



P. O. Box 731 • Charles Town, WV 25414

304.724.1414 • farmlandprotection@jcda.net

Sale or Donation of Conservation Easement Application Form FY 2018

ATTENTION: Applicants *must* have a conservation plan prepared or approved by NRCS to be approved for a conservation easement.

Date: _____ / _____ / _____

General Information

Name of Owner(s): _____

Address: _____

Home Phone: (_____) _____

Work Phone: (_____) _____

This application is for:

- Purchase of a conservation easement
 Donation of a conservation easement **

Property Information

Physical Address or Location of Property:

Directions to Property:

Deed Reference Information

Magisterial District:

Charles Town Harper's Ferry Kabletown Middleway Shepherdstown

Deed Book Number: _____

Deed Page Number: _____

Tax Map Number: _____

Tax Parcel Number: _____

Will the lender (Holder 2) agree to subordinate the loan? Yes No
If yes, include documentation of agreement to subordinate.

G. Length of Easement

This conservation easement is in perpetuity. Yes No

H. Price/Easement

Appraisal Value: Fair Market Value \$ _____
Agricultural Value \$ _____
Conservation Easement Value \$ _____

Price at which Owner agrees to sell Conservation Easement: \$ _____

Owner's Non-cash charitable contribution: \$ _____

A UASFLA(Uniform Appraisal Standards for Federal Land Acquisition) or “Yellow Book” appraisal will be required following the Board’s acceptance of your application for matching funds from NRCS.**

Official Contact

Name, address and phone number of the contact person who is authorized by all property owners to receive correspondence from the JCFPB and negotiate the terms of the easement:

Name: _____

Phone Number: _____

Address: _____

Email: _____

Signatures

All owners must sign this application giving consent to make application to the Jefferson County Farmland Protection Board for a conservation easement sale/donation; and if accepted, agree to the terms of the JCFPB Program, including the owners offering price.

Name: _____

Signature: _____ Date: ____/____/____

Name: _____

Signature: _____ Date: ____/____/____

Name: _____

Signature: _____ Date: ____/____/____

Documentation Checklist

The following documents must be attached:

1. Sketch plat of property*
2. Sketch plat of area of property offered for the easement
3. Deed description (legal description included in deed to current owner)
4. Tax map (available from Jefferson County Assessor's Office)
5. Soil Map and Soil Report (available from NRCS)
6. Restricted use appraisal prepared by a certified general appraiser **
7. NRCS letter confirming NRCS-USDA Conservation Plan
8. Letter of subordination from financial institution if applicable (failure to obtain loan subordination will disqualify the application)
9. All other documents requested herein if applicable:
 - Approved Farm-use valuation form from Jefferson County Tax Assessor (The landowner must make Application for Farm Use valuation between July 1st through September 1st each year for the upcoming tax year. Failure to file this form will result in your property being assessed at Market Value.
 - Sales contract if property is subject to sale
 - Forestry plan from WV Division of Forestry if property has 20+ acres forest/woodland
 - Documentation of all historical, natural and manmade features (structures of historic significance, springs, water features, stone walls, endangered species, etc.)

NOTE: All applications must be completed and signed by all deed holders of the property to be considered. Additional information may be required from the applicant.

For applications requesting matching USDA/NRCS funds, all individuals with real interest in the applicant property agree to establish or maintain the appropriate records with the USDA Farm Service Agency (FSA), and to update these records annually as required by the FSA. Applicant(s) understand that failure to maintain updated FSA records will result in the disqualification of the application for consideration of matching funds by the USDA/NRCS.

*A current survey of the property must be completed if the existing survey is more than 10 years old. If the owner wishes to take out a parcel or retain a development right or put only a portion of property into easement there must be a survey. This survey should be done BEFORE the appraisal is done, so that the appraiser has accurate acreages and areas to assess. If the application is accepted for funding, the Board will pay for the first survey. If the owner makes any changes in the property offered, e.g. additional out-parcels or exceptions, then the owner must pay to have the property re-surveyed.

**If a property is qualified and accepted for conservation easement funding, the Board will commission and pay for the UASFLA or "Yellow Book" appraisal required for submission to the NRCS for consideration for matching funds. West Virginia and Federal law prohibit the purchase of a conservation easement for more than the value established by the UASFLA appraisal. A bargain sale (sale of the easement value for below the appraised value) may be tax deductible.

For further information about the Jefferson County Farmland Protection Program, contact FarmlandProtection@jcda.net or call 304-724-1414

Thank you!