

Received

By: _____

Date: _____



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

304.724.1414 • jefferson@wvfp.org

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

E. Historical, Water, and other Natural or Manmade Features of the Property

Historical features

Please indicate if the property is:

On the National Register of Historical Places	Yes	No
Of national, state or local significance	Yes	No
Adjacent to one of the above two properties	Yes	No
Adjacent to any state or national park, existing permanent easement or permanently protected open space	Yes	No

Include documentation for each feature.

Water features

Please indicate of the property:

Fronts on a major stream, creek or river	Yes	No
Contains a stream or tributary	Yes	No
Contains a year-round spring	Yes	No
Contains a wetland	Yes	No
Contains a sinkhole(s)	Yes	No
Includes areas in 50 year flood plain	Yes	No

Include documentation for each feature.

Other natural or manmade features

Please indicate if the property:

Contains at least 10 acres of mature forest	Yes	No
Contains or is contiguous to endangered or threatened habitat	Yes	No
Contains a cave	Yes	No
Contains stone fences or walls	Yes	No
Contains other features targeted by the Nature Conservancy	Yes	No

Include documentation for each feature.

F. Secured Debts or Liens on the property

Holder 1 Amount: \$ _____

Name: _____

Address: _____

Phone Number: (_____) _____

Will the lender (Holder 1) agree to subordinate the loan? Yes No
If yes, include documentation of agreement to subordinate.

Holder 2 Amount: \$ _____

Name: _____

Address: _____

Phone Number: (_____) _____

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!