



Our Heritage, Our Legacy

Maine Preservation
Easement Program

MAINE PRESERVATION - PRESERVATION EASEMENT PROCESS

1. **Application and initial consultation.** Following an initial telephone inquiry or written correspondence, a prospective donor is asked to complete and return Maine Preservation's Preservation Easement Application and share digital photos providing the background information on the historic property, along with \$250 non-refundable application fee (the donor receives one-year Maine Preservation membership and this fee is also applied to the easement stewardship contribution in the event that an easement is executed). Once the application is received, staff will visit the property to evaluate significant features and discuss the donor's preservation goals. There is no fee for the initial visit.
2. **Easement Review.** Staff submits the application with recommendation to Maine Preservation's Protect & Sell Committee. The committee reviews the application and determines eligibility for preservation easement donation. The committee authorizes staff to enter into negotiations with the owner to accept a preservation easement on the property.
3. **Easement Draft.** Negotiations begin between Maine Preservation and donor, including drafting of the preservation easement agreement by Maine Preservation's attorney and other legal issues.
4. **Data Collection.** Maine Preservation staff compiles architectural and historical background information about a prospective property, including a preliminary title search. Staff coordinates photography, develops floor plans as needed, site plans, and other supporting documentation recorded as the Baseline documentation with the preservation easement agreement.
5. **Maine Preservation Board Review.** Staff presents a resolution to the Board of Maine Preservation to accept the preservation easement. The Board of Maine Preservation votes to accept the donation of the preservation easement as negotiated between Maine Preservation and the donor.
5. **Document Revisions.** Final revision of legal documents and baseline documentation is completed by Maine Preservation for review by donor and the donor's attorney/advisors.
8. **Execution.** The Preservation Easement Agreement is executed (signed) by Maine Preservation and donor. The easement stewardship contribution is paid to Maine Preservation at or before the time of closing of the preservation easement.
9. **Recordation.** The legal documents are recorded in the appropriate county's registry of deeds.
10. **Administration.** Maine Preservation's ongoing administration and enforcement begins upon recording of the legal documents.

For more information about preservation easements, please visit:
www.maine Preservation.org/protect-and-sell