



EASEMENT APPLICATION

Consult a VOF Easement Project Manager before completing this form. Locate the VOF office that serves your locality by visiting our web site or calling (540) 347-7727.

www.virginiaoutdoorsfoundation.org

(OFFICE USE ONLY)	
Date received:	

I. LANDOWNER AND PROPERTY INFORMATION

County/City:		Acres:	
Property owner(s) as listed on deed. <i>Indicate relationship of owners, if applicable (single, married, siblings, etc.)</i>			
Contact Person(s):			
Address (include name of farm)			
City/Town:		State:	
		Zip Code:	
Home Phone:		Work:	
		Cell:	
Fax:		E-mail:	
Preferred Contact Method:			

Address of property (if different from above):				
Street:		City/Town:		State:
				Zip:

Tax Map or PIN (adjoining parcels to be included in easement)	Parcel Acreage (by county records)

Road Frontage (please list route numbers and road names on which the property lies)	
Route No.:	Road Name:
Route No.:	Road Name:

1. Does the property receive land-use taxation from the county? YES NO

2. Do you own other property in the immediate area? If so, please list the tax map parcel(s) or PIN(s):

3. Is there a mortgage on the property? (Lender will need to agree to the easement donation.)
 YES NO Lender(s): _____

4. To the best of your knowledge, is there a survey of the property or of any portion of the property?
 YES NO Describe: _____

II. PROPERTY FEATURES & PUBLIC CONSERVATION VALUES

PLEASE CHECK ALL THAT APPLY

Agriculture and Forestry	Agriculture and Forestry Uses
<input type="checkbox"/> Family ownership of property 25-50 years <input type="checkbox"/> Family ownership of property 50+ years <input type="checkbox"/> Land is currently being farmed by the owner <input type="checkbox"/> Land is currently being farmed by a renter <input type="checkbox"/> CREP <input type="checkbox"/> WHIP <input type="checkbox"/> EQIP <input type="checkbox"/> Conservation Plan <input type="checkbox"/> Other Farm Plan	<input type="checkbox"/> Beef Cattle <input type="checkbox"/> Dairy <input type="checkbox"/> Orchard <input type="checkbox"/> Tree Farm <input type="checkbox"/> Vineyard <input type="checkbox"/> Horticulture <input type="checkbox"/> Crops _____ <input type="checkbox"/> Other _____
Natural	Historic
<input type="checkbox"/> Contains caves/sinkholes <input type="checkbox"/> Contains wetlands <input type="checkbox"/> Lies on waterway used for public drinking water	<input type="checkbox"/> Located in National Rural Historic District <input type="checkbox"/> Listed on National Register of Historic Places <input type="checkbox"/> Listed on Virginia Landmarks Register
Scenic	Open Space
<input type="checkbox"/> Visible from designated Virginia Byway <input type="checkbox"/> Visible from designated Virginia Scenic River <input type="checkbox"/> Visible from public road(s) <input type="checkbox"/> Visible to public from recreational waters <input type="checkbox"/> Visible from public greenway or trail	<input type="checkbox"/> Adjacent to local, state or federal park <input type="checkbox"/> Adjacent to National Forest <input type="checkbox"/> Adjacent to existing conservation easement <input type="checkbox"/> Highly visible ridgetop/mountainside/scenic landscape

III. ADDITIONAL INFORMATION

1. Number of dwellings on the property: Occupied _____ Vacant _____ Uninhabitable _____

2. Are there any buildings larger than 10,000 square feet in ground area? YES NO

3. Do you own your mineral rights (i.e., oil, gas, coal)? YES NO NOT SURE

4. Set forth below any additional information relating to the property that might be important for VOF staff to know, such as boundary line dispute with adjacent owner, significant trash dump(s), family ownership issues, outstanding life estates, third party access easements through the property, utility easements, liens, matters involving pending takings by the Commonwealth or any public utility, etc. Failure to provide this information could result in delays in processing the project or recording the deed of easement.

IV. ATTORNEY INFORMATION (if an attorney has been selected)

Landowner's Attorney:					
Address:					
Phone:		Fax:		E-mail:	

V. FINANCIAL ASSISTANCE

The Open-Space Lands Preservation Trust Fund is available to help landowners of modest means with the costs of conveying a conservation easement. The most common costs that can be covered are fees charged by attorneys, appraisers and VOF. Priority is given to applicants who demonstrate financial need, who seek assistance with costs only and who wish to convey an easement on a family farm.

Would you like to learn more about this fund? YES NO

VI. VOF FEES

There are two fees that will apply to your easement proposal; (1) a Processing fee and (2) a Baseline Documentation Report (BDR) Preparation fee or BDR Review fee.

- The Processing fee of \$1,500 covers VOF's due diligence analysis work and will be payable when you make a decision to submit a formal proposal to the VOF Board of Trustees for its review.
- The BDR Preparation fee of \$3,000-\$3,500 or the BDR Review fee of \$1,500 (you will choose; only one fee applies) are due when the BDR report is completed or submitted for review. The decision of whether to use VOF or third party need not be made until after the Board approves your proposed easement.

Please review the attached document with more detail on these fees. Remember that you control the timing of your easement progress. Talk to your Easement Project Manager about the timing of your easement and VOF's deadlines.

This is to certify that the information set forth above is correct to the best of my knowledge and will be updated in the event that anything set forth above changes prior to recordation of the easement.

SIGNATURE: Landowner(s)

_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____

VOF Regional Offices

- Abingdon office: 488 East Main Street, Suite 400-B, Abingdon, VA 24210 • Phone (276) 623-8256
- Blacksburg office: 900 South Main Street, Blacksburg, VA 24060 • Phone (540) 357-3139
- Charlottesville office: 1010 Harris Street, Suite 4, Charlottesville, VA 22903 • Phone (434) 293-3423
- Richmond office: 600 E. Main Street, Suite 402, Richmond, VA 23219 • Phone (804) 443-3029
- Staunton office: 103 East Beverley Street, Suite B, Staunton, VA 24401 • Phone (540) 886-2460
- Tappahannock office: 139 Prince Street, Tappahannock, VA 22560 • Phone (804) 443-3029
- Warrenton office: 39 Garrett Street, Suite 200, Warrenton, VA 20186 • Phone (434)293-5169