



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
HISTORICAL PRESERVATION & HERITAGE COMMISSION

Old State House 150 Benefit Street Providence, RI 02903

Telephone 401-222-4130
TTY 401-222-3700

Fax 401-222-2968
www.preservation.ri.gov

EASEMENT GRANTOR CHECKLIST

1. Retain a qualified real estate appraiser to determine the value of the easement if the grantor will be taking a charitable deduction for federal tax purposes.
2. Complete Historic Preservation Easements Program Application and submit to the Historical Preservation & Heritage Commission with the following material 14 days before a preliminary presentation:
 1. Color slides of each building elevation, representative slides of the interior if an interior easement donation will be requested, and at least one view showing the building in relation to its site.
 2. Architectural plans and elevations if rehabilitation work is proposed or currently underway.
 3. A general site plan.
3. Complete standard Deed of Easement, Exhibit A, and Exhibit C, if applicable.
4. Submit the following material 14 days prior to a final presentation:
 1. Completed Deed of Easement.
 2. Photographic documentation – A minimum of eight 8" x 10" black and white glossy photographs (and negatives) of the exterior and representative views of the interior if an interior easement will be donated.
 3. Appraiser's report, if applicable.
 4. Pertinent IRS tax forms, if applicable.
5. Upon acceptance of the easement, submit endowment equal to 5% of the appraised value of the easement donation.
6. Record Deed of Easement and submit recorded copy to the Commission when it is available.