES**

---

- Legal limitations of the subject property and comparable sales, including but not limited to local land use regulations and easements (conservation or otherwise), have been described and considered in the report. This includes partial interest such as life estates, farm leases, etc.
- Physical limitations of the subject property and comparable sales, including but not limited to soils and topography, have been described and incorporated into the report.

**6. Maps**

- The subject property and comparable sales are displayed and identified on a locator map.
- If the property has development approvals or a proposed subdivision shown on an engineer's drawing, copies shall be included in the report. This map must be based on current zoning.
- If a Conservation Easement acquisition including building envelopes or retained rights is proposed, the report includes a map of those areas, assigns a specific acreage to the area to be placed under easement, and includes a discussion of the impact of these provisions on the valuation conclusion.

**7. Valuation**

- The appraised value may not be based on speculative development potential or hypothetical development scenarios. An "As Is" value based on current zoning and legal and physical characteristics of the property is required.
- The appraised value is based on the subject property's existing "As Is" development rights and status (unimproved or improved with roads and utilities; approved for subdivision or not approved for subdivision). The valuation date is current as of the inspection date.
- An adjustment grid is included to show the assigned adjustment percentages for all pertinent data. An adjustment grid is defined as a non-narrative chart showing adjustments for all relevant variables influencing the relationship of the comparable sales price to the subject property.
- A narrative reconciliation of value explaining the reasoning/thought process/rationale behind the numerical adjustments shown on the adjustment grid is required.
- An independent valuation conclusion has been reached for any areas retaining development rights and any areas not retaining development rights. Further, the sum of those two conclusions shall equal the valuation for the proposed purchase.
- The report should include a copy of the Conservation Easement document bound into the Addendum.
- Appraisers submitting reports to Bucks County are required to cooperate with any reports or reviews prepared by a Review Appraiser. A written response to the Review Appraiser's comments is required to be submitted within 10 working days after it is received by the appraiser.





BUCKS COUNTY MUNICIPAL OPEN SPACE PROGRAM  
**IMPROVEMENT GRANT - REIMBURSEMENT REQUEST**

Date Submitted: \_\_\_\_\_

Amount Requested:      First Installment = 75%      Second Installment = 25%

**APPLICANT INFORMATION**

Municipality: \_\_\_\_\_

Name and Title of Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_ Fax#: \_\_\_\_\_

**PROJECT INFORMATION**

Project Name: \_\_\_\_\_ TMP#: \_\_\_\_\_

Site Address: \_\_\_\_\_

**REIMBURSEMENT REQUEST**

Has the Municipal Open Space Program Declaration been recorded?	YES	NO
Has the Project been completed?	YES	NO
Estimated Cost of Improvements (attach Cost Estimate Worksheet)	\$	_____
First Installment:      Requested      Received	\$	_____
Actual Cost of Improvements (attach Cost Summary Worksheet)	\$	_____
Second Installment:      Requested	\$	_____

**ATTACHMENTS**

- Copy of recorded MOSP Declaration.
- Completed Cost Estimate Worksheet submitted with application.
- Completed Cost Summary Worksheet (*Second Installment*).
- Copy of all invoices to date.
- Copy of municipality's canceled check(s) for each item being requested reimbursement.
- Photographs of current site conditions showing work completed to date.

BUCKS COUNTY MUNICIPAL OPEN SPACE PROGRAM

**ANNUAL MONITORING REPORT**

*To be submitted to Open Space Coordinator by December 31<sup>st</sup> of each year.*

Date Submitted: \_\_\_\_\_

---

Property: \_\_\_\_\_ Municipality: \_\_\_\_\_ Date of visit: \_\_\_\_\_

Tax Map Parcel# (s): \_\_\_\_\_

Monitor(s) name and affiliation: \_\_\_\_\_

---

Please identify any changes in the property since the baseline or last visit. (e.g. construction activities, trail conditions, timber harvest, evidence of trespass, trash, natural alterations such as flooding, fire, insect infestation, etc). Attach map with sites marked and photos.

Are these changes consistent with the terms and conditions of the deed restrictions?

Any changes/improvements planned for property by municipality?

Recommended Actions:

Signature of monitor(s): \_\_\_\_\_

Signature of monitor verifies that the information on this form is accurate and that a copy of the report has been provided to the landowner and County of Bucks.

BUCKS COUNTY MUNICIPAL OPEN SPACE PROGRAM  
**SAMPLE MORTGAGE SUBORDINATION**

By signing this Mortgage Subordination ("Subordination") the undersigned holder ("Holder") of a mortgage or other lien ("Mortgage") on premises described as the "Property" or "Easement Area" in the Conservation Easement to which this Subordination has been attached, hereby consents to the Conservation Easement and joins in the execution of such Conservation Easement solely as Holder and agrees that in the event of the foreclosure of said Mortgage, or other sale of the premises described in the Mortgage under judicial or non-judicial proceedings, the same shall be sold subject to said Conservation Easement.

INTENDING TO BE LEGALLY BOUND, the Holder, by its duly authorized representatives, has signed this Subordination as of \_\_\_\_\_(date).

Print Name of Lien Holder:

\_\_\_\_\_

By:

\_\_\_\_\_

Name:

Title:

STATE OF PENNSYLVANIA

:

SS

COUNTY OF BUCKS

:

ON THIS DAY \_\_\_\_\_ before me, the undersigned officer, personally appeared \_\_\_\_\_, who acknowledged him/herself to be an authorized representative of \_\_\_\_\_, and that he/she as such representative, being authorized to do so, executed the foregoing instrument for the purposes therein contained by signing the name of the corporation by her/himself as such officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

\_\_\_\_\_, Notary Public

Print Name



BUCKS COUNTY MUNICIPAL OPEN SPACE PROGRAM

**LANDOWNER'S UNDERSTANDING**

*To be included with Municipal Open Space Program Application.*

---

Prior to formal review of proposed applications by the Bucks County Open Space Review Board, a landowner's basic understanding of the program guidelines, grant process and standard property restrictions must be established. Completion of this form signifies a review by the property owner of the associated Municipal Open Space Program guidelines and easement language.

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Date: \_\_\_\_\_

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

## **BUCKS COUNTY COMMISSIONERS**

James F. Cawley, Esq., *Chairman*

Charles H. Martin, *Vice Chairman*

Diane M. Ellis-Marseglia, LCSW

*David M. Sanko*

*Chief Operating Officer*

## **BUCKS COUNTY OPEN SPACE REVIEW BOARD**

Anthony Belfield, *Chairman*

George Dranginis

Joshua Feldstein

Frederick S. Groshens

Marilyn Jacobson

Robert Moffett, Esq.

William Hart Rufe III

Andrew L. Warren

Robert Wharton

Kristine S. Kern

*Open Space Coordinator*

215-345-3430

[kskern@co.bucks.pa.us](mailto:kskern@co.bucks.pa.us)