MASSACHUSETTS LAND TRUST COALITION

Parcel Review Guide

Using the Parcel Viewer and Survey Forms

Prepared for participating Massachusetts land trusts

Executive Office of Energy & Environmental Affairs

and

Massachusetts Land Trust Coalition

September 2026

For questions, assistance, or feedback contact:
admin@massland.org

About This Project

The Massachusetts Land Trust Coalition (MLTC) is working under contract with the Massachusetts Executive Office of Energy and Environmental Affairs (EEA) to improve the accuracy and completeness of the state's Protected and Recreational Open Space dataset.

Publicly available data were used to identify parcels that appear to be associated with land trusts but may be missing from, or not fully represented in, the current state dataset.

The primary purpose of this project is to collect accurate information from land trusts about these flagged parcels.

To get started, open the Parcel Viewer to view the parcels flagged for your organization here: *https://shorturl.at/QlZHP*

What Your Organization Is Being Asked to Do

- **Review each parcel flagged for your organization** and confirm whether it is associated with your land trust and should be included in the EEA Protected and Recreational Open Space dataset.
- For each flagged parcel, complete and submit a survey with current information about parcel ownership, protection status, boundaries, site details, and any available supporting documents.
- Optionally submit additional eligible parcels that were not flagged for your organization but should be considered for inclusion in the state layer.

The information collected will be reviewed by MLTC and provided to EEA to help create a more complete and accurate record of land protected in perpetuity across Massachusetts.This guide provides detailed instructions for using the Parcel Viewer and survey forms.

If you are unsure whether a parcel should be included in the state dataset, the *EEA Parcel Inclusion Guide* provides additional guidance on the types of parcels EEA is looking for.

Table of Contents

About This Project..... 2
What Your Organization Is Being Asked to Do..... 2
About this Document..... 5
Project Background..... 6
About the Review Process..... 6
About the Parcel Viewer and Survey Forms..... 7
Before You Begin: Important Considerations..... 7
Step 1: Review Your Parcels..... 7
Accessing the Parcel Reviewer Tool..... 8
Landing Page..... 8
Right-Hand Navigation Menu..... 9
Understanding the Parcel Viewer Layout..... 9
Map Tools..... 10
Map..... 10
Survey Panel..... 12
Parcels Flagged for Review..... 13
Select a Land Trust..... 14
Select a Parcel and Review Key Information..... 15
Use the Map Tools to Learn More About a Parcel..... 16
Filters and Legend..... 16
Map Layers..... 17
Basemap Gallery..... 19
Selected Feature Information..... 20
Step 2: Gather Information Before Completing Survey Forms..... 21
Organization Access Code..... 22
Submitter Contact Information..... 22

Current Fee Owner Contact Information..... 22
Site Information..... 22
Assessor Information..... 22
Intent to Transfer..... 23
Supporting Documents..... 23
Step 3: Complete and Submit a Survey Form..... 23
Return to the Parcel Viewer..... 23
Select Review Parcels..... 23
Select a Land Trust..... 25
Select the Parcel You Want to Review..... 25
Enter Organization Name and Access Code..... 26
Complete the Survey Form..... 27
Important Considerations..... 27
Answer the Survey Questions..... 27
If Only Part of the Parcel Should be Included..... 28
Supporting Documents..... 28
Submit the Survey Form..... 29
After You Submit..... 30
Optional: Submit New Parcels..... 31
Return to the Parcel Viewer..... 31
Select Submit New Parcels..... 31
Find the Parcel You Want to Add..... 33
Use Map Layers to Check the Parcel..... 33
Select the Parcel..... 34
Enter Organization Name and Access Code..... 35
Complete the Survey Form..... 36
Important Considerations..... 36
Supporting Documents..... 37
Submit the Survey Form..... 38
After You Submit..... 39
Appendix A: Frequently Asked Questions..... 40

Who do I contact for help?.....40
Can I save progress and return to a survey form later?.....40
Can I access the web survey on my phone?.....40
How do I get access to the survey?..... 40
What is an access code?.....41
What is a survey ID?.....41
What should I do if I need to make corrections to a survey I have already submitted?..... 41
Appendix B: Survey Question Reference..... 41
Organization Access Code..... 41
Submitter Contact Information..... 42
Confirm Parcel's Inclusion in the EEA Protected and Recreational Open Space Layer..... 42
Partial or Full Parcel Inclusion.....43
Entity Information.....44
Current Fee Owner Information..... 44
Parcel Subject to Perpetual Conservation Interest..... 45
Site Information..... 46
Assessor Information..... 47
Intent to Transfer.....49

About this Document

This document serves as a resource guide for organizations participating in the Massachusetts Land Trust Coalition's initiative to update the state of Massachusetts' Protected and Recreational Open Space dataset, and serves as a comprehensive set of instructions for using the interface created to complete parcel review surveys

Project Background

Land trusts play a critical role in conserving Massachusetts' natural resources, protecting biodiversity, and advancing climate resilience goals. Understanding the full extent of land trust conservation holdings is essential for effective land use planning, tracking progress toward conservation goals, and identifying gaps in protected lands coverage. However, the current *EEA Protected and Recreational Open Space Dataset* may not capture all parcels under land trust ownership, creating an incomplete picture of private land conservation efforts across the Commonwealth.

For this effort, land trusts should review parcels they own and parcels protected by a conservation restriction (CR), agricultural preservation restriction (APR), or another legal restriction that protects the land in perpetuity. See the *EEA Parcel Inclusion Guide* for the complete criteria, examples, and exclusions.

Under a contract with the Massachusetts Executive Office of Energy and Environmental Affairs (EEA), the Massachusetts Land Trust Coalition (MLTC) is coordinating an effort to identify land trust parcels protected in perpetuity that may not currently appear in the EEA Protected and Recreational Open Space layer. The intended outcome of this effort is a validated dataset of parcels eligible for inclusion in the EEA Protected and Recreational Open Space layer, which will be provided to EEA along with relevant, supporting information.

About the Review Process

MLTC engaged the *Center for Geospatial Solutions* to conduct an initial analysis of public data to identify parcels that appear to be owned by land trusts but are missing from the EEA Protected and Recreational Open Space layer. Based on the resulting list of parcels, MLTC is asking land trusts to review these parcels using a *web-based parcel viewer* and survey form.

We are requesting your help to review parcels that appear to be owned by your land trust. You have been assigned a unique access code that is specific to your land trust. This code provides secure access to the parcel viewer and survey forms, enabling a knowledgeable representative or representatives of your organization to

review the relevant parcels, complete the survey, and submit their responses for validation.

About the Parcel Viewer and Survey Forms

The parcel viewer and survey forms serve as the mechanism by which land trusts can review and validate the parcels flagged as priority. A parcel is validated by completing and submitting the accompanying survey form for each parcel that is reviewed.

This parcel viewer and survey forms will be available until November 30, 2026. MLTC will then review and compile the information collected to send to EEA.

Before You Begin: Important Considerations

Before starting, please review the survey questions and gather the information needed for the parcels flagged for your organization. The survey will ask you to confirm or update information for each parcel. If you choose to submit a parcel that was not flagged, additional information will be required.

Each parcel has a separate survey form. You do not need to complete all of your organization's parcel surveys at once. However, once you start a survey for a parcel, you must complete and submit it in the same session. The **survey does not autosave** and **cannot be saved for later**.

The parcel viewer is designed for use on desktop and laptop computers. It is also compatible with larger tablets but is not optimized for mobile devices such as smaller tablets or smartphones.

Step 1: Review Your Parcels

Before filling out survey forms, open the parcel viewer and review the parcels listed for your organization. This first step is intended to help you get oriented and determine what information you may need to gather before submitting survey responses.

Accessing the Parcel Reviewer Tool

The Parcel Reviewer tool is a web application. You can access it at: *https://shorturl.at/QlZHP*

Landing Page

When you first access the parcel viewer, you'll be greeted by a splash screen. This splash screen helps you navigate the parcel viewer contents.

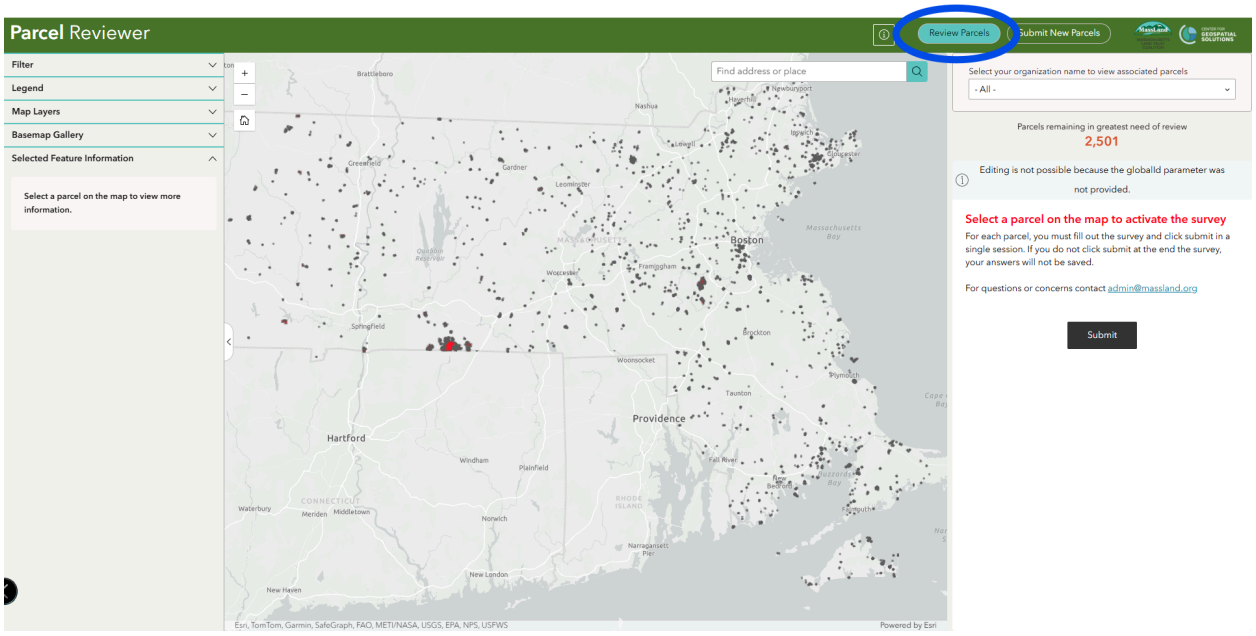


Review Parcels – clicking this button will take you to the page set up for land trusts to examine parcels identified as a priority for review.

More Information – this button will take you to documentation for the parcel viewer (i.e. this document).

Right-Hand Navigation Menu

Once on a page, you can use the navigation along the top right-hand side of the screen to navigate between pages and access this document guide. The page you are currently on will be highlighted in blue.





Click this button to access this guide.



Click this button to review parcels identified as priority for review and potential inclusion in the EEA Protected and Recreational Open Space layer.

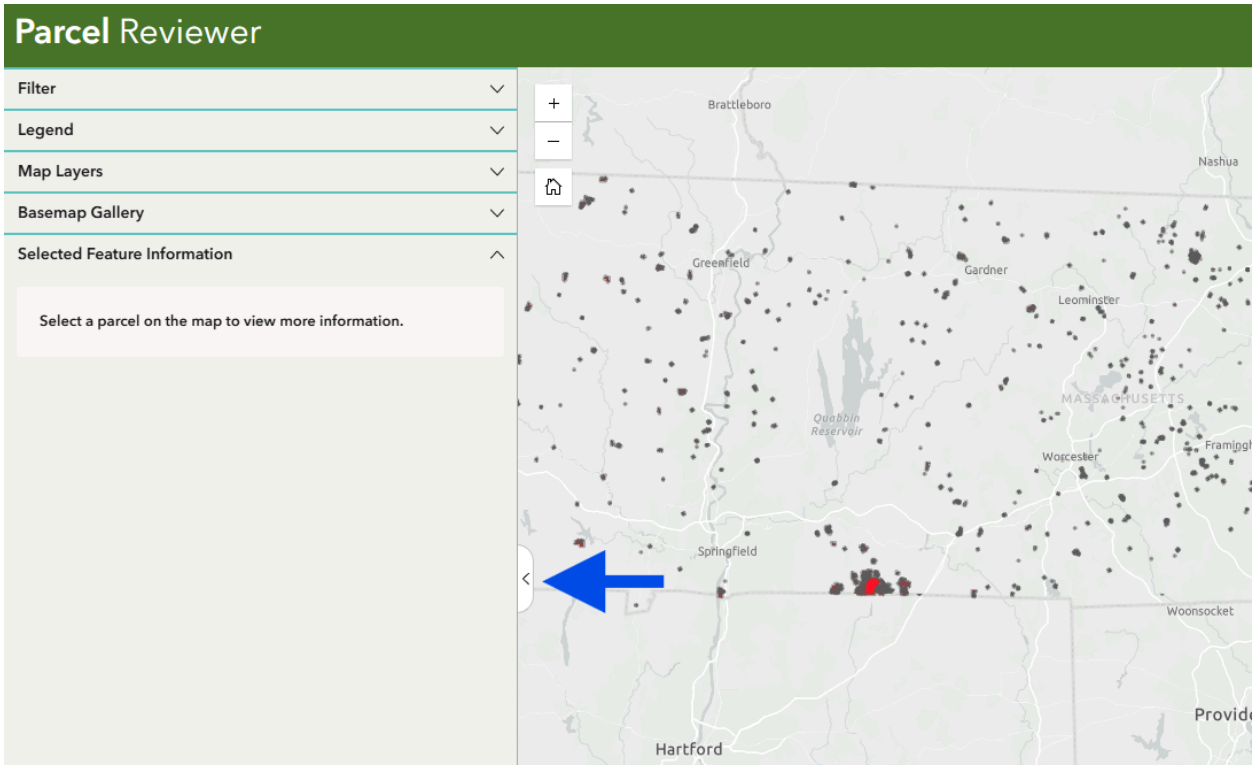
Understanding the Parcel Viewer Layout

The parcel viewer has three main areas: the map tools on the left, the interactive map in the center, and the Survey Panel on the right. Before reviewing or submitting parcels, it is helpful to understand what each area is used for and how the parts of the viewer work together.

Map Tools

Map Tools are displayed in a column along the left-hand side and include toggles to display filters, view the legend, display and turn layers on or off, change the basemap, and view a parcel's individual information.

The Map Tools column can be collapsed by clicking the central tab or resized by holding down on the central tab and dragging your mouse.



Map

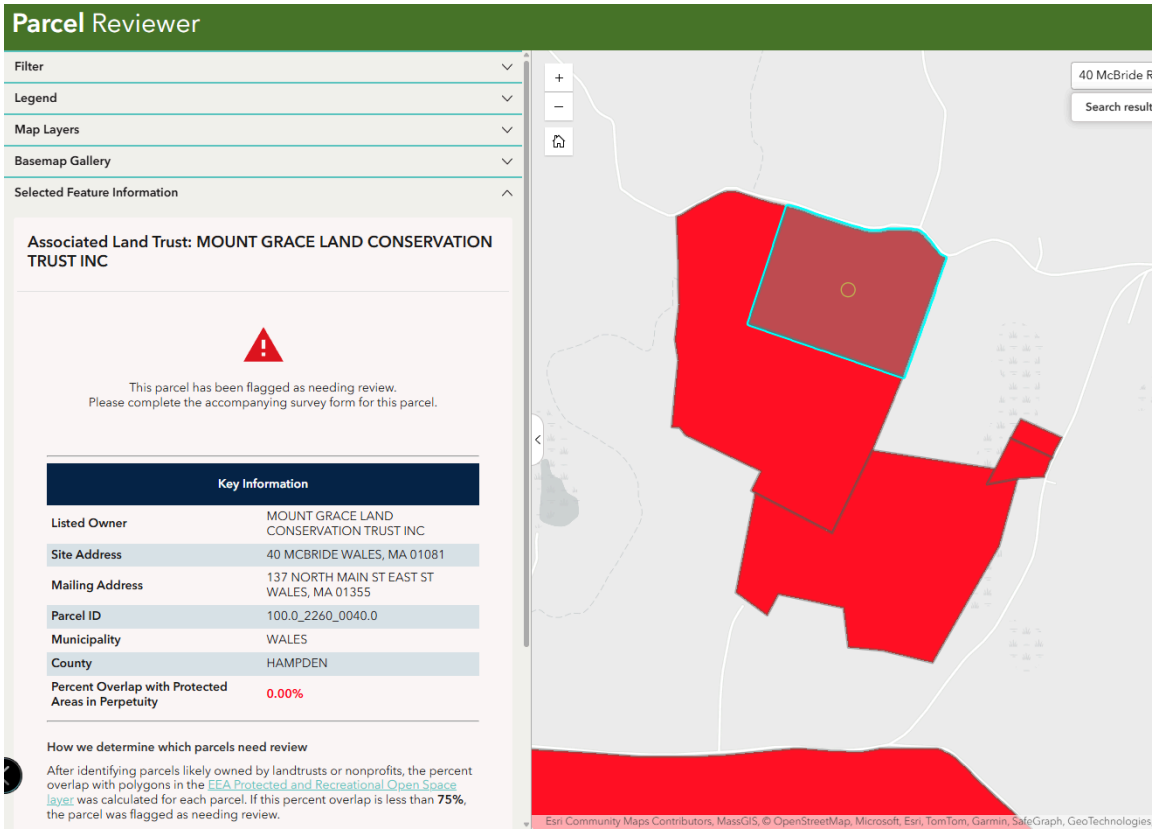
The central pane contains an interactive Map. Users can navigate on this map using their mouse. The search bar in the top right-hand corner can be used to navigate directly to a known address.



Clicking the home button will bring the user back to the original view of the map.

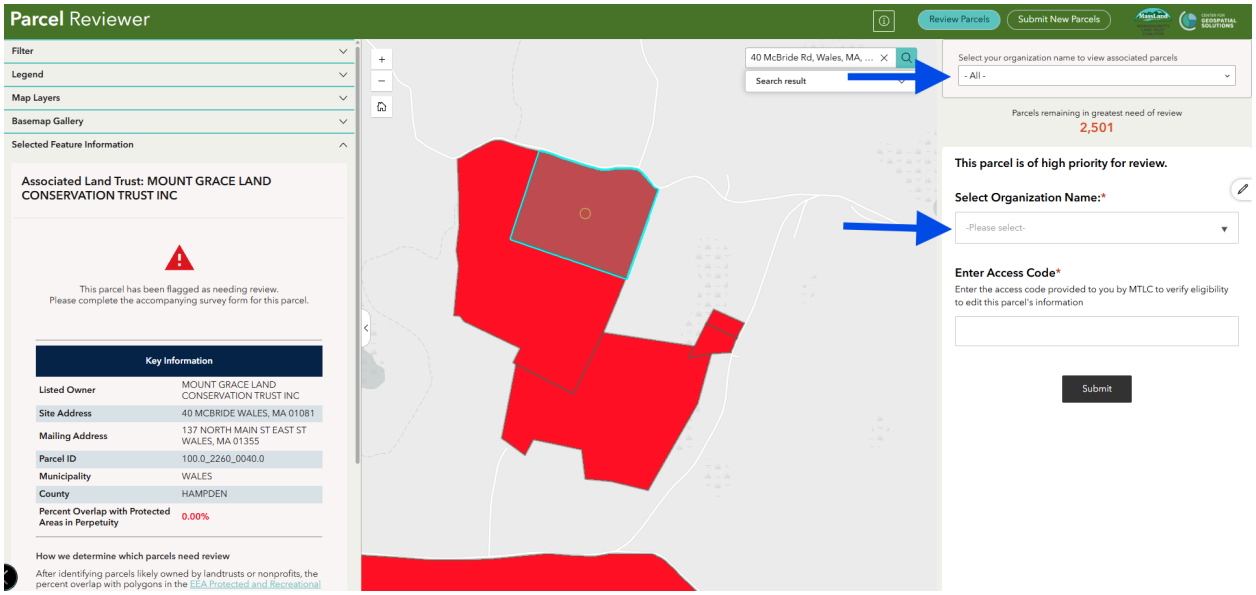


Clicking on a parcel in the map, which will be either in red or blue, will pull up its information in the left-hand feature information view and activate its survey in the right-hand column.

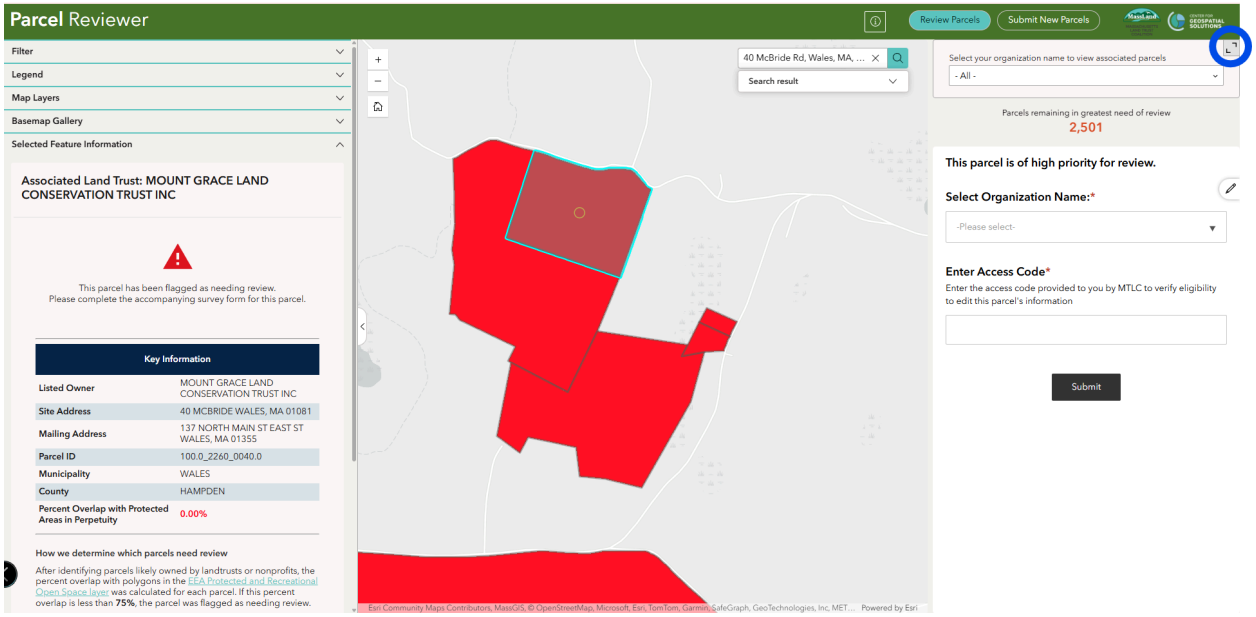


Survey Panel

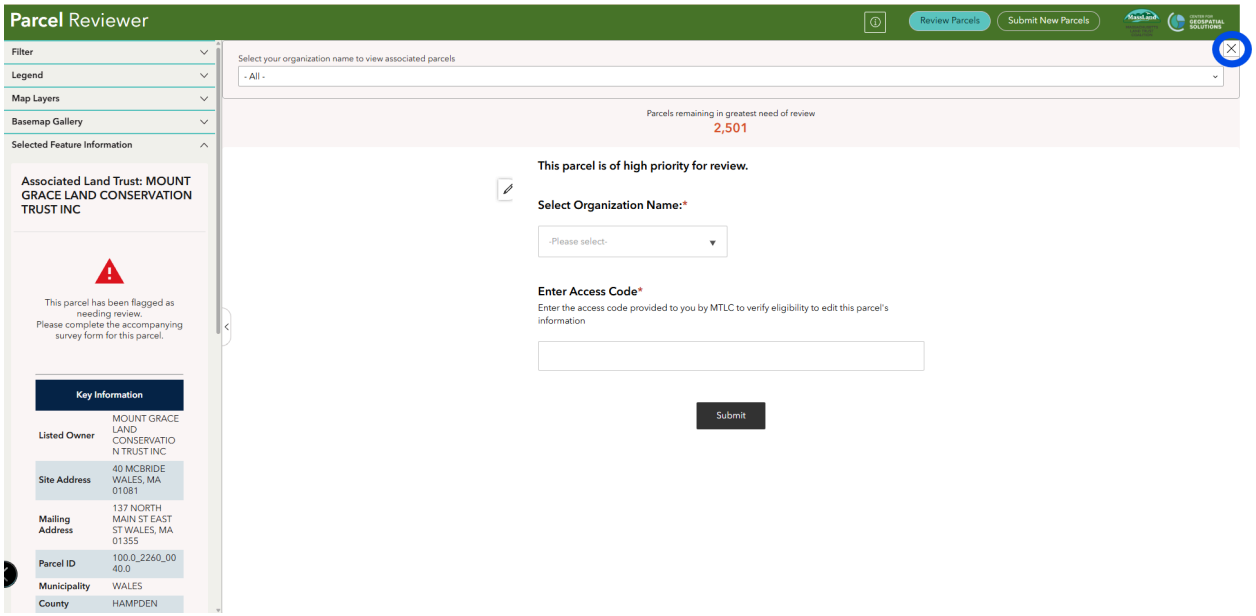
The survey panel on the right-hand side enables the user to 1) filter parcels assigned to a particular land trust and 2) fill out the survey form for a parcel. To activate the survey, a parcel must be selected in the Map.



Hovering over the survey panel will display the following symbol  in the top-right. Clicking this will expand the survey.



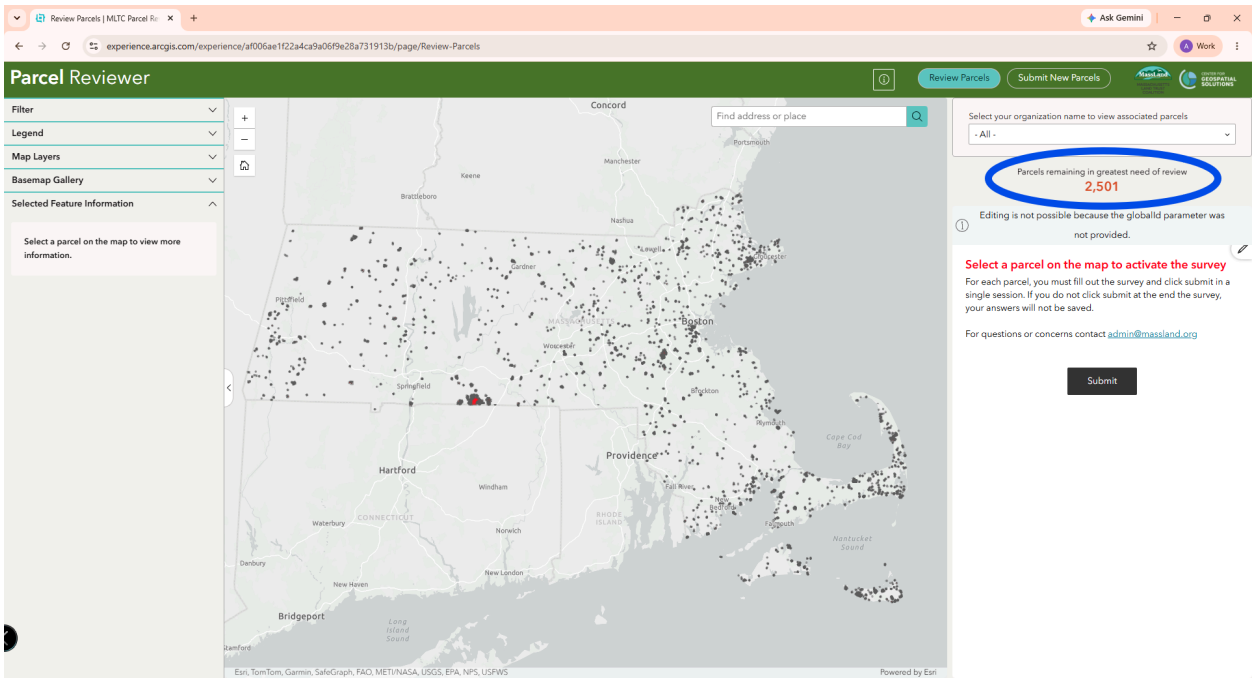
To minimize the survey window, click the ☒ button.



Parcels Flagged for Review

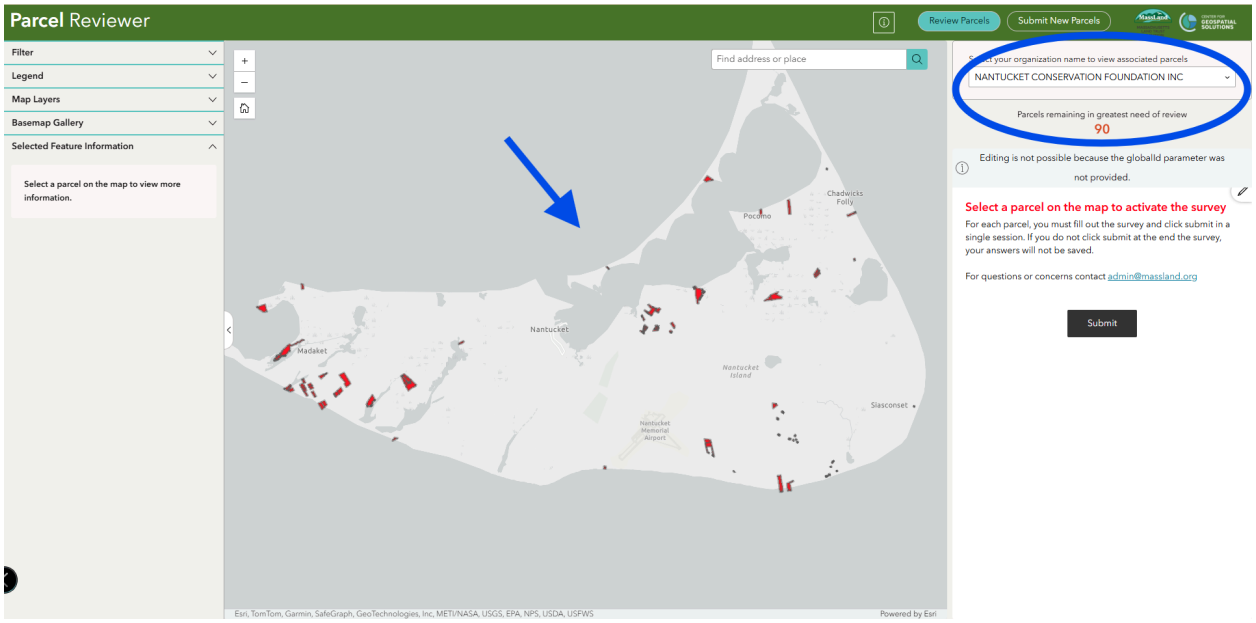
The Review Parcels page displays parcels identified as being in greatest need of review. For this project, parcels in greatest need of review are parcels that appear to be owned by land trusts but have less than 75% overlap with the *EEA Protected and Recreational Open Space Dataset*. The number of all such parcels that still need review will display on the right-hand side of the window in orange.

In some cases, parcel boundaries may not line up exactly because the data come from different sources. The parcels may still represent the same property. Use the parcel viewer, map layers, and your organization's records to compare them. If only part of the parcel should be included, still complete the survey and submit any supporting documents that help show the correct area.



Select a Land Trust

Above the parcel count in the top-right corner of the window, use the dropdown menu to filter the map to a single land trust. Once you select your organization, the parcel count and map will update to show only the parcels flagged for your organization by MLTC and EEA.

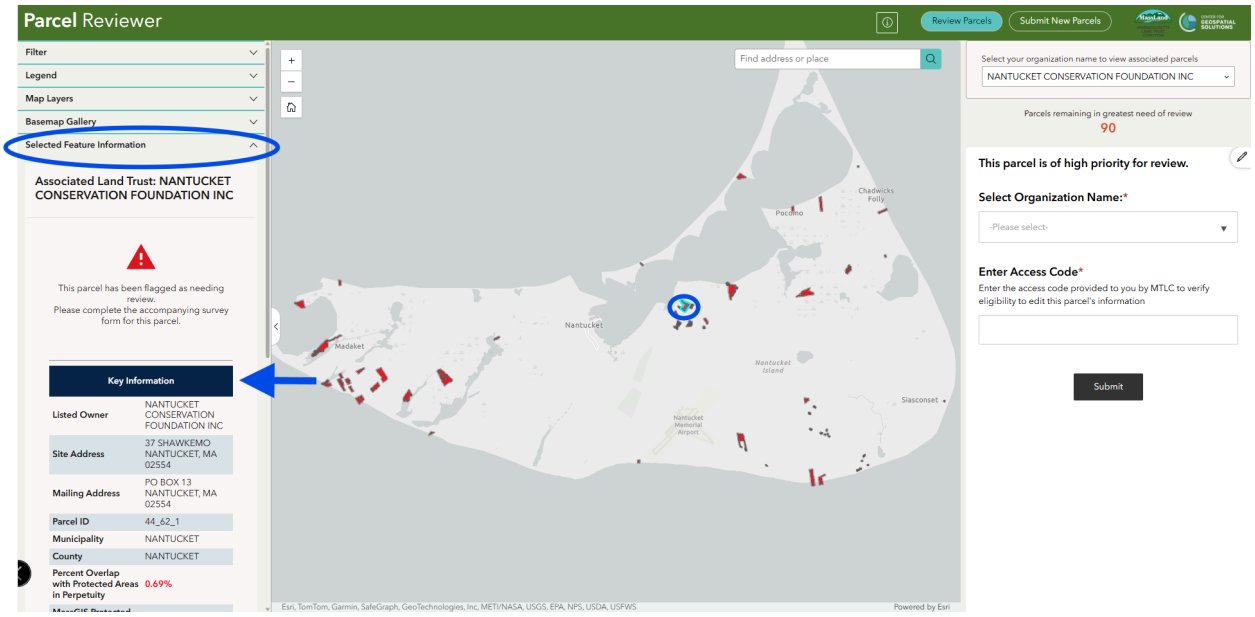


Select a Parcel and Review Key Information

After selecting your land trust, use the **+** button in the upper-left corner of the map to zoom in. Click one of the red parcels shown on the map to review more information about that parcel. Once selected, the parcel will be highlighted on the map, and additional information will appear in the Selected Feature Information panel on the left-hand side of the screen.

Review this information to help confirm whether the parcel is associated with your organization and whether it should be submitted for inclusion in the EEA Protected and Recreational Open Space layer. This panel may include information such as owner name, location, assessor details, and overlap with the existing protected open space layer.

Selecting a parcel will also activate the survey form on the right-hand side of the screen. You do not need to complete the survey form right away. If you are still reviewing parcels or gathering information, make note of the parcel and return to complete the survey form when you are ready. Please **review each parcel and gather information before you start the survey.**



Use the Map Tools to Learn More About a Parcel

The tools on the left-hand side of the parcel viewer are intended to help you review parcels and gather information before completing a survey form. These tools can help you narrow the parcels shown on the map, understand the colors and symbols used in the parcel viewer, compare parcels with other map layers, change the background map, and view additional information about a selected parcel.

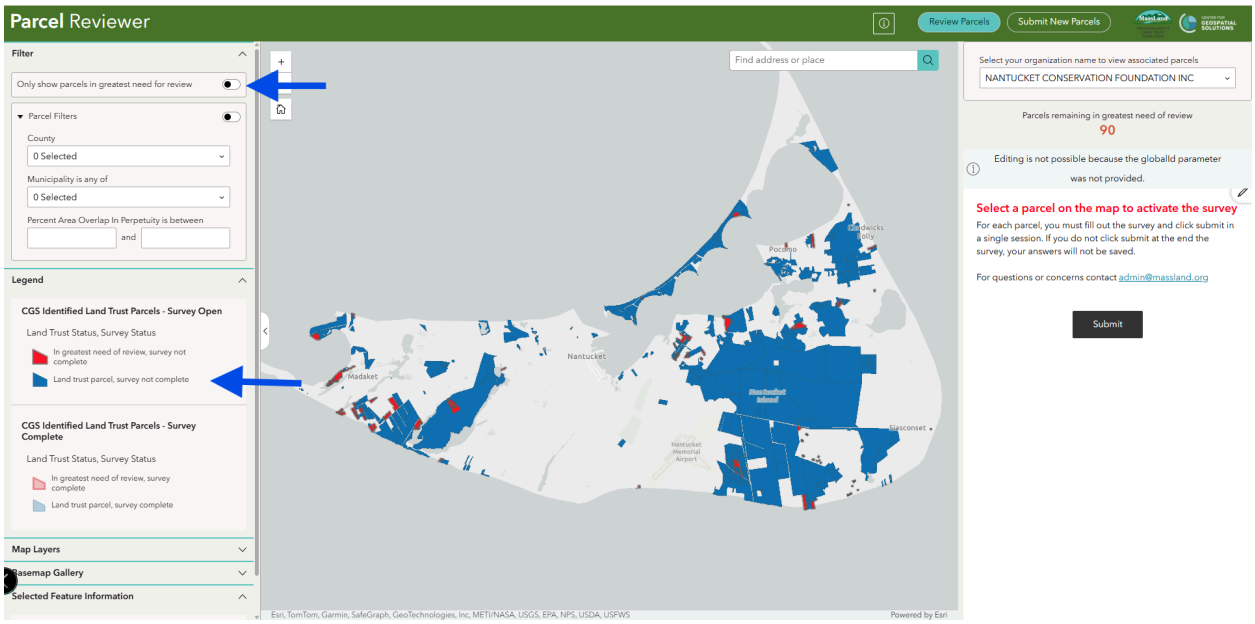
Filters and Legend

By default, the parcel viewer is set to show parcels in greatest need of review. The Filter menu can be used to narrow the parcels shown on the map. Additional filters can be used to narrow the map by county, municipality, or percent overlap with the EEA Protected and Recreational Open Space dataset. If expected parcels are not visible on the map, check whether any filters are turned on. Turning filters on or off may change which parcels are visible.

The legend explains the colors and symbols currently shown on the map:

- **Red with thick outline:** Parcel in greatest need of review; survey not complete
- **Blue:** Land trust parcel; survey not complete
- **Light red with diagonal pattern and thick outline:** Parcel in greatest need of review; survey complete
- **Light blue with diagonal pattern:** Land trust parcel; survey complete

The legend will update based on the map information currently turned on.



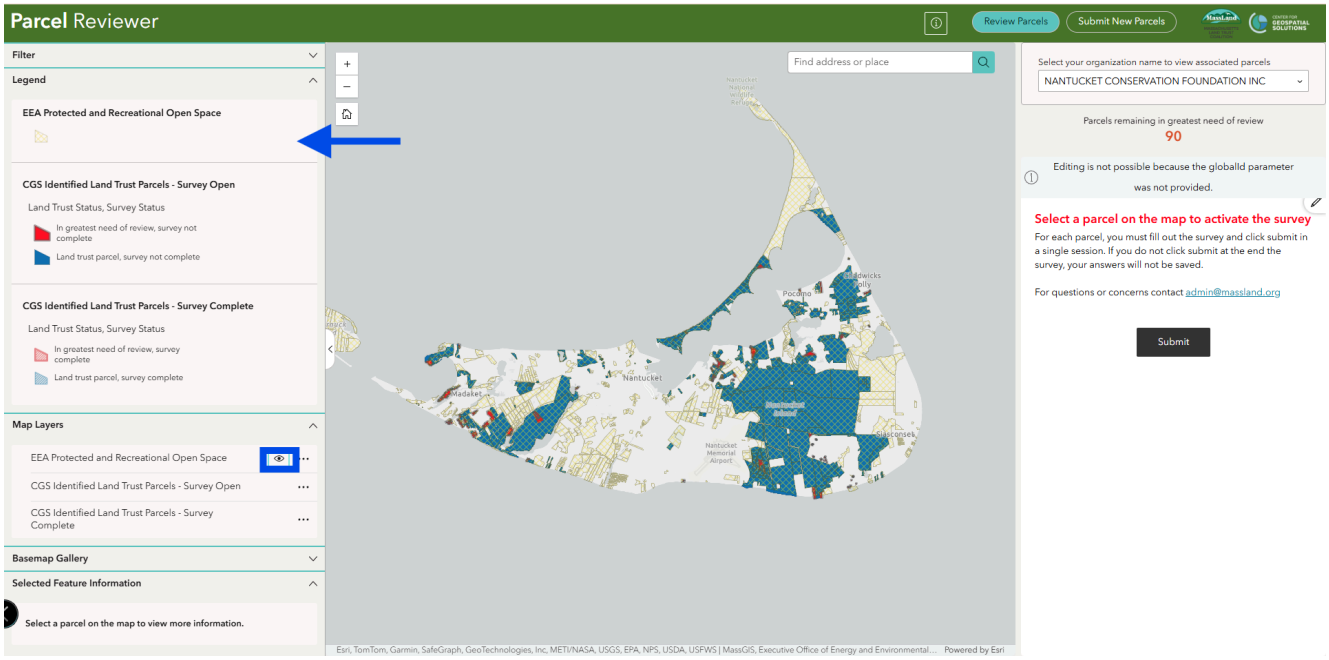
Map Layers

The Map Layers menu allows you to turn available map layers on or off. Layers can be turned on or off by clicking the eye icon next to the layer name.

The parcels flagged for review and parcels with completed surveys are shown automatically when the parcel viewer opens. The EEA Protected and Recreational Open Space dataset is separate and is turned off by default. Turn it on when you want to compare a selected parcel with the full statewide dataset. This may help you determine whether the parcel already appears to be represented in the existing layer or whether additional information may be needed.

Turn Layers On or Off

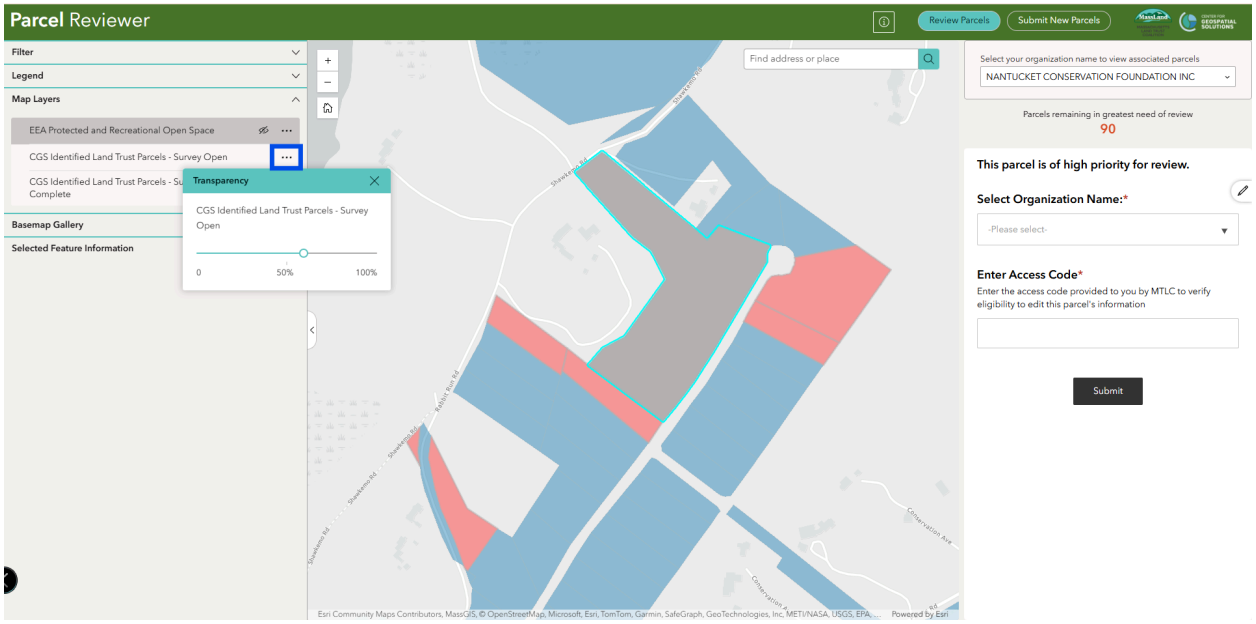
To turn a layer on or off, click the eye icon next to the layer name. When a layer is turned on, it will appear on the map, and its colors or symbols will appear in the Legend. If the map becomes difficult to read, you can turn off layers that are not needed for the parcel you are reviewing.



Adjust Layer Transparency

Some layers may overlap or cover other information on the map. To make it easier to compare layers, you can adjust a layer's transparency. To adjust transparency, click the three dots next to the layer name and select the transparency option. Moving the transparency slider will make the layer more or less visible.

Adjusting transparency may be helpful when comparing parcel boundaries, viewing the EEA Protected and Recreational Open Space layer, or looking at features underneath a layer, such as roads, buildings, wooded areas, fields, or other visible site features.



Basemap Gallery

The Basemap Gallery allows you to change the background map. The default basemap provides a simple map view. Other basemaps, such as Imagery with Labels, can help you see aerial imagery with road and place labels.

Imagery with Labels may be useful for identifying visible features on or near a parcel, such as buildings, roads, wooded areas, cleared areas, fields, water features, or rights-of-way. This can help you confirm that you are reviewing the correct parcel before completing a survey form.



Selected Feature Information

The Selected Feature Information panel displays additional information about the parcel or map feature you selected. To view this information, click on a parcel in the map. Once selected, the parcel will be highlighted, and available information will appear in the left-hand panel.

This panel may include information such as the associated land trust, parcel location, assessor information, and information about overlap with the existing Open Space dataset. Use this information, along with your organization's records, to determine whether the parcel is associated with your land trust and should be included in the dataset.



Step 2: Gather Information Before Completing Survey Forms

After reviewing the parcels listed for your organization, gather any information you may need before beginning the survey forms. This may include confirming ownership information, checking assessor or deed records, verifying site information, or identifying any supporting documents that may help represent the parcel accurately in the state's open space database.

The following is an outline of the information you may need to complete a survey form for each parcel. Required fields are marked with an asterisk (*). Please provide as much of the requested information as you can, since complete information will help ensure the parcel is represented accurately in the state's open space dataset. However, do not let missing non-required information prevent you from submitting the survey form. Reviewing this list in advance can also help you gather information before you begin and avoid losing progress.

Screenshots of select survey questions are included in *Appendix B: Survey Question Reference.*

Organization Access Code

- Organization Access Code* *-This access code, provided by MLTC, authorizes you to fill out the survey.*

Submitter Contact Information

- Name*
- Email*

Current Fee Owner Contact Information

- Owner Name*
- Contact Address*
- Contact Name*
- Contact Email Address*
- Parcel subject to perpetual conservation interest? * [Y/N]

Site Information

- Site Name(s)
- Site Address*
- Is parcel open to the public? * [Y/N}

Assessor Information

- Municipal Assessor Map Number
- Municipal Assessor Block Number
- Municipal Assessor Lot Number
- Municipal Assessor Sublot Number
- Registry Name
- Registry Date Recorded
- Deed Book or Land Court Certificate of Title Number
- Deed Book or Land Court Document Number
- Plan Book Number
- Plan Page Number

Intent to Transfer

Be prepared to indicate whether your organization intends to transfer fee ownership of the parcel to another entity within the next two years. If yes, you will be asked to provide:

Entity or entities the parcel may be transferred to

Additional comments about the planned transfer

Supporting Documents

Be prepared to indicate whether you wish to submit supporting documents, such as surveys, site plans, maps, or a legal description, to help accurately represent the site in the state's open space database. If yes, you will be asked to identify the types of files submitted.

Step 3: Complete and Submit a Survey Form

After reviewing your parcels and gathering the necessary information, return to the parcel viewer to complete and submit survey forms. A separate survey form should be completed for each parcel that needs a response.

Return to the Parcel Viewer

After gathering the needed information, return to the Parcel Reviewer tool: *https://shorturl.at/QlZHP*

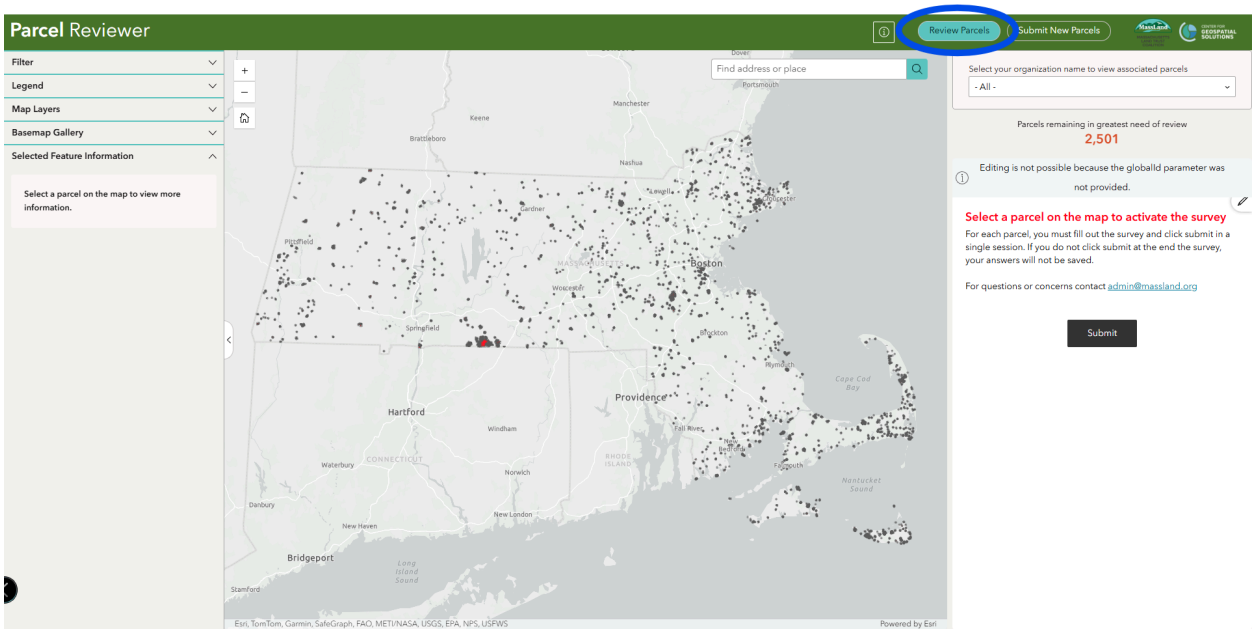
Select Review Parcels

The Review Parcels page is used to review parcels identified as priority for review and potential inclusion in the EEA Protected and Recreational Open Space layer.

From the landing page, select **Review Parcels**.

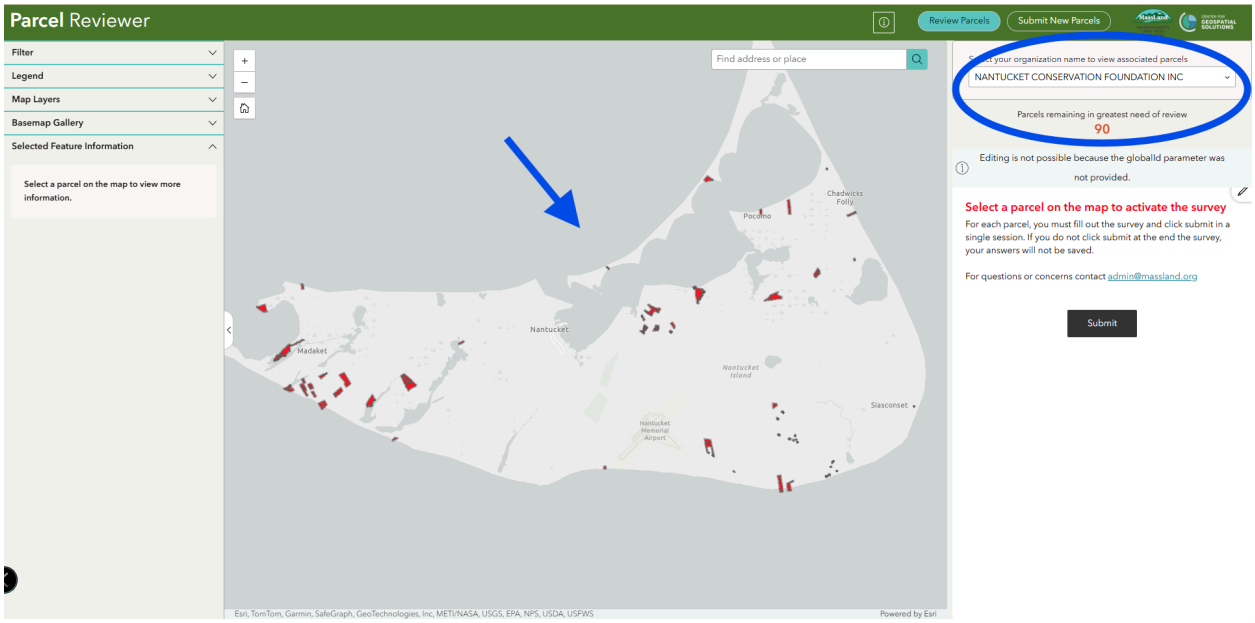


You can also use the **Review Parcels** button in the top navigation menu to return to this page.



Select a Land Trust

Select your land trust from the dropdown menu so the map displays parcels associated with your organization.

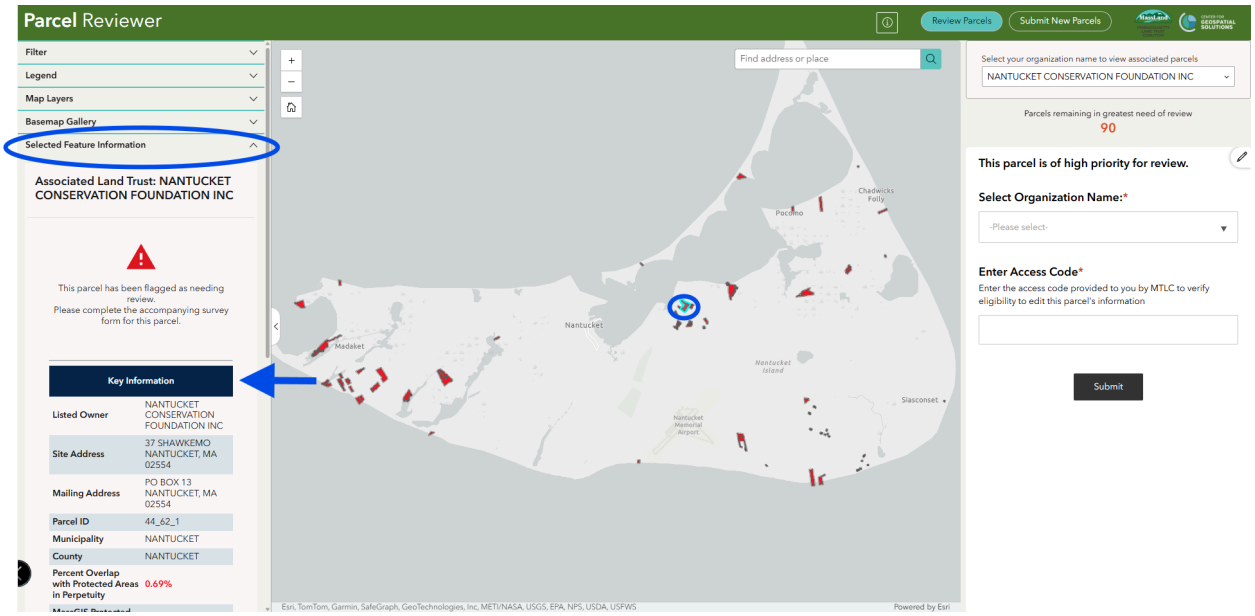


Select the Parcel You Want to Review

After selecting your land trust, select a parcel to review on the map. Once selected, the parcel will be highlighted on the map, additional information will appear in the Selected Feature Information panel on the left, and the survey form will become active on the right-hand side of the screen.

Before beginning the survey form, review the Selected Feature Information panel to confirm that you are submitting information for the correct parcel. If needed, use the map tools described in *Step 1: Review Your Parcels* to compare map layers, change the basemap, or review parcel information.

Once you have confirmed that the correct parcel is selected, continue to the survey form on the right-hand side of the screen.

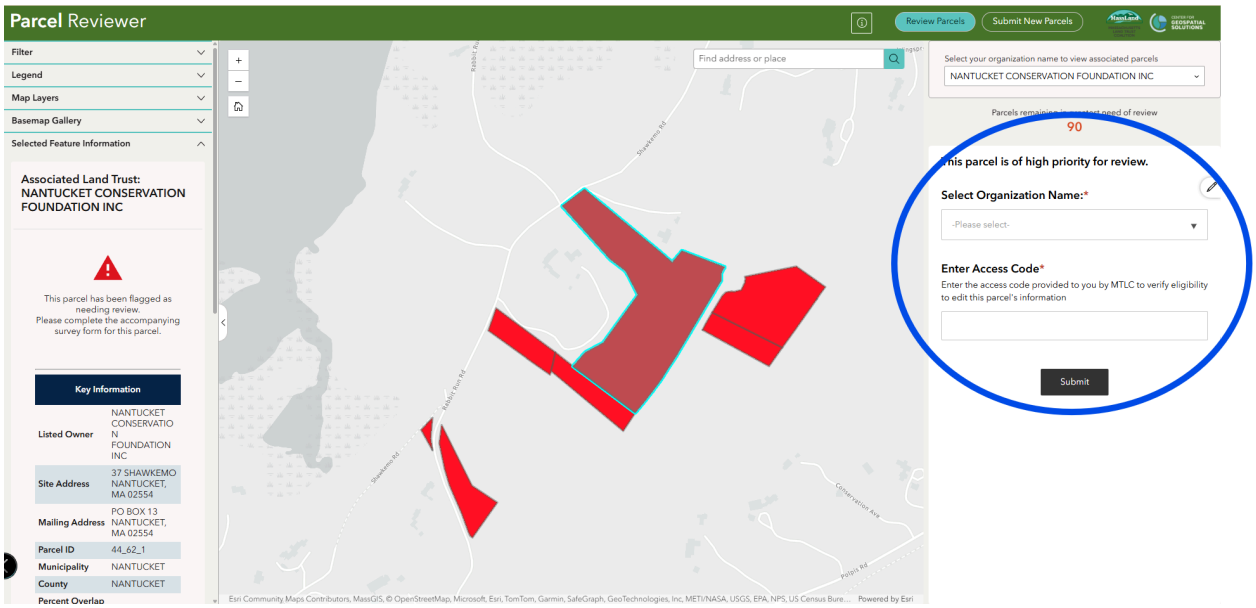


Enter Organization Name and Access Code

Once the parcel is selected, the survey form will appear in the Survey Panel on the right-hand side of the screen.

Select your organization name from the dropdown menu and enter the access code provided by MLTC. The access code verifies that you are authorized to submit information on behalf of your organization.

After entering your access code, follow the prompts in the survey form to begin entering information for the selected parcel.



Complete the Survey Form

Important Considerations

Before you begin entering information, **please note that the survey form cannot be saved as a draft and does not autosave**. There is **no option to save your progress and return later**. The only way to save your responses is to complete the form and click Submit.

While completing the form, **do not click on** the larger map, select another parcel, or click another feature in the parcel viewer. **The parcel you are submitting must remain selected until you click Submit.** If you click away from the selected parcel before submitting, the survey form will close and any information you entered will be lost.

Answer the Survey Questions

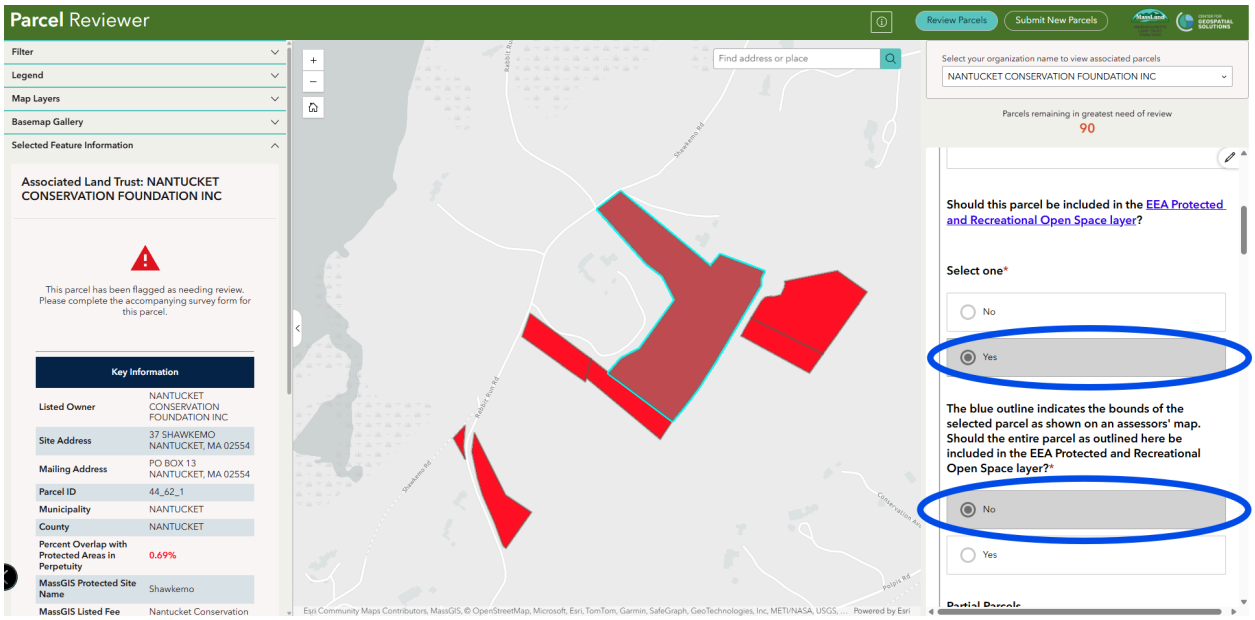
Answer all required questions, which are marked with an asterisk (*). Use the information gathered in *Step 2* to complete the form.

Screenshots of select survey questions are included in *Appendix B: Survey Question Reference.*

If Only Part of the Parcel Should be Included

If only part of the selected parcel should be included in the EEA Protected and Recreational Open Space layer, select **Yes** when asked whether the parcel should be included. Then select **No** when asked whether the entire parcel should be included, and continue completing the survey form.

Please submit any available maps, surveys, site plans, or legal descriptions that help identify the portion of the parcel that should be included.

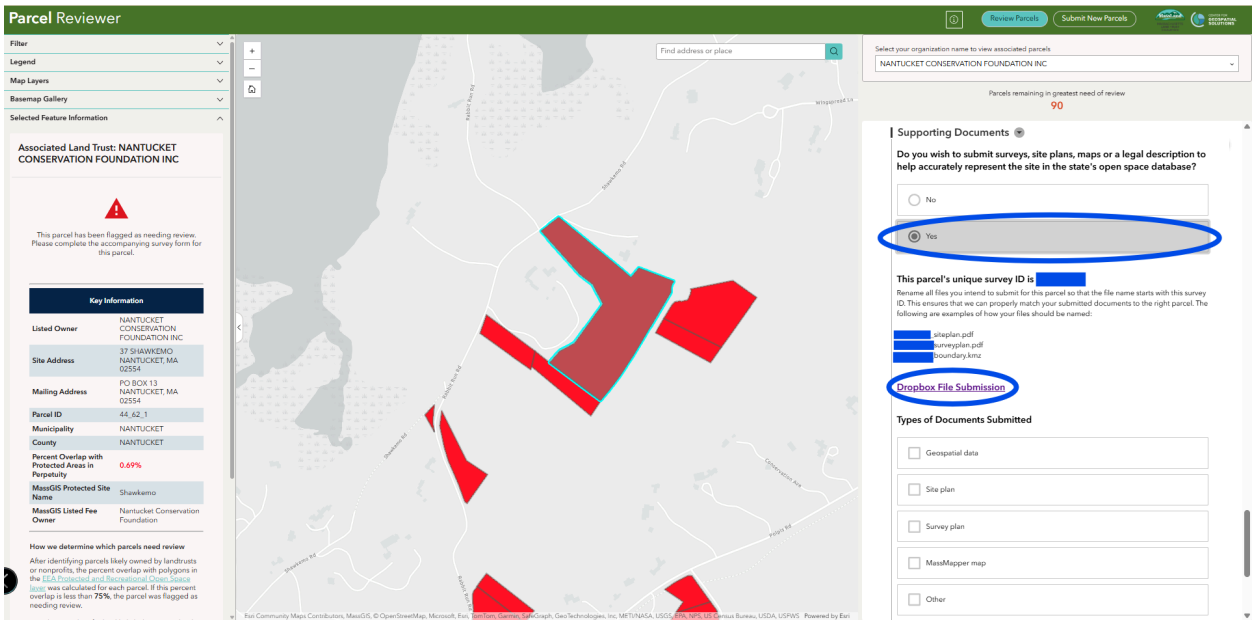


Supporting Documents

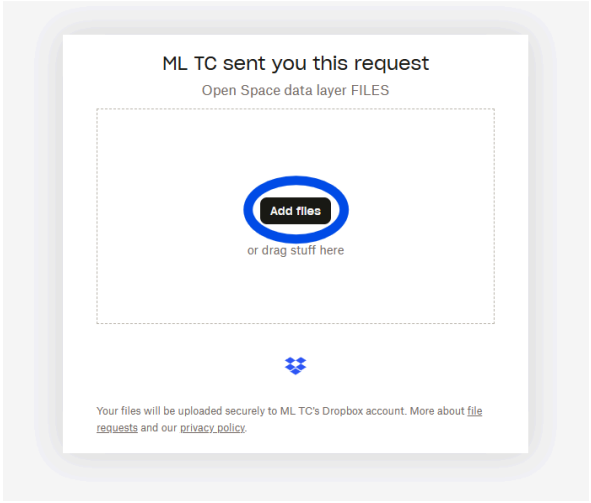
If you select **Yes** to submit supporting documents, the survey will display the parcel's Survey ID and a **Dropbox File Submission** link.

Before uploading, rename each file so the file name begins with the Survey ID shown in the survey. For example:

- [SURVEY ID]_siteplan.pdf
- [SURVEY ID]_surveyplan.pdf
- [SURVEY ID]_boundary.kmz



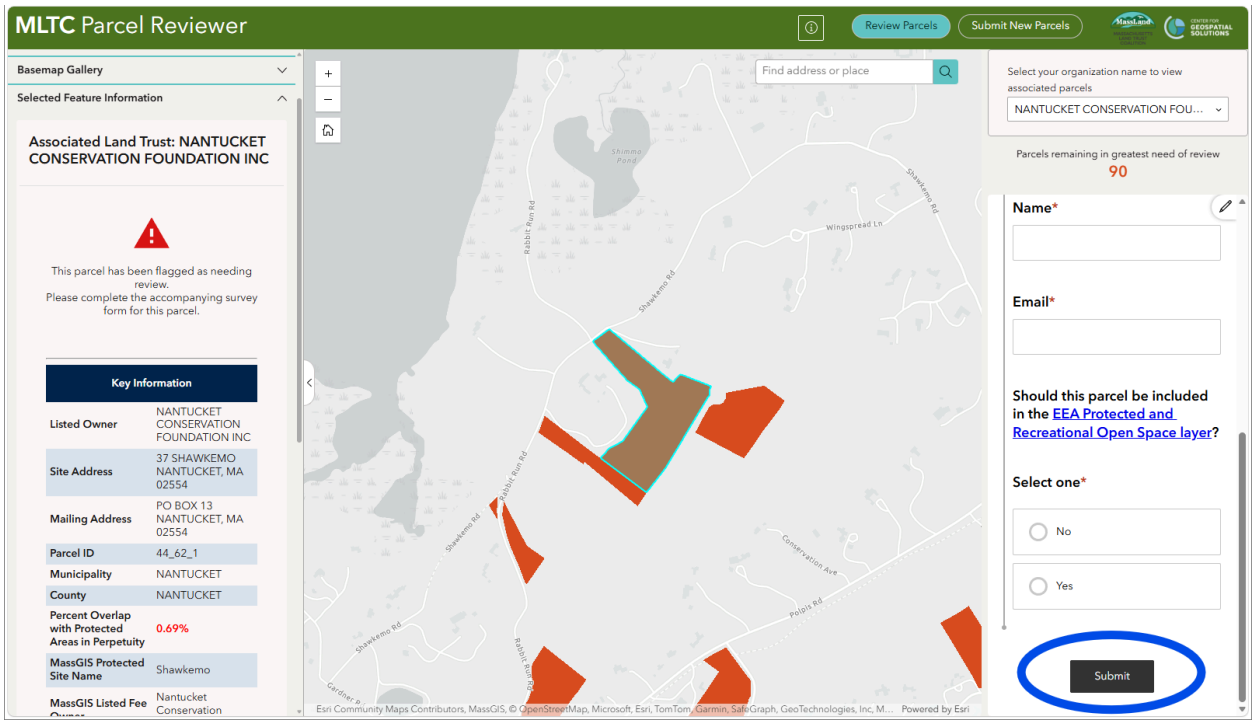
Click **Dropbox File Submission** to open the Dropbox upload page. Select **Add files** and upload the documents. Then return to the survey and indicate the type or types of documents submitted.



Submit the Survey Form

Before submitting, review your answers to make sure they are complete and accurate. When you are ready to submit, click **Submit**. Clicking Submit is the only

way to save your responses. Once submitted, the survey form will close, and the parcel viewer will return to the map. After submitting, you may select another parcel to complete another survey form.

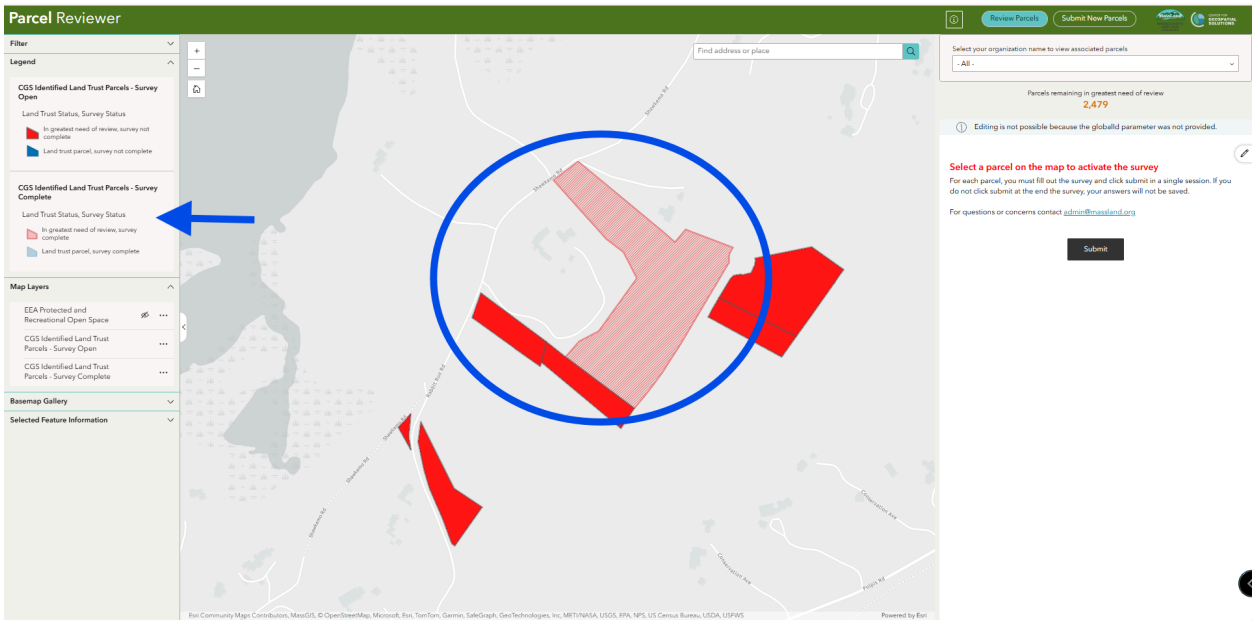


After You Submit

After a survey form is submitted, the parcel viewer will update to show that the survey for that parcel has been completed. The parcel on the map will change to a lighter, hatched version of its original color, as shown in the legend. The count of parcels remaining for review will decrease by 1, and the messages in the Selected Feature Information panel will update.

In some cases, you may need to refresh the parcel viewer before these changes are visible.

Note:After you submit a survey for a parcel, you cannot reopen the form by selecting the parcel again. To make a correction, email admin@massland.org and include the parcel's Survey ID.



Optional: Submit New Parcels

The Submit New Parcels page is used to report parcels owned by your organization that are not shown as being under your organization's ownership in the parcel viewer but should be considered for inclusion in the EEA Protected and Recreational Open Space dataset.Please consider submitting all of your parcels for review before moving on to adding new parcels.

Return to the Parcel Viewer

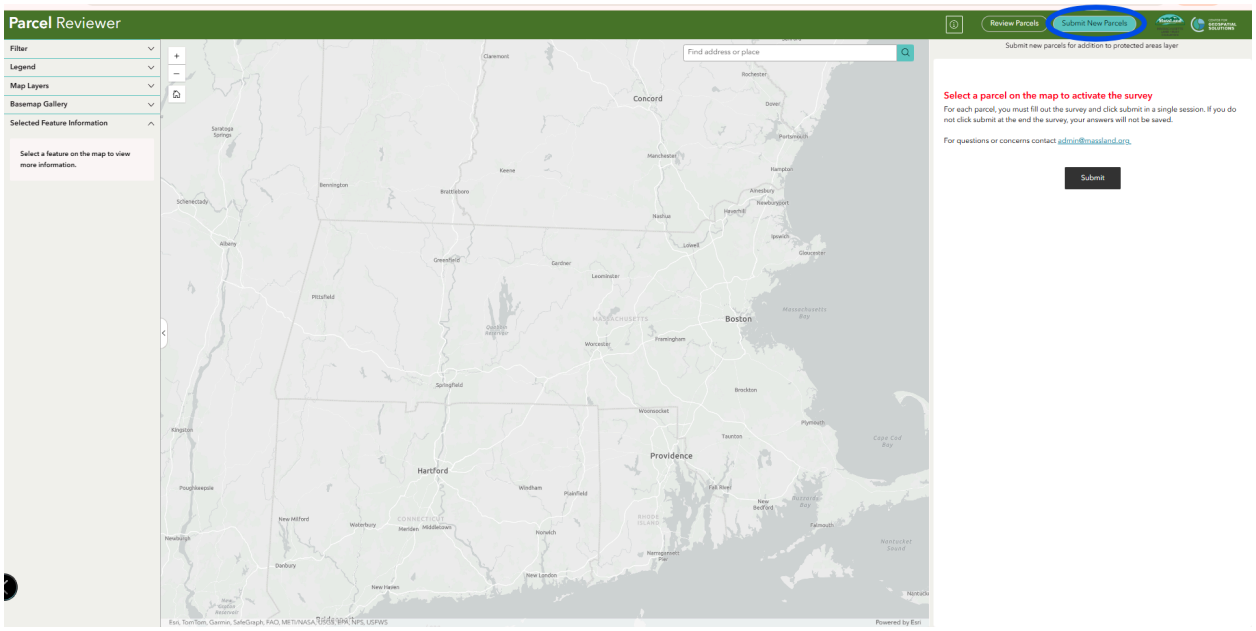
After gathering the needed information, return to the Parcel Reviewer tool: *https://shorturl.at/QlZHP*

Select Submit New Parcels

From the landing page or the top navigation menu, select **Submit New Parcels**.



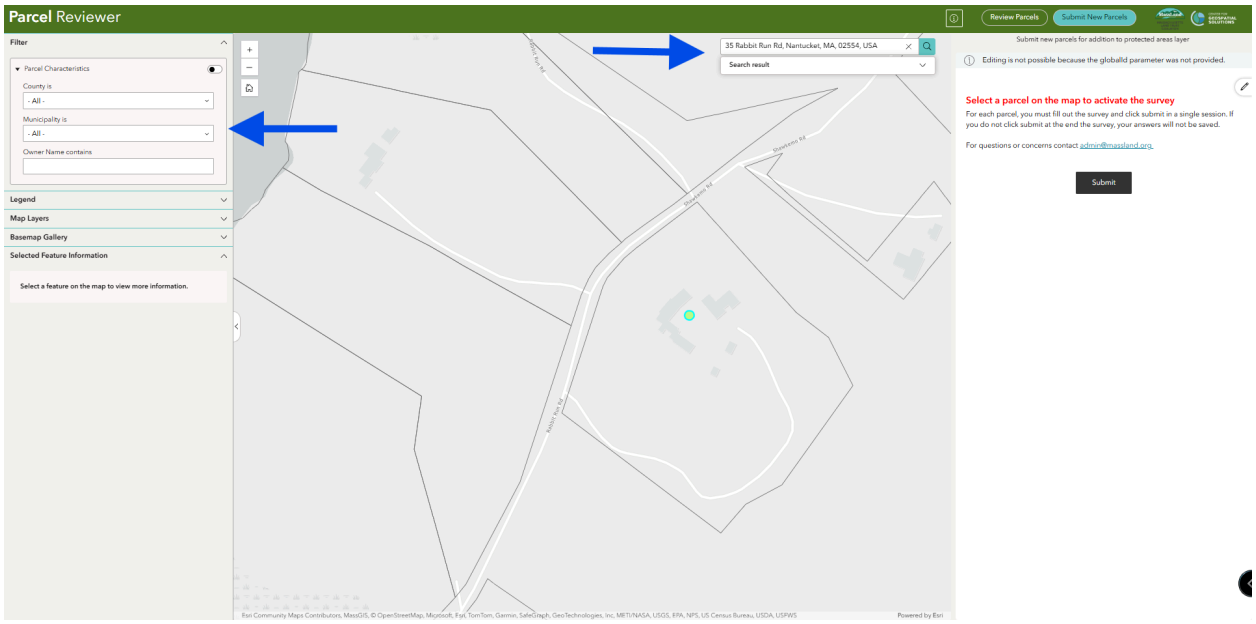
You can also use the **Submit New Parcels** button in the top navigation menu to return to this page.



Find the Parcel You Want to Add

When the Submit New Parcels page opens, the map may appear blank. Use the address search bar, navigate on the map, or use the **+** button in the upper-left corner to zoom to the area where the parcel is located. Parcel outlines will become visible as you zoom in.

If needed, refer to *Use the Map Tools to Learn More About a Parcel* for help using filters, map layers, transparency, basemaps, and selected feature information before selecting the parcel.

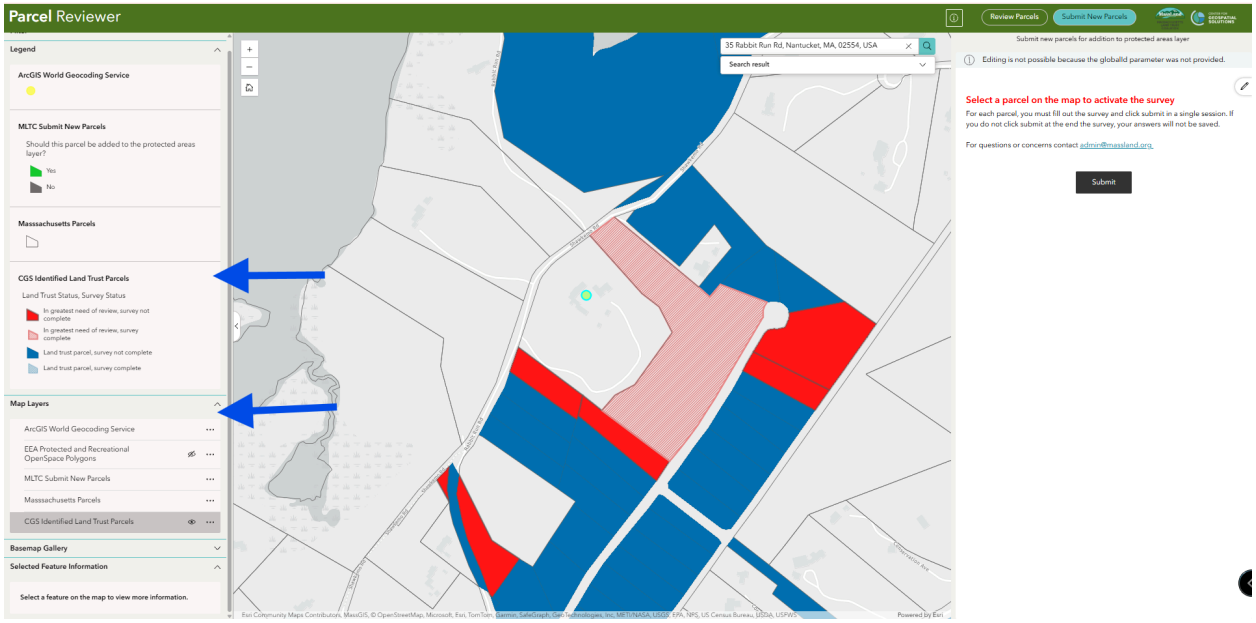


Use Map Layers to Check the Parcel

Before selecting a parcel to submit, you may want to turn on the EEA Protected and Recreational Open Space layer. This layer can help you compare the parcel you are submitting with the state's existing open space data.

Use the eye icon in the Map Layers menu to turn layers on or off. If layers overlap or make the map difficult to read, use the transparency option to make one layer easier to compare with another.

This step can help you confirm whether the parcel appears to be missing from the existing protected open space layer or whether the parcel boundaries differ between datasets.



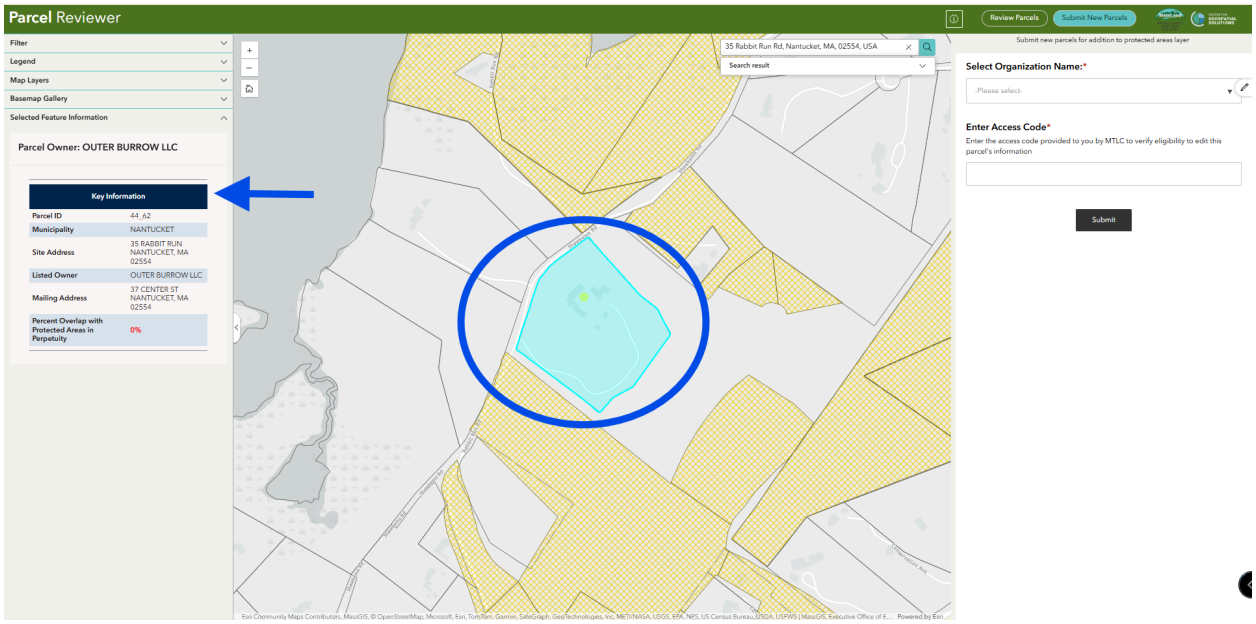
Select the Parcel

Once you have identified the parcel you wish to submit, click on the parcel outline in the map. This selection should be made from the Massachusetts Parcels layer.

If other layers are turned on, make sure you are selecting the Massachusetts parcel outline, not a feature from another map layer. For example, if the Selected Feature Information panel shows information from the EEA Protected and Recreational Open Space layer, you may have selected that layer instead of the parcel itself.

After the parcel is selected, information about the selected parcel will appear in the Selected Feature Information panel, and the survey form will become active on the right-hand side of the screen.

Before beginning the survey form, review the Selected Feature Information panel to confirm that you selected the correct parcel. If the selected information does not appear to describe the parcel you intended to submit, return to the map and select the correct parcel before entering information into the survey form.

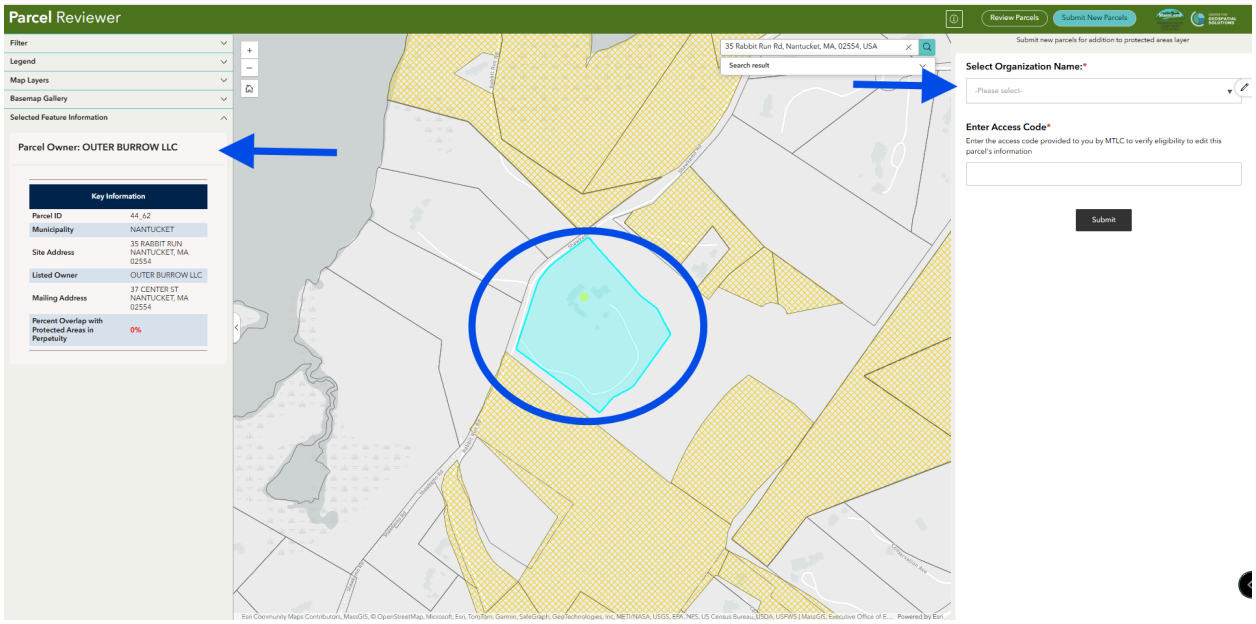


Enter Organization Name and Access Code

Once the correct parcel is selected, the survey form will appear in the Survey Panel on the right-hand side of the screen.

Select your organization name from the dropdown menu and enter the access code provided by MLTC. The access code verifies that you are authorized to submit information on behalf of your organization.

After entering your access code, follow the prompts in the survey form to begin entering information for the selected parcel.



Complete the Survey Form

Important Considerations

Before you begin entering information, **please note that the survey form cannot be saved as a draft and does not autosave**. There is **no option to save your progress and return later**. The only way to save your responses is to complete the form and click Submit.

While completing the form, **do not click on** the larger map, select another parcel, or click another feature in the parcel viewer. **The parcel you are submitting must remain selected until you click Submit.** If you click away from the selected parcel before submitting, the survey form will close and any information you entered will be lost.

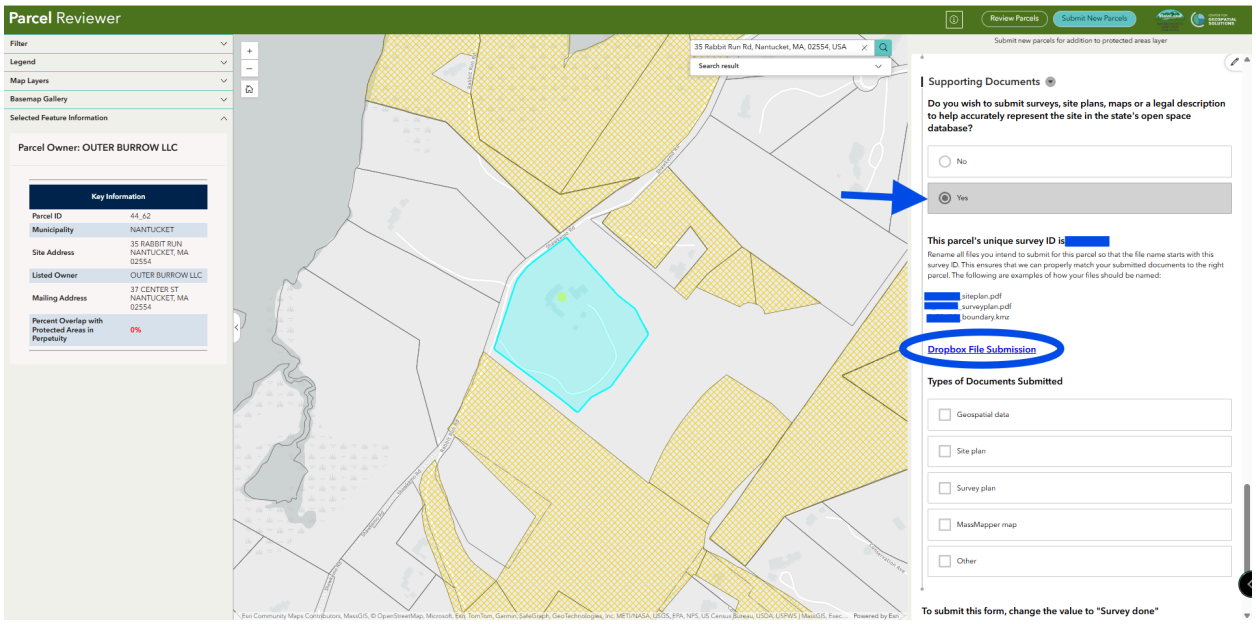
Answer the Survey Questions

Answer all required questions, which are marked with an asterisk (*). Use the information gathered in Step 2 to complete the form.

Screenshots of select survey questions are included in *Appendix B: Survey Question Reference.*

Supporting Documents

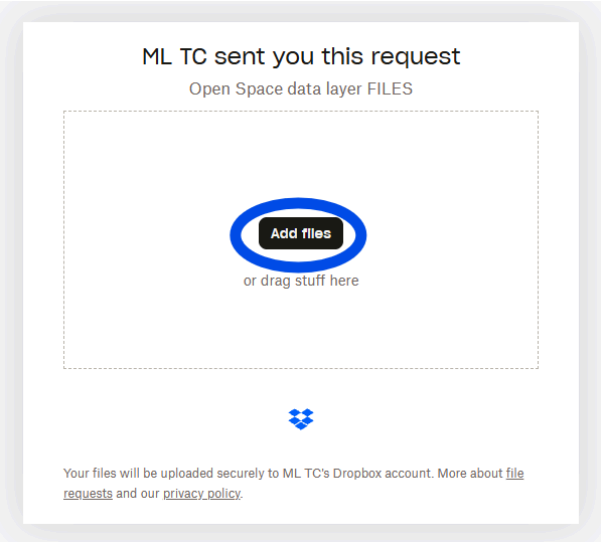
If you select **Yes** to submit supporting documents, the survey will display the parcel's Survey ID and a **Dropbox File Submission** link.



Before uploading, rename each file so the file name begins with the Survey ID shown in the survey. For example:

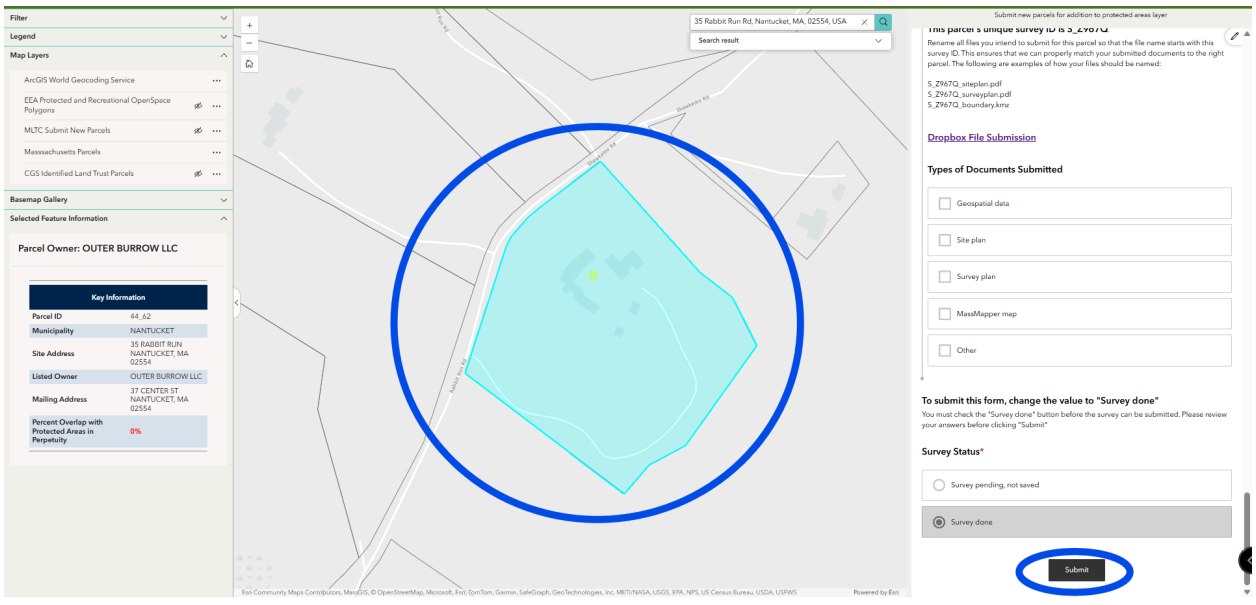
- [SURVEY ID]_siteplan.pdf
- [SURVEY ID]_surveyplan.pdf
- [SURVEY ID]_boundary.kmz

Click **Dropbox File Submission** to open the Dropbox upload page. Select **Add files** and upload the documents. Then return to the survey and indicate the type or types of documents submitted.



Submit the Survey Form

Before submitting, review your answers to make sure they are complete and accurate. When you are ready to submit, click **Submit**. Clicking Submit is the only way to save your responses. Once submitted, the survey form will close, and the parcel viewer will return to the map. After submitting, you may select another parcel to complete another survey form.

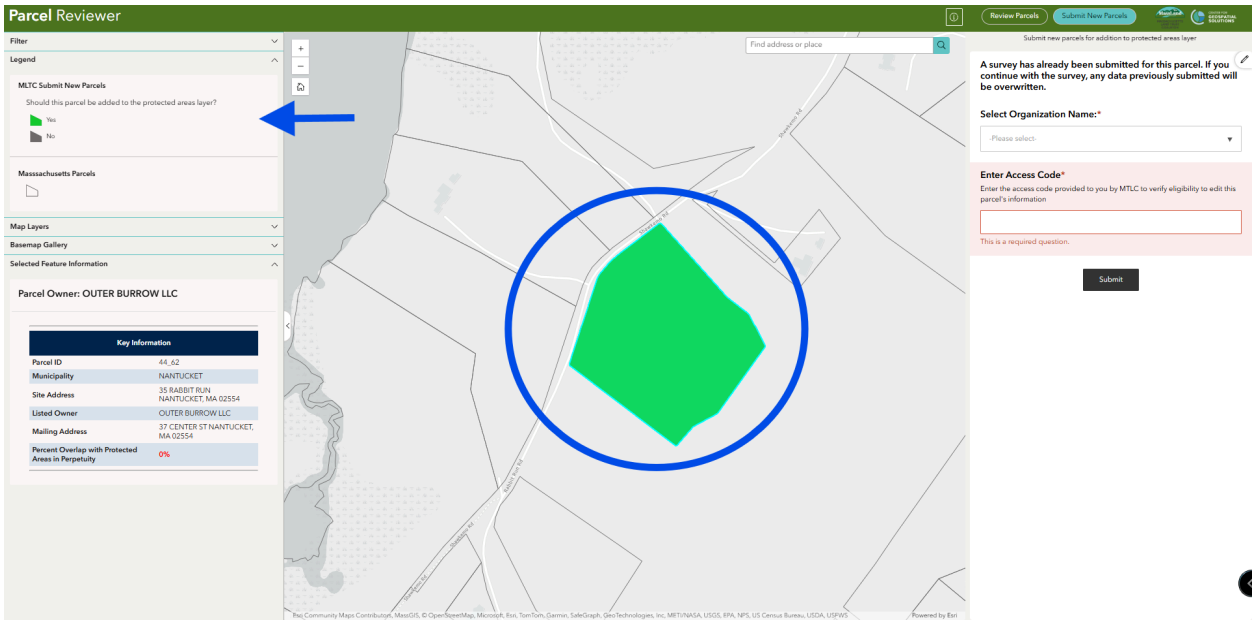


After You Submit

Once a survey is submitted, the parcel viewer will update to reflect that a survey has been successfully submitted for the selected parcel. The parcel on the map will change to green if the survey response indicates that the parcel should be added to the EEA Protected and Recreational Open Space layer.

In some cases, you may need to refresh the parcel viewer before these changes are visible.

Note: After you submit a survey for a parcel, you cannot reopen the form by selecting the parcel again. To make a correction, email admin@massland.org and include the parcel's Survey ID.



Appendix A: Frequently Asked Questions

Who do I contact for help?

Contact **admin@massland.org** for assistance. If you need technical assistance with the parcel viewer or survey, you may also use this email address to request a virtual appointment.

Can I save progress and return to a survey form later?

No. Each parcel has its own survey form. Once you begin a survey for a parcel, you must complete and submit it in the same session. The survey does not autosave, and your progress cannot be saved for later. You do not need to complete all of your organization's parcel surveys at once. We recommend reviewing the survey questions and gathering any necessary information before beginning. We recommend reviewing the survey components outlined in this document and gathering all necessary information before beginning your submission.

Can I access the web survey on my phone?

No. This survey is designed for use on desktop and laptop computers. It is also compatible with larger tablets, but is not optimized for mobile devices such as smaller tablets or smartphones. We recommend using a laptop or desktop computer to complete a review session.

How do I get access to the survey?

Anyone with the link can view the parcel maps. To open and complete survey forms for your land trust's parcels, you must receive an access code from MLTC. This access code is unique to your land trust and confirms that you are authorized to submit information on its behalf. Contact admin@massland.org if you need an access code or have trouble accessing the survey.

What is an access code?

The access code is how a verified land trust accesses the survey form. Each land trust is assigned a unique access code. This is shared to the land trust by MLTC. The access code verifies that a user can input information into the survey form.

What is a survey ID?

The Survey ID is a unique 7-character code assigned to each parcel for tracking purposes (for example: S_ABCDE). This is different from the code you received for assessing the survey. You will have the option to submit supporting documentation for any of the parcels you review to MLTC. As further explained in that part of the survey, you must label any documentation that you submit with the unique Survey ID pertaining to that parcel. This ensures that all submitted documents can be correctly matched to the appropriate parcel.

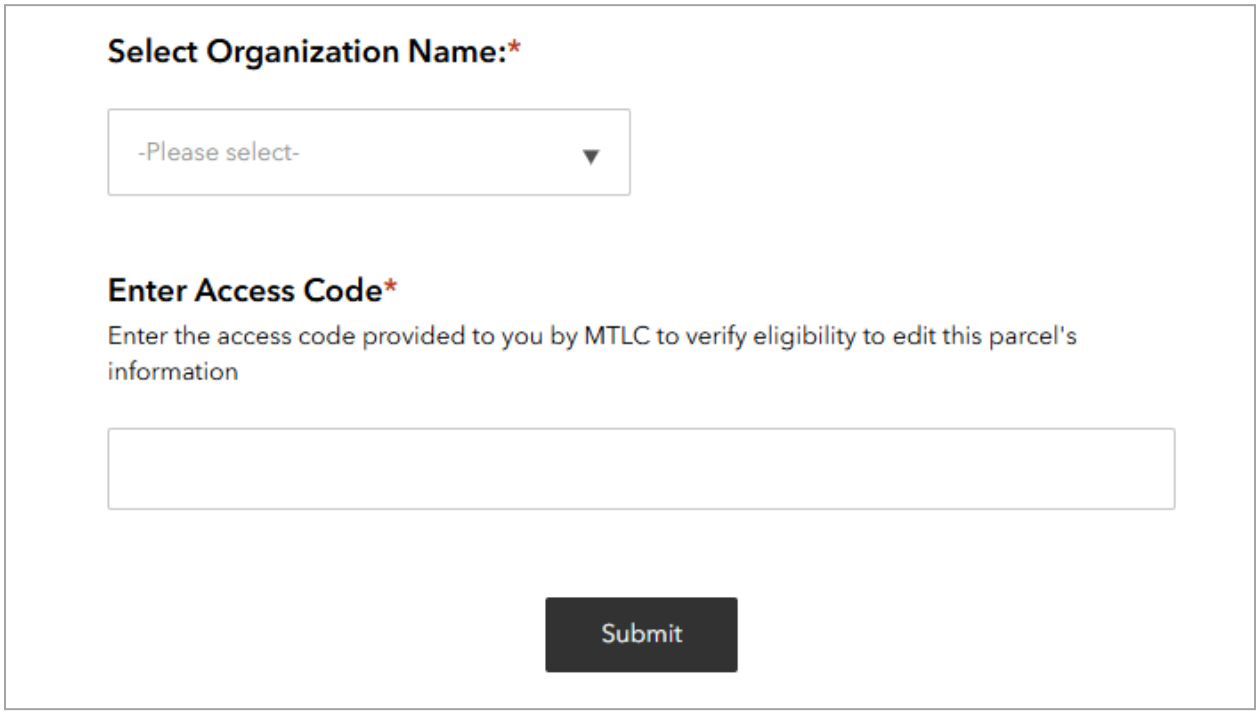
What should I do if I need to make corrections to a survey I have already submitted?

Once you have completed the review survey and submitted it, you will need to contact admin@massland.org to make any changes. Please make sure to include the parcel's unique Survey ID in your message to admin@massland.org.

Appendix B: Survey Question Reference

Organization Access Code

To fill out a survey for a parcel, you'll need to select your organization name from the drop-down menu and enter the access code provided to you by MLTC. This access code verifies your eligibility to complete a survey form for a parcel.



Submitter Contact Information

The contact information for the person submitting the survey is required to ensure that MLTC can follow up if there are any questions that arise.

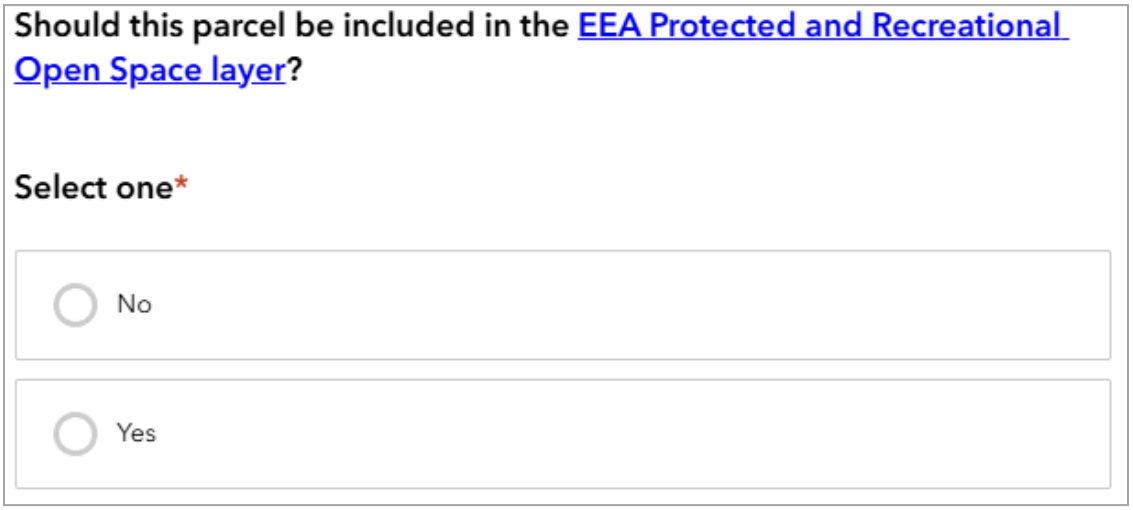


Confirm Parcel's Inclusion in the EEA Protected and Recreational Open Space Layer

Before answering, review EEA's guidance on which parcel types should be included. In general, land trust properties and parcels protected by a CR, APR, or another

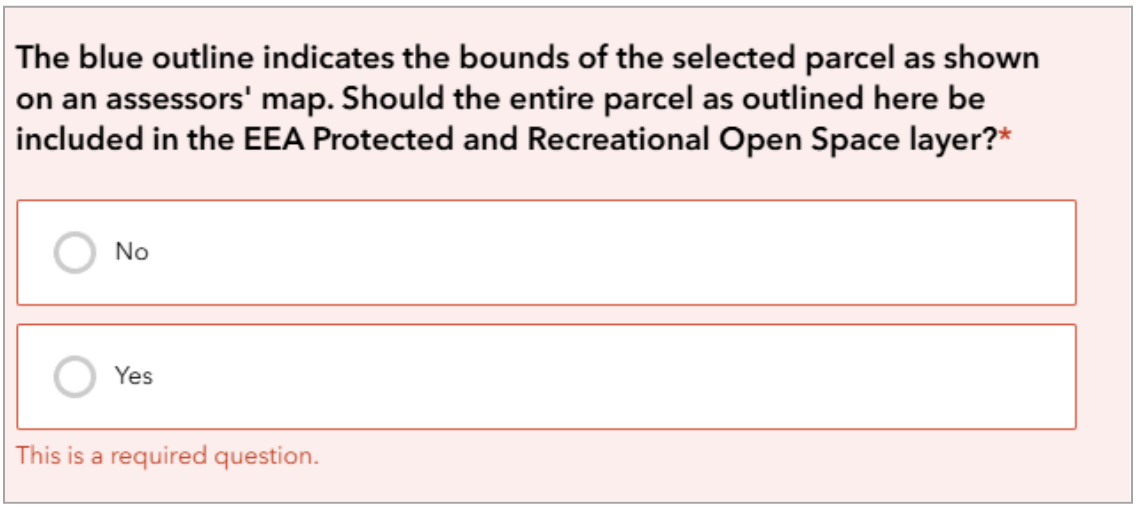
legal restriction should be included. *EEA Parcel Inclusion Guide* for the full criteria, examples, and exclusions.

By selecting "Yes", you are confirming that the parcel should be included in the EEA Protected and Recreational Open Space layer. Additional information will be requested to complete the survey.



Partial or Full Parcel Inclusion

By selecting "Yes", you are then asked whether the entire parcel as outlined should be included in the EEA Protected and Recreational Open Space layer.



Entity Information

Current Fee Owner Information

Current Fee Owner Name*

Click the "Recalculate" button to see if a value is already available for this field. If not, please provide the information requested.

Recalculate

This is a required question.

Contact Address of Fee Owner

This is a required question.

Contact Name for Fee Owner*

This is a required question.

Contact Email for Fee Owner*

This is a required question.

Parcel Subject to Perpetual Conservation Interest

Please check the following to indicate whether part or all of this parcel is subject to a perpetual conservation interest*

- [ ] CR
- [ ] APR
- [ ] None of the Above
- [ ] Unsure

This is a required question.

Site Information

Site Name(s)

This is the name (if any) the organization commonly uses to refer to this parcel, and/or to a larger conservation area of which it is a part

Site Address

This is a required question.

Is this parcel open to the public?*

- No
- Yes
- Limited
- Not sure

This is a required question.

Assessor Information

Municipal Assessor Map Number

Click the "Recalculate" button to see if a value is already available for this field. If not, please provide the information requested.

Recalculate

Municipal Assessor Block Number

If applicable

Municipal Assessor Lot Number

If applicable

Muncipal Assessor Sublot Number

If applicable

Registry Name

Registry Date Recorded

MM/DD/YYYY

Deed Book or Land Court Certificate of Title Number

Deed Page or Land Court Document Number

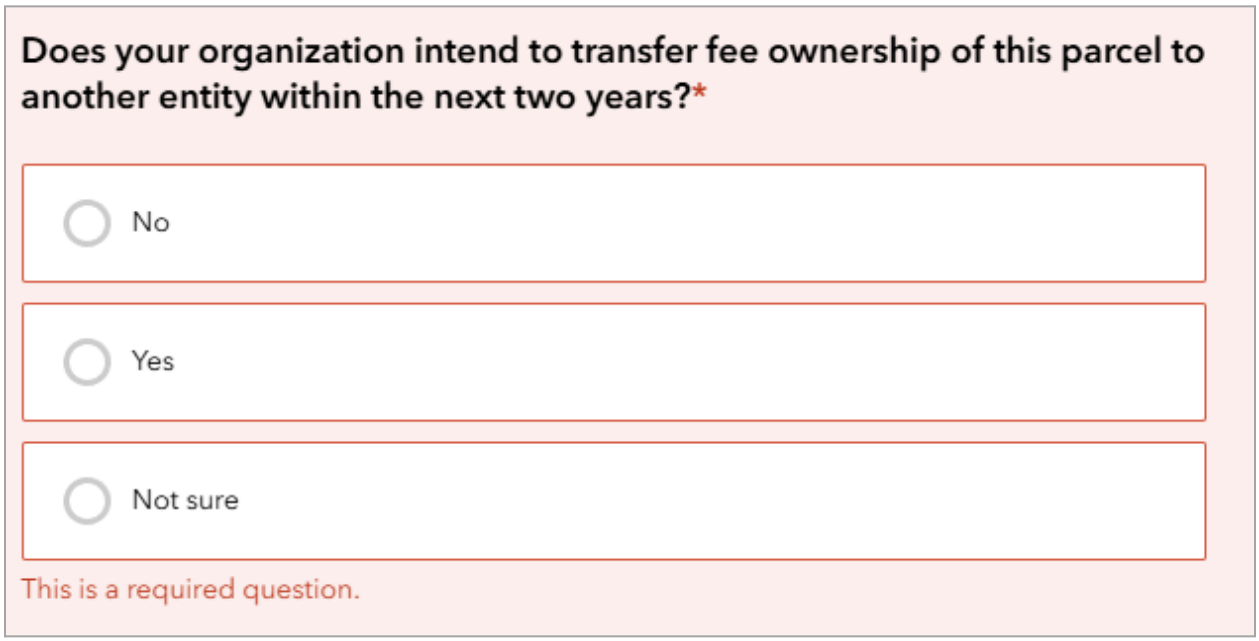
Plan Book Number

Click the "Recalculate" button to see if a value is already available for this field. If not, please provide the information requested.

Recalculate

Plan Page Number

Intent to Transfer



Note – the following 2 questions will only show is "Yes" is selected above

