



Preserving Virginia's scenic, natural, historic, recreational, and open-space lands for future generations.

## **Memo**

**To: Board of Trustees**

**From: Anna Chisholm, Administrative Director**

**RE: Baseline Documentation Report (BDR) fee for Amendments**

**Date: 9/4/18**

The current fees for amendments include a \$1,500 application/review fee (which may be reduced to \$500 in cases where there is a substantial improvement in conservation value) and a BDR preparation fee of \$3,000 or \$3,500 as applicable. Over the past year, staff experience has shown that preparing a BDR for an amendment is often but not always less work than preparing a BDR for a new easement. This is due in large part to the previous work put in to document the original easement and the details captured in the subsequent stewardship of the property. It seems warranted to provide an option for a reduced BDR fee in cases where the BDR takes less staff time.

### **Recommendation:**

In cases in which all the following factors are present:

- Size of property is less than 50 acres
- No improvements or minimal improvements to document
- Recent or good survey and solid property description
- Minimal restrictions or special conditions to document
- Property is easy to access
- The original easement property is well documented and there is no need to improve or redo the BDR.

**The BDR fee may be reduced to \$1,500**

**RESOLUTION**

**VIRGINIA OUTDOORS FOUNDATION (VOF) BOARD OF TRUSTEES  
RESOLUTION TO ADOPT OPTION FOR REDUCED BASELINE  
DOCUMENTATION REPORT FEE FOR AMENDMENT PROJECTS ONLY**

WHEREAS, the fees that apply to a request to amend a current easement are the application fee of \$1,500 and the Baseline Documentation Report Fee (BDR) fee of \$3,500 or \$3,000; and

WHEREAS, experience has demonstrated that a BDR in the case of an amendment may be less staff work than for an original easement as the amendment is informed by the work on the original; and

WHEREAS, under specific conditions the BDR fee may be reduced to \$1,500, see “Memo, RE: Baseline Documentation Report fee for Amendments” for conditions; and

WHEREAS, the VOF staff and Executive Director recommend this option; now, therefore, be it

RESOLVED by the Virginia Outdoors Foundation Board of Trustees this 20th day of September 2018, That this option for a reduced BDR fee be approved and the Fee Schedule be updated to reflect the change.

ADOPTED by a vote of \_\_\_\_\_ for and \_\_\_\_\_ against

\_\_\_\_\_  
ATTEST:  
Brett Christina Glymph, Executive Director