



# EASEMENT APPLICATION

Consult a VOF Conservation Specialist before completing this form. Locate the VOF office that serves your locality by visiting our website ([www.vof.org](http://www.vof.org)) or call 1-844-863-9800.

## I. LANDOWNER AND PROPERTY INFORMATION

<b>County/City:</b>		<b>Acres:</b>	
<b>Property owner(s) as listed on land ownership deed.</b>			
1) <i>Indicate relationship of owners, if applicable (single, married, siblings)</i>			
2) <i>If property is owned by an entity such as a Trust or LLC, please provide names and contact information of all members, trustees, etc, on a separate page.</i>			
<b>Primary Contact(s):</b>			
<b>Address:</b>			
<b>City/Town:</b>		<b>State:</b>	<b>Zip Code:</b>
<b>Home Phone:</b>		<b>Work:</b>	<b>Cell:</b>
<b>Fax:</b>		<b>E-mail:</b>	
<b>Preferred Contact Method:</b>			

### Address of property (if different from above):

<b>Street:</b>		<b>City/Town:</b>		<b>State:</b>		<b>Zip:</b>	
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### County Tax Information

(List all parcels to be included in easement. Find on tax bills or contact locality to obtain and confirm this information.)

Tax Map # or PIN	Acres	Tax Map # or PIN	Acres

### Road Frontage (please list all route numbers and road names on which the property lies)

Route No.:	Road Name:
Route No.:	Road Name:
Route No.:	Road Name:
Route No.:	Road Name:

This form is provided as a fillable PDF. Please use a computer to type-print this form if possible.

Attachments may be appended if additional space is needed or to include information such as maps.

VOF is a public organization. Information provided to VOF will become a matter of public record and subject to the Freedom of Information Act.

## II. ADDITIONAL INFORMATION

1. Current land use (forest, farm, type of crops, etc.):

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

3. Is there a mortgage on any portion of the property?

*(Lender will need to agree to the easement donation.)*

YES NO Lender(s):

4. Number of dwellings on the property: Occupied Vacant Uninhabitable

5. List other significant buildings and approximate sizes (barns, sheds, garages, etc.):

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

7. Is there any additional information relating to the property that might be important for VOF staff to know? (Property enrolled in special programs or awards or recognition such as Century Farm, Clean Water Award, etc.)

## III. ATTORNEY INFORMATION (if an attorney has been selected)

Landowner's Attorney:

Address:

Phone:

E-mail:

Fax:

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#### IV. VOF Fees

Thank you for considering the granting of an easement to VOF. Your easement proposal must be reviewed and approved by the VOF Board of Trustees (the "Board"). A VOF Conservation Project Specialist will guide your proposal from start to finish. They will visit your property one or more times for initial background information and documentation, answer any questions you or your family has regarding the restrictions on your land, conduct a thorough analysis of your property's conservation attributes, research courthouse records as needed, create the first draft of your easement deed and prepare all the maps and other materials needed for the Board review.

**A Board Review Fee of \$1,500** is charged for your Conservation Specialist's work and for board review and is payable only when you submit a formal proposal to the Board for its review.

If the Board approves your proposal, your Conservation Specialist must prepare a "Baseline Documentation Report" (BDR) before the easement can be finalized.

**A BDR Preparation Fee of \$3,000-\$3,500** is due when the BDR is completed and submitted for review.

#### V. FINANCIAL ASSISTANCE

The 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 those 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

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:**

**Mailing Address or email to your Specialist:**

Virginia Outdoors Foundation  
39 Garrett Street Ste 200  
Warrenton VA 20186