



# EASEMENT AMENDMENT CHECKLIST

(This document applies to any change made to any use restriction funded by GOCO.)

Before submitting an amendment request, please read GOCO’s “Guidelines for Amending Conservation Easements” for a general description of GOCO’s approach to amending easements.

The following documents are required prior to recording an amendment to a GOCO-funded easement:

1. Detailed description of amendment request. (Explain the circumstances surrounding the amendment request, why an amendment is necessary, how you analyzed the request and reached the conclusion that amendment is necessary. Please be as detailed and expansive as possible.)
2. Title commitment or other evidence of the property’s current ownership
3. Resolution of the easement holder’s governing body or other evidence of the governing body’s support for the amendment
4. Draft of the amendment

The following documents may be required, depending on the particulars of the amendment. If GOCO determines that any of these documents are necessary, GOCO will need to review them prior to recording the amendment.

1. Any relevant maps, surveys, etc.
2. Qualified Appraisal or Appraiser’s Opinion Letter
3. Revised Baseline Documentation Report
4. Other documents GOCO deems necessary in helping it analyze the amendment request

If amending a GOCO-funded conservation easement to add additional acreage, please consult the “Guidelines” and contact GOCO to discuss the best alternative for the amendment.