**Steps to Enroll in the VAD Program**

|  |  |
| --- | --- |
| Action | Responsibility |
| ***Request Enrollment*** |  |
| ***Complete Application*** | *Enrollee* |
| * *Certify Engaged in Ag under NC GS 106-581.1*

*or is a farm under NC GS 153A-340* | *Enrollee* |
| * *Agree to prohibit nonfarm use for 10 years*
 | *Enrollee* |
| * *Certify location in unincorporated area of County*

*Or in municipality with VAD MOU* | *Enrollee* |
| * *Complete Draft Conservation Agreement*
 | *Enrollee* |
| * *Deposit of Filing Fee*
 | *Enrollee* |
| ***Verification of applicability and compliance*** | *AG Agent* |
| * *Forward application, Conservation Agreement and memo, indicating compliance with regulations to, County Ag Advisory Board (AAB)*
 | *AG Agent* |
| ***Recommendation of Enrollment*** | *County AAB* |
| * *Forward application, Agreement, and memo of recommendation (accept or reject) from AAB to County Commission*
 | *County AAB* |
| ***Acceptance/Rejection of Enrollment and Agreement*** | *County Commission* |
| * *Letter to Landowner indicating AAB and County Commission Findings*
 | *AG Agent* |
| ***If Accepted*** |  |
| * *Agreement to County Clerk/Record of Deeds for Recording.*
 | *AG Agent* |
| ***If Denied*** |  |
| * *Letter to Applicant re denial and grounds*
 | *AG Agent or AAB* |

\*Suggest Application Fee be charged that would cover recording (usually $10) at submission of application etc.

**Steps to Withdraw from VAD Program**

|  |  |
| --- | --- |
| ***Activity*** | *Responsibility*  |
| ***Withdrawing from VAD Program*** |  |
| ***By Landowner*** |  |
| * *Form to County AAB requesting withdrawal*
 | *Enrollee* |
| * *Conservation Agreement Revocation Document*
 | *Enrollee* |
| * *Filing Fee ($10)*
 | *Enrollee* |
| ***Verification of Documents*** | *AG Agent* |
| * *Forward memo and copy of documents to AAB and County Commission Consent item – receive as information*
 | *AG Agent* |
| * *Conservation Agreement Revocation Document forwarded to Record of Deeds revoking Agreement with filing fee ($10)*
 | *AG Agent* |
|  |  |

|  |  |
| --- | --- |
| ***Activity*** | *Responsibility* |
| ***Withdrawing from VAD Program*** |  |
| ***By AAB for Cause*** |  |
| * *Form to County AAB requesting removal - with documentation*
 | *AG Agent* |
| * *Letter to Landowner offering ‘hearing before AAB”*
 | *AG Agent* |
| * *Completion of Conservation Agreement Revocation Document*
 | *AG Agent*  |
| * *Hearing with Landowner for*

*Consideration of Conservation Agreement Revocation Document* | *AAB* |
| ***If Revocation proceeds***  |  |
| * *Forward memo and copy of documents County Commission*

*Consent item – receive as information*  | *AG Agent* |
| * *Conservation Agreement Revocation Document forwarded to Record of Deeds revoking Agreement with filing fee ($10)*
 | *AG Agent* |
|  |  |

**Verification of VAD Eligibility**

|  |  |
| --- | --- |
| ***Activity***  | *Responsibility* |
| ***Verification of VAD Eligibility*** |   |
| * *Verify Engagement in Ag under NC GS 106-581.1*

*or is a farm under NC GS 153A-340* | *AG Agent* |
| ***If NOT eligible***  |  |
| * *Proceed with Removal for cause above*
 | *AG Agent* |
| * *Filing Fee ($10)*
 |  |