



**N.C. Department of Agriculture & Consumer Services**  
 N.C. ADFP Trust Fund  
*Conservation Easement Application Materials Checklist*



**Identifying Information**

<input type="checkbox"/>	All applicants must be a private nonprofit conservation organization or a county
<input type="checkbox"/>	Project Title
<input type="checkbox"/>	Primary county of proposed conservation easement
<input type="checkbox"/>	Landowner(s) agreeing to the restrictions of the conservation easement (available for review at <a href="https://www.ncadfp.org/downloads.htm">https://www.ncadfp.org/downloads.htm</a> )
<input type="checkbox"/>	Length of term of the proposed conservation easement (perpetual; 30, 40, or 50-year term)
<input type="checkbox"/>	Number of total acres in the proposed conservation easement

**Private Conservation Nonprofit Eligibility**

<input type="checkbox"/>	Have you previously received a contract from the ADFP Trust Fund before?
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**Applicant Information**

<input type="checkbox"/>	Applicant Organization
<input type="checkbox"/>	Applicant organization mailing address
<input type="checkbox"/>	UEI Number
<input type="checkbox"/>	Applicant Tax ID Number
<input type="checkbox"/>	Applicant Fiscal Year End (Month and Day)
<input type="checkbox"/>	Primary applicants contact name
<input type="checkbox"/>	Primary applicants contact title
<input type="checkbox"/>	Primary applicants phone number (Office and Mobile)
<input type="checkbox"/>	Primary applicants contact email

**Property Location**

<input type="checkbox"/>	Property physical address
<input type="checkbox"/>	Latitude and longitude coordinates of the proposed property's physical location ( <a href="https://www.latlong.net">https://www.latlong.net</a> )
<input type="checkbox"/>	Parcel Identification Numbers (PIN) for each parcel included in the proposed conservation easement ( <a href="https://www.nconemap.gov/pages/parcels">https://www.nconemap.gov/pages/parcels</a> )
<input type="checkbox"/>	Is the entire parcel accessible from a public road or is there an insurable, unconditional, and transferable legal right of recorded access for the term of the easement? Attach map showing access from a public road or evidence of an insurable, unconditional, and transferable legal right of recorded access.

**Land Ownership Information**

<input type="checkbox"/>	Specification of ownership structure of property (one individual owner, two or more individuals, C Corp, S Corp, Partnership, Trust/Estate, LLC)
<input type="checkbox"/>	List of all parties that have an interest in ownership of the property (marital interest, members of LLC, partners, shareholders, beneficiaries, etc.)
<input type="checkbox"/>	Certification that all land parcels in the proposed conservation easement are in the same ownership structure

**Property Ownership**

<input type="checkbox"/>	Mailing address the same as the property address
<input type="checkbox"/>	A General Warranty Deed or Last Will and Testament to verify ownership of property (Quit Claim Deeds are <b>not</b> accepted as proof of ownership)
<input type="checkbox"/>	Written and signed authorization from all properties with an interest in the ownership of the property

<input type="checkbox"/>	An Option to Purchase an ADFP Agricultural Conservation Easement signed by all parties with an interest in the ownership of the property
<input type="checkbox"/>	Acknowledgement of a lien on the property

**Description of Land Unit Subject to Proposed Conservation Easement**

<input type="checkbox"/>	If part of a larger operation, number of acres in the total operation
<input type="checkbox"/>	Number of acres in the proposed conservation easement based on land use (cropland, pasture, forestry, horticulture, aquaculture, water/natural areas, farm support areas)
<input type="checkbox"/>	Map of proposed conservation easement that includes the following: Prime, unique, or soils of statewide importance Conservation Easement Boundary All Existing Structures All Proposed Farmstead Building Envelopes broken down by: a. Existing Residential b. Future Residential c. Farmstead d. Farm Support Housing
<input type="checkbox"/>	Species and approximate number of livestock, poultry, and aquaculture on the farm
<input type="checkbox"/>	Species and acres of crops and forestry
<input type="checkbox"/>	Letter from USDA-NRCS or a local soil and water conservation district (SWCD) certifying percentage of prime, unique, or soils of statewide importance within the boundaries of the proposed conservation easement

**Landowner Information**

<input type="checkbox"/>	Upload one of the following documents from calendar years 2022 or 2023 to verify economic interest as a producer of an agricultural/horticultural operation: - 578 producer print/crop report - Livestock bill of sale - Fertilizer bill - CCC-902 form - Farm lease agreement - Proof of crop insurance <b>or</b> Upload one of the following documents to verify economic interest as a producer of a forestry operation: - Forestry management plan - Receipt of timber sale
<input type="checkbox"/>	Specify if there are any other private entities with an economic interest as a producer in the agricultural production as defined in NC Statute 160D-903 <a href="https://www.ncleg.gov/GS_160D-903.pdf">GS 160D-903.pdf (ncleg.gov)</a>
<input type="checkbox"/>	CCC-860 form that has been filed with USDA to certify status for any producer listed in the application as any of the following: - a limited resource farmer or rancher ( <a href="https://lrftool.sc.egov.usda.gov/">https://lrftool.sc.egov.usda.gov/</a> ) - a beginning farmer or rancher ( <a href="https://www.farmers.gov/your-business/beginning-farmers">https://www.farmers.gov/your-business/beginning-farmers</a> ) - a socially disadvantaged or veteran farmer or rancher ( <a href="https://www.usda.gov/partnerships/socially-disadvantaged-farmers-and-ranchers">https://www.usda.gov/partnerships/socially-disadvantaged-farmers-and-ranchers</a> )
<input type="checkbox"/>	One of the following documents to verify membership with the Got to Be NC program: - A copy of a Got to Be NC membership acceptance letter - A screenshot of the specific company/farm/group on the Got to Be NC website <a href="https://gottobenc.com/find-local/">https://gottobenc.com/find-local/</a>
<input type="checkbox"/>	One of the following documents to verify membership with the American Tree Farmers program:

	<ul style="list-style-type: none"> <li>- A certificate of participation</li> <li>- A forest stewardship program that is no more than ten (10) years old</li> </ul>
<input type="checkbox"/>	<p>One of the following documents to verify active participation in the Century Farm Family program:</p> <ul style="list-style-type: none"> <li>- A certificate of participation</li> </ul> <p>A screenshot of the specific farm on the NCDA&amp;CS website  <a href="http://www.ncagr.gov/paffairs/Century/location.htm">http://www.ncagr.gov/paffairs/Century/location.htm</a></p>
<input type="checkbox"/>	Are the proposed agricultural conservation easement acres currently enrolled in Present-Use Value (PUV) taxation?
<input type="checkbox"/>	A 2021 or 2022 tax card or property record card to verify the property's current county zoning
<input type="checkbox"/>	A signed letter from the county VAD administrator to verify membership in the county's VAD/EVAD program
<input type="checkbox"/>	Specify if the proposed agricultural conservation easement acres are in the immediate vicinity of other agricultural commodities as defined in NC Statute 160D-903 <a href="https://www.ncleg.gov/GS_160D-903.pdf">GS 160D-903.pdf (ncleg.gov)</a>
<input type="checkbox"/>	A proximity map showing the proposed property and other agricultural conservation easements within 4 miles ( <a href="https://www.ncmhtd.com/adfp/conservation/">https://www.ncmhtd.com/adfp/conservation/</a> )

### Land Management and Use

<input type="checkbox"/>	<p>One of the following documents to verify current use of a land management plan on the proposed property:</p> <ul style="list-style-type: none"> <li>- A signed letter from USDA-NRCS or a local SWCD that there is a current conservation plan on file</li> <li>- A copy of the current conservation plan signed by the landowner and USDA-NRCS</li> <li>- A signed letter from the NC Forest Service or a private forester stating that a current forest management plan is on file</li> <li>- A copy of the current forest management plan signed by the landowner and the NC Forest Service or a private forester</li> </ul>
<input type="checkbox"/>	Specify when the last time the proposed conservation easement property was used for agricultural production as defined in NC Statute 160D-903 <a href="https://www.ncleg.gov/GS_160D-903.pdf">GS 160D-903.pdf (ncleg.gov)</a>
<input type="checkbox"/>	<p>One of the following documents to verify that the property has been used for agricultural production within the last four (4) years:</p> <ul style="list-style-type: none"> <li>- A timestamped photo of crops or crop residue in the field</li> <li>- A 578 print/crop report</li> <li>- A signed letter from the NC Forest Service or a private forester verifying active timber management</li> <li>- A timestamped photo of livestock on pasture</li> <li>- A receipt of timber sale</li> <li>- A livestock bill of sale</li> </ul>
<input type="checkbox"/>	Stated if there are any local, state or federally owned lands that are managed for the protection and use for agriculture, plants, forestry, wildlife, or cultural sites within two (2) miles?
<input type="checkbox"/>	A proximity map identifying public lands used for agriculture, plants, forestry, wildlife, historic, or cultural sites with the proposed property identified within a 2-mile radius
<input type="checkbox"/>	<p>Screenshots from <a href="https://repi.osd.mil/map/">https://repi.osd.mil/map/</a> to verify that the proposed property falls under a designated military training route or adjoins a military base or training parcel. To provide documentation for the military question on the conservation easement application, please follow the guidance below:          Navigate to <a href="https://repi.osd.mil/map/">https://repi.osd.mil/map/</a>, and turn the following layers on:</p> <ul style="list-style-type: none"> <li>- Military Training Routes (MTRs)</li> <li>- Special Use Airspaces (SUAs)</li> </ul> <p>Under Eastern North Carolina, click the right point arrow beside the checkbox to show additional options:</p> <ul style="list-style-type: none"> <li>- Select REPI Partnership Opportunity Area(s) and DoD Installations.</li> <li>- Unselect Counties and North Carolina Counties.</li> </ul>

<input type="checkbox"/>	A proximity map identifying the proposed property in relation to nearby or adjoining city limits, extraterritorial jurisdiction, or residential developments (a tax card or property record card may also show the extraterritorial jurisdiction).
<input type="checkbox"/>	Photos of any non-compatible land uses on the proposed agricultural conservation easement acreage such as trash piles, waste dumps, soil erosion, or alternative management that has diminished soil production which will inhibit or demise future agricultural production

### Overview of Proposed Conservation Easement and Scope of Work

<input type="checkbox"/>	Background on the ownership and use of the proposed easement property. Include information on the history of the operation, local agricultural economy, and regional interests.
<input type="checkbox"/>	Brief description of the proposed conservation easement.
<input type="checkbox"/>	Any threats that may convert the proposed conservation easement to non-agricultural development within the next five (5) years, including condemnation, loss of supply and market infrastructure, inheritance, or estate issues, etc.
<input type="checkbox"/>	Describe any conservation or environmental practices currently implemented on the property.
<input type="checkbox"/>	Explain any limitations on production due to lack of, or distance from, farm and agribusiness infrastructure (e.g. equipment parts and repair, feed, seed, fertilizer, chemicals, markets, processing, etc.).
<input type="checkbox"/>	Explain any actions to transition the land to future farmers or foresters.
<input type="checkbox"/>	Provide specific outcomes to be achieved through this conservation easement project.
<input type="checkbox"/>	Provide any community needs that this conservation easement project serves
<input type="checkbox"/>	Photographs of typical landscape, structures, and equipment on the proposed conservation easement.
<input type="checkbox"/>	Permission to publicly use photos submitted with the application and photos taken during site visits.
<input type="checkbox"/>	Any additional supplemental documentation to support the application.

### Budget

*\*Please review the "Conservation Easement Application Budget Instructions" and "Conservation Easement Budget Worksheet" prior to proceeding with this portion of the application.*

<input type="checkbox"/>	Yes or No if donating the full value of the proposed conservation easement
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### Determining the Estimated Easement Purchase Value

<input type="checkbox"/>	Yes or no if there is a Uniform Standards of Professional Appraisal Practice (USPAP) or Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA or "Yellow Book") appraisal of the proposed conservation easement land parcel that determines the development rights value that will be removed (appraisal current as of January 1, 2022)?
<input type="checkbox"/>	Yes or no if there is a Letter of Opinion or Restricted Use Report by a Qualified Appraiser with an effective date since January 1, 2022?

### ADFP Funds for Present Use Values of Property

<input type="checkbox"/>	Select primary county
<input type="checkbox"/>	Yes or No for your property having approved Present Use Value County property tax values
<input type="checkbox"/>	Upload a current or 2022 tax card or property record card verifying the property's market and agricultural land use values.
<input type="checkbox"/>	Present use value (PUV) of the property

### Entity Eligibility

<input type="checkbox"/>	List of current Board Members, Board of Supervisors, or other oversight council.
<input type="checkbox"/>	Organization's current conflict of interest and certification policy statement.
<input type="checkbox"/>	Determination of any conflicts of interests.
<input type="checkbox"/>	Describe all relevant conflicts of interest pertaining to this conservation easement application and the process for how your organization will mitigate these conflicts throughout the grant timeline.

**Required Items for Private Conservation Non-Profit Applicants**

<input type="checkbox"/>	Articles of Incorporation
<input type="checkbox"/>	Sworn Statement of No Overdue Taxes
<input type="checkbox"/>	Organization By-laws
<input type="checkbox"/>	List of current grants held by the non-profit organization

**Required Items for New Private Conservation Non-Profit Applicants**

<input type="checkbox"/>	IRS Federal Tax-Exempt Letter and 501(c)(3) Certification Form
<input type="checkbox"/>	Articles of Incorporation
<input type="checkbox"/>	Organization By-laws
<input type="checkbox"/>	Letter from legal staff certifying the organization can legally hold agricultural conservation easements

These documents should be emailed separately from the application to [evan.davis@ncagr.gov](mailto:evan.davis@ncagr.gov) and [jonathan.lanier@ncagr.gov](mailto:jonathan.lanier@ncagr.gov) with the subject line "ADFP Trust Fund Grant Eligibility Review."

***Refer to the Conservation Easement Application Budget Instructions document for information on the budget section of the application.***