Permittee Responsible Mitigation Folder Structure Instructions

# Introduction

Due to the number of documents involved in the Permittee Responsible Mitigation (PRM) Property Review Process, CDFW requests applicants to submit the files using the following folder structure. Doing so speeds up review time and avoids misplaced files. A [blank folder structure](https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=227220) is available on the CDFW website. The folder structure is entitled “HMLA\_PRM\_Folder\_Structure”. HMLA is Habitat Management Land Acquisition.

After unzipping the downloaded folder structure, deposit the files into the appropriate subfolders in the structure. See instructions below on where to place the required files. Subfolders are denoted by **bold text formatting** and files are represented by standard text formatting. Highlighted folders need to be renamed specific to the date and/or the project. See the [File Naming Convention document](https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=227215) for the correct naming. The structure includes subfolders that will be used by CDFW staff only. In the instructions below, these are denoted with (please leave empty). Please do not place any files in these subfolders. Do not remove them from the structure, either.

Please note that this structure is currently only set up for PRM, not for Banking or other advance mitigation (e.g. MCA, Connectivity). If you have any questions about the submittal process, please contact your CDFW Region representative.

# HMLA\_PRM\_Folder\_Structure

## 1\_Permits\_Approval\_Ltrs (please leave empty)

## 2\_Vicinity\_Other\_Maps

* KMZ of Assessor’s Parcel
* Vicinity map
* Any other informative maps

## 3\_Phase-I\_Visual\_Inspection

* Phase I Environmental Site Assessment

## 4\_Mineral\_Assessment\_Report\_Appendix-D

* Mineral Assessment Report (if applicable)

## 5\_Title\_Reports\_Exceptions\_APN\_Maps

* Preliminary Title Report
* Assessor’s Parcel Map(s)

### Exception\_Docs\_and\_Docs\_from\_Legal\_Description

* + All documents listed in the title exceptions, as individual separate document files
  + All documents and maps listed in the title report legal description(s), as individual separate document files

## 6\_Draft\_Deed\_&\_Approved\_Exhibits

### 1\_CE

* + Draft Conservation Easement

### 2\_Approved\_Exhibits\_to\_CE (please leave empty)

### 3\_Approved\_Access\_Docs (please leave empty)

### 4\_Approved\_BIE\_&\_Digital\_Maps (please leave empty)

#### Approved\_CADD

#### Approved\_KMZ

#### Approved\_PDF

### 5\_Approved\_Traverse\_Closure\_Report (please leave empty)

## 6b\_Land\_Survey\_Review

#### 1\_Land\_Survey\_products\_for\_review

#### 20yy-mm-dd\_submittal

#### proj\_abc\_parcel-01

#### Reference\_docs

All supporting maps and recorded documents used in creating the land survey products.

* + - * + Exhibit A Legal Description (Entire parcel)
        + Exhibit A-1 Plat (Entire parcel) (may be included in Exhibit A file)
        + Exhibit B Legal Description (partial parcel CE)
        + Exhibit B-1 Plat (partial parcel CE) (may be included in Exhibit B file)
        + Traverse Closure report(s) (should be in its own folder if multiple files)
        + BIE map
        + CADD file
        + KMZ file
        + Access documents (if not part of BIE) (should be in its own folder if multiple docs)
        + Draft Record of Survey (if submitted)

#### proj\_abc\_parcel-02

* + - * + Only needed if there are multiple parcels with separate legal descriptions, BIE maps, etc. List would be all the same items as in proj\_abc\_parcel-01, but for the second parcel.

#### proj\_abc\_parcel-03

* + - * + Please add additional subfolders if there are more than 3 separate parcels.

#### 2\_Land\_Survey\_Review\_correspondence (please leave empty)

## 7\_Draft\_Subordination\_Agreements\_Other Draft Agreements

* Draft subordination agreement(s) (if applicable)
* Draft access agreement (if applicable)
* Any other draft agreement (if applicable)

## 8\_Grantor\_Grantee\_Authority\_Docs

### Grantor\_Authority\_documents

* + Written consent or resolution authorizing the granting of rights in the specific real estate transaction and naming the authorized signatory to all documents

### Grantee\_Authority\_documents

* + Board resolution authorizing the accepting of rights in the specific real estate transaction and naming the authorized signatory to all documents

## 9\_Endowment\_Agreement\_PAR\_LTMP

* Endowment agreement
* “Property Analysis Record”-like document
* Long Term Management Plan

## 10\_Reports\_–\_Misc

* Any additional supporting reports not listed elsewhere
* Any other supporting documentation not listed elsewhere

## 11\_Proforma\_Draft\_Escrow\_Instructions

* Proforma Title Policy (after CDFW approval of CE legal description(s))
* Draft Escrow Instructions

## 12\_Final\_Real\_Estate\_Package (after final CDFW approval)

* All recorded documents created for this transaction
* Closing/Settlement Statement
* Title insurance