

# Conservation Easement Photo-Monitoring Checklist



**LEGACY**  
Land Conservancy

*Protecting and Preserving  
Southern Michigan*

## BEFORE

- To plan your visit, go over information in the field binder to familiarize yourself with the property, the baseline, the conservation easement, and any issues encountered from the previous years.
- Contact the land owner:
  - Coordinate a date and time with your team members and the landowner for the Annual Monitoring site visit.
  - Invite the Landowner to join you on your walk and note their response in the Monitoring Form so you may plan accordingly.
  - Inform them you will check in with them when you arrive on site and when you leave by knocking on the door or calling. If they do not answer you will leave a message and proceed with your visit.
  - Ask the Landowner the questions on the Monitoring Form and record their answers.**
  - Ask about parking and trails on the property.
- If you don't have your own device or would prefer to use one of Legacy's, you can sign out an iPad in the office near the front door. Please let Clint or someone else at Legacy when you plan to come in, and we will have the field binders you need ready for you to pick up in a tray next to the iPads.

### My LANDSCAPE Login:

Username:

\_\_\_\_\_  
Password:

## DAY OF

### 1. Gather materials:

- iPad or other device with Landscape installed
- Field Binder
- Camera for scenic photos if desired and extra batteries
- Compass and cell phone
- Prepare offline versions of your property in Landscape if you have not already downloaded them**

### 2. Wear weather appropriate gear

- Long pants (even in the summer) - white or light khaki is great for spotting ticks!
- Hat (for sun or cold)
- Sturdy closed-toe shoes (sometimes waterproof)
- Mud boots and/or rain gear. (Early morning visits might require rain gear for walking through tall dew-covered grass and some properties are wet year-round)
- Bug spray
- Head net
- Sun screen
- Water and snacks
- Sturdy closed-toe shoes Extra layers for sun or for cold
- Extra plastic bag for gear in case of rain

### 3. Upon arrival at site:

- Put a Legacy notice on your dashboard
- Call the land owner to let them know you are there
- Start Visit
- Use the Landscape app to take photos and make notes about the photos as you take them
- Take pictures at the photopoints & anywhere else where there may be changes or issues
- Brush your boots to remove any seeds embedded in the mud or clinging to the boot itself before and after your site visit to prevent spreading invasive species!**
- Tick Check!
- Walk the property taking photo point pictures as you go. **REMEMBER**, you are here to see the property and look for possible issues. Don't get distracted by your technology or by trying to line up the picture perfectly.
- Note any photopoints that you were unable to reach or missed on the Monitoring Form and why for reference next year
- After you have walked the property, call and let the landowner know you are leaving

## AFTER

- Make any necessary edits or add more detail to your notes or responses to questions on the **Monitoring Form**, following up with the Landowner if unable to reach them before or during your site visit and upload your results. (See **Landscape Mobile 3 How-To**)
  - If you would prefer to make these edits on your computer, upload your data from the app, then follow the instructions on the **Landscape Portal Database How-To** guide.
- Send an email Clint to let him know you have completed your monitoring visit(s).
- Return the Field Binder, and iPad to Legacy **within a week of your visit**

## Important Sites:

- Volunteer Resources <https://legacylandconservancy.org/volunteer-resources/>
- Landscape [app.landconservationsoftware.com](http://app.landconservationsoftware.com)

## Thank you!