



State Assistance in Watershed Dam Construction / Rehabilitation

Closing Checklist for Third-Party Easement

Closing Date: [_____]
Between
[_____]
(Grantor)

THE KANSAS DEPARTMENT OF AGRICULTURE, DIVISION OF CONSERVATION
(Grantee, Easement Holder)

And

[_____]
(Watershed District)

<u>Role</u>	<u>Identification</u>	<u>Abbreviation</u>
Grantor	_____ _____, _____ (if grantor is not an individual, include name and title/capacity of signing party)	Grantor
Grantee / Easement Holder	THE KANSAS DEPARTMENT OF AGRICULTURE, DIVISION OF CONSERVATION Signing party: _____, Executive Director or Secretary Department contact(s): Hakim Saadi Watershed Program Manager 785.291.3099; hakim.saadi@ks.gov	KDA
Watershed District	_____ (district name) _____, _____ (name and title of contact person)	WSD
Counsel for KDA	KDA Legal Department 785.564.6714	KDA
Corps	ARMY CORPS OF ENGINEERS _____, _____ (name and title of contact person)	Corps

PRE-CLOSING

	<u>Document / Action Item</u>	<u>Signing Parties</u> if applicable	<u>Responsible</u>	<u>Status</u>	<u>Comment</u>
1.	Easement identified and mitigation plan developed		WSD		
2.	Mitigation plan approved by Corps - Mitigation work does not have to be performed prior to grant of easement		WSD		
3.	Memorandum of Understanding - This document will set forth who has responsibilities for things prior to closing, and the obligations of the parties after closing (maintenance, inspections, costs, etc.)	WSD KDA	KDA		

CLOSING

	<u>Document / Condition Precedent</u>	<u>Signing Parties</u> if applicable	<u>Responsible</u>	<u>Status</u>	<u>Comment</u>
1.	Easement Agreement	Grantor (Acceptance by Grantee)	KDA		Use the SAKW version that includes language regarding revocation of the easement on the first page and in ¶ 16.

POST-CLOSING

	<u>Document / Action Item</u>	<u>Responsible Party</u>	<u>Status</u>	<u>Comments</u>
1.	Signed Easement Agreement submitted to Corps	KDA		
2.	Record Easement Agreement	WSD		
3.	Submit signed MOU and Easement Agreement to Corps	WSD		