

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.)
 - Sales contract if property is subject to sale
 - Forestry plan from WV Division of Forestry if property has 20+ acres mature contiguous forest/ woodland
 - Documentation of all historical, natural and man-made 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 Jefferson@wvfp.org or call 304-724-1414

Thank you!