

# Steward Reporting Process



# Overview - Steward Reporting Process

- Steward Report is Submitted Annually
  - Late Fall to Mid Spring are the best times to visit your parcel
- Avenza Maps was introduced as an aid to navigating a parcel in 2024
- Avenza can be used in association with the Parcel Survey map that should have been issued when the parcel was assigned
- Three ways to submit the report
  - Fill out and submit on-line
  - Obtain report print out, complete, scan/photograph and email
  - Obtain report print out, complete, and snail mail to the FLT Office or drop off
- Pictures or any supporting information can be attached to the on-line report submission, attached to the email, or included with the paper copy

# Summary of Our Experience with Avenza

- Helpful in finding property corners
  - Especially those that have been marked, but are overgrown
  - If not marked or pin is obscured, it is getting us in the ballpark
    - We have then been successful in some situations in finding the pin with a metal detector or by naked eye
- Helpful in assisting in identifying possible encroachments
- When multiple boundary markings exist, helpful in identifying the ones for a land trust parcel
  - Identified where mowing was occurring on non land trust property

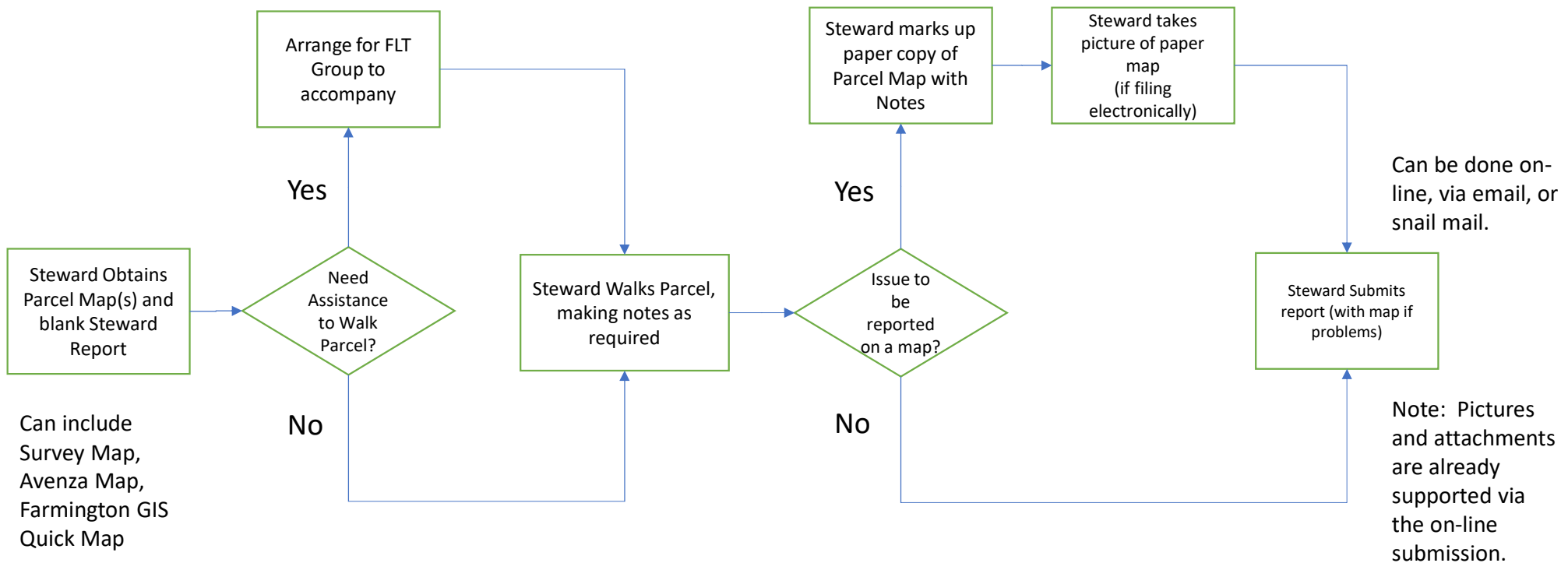
# Continuing For This Year

- Avenza Maps are Available on the Farmington Land Trust Website
  - No longer need to contact the office to obtain a map for a parcel
  - Maps for all parcels exist, but some parcels may be grouped with other contiguous parcels.
- Existing process if issues with the Boundary Review or Encroachment and Other Issues
  - Steward should mark up a paper copy of a map to indicate where on the parcel a particular issue exists, and note the type of issue

# Potential Inclusion of a marked-up Parcel Map with the Steward Report

- If problems are found during Boundary Review, we would like you to include a parcel map showing the location of issues
- This would include things like missing pins, survey posts, FLT property signs, overgrowth, and encroachments to name a few
- We feel that this will improve communication between the individual Stewards and the Stewardship Committee so that action can be taken to address the issues noted.
- There is no restriction on what you can report on a map, but please note we are most interested in understanding where we have Boundary and Encroachment issues.

# Steward Reporting Process Flow



# When Would We Like You To Submit a Marked-Up Map?

- The items highlighted in red are the items that we would like identified on a map
- Depending where on the boundary the problem is found will influence the severity

**Parcel Information**  
*Check off what best applies. Use a separate sheet to discuss concerns and observations.*

<b>Boundary Review</b>	<i>Serious</i>	<i>Moderate</i>	<i>Slight</i>	<i>Absent</i>
1. Unfound or missing pins or other boundary markings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Lack of survey posts <sup>1</sup>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Lack of FLT property signs <sup>2</sup>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Overgrowth impedes boundary review	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<b>Encroachment and Other Issues</b>	<i>Serious</i>	<i>Moderate</i>	<i>Slight</i>	<i>Absent</i>
1. Encroachment by adjacent property owners <sup>3</sup>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Trash	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Campfires	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Graffiti	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Other vandalism	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Erosion from other properties or from a stream	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Fallen trees over trails, fences, or roads	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Trespassing (if no public access)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Pets off leash	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

# Examples of Boundary Markings

Rebar  
Pin



Concrete  
Monument



Metal  
Pipe



Sometimes the marker is flush with the ground, or even below the surface, making it hard to find.

# Example of a Survey Post

- A Survey Post is a steel post that makes it easier to find the boundary marker
  - They preferably have a Diamond FLT sign attached
- You frequently may encounter a Property Corner marker without a Survey Post
  - If this is in a critical area (borders other non FLT properties), then you should report it



# Examples of Diamond Signs

- These signs are posted at the top of a Survey Post
- They are also used along the border of a property, attached to trees on the FLT side of the property line to mark the border



# Other Items to Report on a Map

- Overgrowth Impedes Boundary Review
- Encroachment is any unauthorized activity
  - Dumping of any kind, including lawn clippings, leaves, branches
  - Mowing, tree removal, extension of lawn, etc.
- You can use your discretion on what to report on a map
- Report it if you think FLT should take some action



# Processing the Steward Reports

- The Stewardship Committee will review Steward Reports as submitted
- Executive Director and Stewardship Chair will be notified of potential encroachments
- Other issues will be prioritized by the Committee
  - Not every issue reported can be addressed
- One goal is to work the Survey Post and Signage issues in a timely manner
  - This can be done with the Steward if desired