

PIERCE COUNTY CONSERVATION FUTURES

PROPERTY NOMINATION AND REQUIREMENTS

Each nomination must be accompanied by:

Twenty-one (21) copies (three-holed-punched, not bound) of this completed application including:

The Sponsor's Affidavit signed by the sponsor.

The Receiving Agency Affidavit signed by the receiving agency.

A copy of the most current Pierce County Assessor's tax statement showing the assessed value of the nominated property obtained from the Pierce County Assessor's web page:

<http://www.co.pierce.wa.us/pc/abtus/ourorg/at/at.htm>.

For each nominated property that seeks points under the Bonus Category of "additional or matching funds," an appraisal, letter of opinion or a leverage statement must be included.

Instructions:

Be sure to also download the Glossary from the website and read the meaning of the phrases and terms that are used in the materials

On page 1:

- 1) Circle **yes** or **no** for each of the three criteria you identified and for which you assigned points from the tables that start on page 5 of the materials. For example, if you can show that the nominated property contains Critical Salmon Habitat and you assigned 5 points, you would circle **yes** to the statement "One High Priority Resource". Continue this for each of the 3 tables.
- 2) See the glossary for the term "legal lot of record".
- 3) Please answer **yes** if the general public would have access to the nominated property from a public road, street or from a publicly-held property, such as an adjoining public school.
- 4) See the glossary for the definition of the term "landlocked".
- 5) Answer **yes** only if you know that the receiving agency is considering or has initiated condemnation of the nominated property.

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On page 2:

Contact information:

- 1) It is very important that you provide complete contact information, including phone numbers and mailing and street addresses. As the sponsor of the nominated property, we will need to contact you to ask questions, to let you know about upcoming meetings and to let you know the final outcome of the process. Additionally, if your nomination scores well, we will need to quickly contact the property owner to begin negotiations. The owners phone number is most important.

On page 3:

Property information:

- 1) The county and most cities use the Assessor's tax parcel number in locating and mapping nominated properties. You can obtain the parcel number from the Pierce County Assessor's website at: <http://www.co.pierce.wa.us/cfapps/Atr/ePIP/search.cfm>
- 2) You can also find the acreage and square footage for each parcel at the Assessor's website.
- 3) Directions to the nominated property are from the Conservation Futures staff offices and help us to find the property. You can use MapQuest or another mapping program to produce driving directions. If you print out the information, please attach it to the nomination form and note that it is attached in this line.

Land Use:

In this section you will briefly describe some of the characteristics of the property you are nominating.

- 1) Describe the current use of the nominated property. For example, when you look at the nominated property today, is it actively being used as, say, a dairy with a home and barns? Or, does it look to you as if it consists solely of old pasture land with broken fencing? Could you say it is a home but with a large part of the yard along a creek?
- 2) Here you describe any buildings located on the nominated property.
- 3) The nominated property will have a classification for uses that are allowed under current zoning regulations. You can find the zoning classification for particular nominated properties by contacting the county or city planning /public works departments. For county property you can use the public GIS site at:
<http://matterhorn.co.pierce.wa.us/PublicGIS/presentation/map.cfm?Cmd=INIT>.
- 4) What are the uses allowed by this zoning designation? Once you have determined the zoning classification you should briefly describe the uses that are allowed on the nominated property in that classification. Again the county or city planning /public works departments can help you.

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On page 3 - Land Use, cont.:

- 5) Like zoning, the county or city will also designate the uses allowed along a fresh or salt water shoreline. Again, the county or city planning or public works department can help you find this information and the allowable uses.
- 6) Is the nominated property subject to any other governmental policies or regulations? Here, you will describe regulations such as county or city wetland, forestry or other critical area regulations to which the nominated property is subject. Again, the county or city planning or public works department can help you find this information.

On page 4:

Answers to the questions on this page will require the sponsor to contact the receiving agency (see glossary) or the appropriate county department, city department, park district or land trust that will hold the nominated property if purchased. If the intent is that the nomination will be held by, say, the county for fish habitat, you will need to contact the county public works or parks department. You will also need to have the receiving agency sign the affidavit attesting that the agency is willing to take and hold the nominated property if purchased. Here, you will also state the receiving agency's requirements, if any, that need to be in place before it accepts the nominated property.

On page 5:

- 1) The type of acquisition is noted here.
- 2) Please refer to the glossary when completing the tables starting on this page and going to page 7. Again, the county or city planning or public works department can help you find this information.

On pages 8 and 9:

Please carefully read the bonus point categories and provide points and your justification on page 9. Again, the county or city planning or public works department can help you find some of this information.

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On page 10:

This sponsor's affidavit is where you, as the sponsor, state that you understand the Conservation Futures program and your role as sponsor of the nomination. You also are stating that you have contacted the owners of the nominated property and have informed them of your sponsorship.

Finally, on page 10:

The receiving agency affidavit assures the county that the receiving agency is willing to accept the nominated property if purchased. You, as the sponsor, are responsible for disclosing in the nomination materials to the Technical Advisory Committee, the Citizens Advisory Board and the Pierce County Council that the receiving agency is willing to accept the nominated property and under what conditions, if any.

If you have additionally questions, please contact a staff member:

Conservation Futures Program
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