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

Overview

Purpose

This document should be used alongside the Conservation Easement Application Guidelines to prepare a complete and competitive application for the Agricultural Development and Farmland Preservation Trust Fund Conservation Easement Program. The Conservation Easement Application Guidelines outline eligibility requirements, the scoring rubric, and budget requirements. This Checklist provides additional guidance on required application information, uploads, and the allowable documentation for each scoring criterion. Only the documentation types listed in this Checklist or application will be accepted for each scoring item. Additional documentation may be requested by ADFP during the application period, along with guidance on acceptable documentation.

Review the following application submission rules:

- Once an application form has been submitted, it cannot be edited or resubmitted.
- Late submissions or failure to complete any application form by its deadline will render the application ineligible.
- All application documentation must be included at the time of submission.
- Emailed documentation will not be accepted unless there is written prior approval from the ADFP Trust Fund Grant Specialist.
- Documentation that is missing, duplicated across uploads, or submitted as a placeholder at the time of submission forfeits the associated scoring opportunity and, if required for eligibility, may result in the application being deemed ineligible.
- Applicants with questions regarding required documentation must contact the ADFP Grant Specialist before the applicable deadline.

Table of Contents

Part 1 - Opens August 3rd, 2026 and closes August 31st, 2026
Part 2 - Opens September 14th, 2026 and closes October 19th, 2026
Part 3 – Opens November 2nd, 2026 and closes December 21st, 2026

Part 1

Application Contacts

☐	Primary applicant contact
☐	Primary applicant email
☐	If applicable, secondary applicant contact
☐	If applicable, secondary applicant email
☐	Proposed farm or conservation easement name

If applicable, New Applicant Contact(s)

☐	Associated applicant organization
☐	First name
☐	Last name
☐	Current title at applicant organization
☐	Email
☐	Phone number

Applicant Organization Information

☐	Has the applicant organization previously applied for ADFP funding?
☐	Full legal name of the applicant organization
☐	List of current board members, board of supervisors, or other oversight council
☐	Applicant organization's current conflict of interest and certification policy statement
☐	Any current conflicts of interest relating to this conservation easement application and the applicant organization
☐	If applicable, a description of any conflicts of interest and a mitigation plan

If applicable, New Applicant Information

☐	Eligible designation of applicant organization (County Government, Land Trust, Nonprofit)

☐	Full legal name of the applicant organization
☐	Applicant organization's physical address
☐	Applicant organization county
☐	Applicant organization phone number
☐	Unique Entity Identifier (UEI) Number
☐	Tax Identification Number (EIN)
☐	Organization fiscal year-end

If applicable, New Applicant Information for Land Trusts and Nonprofits

☐	All items in the above New Applicant Information section
☐	Articles of incorporation **NOTE:** These outline the organization's founding purposes. To qualify for holding agricultural conservation easements, the purposes must explicitly include conservation and agricultural land protection. This document also confirms the entity's authority to hold real property interests like agricultural conservation easements.
☐	Organization by-laws
☐	Mission statement or charter **NOTE:** The mission statement or charter must include provisions for landowner assistance in land protection and the holding of agricultural conservation easements.
☐	IRS determination letter
☐	NC Secretary of State Certificate of Good Standing
☐	Program policies or descriptions **NOTE:** Documents, such as webpages, brochures, or policies, detailing land protection programs, including assistance to landowners and a listing of entity-held agricultural conservation easements.
☐	Evidence of resources and capacity **NOTE:** Includes staff lists, volunteer rosters, or contracts for creating, holding, and monitoring agricultural conservation easements. Under Treasury Regulations § 1.170A-14(c)(1), the organization must have sufficient resources (e.g., funds, volunteers, or legal support) to enforce conservation easements perpetually.
☐	Annual reports or Form 990 filings

About the Proposed Easement

☐	Primary county(ies) of the proposed conservation easement acreage
☐	Length of term of the proposed conservation easement (perpetual; 30, 40, or 50-year term)
☐	Briefly describe the history and current operations of the proposed conservation easement acreage. Include the farm's establishment, ownership changes, land use history, current operators, producers and lessees, production methods, diversification efforts within the past calendar year, and any other defining characteristics.
☐	Proposed conservation easement physical address
☐	Latitude and longitude coordinates of the proposed conservation easement's physical location (https://www.latlong.net/)
☐	Easement holding entity
☐	If applicable, second easement holding entity

If applicable, New Easement Holding Entity

☐	Eligible designation of the easement holding organization (County Government, Land Trust, Nonprofit)
☐	Full legal name of the easement holding organization
☐	Easement holding organization's physical address
☐	Easement holding organization's county
☐	Easement holding organization's phone number
☐	Unique Entity Identifier (UEI) Number
☐	Tax Identification Number
☐	Organization's fiscal year-end

If applicable, New Land Trust and Nonprofit Easement Holding Entities

☐	All items in New Easement Holding Entities section
☐	IRS determination letter
☐	Articles of incorporation
☐	Organization by-laws

☐	NC Secretary of State Certificate of Good Standing
☐	Sworn statement of no overdue taxes
☐	Letter from an authorized representative confirming the organization has the legal authority to hold agricultural conservation easements

Landowner Information

☐	Confirmation that all parcel(s) that make up the proposed conservation easement acreage are under the same ownership
☐	Ownership structure of the parcel(s) that make up the proposed conservation easement acreage
☐	Confirmation of marital interest
☐	If applicable, a description of the exceptions to a marital interest and appropriate documentation for the exceptions to the marital interest
☐	List of all parties that have an interest in ownership of the property (including marital interest, members of LLC, partners, shareholders, beneficiaries, etc.)
☐	Mailing address of landowner(s)
☐	If applicable, additional documentation may be required for certain ownership structures
☐	Signed and dated within the last year, authorization from all individuals with an ownership interest in the parcels making up the proposed conservation easement acreage permitting the applying organization to submit a funding application on the landowners' behalf **NOTE:** Digital signatures will not be permitted unless accompanied by a time-stamped audit page.
☐	Signed, dated within the last year, and notarized acknowledgment from all individuals with an ownership interest in the parcels making up the proposed conservation easement acreage of the conservation easement application terms **NOTE:** Digital signatures will not be permitted unless accompanied by a time-stamped audit page.
☐	Describe any current or future farm succession or transition plans that will impact the proposed conservation easement area.

Part 2

Proposed Conservation Easement Parcels

☐	Is the proposed conservation easement acreage previously subject to a term agricultural conservation easement funded in part by ADFP? The term conservation easement must have expired to qualify. The expired deed of the term conservation easement must be provided.

☐	Total number of parcels in the proposed conservation easement
☐	Parcel Identification Numbers (PIN) for each parcel included in the proposed conservation easement (https://www.nconemap.gov/pages/parcels)
☐	The most recent deed for each parcel included in the proposed conservation easement
☐	If applicable, additional information related to specific deed types
☐	Acreage of each parcel included in the proposed conservation easement, as determined in the uploaded deed
☐	Total proposed conservation easement acreage
☐	If applicable, details regarding a discrepancy between the deeded and proposed conservation acreage
☐	Certification that the ownership of each parcel matches the ownership identified in Part 1 and the provided deeds
☐	An engagement letter signed by all landowner(s) with an interest and dated within the last year, including, at a minimum: • The farm/conservation easement name • The proposed easement parcel PIN(s) • (Optional, to use as a landowner donation letter, the % of the easement purchase amount being donated by the landowner) **NOTE:** Digital signatures will not be permitted unless accompanied by a time-stamped audit page.

Proposed Conservation Easement Map

☐	Map of the proposed conservation easement acreage using the most up-to-date aerial imagery, including:
	• Clear boundary of the proposed easement area
	  o If there are multiple conservation easement recordings, the boundaries of each must be in different colors and identified in the legend.
	• Clear distinctions of any exclusions from the total property
	• Clearly labeled parcels with PINs
	• Clear legal access is designated to **ALL** parcels within the proposed easement area
	• All proposed Building Envelopes. Building Envelopes **MUST** be labeled:
	  o Residential Building Envelope: Existing
	  o Residential Building Envelope: Future
	  o Residential Building Envelope: Farm Support Housing
	  o Recreational and Accessory Structures
	  o Farmstead Building Envelope for current or planned farm structures larger than 2,000 square feet or farm structures with no existing or planned residential use
	• A distinct table with:
	  o Total proposed conservation easement acreage
	  o Total exclusions from original property parcels
	  o Acreage of exclusions from original property parcels
	  o Total Building Envelope(s) (Residential, Recreational, and Farmstead)
	  o Acreage and percent of total proposed easement acreage in Building Envelope(s)
	  o Total Residential Building Envelope(s)
	  o Acreage and percent of total proposed easement acreage in Residential Building Envelope(s)
	  o Total existing impervious surface in square feet
	
	NOTES:
	• Each easement is restricted to no more than three residential building envelopes. Any residences/dwellings identified as such on the property tax card must be contained within a residential building envelope regardless of existing use. Each residence/dwelling must be contained in an individual envelope.
	• Areas to be excluded within the easement boundary must be identified, and the corresponding acreage including access to the exclusions removed from total easement acreage.
	• Each easement is restricted to 2% or less in impervious surface. If the current impervious surface is above 2%, please reach out to NCDA&CS staff for more information.
	• The proposed conservation easement must be accessible from a public road, or there must be a recorded right-of-way that is insurable, unconditional, and transferable.
	• Current or planned farm structures larger than 2,000 square feet must be contained within a Farmstead Building Envelope that does not permit residential use.
	• Legal access cannot be inferred; it must be designated on the map.
	• Multiple parcels and/or multiple conservation easement recordings, provided all parcels are under the same ownership and located within one-half mile of each other.

☐	Number of proposed conservation easement recordings

☐	Total number and acreage of building envelopes on the proposed easement
☐	Total number and acreage of residential building envelopes
☐	Total number and acreage of exclusions
☐	Total square footage of impervious surface
☐	Is each easement recording accessible from a public road?
☐	If applicable, proof that there is an insurable, unconditional, and transferable legal right of recorded access for the term of the easement
☐	Google Maps pin of easement location (https://tinyurl.com/googlemappinhelp)

Proposed Easement Area Description

☐	Verification that at least one tract in the proposed conservation easement acreage meets the following minimum acreage requirements: • 5 acres in actual horticultural production (actively engaged in the commercial production or growing of fruits and vegetables or nursery and floral products); • 10 acres in actual agricultural production (actively engaged in the commercial production or growing of crops, plants, or animals; which includes dairying and the raising, management, care, and training of livestock, including horses, bees, poultry, and other animals for individual and public use, consumption, and marketing. The raising, management, care, and training of horses includes the boarding of horses); • 20 acres in actual forestry production (actively engaged in the commercial growing of trees). Upload one of the following documents to verify minimum acreage requirements. The upload must clearly display the acreage and land use. • USDA FSA-578 Producer Print/Crop Report with attached map ***(preferred)*** • USDA CCC-902 Farm Operating Plan Form ***(preferred)*** • 2026 tax card showing enrollment in present-use value • 2026 satellite imagery with land uses and acreage identified • Forest management plan
☐	Verification of working lands use. Upload one of the following documents. The uploaded document must clearly display the date. • 2026 USDA FSA-578 Producer Print/Crop Report with attached map ***(preferred)*** • 2026 USDA CCC-902 Farm Operating Plan Form ***(preferred)*** • 2026 tax card showing enrollment in present-use value • 2025/2026 Livestock Bill of Sale • 2025/2026 Crop Sales Receipt

	• 2025/2026 Honey Sales Receipt • 2025/2026 Farm Income Ledger (tax ID redacted) • 2025/2026 Agritourism Income Ledger (tax ID redacted) • 2025/2026 Crop Warehouse Receipt • 2025/2026 Milk Sales Receipt • 2025/2026 Plant Bill of Sale • Receipt of timber sale NOTE: Working lands use will be verified on-site during the site visit and, based on findings, may result in requests for additional documentation to confirm eligibility.
☐	Proposed conservation easement acreage based on land use • Agriculture • Horticulture • Forestry • Aquaculture • Water • Residential • Farm structures • Other
☐	If applicable, details regarding a discrepancy between the land use acreage and the proposed conservation easement acreage
☐	All crops and forestry species with the approximate number of acres on the proposed conservation easement acreage
☐	All species with approximate numbers of livestock, poultry, and aquaculture on the proposed conservation easement acreage
☐	Is the proposed conservation easement acreage currently enrolled in Present-Use Value (PUV) taxation? Upload a 2026 tax card showing enrollment in present-use value.
☐	What percentage of the proposed conservation easement acreage is prime, unique, or soils of statewide importance? Upload a USDA Web Soil Survey report identifying the proposed easement acreage with percentages of prime, unique, or soils of statewide importance within the boundary. **NOTE:** Any exclusions from the proposed easement acreage must be removed from the USDA Web Soil Survey. Any USDA Web Soil Survey without the Farmland Classification Rating of soil types will not be accepted.
☐	If applicable, provide a signed letter from USDA-NRCS or a local soil and water conservation district (SWCD) certifying the percentage of prime, unique, or soils of statewide importance within the boundaries of the proposed conservation easement if the combined soils of these categories are over 90%.
☐	Is the proposed conservation easement considered Highly Erodible Land (HEL) or Potentially Highly Erodible Land (PHEL) according to USDA NRCS?

☐	If applicable, upload a filed NRCS-CPA-026 Highly Erodible Land (HEL) and Wetland Conservation Determination form.

Prescreens

☐	Does any portion of the property have associated ownership concerns that could prevent title certification?
☐	Are there any potential title concerns, such as ongoing civil actions, judgments, life tenants or remaindermen, or open estates?
☐	Is there a judgment, lien, mortgage, or deed of trust related to the proposed conservation easement area?
☐	Are the landowners (including spouses) involved in an active bankruptcy proceeding?
☐	Are there any unresolved boundary disputes, discrepancies, or encroachments on any portion of the proposed conservation easement area?
☐	Does the entire proposed easement area have legal access from a public road, or is there an insurable, unconditional, and transferable legal right of way recorded for the easement?
☐	Is any portion of the proposed conservation easement area subject to an existing easement or deed restriction?
☐	If applicable, describe existing easements
☐	Are there any other options, rights-of-way, or easements on the proposed conservation easement area, such as utilities, gas lines, fiber optic lines, pipelines, power lines, roads, railroads, access, ditches, flowage easements, etc.?
☐	Are the surface or subsurface resource rights (oil, gas, minerals, existing conservation easement, etc.) owned or reserved by a third party that is not a landowner of this property?
☐	Are there any energy-related leases on the proposed conservation easement property, including solar, wind, or geothermal energy leases?
☐	Are there any other land leases on the proposed conservation easement property, including written or oral agreements, such as agricultural leases, recreation or hunting leases, public access leases, or others?
☐	Are there any recognized environmentally hazardous sites, including brownfields, within the proposed conservation easement area?
☐	If applicable, 3-5 time-stamped photos of any non-compatible land uses on the proposed agricultural conservation easement acreage within the last 365 days. This includes trash piles, waste dumps, soil erosion, or alternative management that has diminished soil production, which will inhibit or diminish future agricultural production.

Budget

☐	Is this a full donation of the conservation easement?
☐	If donating the full value of the proposed conservation easement, provide a Certified Development Rights Appraisal by a Qualified Appraiser with an effective date since January 1, 2025, or a 2026 tax card.
☐	If applicable, opt in to the Donated Agricultural Conservation Easement Incentive Program.
☐	What method will be used to determine the conservation easement value? Use one of the following to determine the estimated easement purchase value: • Certified Development Rights Appraisal by a Qualified Appraiser with an effective date since January 1, 2025. • Comparable Certified Development Rights Appraisal from previous projects since January 1, 2025. The Comparable Certified Development Rights Appraisal must be within the same county or within 50 miles of the applicant's property. • For property enrolled in Present-Use Value (PUV), the difference between the fair market value and the PUV as determined by the 2026 tax card. • For property not enrolled in PUV, data from ADFPTF closed easements will be used to determine the estimated easement purchase value based on the appraised value on the 2026 tax card. • Letter of Opinion or Restricted Use Report by a Qualified Appraiser with an effective date since January 1, 2025. **NOTE:** Review the Conservation Easement Guidelines for additional requirements related to these estimate methods.
☐	Completed Conservation Easement Budget Worksheet and detailed line items
☐	Engagement letter signed by all landowner(s) with an interest indicating the % of the easement purchase amount being donated by the landowner, dated within the last year
☐	If applicable, documentation of secured matching funds outside of landowner donation for easement purchase: • USDA-NRCS Parcel Contract • Signed letter from USDA-NRCS staff confirming secured easement purchase funds • Signed letter from county staff confirming secured easement purchase funds • Signed letter from the appropriate outside contact confirming secured easement purchase funds from a private source • Signed letter from the installation point of contact confirming secured easement purchase funds from the Department of Defense's (DOD) Readiness and Environmental Protection Integration (REPI) Program.
☐	If applicable, provide details on other pending matching funds for the proposed conservation easement acreage.

Part 3

Producer and Landowner Information

☐	Does the landowner(s) have an economic interest as a producer in the agricultural production, as defined in NC Statute 106-581.1, on the proposed conservation easement acreage? Upload one of the following documents from calendar year 2026 to verify economic interest as a producer of an agricultural/horticultural operation. The upload **must** clearly display the landowner's name and date on the document. • USDA FSA-578 Producer Print/Crop Report with attached map ***(preferred)*** • USDA CCC-902 Farm Operating Plan Form ***(preferred)*** • Farm sales tax exemption certificate issued by the N.C. Department of Revenue • Livestock Bill of Sale • Proof of Crop Insurance Policy or Premium Payment • Seed Purchase Receipt • Livestock Feed Receipt • Crop Sales Receipt • Honey Sales Receipt • Farm Income Ledger (tax ID redacted) • Agritourism Income Ledger (tax ID redacted) • Crop Management Log • Livestock Insurance Policy • Integrator Contract • Crop Warehouse Receipt • Cotton Gin Ledger • Grain Storage Record (third party) • Harvest Yield Report (third party) • Apiary Production Report (third party) • Crop Insurance Claim Record (tax ID redacted) • Milk Sales Receipt • Milk Production Report (third party) • Plant Bill of Sale • Nursery Stock Purchase Receipt • Agritourism Liability Insurance Policy or Premium Payment • Forestry management plan (dated 2016 or later) • Receipt of timber sale
☐	Are other private entities with an economic interest separate from the landowners as producers in agricultural production, as defined in NC Statute 106-581.1, on the proposed conservation easement acreage? Upload one of the following documents from calendar year 2026 to verify each additional economic interest as a producer of an agricultural/horticultural operation. The upload must clearly display the economic interest's name and date on the document. • USDA FSA-578 Producer Print/Crop Report with attached map ***(preferred)***

	• USDA CCC-902 Farm Operating Plan Form ***(preferred)***
	• Farm sales tax exemption certificate issued by the N.C. Department of Revenue
	• Livestock Bill of Sale
	• Proof of Crop Insurance Policy or Premium Payment
	• Seed Purchase Receipt
	• Livestock Feed Receipt
	• Crop Sales Receipt
	• Honey Sales Receipt
	• Farm Income Ledger (tax ID redacted)
	• Agritourism Income Ledger (tax ID redacted)
	• Crop Management Log
	• Livestock Insurance Policy
	• Integrator Contract
	• Crop Warehouse Receipt
	• Cotton Gin Ledger
	• Grain Storage Record (third party)
	• Harvest Yield Report (third party)
	• Apiary Production Report (third party)
	• Crop Insurance Claim Record (tax ID redacted)
	• Milk Sales Receipt
	• Milk Production Report (third party)
	• Plant Bill of Sale
	• Nursery Stock Purchase Receipt
	• Agritourism Liability Insurance Policy or Premium Payment
	• Written farm lease agreement
	  ○ The farm lease agreement must include the following:
	  ▪ Parties to the lease
	  ▪ Description of the property
	  ▪ Term of the lease
	• Forestry management plan (dated 2016 or later)
	• Receipt of timber sale
	
	NOTE: Poultry and livestock integrators do not qualify as additional economic producers; only the producer who manages the on-farm operation qualifies. Alternative documentation may be required if the additional economic producer documentation is not clearly tied to the proposed conservation easement acreage. USDA documentation must indicate the landowner's name(s).

☐	Are any of the other private entities with an economic interest separate from the landowners as producers in agricultural production, as defined in NC Statute 106-581.1, confirmed in the previous question, serving as long-term lessees on the proposed conservation easement acreage?
	
	Upload one of the following documents for each calendar year claimed (e.g., 2024 documentation for a lease held two years prior, 2023 documentation for a lease held three years prior). To receive points for multiple lease years, documentation must be provided for each year claimed. Future lease years are not eligible for scoring. Each document must clearly identify the landowner, lessee, and date.
	• USDA FSA-578 Producer Print/Crop Report with attached map ***(preferred)***
	• USDA CCC-902 Farm Operating Plan ***(preferred)***
	• Written farm lease agreement that includes:
	  ○ Parties to the lease
	  ○ Property description
	  ○ Lease term
	
	NOTE: The maximum score for this criterion is 5 points. Only the longest continuous documented lease period for a single eligible lessee will be considered for scoring. Lease years may not be combined across multiple lessees or interrupted lease periods. For example, if a lessee leased the property from 2020 to 2021, did not lease it in 2022, and resumed leasing in 2023, only the current continuous lease period (2023 to present) would be considered.

☐	Are any of the landowners or other private entities with an economic interest as producers in agricultural production on the proposed conservation easement acreage a member of Got to Be NC? Upload one of the following documents: • A copy of a Got to Be NC membership acceptance letter with the company/farm/group listed • A screenshot of the specific company/farm/group on the Got to Be NC website (https://gottobenc.com/find-local/)
☐	Are any of the landowners or other private entities with an economic interest as producers in agricultural production on the proposed conservation easement acreage members, or participate in the following: • A member of American Tree Farmers • Forest Stewardship Program • Sustainable Forestry Initiative Certification Upload one of the following documents: • A certificate of current participation or membership • A forest stewardship plan that is no more than ten (10) years old (dated 2016 or later)

☐	Is the proposed conservation easement acreage currently enrolled in the Century Farm program? Upload one of the following documents: • A certificate of participation from NCDA&CS Public Affairs • A screenshot of the specific farm on the NCDA&CS website (http://www.ncagr.gov/paffairs/Century/location.htm)
☐	Is the proposed conservation easement acreage currently enrolled in the Voluntary Agricultural District or Enhanced VAD? Upload a letter from the Voluntary Agricultural District administrator, signed and dated within the last year, confirming enrollment of the proposed agricultural conservation easement acres in a VAD or EVAD. The letter must list the enrolled parcel PIN(s). Enrollment requires an active conservation agreement.

Agricultural Landscape and Proximity

☐	Are conservation land management plans being used on the proposed agricultural conservation easement acreage? Upload one of the following documents: • A copy of the conservation plan, no more than five (5) years old, signed by the landowner *and* USDA-NRCS or a local SWCD staff member. If USDA-NRCS develops the conservation plan, the USDA FSA-578 Producer Print/Crop Report with attached map indicating Farm/Tracts is required. • A signed letter from USDA-NRCS or a local SWCD stating that a current conservation plan older than five (5) years is still the management plan on the proposed conservation easement. The letter must be dated within the last year and confirm that the conservation plan is for the proposed easement acreage. • A copy of the forest management plan, dated 2016 or later, signed by the landowner *and* either the N.C. Forest Service or a private forester. The upload must include the stand map associated with the plan. • A signed letter from the NC Forest Service or a private forester stating that a forest management plan older than 10 years is still the current management plan on the proposed conservation easement. The letter must be dated within the last year and confirm that the forest management plan is for the proposed easement acreage.

☐	What is the proximity of existing farmland to the proposed conservation easement acreage?
	
	Upload a distance radius map with the following elements:
	• The proposed conservation easement boundary is centered on the map
	• Boundary of the closest farmland parcel as determined by a county property record card
	• For the nearest farmland parcel, provide a distinct table that includes:
	  ○ Nearby Landowner(s) name(s)
	  ○ Acres of the closest farmland parcel

	○ PIN(s) of the nearby farmland • Radius at half-mile and one-mile intervals • Nearby interstates, highways, roads, and municipalities, as applicable Upload a county property record card for the existing farmland closest to the proposed conservation easement. The landowner's name and PIN(s) must match the parcel identified on the map.
☐	Is the proposed conservation easement acreage in the immediate vicinity of another agricultural conservation easement allowing the production of agricultural commodities as defined in NC Statute 106-581.1? Upload a distance radius map with the following elements: • The proposed conservation easement boundary is centered on the map • Boundary of the closest agricultural conservation easement as determined by a deed of conservation easement and the county property record card • For the closest nearby conservation easement, provide a distinct table that includes: ○ Current Landowner(s) name(s) ○ Acres of the nearby conservation easement ○ PIN(s) of the nearby conservation easement ○ Deed Book/Page of the nearby conservation easement • Radius at half-mile and one-mile intervals • Nearby Interstates, highways, roads, and municipalities, as applicable Upload the deed of conservation easement and a county property record card for the existing agricultural conservation easement closest to the proposed conservation easement. The landowner's name and PIN(s) on the county property record card must match the parcel identified on the map. **NOTE:** Conservation easements through the Land and Water Fund, the Conservation Reserve Program (CRP), the Conservation Reserve Enhancement Program (CREP), Wetland Reserve Easements (WRE), or other conservation easements that prohibit agricultural activities or timber harvest do not qualify.
☐	Are there any state or federally owned lands that are primarily managed for the protection and use of agriculture, plants, forestry, wildlife, or battlefields within one (1) mile of the proposed conservation easement acreage? Upload a distance radius map with the following elements: • The proposed conservation easement boundary is centered on the map • Boundary of the protected land as determined by a county property record card • For the closest nearby managed land, provide a separate table that includes: ○ Name of managed land ○ Name of current state/federal landowner(s) ○ Acres of the managed lands ○ If applicable, PIN(s) of the managed lands • Radius at a one-mile interval

	• If applicable, nearby interstates, highways, roads, and municipalities Upload a county property record card for the nearby protected land. The name of the current state/federal landowner(s) and acres must match the parcel identified on the map.
☐	Does the proposed conservation easement acreage fall under a designated military training route (MTR) or adjoin a military base or designated training parcel? Upload a screenshot from https://repi.osd.mil/map/ to verify that the proposed conservation easement falls under a designated military training route or adjoins a military base or training area. Navigate to https://repi.osd.mil/map/, and turn on the following layers: • Military Training Routes (MTRs) • Special Use Airspaces (SUAs) Under Eastern North Carolina, click the right-point arrow beside the checkbox to show additional options: • Select REPI Partnership Opportunity Area(s) and DoD Installations. • Unselect Counties and North Carolina Counties. Center the location of the proposed conservation easement on the screen and capture a screenshot with the MTRs and SUAs layers.
☐	Are there recognizable threats of conversion from agricultural land use to urban or highly developed? Upload a distance radius map with the following elements: • The proposed conservation easement boundary is centered on the map • Boundary of the corporate limits of a municipality • Boundary of the nearest municipality's extraterritorial jurisdiction (ETJ) • Radius at one- and two-mile intervals • If applicable, nearby interstates, highways, and roads
☐	Are there recognizable threats of conversion from agricultural land use to low-density residential development? Upload a distance radius map with the following elements: • The proposed conservation easement boundary is centered on the map • Boundary of a residential development or planned development • Radius at half-mile, one-mile, and two-mile intervals • If applicable, the boundary of an official NC Megasite (https://edpnc.com/find-a-site/megasites/) • If applicable, the location of an Interstate or U.S. Highway • If applicable, the location of a recent or ongoing expansion of a two-lane road for additional lanes or turn lanes • If applicable, roads and municipalities

	NOTE: A residential development or planned development is based on NCGS 106D-802, which states that "divisions of a tract or parcel of land into two or more lots, building sites, or other divisions when any one or more of those divisions is created for the purpose of sale or building development, whether immediate or future, and shall include all divisions of land involving the dedication of a new street or a change in existing streets." Individual lots along existing road frontage do not qualify.