



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



Required Items for All Applicants

<input type="checkbox"/>	NC Openbook Supplemental Information
<input type="checkbox"/>	Signed and notarized "Option to Purchase an ADFP Conservation Easement"
<input type="checkbox"/>	Warranty deed or deed of trust proving ownership
<input type="checkbox"/>	Physical driving address to location of proposed conservation easement
<input type="checkbox"/>	Percentage of land is prime, unique, or soils of statewide importance
<input type="checkbox"/>	Letter from USDA-NRCS or local soil and water conservation district certifying percentage of prime, unique, or soils of statewide importance
<input type="checkbox"/>	Percentage of landowner(s) gross income derived from agriculture, horticulture, and forestry
<input type="checkbox"/>	Voluntary Agricultural Districts enrollment status and membership in other agricultural programs
<input type="checkbox"/>	Current copy of approved conservation plan
<input type="checkbox"/>	Map that identifies the boundary of the proposed conservation easement
<input type="checkbox"/>	Right-of-way access to the proposed conservation easement from a publicly maintained road
<input type="checkbox"/>	Map that identifies the location and proximity protected farmlands, military bases and operational areas, cultural or historic sites, state or federal lands managed for the protection of agriculture, forestry, plants or wildlife
<input type="checkbox"/>	Map to Property and Directions from 2 W Edenton St, Raleigh, NC 27601
<input type="checkbox"/>	List of landowner(s) capital investments related to production on the proposed easement of \$5,000 or greater in the past 10 years
<input type="checkbox"/>	Budget Information (See "Conservation Easement Application Budget Instructions" and "Conservation Easement Budget Worksheet")
<input type="checkbox"/>	Estimated Easement Value (via state certified appraisal or estimate of property value less the present-use value)
<input type="checkbox"/>	Letters of Commitment from all secured matching fund sources
<input type="checkbox"/>	Quarterly project timeline for two year contract period
<input type="checkbox"/>	Landowner(s) signature for online application

Required Items for Private Conservation Non-Profit Applicants

<input type="checkbox"/>	Organization's Articles of Incorporation
<input type="checkbox"/>	List of current board members
<input type="checkbox"/>	List of current grants
<input type="checkbox"/>	Organization's current conflict of interest and certification policy statement
<input type="checkbox"/>	Statement of No Overdue Taxes

Optional Items (application will prompt user if these items are required)

<input type="checkbox"/>	Signed authorization letter from multiple owners listed on property deed
<input type="checkbox"/>	State certified appraisal summary
<input type="checkbox"/>	Financial affidavit for Beginning or Limited Resource Farmers
<input type="checkbox"/>	Forest management plan
<input type="checkbox"/>	General permit number or NPDS permit number for animal waste management plans
<input type="checkbox"/>	Map of proposed right-of-way access to the proposed conservation easement from a publicly maintained road