**Steps to Enroll in the VAD Program**

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| 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**

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| ***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* |
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| ***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**

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| --- | --- |
| ***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)* |  |