

This example can be used as a starting point to create a policy or other document for your own land trust, but should be altered as necessary to reflect your organization's unique circumstances using guidance found in the Land Trust Standards and Practices Guidebook text and corresponding Standards and Practices Curriculum.

Please Note: If you are using this material for accreditation purposes, see also the [Land Trust Accreditation Commission website](#) for additional information. To search for policies from accredited land trusts, insert <<accredited>> along with the search term (e.g., conflict interest policy accredited).

Input Easement Information

Travel Cost Calculation	Amount
Round Trip Miles to Property	75
IRS Mileage Rate	0.485
Average Speed (MPH)	45
Cost of one Round Trip (fuel & staff time)	\$88.46

NOTES: This is calculated as a flat fee for each easement. Average round trip travel is 75 miles. Fee includes staff travel time and mileage per diem.

Average Staff Time Calculation						
Item	Averages	LC Staff	LC Staff	GIS Mapping	GIS - GPS	Legal Support
Annual Salary	\$50,000.00	\$45,000.00	\$45,000.00	\$50,000.00	\$50,000.00	\$60,000.00
Hours Per Year	2000	2000	2000	2000	2000	2000
Hourly Salary	\$25.00	\$22.50	\$22.50	\$25.00	\$25.00	\$30.00
Hourly Overhead (at 25%)	\$6.25	\$5.63	\$5.63	\$6.25	\$6.25	\$7.50
Average Staff Time	\$31.25					

Other	
Total Number of Permitted Parcels	1
Number of "Approvals" in easement	5
Co-Held Easement (Yes or No)	No
Assumed Endowment Spending Rate	4.58%

Item	Total Staff Time in Hours	Average Cost/Hour	Number of Trips to Property	Total	Description of Category
1). Annual Monitoring Expenses					Includes staff time, travel costs, hard costs, all expenses for annual monitoring visits to the property.
Pre-Monitoring - Staff Time	2	\$31.25		\$ 62.50	
Monitoring Site Visit - Staff Time	6	\$31.25		\$ 187.50	
Post-Monitoring - Staff Time	6	\$31.25		\$ 187.50	
Monitoring Hard Costs (film, supplies, etc.)				\$ 85.00	
Travel Costs for Site Visit			1	\$ 88.46	
Annual Cost				\$ 610.96	
2). Annual Landowner Relations					Fostering an ongoing relationship with easement landowners through mailing of specialized newsletter to easement owners or other similar outreach materials.
Staff Time	2	\$31.25		\$ 62.50	
Cost of Supplies				\$ 5.00	
Annual Cost				\$ 67.50	
3). Cost of Easement Interpretations					Answering basic questions from landowners about the meaning of plain language in an easement or clarifying PEC's interpretation of specific easement terms. The assumption is that most questions in this category could be answered by staff in consultation with the Director of Land Conservation and internal legal council.
Legal & Consulting Expenses				\$ -	
Staff Time (Hours x Rate)	4	\$31.25		\$ 125.00	
Travel Costs for Site Visit			0.25	\$ 22.11	
Total Cost for Interpretations				\$ 147.11	
Percentage Chance of Incurring Cost				20.00%	
Projected Annual Cost (Total Cost X Percentage Chance)				\$ 29.42	
4). Cost of Approvals					Examples include the approval of a home site location or a forest management plan when such approval are required by the terms of the easement. It is anticipated that in almost all situations a physical site visit would be required to review the request for approval. Consultants may include legal, survey, forestry, etc.
Legal & Consulting Expenses				\$ 1,000.00	
Staff Time (Hours x Rate)	8	\$31.25		\$ 250.00	
Travel Costs for Site Visit			1	\$ 88.46	
Total Cost of Each Approval				\$ 1,338.46	
Percentage Chance of Incurring Cost (2.5% X 5 approvals in easement)				12.50%	
Projected Annual Cost (Total Cost X Percentage Chance)				\$ 167.31	
5). Negotiations for Violations					This includes negotiations and discussions related to potential and actual violations of the easement terms that are able to be resolved privately between PEC and the landowner. PEC may need to hire outside consultants or legal council but litigation is not required.
Legal & Consulting Expenses				\$ 1,000.00	
Staff Time (Hours x Rate)	16	\$31.25		\$ 500.00	
Travel Costs for Site Visit			1	\$ 88.46	
Total Cost of Negotiations				\$ 1,588.46	
Percentage Chance of Incurring Cost				5.00%	
Projected Annual Cost (Total Cost X Percentage Chance)				\$ 79.42	
6). Cost of Reserved Division Rights					When the terms of the easement permit division of the property, each additional division is assumed to add 75% to the total cost for each of the above 5 categories.
Total Annual Cost for Stewardship				\$ 954.61	
Cost per division (at 75% each)				\$ 715.96	
Total Number of Permitted Parcels				1	
Additional Annual Cost for Divisions (Cost Per Division X (Total Parcels-1))				\$ -	
7). Defending an Easement in Court					This is a cost estimate for a full blown legal battle to defend a conservation easement in court. The total expense is multiplied by the number of reserved division rights because each subdividable parcel creates the risk of another major violation and legal battle.
Total Easement Litigation Expense				\$ 100,000.00	
Number of Permitted Parcels				1	
Percentage Chance of Incurring Cost				0.50%	
Average Annual Cost (Litigation cost x parcels x chance @ 75% of total if co-held)				\$ 500.00	

Summary	Average Annual Costs	Stewardship Endowment	Legal Defense Endowment	Total Endowment Necessary Needed
1). Annual Monitoring Expenses	\$ 610.96	\$ 13,339.70		\$ 13,339.70
2). Annual Landowner Relations	\$ 67.50	\$ 1,473.80		\$ 1,473.80
3). Cost of Easement Interpretations	\$ 29.42	\$ 642.42		\$ 642.42
4). Cost of Approvals	\$ 167.31	\$ 3,653.00		\$ 3,653.00
5). Negotiations for Violations	\$ 79.42	\$ 1,734.12		\$ 1,734.12
6). Cost of Reserved Division Rights	\$ -	\$ -		\$ -
7). Defending an Easement in Court	\$ 500.00		\$ 10,917.03	\$ 10,917.03
Endowment Needed For Easement		\$ 20,843.04	\$ 10,917.03	\$ 31,760.08
Baseline Documentation		\$ 1,500.00		
Total Cost of easement		\$ 22,343.04		