

Received



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

By: _____

Date: _____

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Sale or Donation of Conservation Easement Application Form FY 2026

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:

Deed Reference Information

Deed Book Number: _____ Deed Page Number: _____

Tax Map Number: _____ Tax Parcel Number: _____

Deed Book Number: _____ Deed Page Number: _____

Tax Map Number: _____ Tax Parcel Number: _____

A. Acreage

Total acres of property: _____

Acres offered for easement: _____

B. 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 also include a copy of the most recent valuation from the Jefferson County Tax Assessor.

C. 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 any state or national park, existing permanent Easement, or permanently protected open space ☐ Yes ☐ No

Natural or manmade features

Please indicate if the property:

Contains stone fences ☐ Yes ☐ No

Contains wetland ☐ Yes ☐ No

Contains one or more sinkholes ☐ Yes ☐ No

Contains one or more caves ☐ Yes ☐ No

Contains any endangered or threatened species** ☐ Yes ☐ No

D. Legal Encumbrances on the Property

Is the property subject to pending, active, threatened or contemplated litigation? ☐ Yes ☐ No

If yes, please provide documentation.

Indicate if the property is:

Subject to a sales contract. ☐ Yes ☐ No

Currently listed for sale. ☐ Yes ☐ No

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

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. If you wish to exclude any area(s) from easement, please include a sketch plat or map of the area of property offered for easement with the excluded area(s) and acres noted.
2. Restricted use appraisal prepared by a certified general appraiser.*
3. NRCS letter confirming NRCS-USDA Conservation Plan.
4. Letter(s) of subordination from financial institution(s) if applicable (failure to obtain loan subordination will disqualify the application).
5. If applicable, an approved Farm Use valuation form from Jefferson County Tax Assessor for the current tax year (The landowner must make Application for Farm Use valuation between July 1st through September 1st each year for the upcoming tax year).

NOTE: All applications must be completed and signed by all deedholders 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.

If the owner wishes to subdivide and take out a parcel 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 to the property offered after the funding offer has been accepted, 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.

**Claims that a property contains threatened and/or endangered species or habitat are subject to an evaluation by a state biologist.

For further information about the Jefferson County Farmland Protection Program, contact jefferson@wvfp.org or call 304-724-1414.

Thank you!