



Public Beach and Coastal Waterfront Access Project

ACQUISITION DOCUMENTATION REPORT

Grantee (Local Sponsor): _____

Project Title: _____

Contract #: _____

Project Period: _____

to

Beginning Date

Ending Date

North Carolina Department of Environmental Quality/Division of Coastal Management (DEQ/DCM) Beach & Waterfront Access grant contracts for land acquisition are based on the fair market appraised value as determined by a licensed appraiser, subject to the approval of DEQ. An appraisal is initially submitted during review of a final grant application prior to a grant award. If the negotiated purchase price or a subsequent appraisal value is greater than the project cost as presented in the final grant application, the **Grantee must pay the additional cost.**

I. Documentation Requirements for Acquisition:

A. Two (2) copies of each of the following items:

1. Deed to each parcel acquired. Deed must contain the *Notice of Limitations of Use Restrictions* required by the project agreement. Restrictions include a conversion protection clause.
2. Evidence of title for each parcel acquired (Letter from the County or City Legal Officer, or certificate from the Title Guaranty Company).
3. Copy of the appraisal, and the appraiser's certification that the appraisal was completed using the Universal Standard of Professional Appraisal Practices. The appraisal must be for the value of the land and existing structures that will be used for public access and recreational purposes. Two appraisals are required for property with a value greater than \$600,000.
5. Proof of payment. Canceled checks for land purchases (front and back).

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B. Acquisition Costs Summary: Supply a breakdown for each parcel acquired.

Land Costs

Parcel Number	Date Acquisition Costs were Incurred	Acres Acquired	Actual Total Land Costs	Approved Appraisal Amount	Difference (+ or -)
#1					
#2					
#3					
#4					
#5					
#6					
Totals:					

C. I hereby certify that the expenses represented, and the accompanying documents are true and correct. I also certify the acquisition has been completed in accordance with the project agreement.

Name: _____

Title: _____

Signature, Authorized Local Government Representative

Date

For Use by DEQ/DCM Approved for Reimbursement:

Signature, District Planner

Date