




## Offer to Convey a Conservation Easement

Please note that items marked with a  are required and must be completed for the application to be considered complete. In cases where the applicant reserves some acreage from the easement, a **detailed map** showing the proposed exemption area(s) must be included. If you need additional space to complete any item, use a separate, blank sheet as a continuation form.

### Applicant Information

 **Name(s) of Owners:**  
(as recorded on Deed) \_\_\_\_\_

 **Mailing Address:** \_\_\_\_\_  
City/State/Zip code \_\_\_\_\_

 **Phone Number(s):** Home: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Work: \_\_\_\_\_ Other: \_\_\_\_\_

 **Email address:** \_\_\_\_\_

### Property Information

 **Property Address**  
(Note Same if as above) \_\_\_\_\_


**Mailing Address:** \_\_\_\_\_


**City/State/Zip code** \_\_\_\_\_


If the deed is prior to 1990  
please attach a copy

**Deed Book:** \_\_\_\_\_ **Deed Page** \_\_\_\_\_

**Tax District/Map(s)** \_\_\_\_\_ **Tax Parcel(s)** \_\_\_\_\_

 **Total Acres** \_\_\_\_\_

 **Acres offered for Easement** \_\_\_\_\_  
*If total and offered acres differ, attach a map showing the proposed easement area.*

 **Total Offering Price** \_\_\_\_\_

 **(or Offering Price per Acre)** \_\_\_\_\_

*I am offering to donate the easement*

*Note: if donating a conservation easement, the board may act to immediately proceed to acquire a conservation easement.*

**APPLICATIONS DUE BY 30 SEPTEMBER!**

**Check the applicable development surrounding the property:**

- 10 or more lots adjacent to the property
- 20 or more lots within 2,500 feet
- 20 or more lots within 5,000 feet
- Not applicable (none of the above)

**Check the applicable road or frontage:**

- 1,300 feet or more of road frontage
- Less than 1,300 feet of road frontage
- Not applicable/no public road frontage

Fronts on the following type road:

- Federal or State (example US 11, WV45)
- County primary (example: Rt 12 – Scrabble Rd)
- County secondary (example: 51/1 Reunion Rd)

**Check the applicable water/sewer characteristics:**

- Public water and/or sewer available at the property
- Public water and/or sewer within 2,500 feet of the property
- Public water and/or sewer within 5,000 feet of the property
  - No public sewer available

**Farm Use and Acreage:**

- Property is adjacent to property(s) under easement to Berkeley County Farmland Protection Board (BCFPB)
- Property is within 2500 feet of property(s) under easement to BCFPB
- Property has a current farm-use valuation for property tax purposes
- Property is adjacent to property(s) that have farm-use valuation
- Property is within 2500 feet of property(s) that have farm-use valuation
  - Property has a conservation plan

**Farm Income: (attach an *approved* WV State Farm Census and Farm Use Valuation Application for most recent fiscal year, failure to provide this information will affect local score.)**

- Up to \$10,000 gross revenue
- \$10,001 - \$150,000 gross revenue
- more than \$150,000 gross revenue

**Site Evaluation (check all that may apply)**

- Property is on the National Register of Historic Places
- Property is listed by the State Historic Preservation Officer (SHPO)
- Property contains an historic structure
- Property fronts on a major stream, creek or river
- Property fronts on a minor stream, creek or river
  - Property contains mature forests
- Property is in an area of biological significance
- Property contains endangered or threatened species habitat
- Property contains a year-round spring
- Property contains a seasonal or wet-weather spring
  - Property contains wetlands
- Property contains a sink, sink hole, or cave
  - Property has significant ground water recharge potential

**Property's Historical Use – NOT used for Scoring (check all that may apply to the best of your knowledge)**

- Are there any abandoned or underground fuel tanks, systems, or similar on the property?
- Has the property ever been an orchard?  
If so, dates of orchard operation:
- Is there a pesticide transfer station or large chemical storage facility on the property?
- Has there ever been a fuel spill or chemical spill on the property?

This version MUST be used for all applications FY2025 and beyond  
**Deed of Trust**

***☒ Failure to report existing liens on the property or applicant will result in rejection of the application. If the lending organization is willing to subordinate the loan, attach a letter from the lender stating that intent.***

Holder: \_\_\_\_\_ Amount: \_\_\_\_\_

Holder: \_\_\_\_\_ Amount: \_\_\_\_\_

**Legal Issues**

***☒ List any known judgements, tax or mechanics liens, lis pendens, or leases that are in effect and may affect the subject property. Failure to disclose these issues (including mortgages and deeds of trust, above) will result in disqualification of the application.***

**Official Contact**

*If there are multiple property owners, please select one person to serve as the official contact for this application.*

☒ Name: \_\_\_\_\_

☒ Mailing Address: \_\_\_\_\_

☒ City/State/Zip code \_\_\_\_\_

☒ Phone Numbers:

Home: \_\_\_\_\_

Mobile: \_\_\_\_\_

Work: \_\_\_\_\_

Other: \_\_\_\_\_

Email address: \_\_\_\_\_

**☒ Signatures**

*All owners of record MUST sign, giving consent to make an application to convey a conservation easement to the Berkeley County Farmland Protection Board. Feel free to attach another page as necessary. Please be aware any corporations etc. may need to provide a resolution.*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_