

Creating a Photopoint Record for NeighborSpace sites:

Below is a copy of the NeighborSpace photopoint template. This template is to be used when creating photopoints for the baseline document (Copies of the Photopoint Record template may be printed from the NeighborSpace Web Site on the Monitoring Page).

A Photopoint Record is to be completed prior to closing for all property transactions and, if the transaction is a Conservation Easement, signed by the property owner. The completed photopoint record will then serve as the baseline for all future photo monitoring of the NeighborSpace site.

The record is to be used in concert with an accurate aerial photo of the property that has been prepared to NeighborSpace standards which includes accurately marked boundary lines. The person creating the baseline photopoint record must familiarize themselves with the property and plan their visit using the aerial photograph *before* going into the field.

Instructions:

Pre-visit planning:

1. Mark prospective photopoints in pencil on the aerial photograph designating the property's common entry point as Photopoint #1.
2. Proceed *clockwise* around the aerial map marking additional photopoints at as many locations as necessary to create an accurate photo record of the property at the time of acquisition. This would certainly include each corner. Mark additional vantage points as necessary to create a full 360⁰ visual record into the property. Having some knowledge of the property and marking the aerial photograph in pencil *prior* to the visit will insure that your time in the field will be well spent.
3. Schedule the field visit when sightlines into the property are as clear as possible. For open properties with few trees this will not be an issue. For heavily wooded properties, winter (with no snow on the ground) is the best time to do photopoint recording but this may not coincide with the property acquisition. The premiere issue is to create as good a photopoint record of the property as possible prior to closing or easement recording, understanding that the baseline record will serve as the template for all future visits.

Field visit:

1. Arrange to meet the Owner or Property Manager on site at least 2 weeks before the field visit.
2. Proceed to the site with the following equipment:
 - Aerial map with prospective photopoints marked in pencil
 - Camera with GeoTagging capabilities, or a "GeoTagging" program like the free "Geotagger" App that is available for the iphone and for Android-based phones. This simple program will give you accurate latitude and longitude

coordinates for wherever you happen to be standing at any given point in time. Alternatively, you may use the camera on a smart phone, and, after ensuring that the phone is set to “use GPS satellites,” simply take pictures and upload them to the NeighborSpace Picasa site, where the georeferenced information will automatically appear when the photos are uploaded. Links to the Picasa site are found on the NeighborSpace Website on the Monitoring Page.

- Clipboard and pencils
 - Hard copy of PhotoPoint Record (below) or, alternatively, you may fill the form out on a handheld device in the field simply by clicking on the link to the form that is on the NeighborSpace Website on the Monitoring Page.
3. Begin photographing the site designating the property entrance as Point #1.
 4. Before proceeding to the next photopoint, check the first photograph to insure everything is working properly and you are obtaining all the information you need for the Photopoint Record.
 5. Move clockwise around the site photographing each point marked on the aerial map during the planning session. Photopoints may be added or deleted based on the situation encountered in the field but it is important to remember that all significant vantage points into the property are to be photographically recorded.
 6. Look for or encourage the Owner or Property Manager to point out significant features or potential hazards that should become part of the permanent photographic record and add them to the Photopoint Record.
 7. Before leaving the site make sure all information has been recorded on the Photopoint Record template and that all digital images have been saved.

Post field visit:

1. Complete Photopoint Record form on the Monitoring Page of the Website using the information collected in the field or give your hard copy information to the Executive Director for data entry.
2. Upload the photos on to the Picasa site using the links provided on the Monitoring Page of the Website or give them to the Executive Director for uploading. Ensure that each photo is captioned with site name, photo number corresponding to a map location if you are not using and date photo was taken. Picasa provides a simple caption text block for including this information.
3. Scan your map, save it as a JPEG and upload it to the Picasa site. Use the Picasa caption capability to label the map with your name and the date the pictures were taken. Alternatively, you can give the hard copy to the Executive Director for uploading.

The Photopoint Record for this NeighborSpace site has been established. Thank you!

