

Hampshire County Farmland Protection Board

**Donation of Conservation Easement  
Application Form**

Date:

**General Information**

Owner Name(s):

Address:

Home Phone:

Work Phone:

**Property Information**

Property Location:

Deed Reference: Book: Page:

Book: Page:

Tax Map Numbers:

Acreage: Total Acres: Acres Offered for Easement:

Farm Use: Does the property have current farm-use valuation for property tax purposes?  
If yes, please attach most recent filing. Yes  No

Mineral Rights: Does landowner also own mineral rights? Yes  No   
Have mineral, gas, or oil rights been leased? Yes  No   
If rights are leased, attach copy of lease(s).

Soil Evaluation: Acres % of Offered Acres

Prime/Unique soil (attach maps)

State/Locally-Important Soil (attach maps)

\* Soil information may be obtained from local Natural Resources Conservation Service (NRCS) office.

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**Unique Features:** Check all that apply, & attach narratives or maps for these features, when applicable.

- Property is on the National Register of Historic Places
- Property is of national, state, or local significance
- Property is adjacent to a historical property
- Property is a symbol of West Virginia's identity or development patterns
- Property is a symbol of the Eastern Panhandle or Potomac Highlands
- Property contains a historical structure
- Property contains an archaeological site
- Property fronts on a major stream, creek, or river
  - 1. Stream Name:  Distance (ft):
- Property fronts on a minor stream, creek or river
  - 1. Stream Name:  Distance (ft):
  - 2. Stream Name:  Distance (ft):
- Property fronts on a public road
  - 1. Road Name:  Distance (ft):
  - 2. Road Name:  Distance (ft):
- Property contains scenic ridge lines or mountainous terrain  
(Mountainous terrain = at least 20% of acreage comprised of slopes of 25% or greater)
- Property contains mature forests
- Property contains a cave
- Property contains limestone cliffs
- Property contains a shale barren
- Property is in an area of biological significance
- Property contains endangered or threatened species habitat
- Property contains a year-round spring
- Property contains a seasonal or wet-weather spring
- Property contains wetlands
- Property contains a sink or sink hole
- Property has significant ground water recharge potential
- Other

Briefly describe the owner(s) intent for the property. Include intended uses of property, protections to be applied to various portions of property, existing and reserved residential sites, etc.

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### Is the property:

Subject to a sales contract? Yes  (attach contract) No   
Currently listed for sale? Yes  (attach details) No   
Listed for sale within the last two years? Yes  No   
In the estate process or has it been inherited within the last two years? Yes  (attach details) No   
Encumbered by any leases or rights-of-way? Yes  (attach documents) No

### Secured Debt/Liens:

Holder: \$  
Holder: \$

Will the lender(s) agree to subordinate the loan? Yes  No   
(If yes, attach lender letter agreeing to subordination.)

### Valuation:

Has a general property appraisal been completed? Yes  (Attach appraisal.) No   
If yes, what were the acreage & appraised value? Acres: \$  
Has a *conservation* appraisal been completed? Yes  (Attach appraisal.) No   
If yes, what were the acreage & easement value? Acres: \$

### Official Contact:

Name, address, and phone number of the contact person who is authorized by all property owners to receive correspondence from the county and negotiate the terms of the easement:

Name: Phone number:

Address:

### Signatures:

All owners must sign this application giving consent to make an application to the Hampshire County Farmland Protection Board for a conservation easement donation:

Name: Signature: Date:  
Name: Signature: Date:  
Name: Signature: Date:  
Name: Signature: Date:

# Hampshire County Farmland Protection Board

## Documentation Checklist: The following documents must be attached:

- Property plat
- Deed description (legal description included in deed to current owner)
- Tax map (available from the Hampshire County Assessor's Office)
- Soil map (available from NRCS or Potomac Valley Conservation District)
- Soil profile (available from NRCS)
- NRCS letter confirming NRCS-USDA Conservation Plan
- Letter of subordination from financial institution or other lender (if applicable)
- Farm Use Valuation Filing (if applicable)
- Appraisal (if applicable)
- All other documents requested herein

**NOTE:** All applications must be completed and signed to be considered. Additional information may be required from the applicant(s).

## Submissions:

**Submit application to:**  
Hampshire County Farmland Protection Board  
P.O. Box 806  
Romney, WV 26757  
[hcfpb@verizon.net](mailto:hcfpb@verizon.net)  
304-851-5315