

General Instructions

Acquisition Application and Project Agreement

1. **Refer to the Program Open Space Grants Manual**, Acquisition Project chapter, for detailed information concerning project eligibility and application requirements.
2. **Prepare and assemble the different elements described below as attachments** before completing the Acquisition Application and Project Agreement.
3. **Complete the Application and Project Agreement** based on the information in the attachments.
*See Project Description instructions
4. **Contact your POS Program Administrator** for an inspection of the project site and review of the Application and Program Agreement with its required attachments.

Elements	# of Copies	Description	Comments
Application	1	Pages 1 through 4	Fill out all sections of the form completely, unless otherwise indicated.
Attachment #1	1	City/County Road Map	8 ½" X 11" map with location marked in red.
Attachment #2	1	Acquisition Line Map	8 ½" X 11" maps with parcels outlined in red on all copies.
Attachment #3	1	Local or Regional Planning Agency Approval and Infrastructure Review	Certifies consistency with existing plans. See Manual for guidance.
Attachment #4	1	Project Photographs	Photographs of property proposed for acquisition.
Attachment #5	1	Two (2) independent appraisal reports	One (1) copy of each, including original photographs.
Attachment #6	1	Copy of Deed	Showing current owner.
Attachment #7	1	Retention of Rights Explanation	If applicable, when less than fee simple transfer.
Attachment #8	1	Funding Authorization	Signed by County Liaison Officer (CLO).