



PRESERVATION TRUST FUND – LOCALITY EASEMENT ASSISTANCE LANDOWNER COST-SHARE APPLICATION

Preservation Trust Fund – Locality Easement Assistance is a reimbursement program. Landowners are responsible for all costs of due diligence (title work, legal services, appraisal, etc.). Reimbursement from the locality is issued to a landowner once an easement records.

General Information

Each owner, entity (Trust, LLC, Partnership, etc.), and entity member(s) must submit tax forms and provide contact information on page 3.

Main contact for property: _____

Locality: _____ Number of Acres: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____

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

Address for Parcel if different from mailing: _____

City: _____ State: _____ Zip Code: _____

Name of Trust, LLC, or other entity, if applicable: _____

Please submit entity tax forms and provide member contact information on page 3.

Reimbursement Rates

Funds must be disbursed from VOF to a locality. The locality will reimburse the landowner.

Landowner Annual Income	Reimbursement Rate	Eligible Due Diligence	Easement Assistance Limit*
Up to \$95,000	100%	All	\$20,000
\$96,000 - \$110,000	75%	All	\$15,000
\$111,000-\$125,000	50%	All	\$10,000
\$125,000-\$200,000	Up to 50%	Survey Work**	\$10,000
Over \$200,000	Not Eligible	N/A	Not Eligible

*Exceptions may be granted for extenuating circumstances.

**If determined by locality staff to be necessary for the protection and stewardship of the conservation project.

While every easement and easement process may be different, there are some standard items that are necessary to have completed in order to put a property under easement. This list contains some of the most common items and their associated cost. As every situation may vary, there may be additional items and costs to be considered. Use this list as a guide.

Examples of Estimated Easement Expenses

▪ Appraisal:	\$4,500-\$6,500
▪ Legal Services Including Title Work:	\$2,000-\$5,000
▪ Survey*:	Locality will determine need for a survey
▪ Lender's Easement & Mortgage Review:	\$2,500
▪ Baseline Documentation Report (BDR) Fee:	\$3,000-\$3,500
▪ Other Associated Costs Such as Perc Test, Tax Advice	\$ _____

*Include the cost of survey if it is known that one is needed. If the locality determines that a survey is needed, the award amount may be adjusted.

Estimated Expenses:

Estimate your total costs in the space provided below including all due diligence items associated with placing your property under easement. Discuss the price of the BDR preparation fee with your easement staff person. Please note that if staff determines that a survey is necessary, this expense will be included in the grant award. You may ask for additional funds if you provide written estimates.

Estimate expenses in the space provided below.

▪ Appraisal:	\$ _____
▪ Legal Services Including Title Work:	\$ _____
▪ Survey:	\$ _____
▪ BDR Fee (\$3,000-\$3,500)	\$ _____
▪ Other (may not be eligible): _____	\$ _____
▪ Other (may not be eligible): _____	\$ _____
TOTAL REQUEST:	\$ _____

Financial Need Information

Please use the space below or attach a separate note to describe any financial need factors that may not be revealed by the federal tax forms submitted. This could include changes in income or expenses or reasons why the easement may be more costly such as large acreages or a complicated legal description.

Additional Landowner Information

Please provide contact information for all owners*. If the land is owned by an entity (Trust, LLC, Partnership, etc.), include every member of the entity below. Indicate the percentage of ownership per entity member.

*Married couples who file a joint tax return are considered one owner. Married couples who file separate tax returns are considered separate owners.

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____

Ownership Percentage: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____

Ownership Percentage: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____

Ownership Percentage: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____

Ownership Percentage: _____

Required Documentation

Completed application

Do not send tax material by email.

Copies of IRS tax returns (pages 1 and 2 for the most recent two years available for each owner/
entity and for each entity member if applicable)

Completed Commonwealth of Virginia W9 Tax Form

Non-Filer Affidavit, if applicable

Preferred method for receiving grant-related documents:

Email

Physical Mail

Landowner Signature: _____ Date: _____

Survey Only Supplemental Questions
(Income Eligibility Category \$125,000-\$200,000)
To be completed by locality staff

Survey Requirements

1. Describe the conservation values of the property and easement terms.

2. Has existing material been reviewed and a new survey or survey work would be beneficial for the protection and stewardship of the conservation project? ☐ YES ☐ NO

Documentation of determination:

3. Does the locality require a survey for parcels to be consolidated? ☐ YES ☐ NO

Additional information:

4. Will the survey work result in a significant benefit to the easement holder, such as consolidation of tax map parcels?

☐ YES ☐ NO

Describe benefit: