



Guidelines for Developing LWCF Boundary Maps

Considering that the maps will be used in perpetuity, information placed on the map should assist future inspectors and project managers in determining the areas that are protected under the Land and Water Conservation Fund Act.

- Must include official park/site name, location, and LWCF project number.
- Must contain sufficient detail so as to legally identify the lands to be subject to the provisions of the LWCF Act. The following methods of identification are acceptable: deed references; adjoining ownerships; adjoining easements and rights-of-way; public streets; adjoining water bodies or other natural landmarks; metes and bounds; and surveys. Where one or more of the above methods are not readily suited for identifying the area, measurements from permanent locators may be used. A formal survey is not required.
- Must identify all known outstanding rights and interests in the area held by others. Known easements, deed/lease restrictions, reversionary interests, etc. are to be documented, including any area(s) under lease, name(s) of lessor and lessee, and term remaining on the lease(s). When at the time of project application, it is known that outstanding property rights held by others are being or will be exercised in the foreseeable future and impact only a portion of the area to be subject to the provisions of the LWCF Act, the impacted area must be clearly excluded from the LWCF boundary area depicted on the map and accompanied by an explanation. The remaining project area must meet all LWCF program criteria for eligibility and be a viable public outdoor recreation area.
- Must include the total acreage to nearest tenth of an acre of the area within the LWCF boundary and subject to the provisions of the LWCF Act.
- Must include the north arrow.
- Must be signed and dated by the Chief Elected Official.
- Must include the park's latitude and longitude from the park's center and be identified in degrees, minutes, and seconds.
- If the subject parcel is part of, adjacent to, or in close proximity to an existing LWCF protected area, also show the location of these other area(s) including the acreage and name and number of the LWCF project for cross-reference purposes.
- Must clearly identify/describe all public access points to the site.

- Must identify any pre-existing uses (buildings, cemeteries, etc.) to determine if any should be excluded from LWCF protection.
- Must clearly show key features/uses such as:
 - Number of acres acquired OR developed
 - Roads with names indicated
 - Bodies of water
 - Structures/improvements
 - Utilities
 - Restrictions/easements/rights-of-way
 - Wetlands
 - Trails
 - Any other characteristics to aid in understanding the protected outdoor recreation resources.
- Must indicate the owner of the land subject to LWCF protection and show the general ownership and nature of adjacent properties (public conservation land/recreation land, investment property, industrial housing, residential, etc.).
- Must be in 11-inch x 17-inch format for future administrative use such as copying and scanning.
- If an area is under lease, the term and/or expiration date of the lease should be indicated. Remember that if there is a lease agreement (on newer projects) between two local public agencies, the requirements of LWCF Act remain valid after the lease agreement expires. The owner of the property assumes the responsibility for complying with the LWCF Act.
- The map must be submitted prior to project approval and may be changed prior to administrative closeout and final financial drawdown with the approval of ADECA and the National Park Service.