

Received

By: \_\_\_\_\_

Date: \_\_\_\_\_



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

304.724.1414 • farmlandprotection@jcda.net

## Sale or Donation of Conservation Easement Application Form FY 2025

**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: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Work Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

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: \_\_\_\_\_

Deed Book Number: \_\_\_\_\_ Deed Page Number: \_\_\_\_\_

Tax Map Number: \_\_\_\_\_ Tax Parcel Number: \_\_\_\_\_

Indicate if the property is:

Subject to a sales contract. Yes      No  
*If yes, attach contract.*

Currently listed for sale. Yes      No  
*If yes, attach details.*

Indicate if the property was:

Listed for sale within the last two years. Yes      No

In the estate process or was inherited within the last two years. Yes      No

**A. Development Pressure**

Property is located:

In the rural zone. Yes      No

In non-rural zone, but currently being farmed. Yes      No

In non-rural zone and not currently farmed. Yes      No

**B. Acreage**

Total Acreage: \_\_\_\_\_

Acreage offered for easement: \_\_\_\_\_

**C. Agricultural Evaluation**

Please provide:

*A NRCS Conservation Plan Attach letter from NRCS office stating the farm has a working conservation plan.*

Properties must have a conservation plan through the NRCS office to be eligible for a conservation easement.

Does the property have a current farm use valuation for tax purposes? Yes      No

If yes, list current farm-use valuation:      \$ \_\_\_\_\_

If yes, please include a copy of the most recent valuation from the Jefferson County Tax Assessor.

**D. Contiguous Property**

List all adjacent land tracts:

Property Owner	Tax Map	Parcel	Acreage	Check if Ag Use



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

**I 0 Legal Encumbrances on Property**

Is the property subject to pending, active, threatened or contemplated litigation? Yes No  
*If yes, please provide documentation.*

**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.)
  - 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!**