



N.C. Department of Agriculture & Consumer Services

N.C. ADFP Trust Fund

Conservation Easement Application Materials Checklist



Intent to Apply

Applicant Information

<input type="checkbox"/>	Full legal name of the applicant organization (All applicants must be a private nonprofit conservation organization or a county)
<input type="checkbox"/>	Entity County
<input type="checkbox"/>	List of current Board Members, Board of Supervisors, or other oversight council
<input type="checkbox"/>	Organization's current conflict of interest and certification policy statement
<input type="checkbox"/>	Determination of any conflicts of interest
<input type="checkbox"/>	Describe all relevant conflicts of interest pertaining to this conservation easement application and the process for how your organization will mitigate these conflicts throughout the grant timeline.

Required Items for Private Conservation Non-Profit Applicants

<input type="checkbox"/>	Articles of Incorporation
<input type="checkbox"/>	Sworn Statement of No Overdue Taxes
<input type="checkbox"/>	Organization By-laws
<input type="checkbox"/>	List of current grants held by the non-profit organization

Required Items for New Private Conservation Non-Profit Applicants

<input type="checkbox"/>	IRS Federal Tax-Exempt Letter and 501(c)(3) Certification Form
<input type="checkbox"/>	Articles of Incorporation
<input type="checkbox"/>	Organization By-laws
<input type="checkbox"/>	Letter from legal staff certifying the organization can legally hold agricultural conservation easements

Proposed Conservation Easement Ownership Information

<input type="checkbox"/>	Primary county(ies) of the proposed conservation easement
<input type="checkbox"/>	Farm or Conservation Easement Name
<input type="checkbox"/>	Length of term of the proposed conservation easement (perpetual; 30, 40, or 50-year term)

<input type="checkbox"/>	Number of total acres in the proposed conservation easement
<input type="checkbox"/>	Property physical address
<input type="checkbox"/>	Latitude and longitude coordinates of the proposed property's physical location (https://www.latlong.net)
<input type="checkbox"/>	Easement Holding Entity
<input type="checkbox"/>	Second Easement Holding Entity (if applicable)
<input type="checkbox"/>	Confirmation that all land parcels in the proposed conservation easement are in the same ownership structure
<input type="checkbox"/>	Specification of ownership structure of property (one individual owner, two or more individuals, C Corp, S Corp, Partnership, Trust, Estate, LLC, Life Estate) <ul style="list-style-type: none"> - All business structures must confirm good standing with the NC Secretary of State's Office Business Registration. Upload a screenshot of the NC Secretary of State's Office Business Registration, which includes the date in the screenshot. - If the ownership structure is identified as an LLC, upload the LLC Articles of Organization, indicating the members of the LLC.
<input type="checkbox"/>	Confirmation of marital interest <ul style="list-style-type: none"> - If there is an exception to a marital interest, provide a description of the exceptions to a marital interest and upload documentation for the exceptions to the marital interest.
<input type="checkbox"/>	List of all parties that have an interest in ownership of the property (marital interest, members of LLC, partners, shareholders, beneficiaries, etc.)
<input type="checkbox"/>	Mailing address of Landowner(s)
<input type="checkbox"/>	Written and signed authorization from all individuals with an interest in the ownership of the property <ul style="list-style-type: none"> - If applicable, upload a members management document indicating approval of the authorized signatory, signed by all members - If applicable, list the contact information for the authorized signatory(ies)
<input type="checkbox"/>	Written agreement between landowner(s) and applicant entity to apply for an agricultural conservation easement grant
<input type="checkbox"/>	Landowner(s) agree to the restrictions of the conservation easement

Application Contacts

<input type="checkbox"/>	Primary applicant contact
<input type="checkbox"/>	Primary applicant email
<input type="checkbox"/>	If applicable, secondary applicant contact
<input type="checkbox"/>	If applicable, secondary applicant email

Background, Eligibility, and Purpose

Proposed Conservation Easement Parcels

<input type="checkbox"/>	Conservation easement funding structure (Standard Appraisal or Present-Use Value Program)
<input type="checkbox"/>	Is the proposed conservation easement property previously subject to a term agricultural conservation easement funded in part by the ADFP Trust Fund? The term conservation easement must have expired to qualify.
<input type="checkbox"/>	Number of proposed conservation easement recordings
<input type="checkbox"/>	Number of total acres in the proposed conservation easement
<input type="checkbox"/>	Total number of parcels in the proposed conservation easement
<input type="checkbox"/>	Parcel Identification Numbers (PIN) for each parcel included in the proposed conservation easement (https://www.nconemap.gov/pages/parcels) Please note: All parcels must be within one-half mile of each other
<input type="checkbox"/>	A General Warranty Deed or Last Will and Testament to verify ownership of property Please note: All deeds must be under the same ownership, as identified in the Intent to Apply application phase. Different ownership structures require separate applications.
<input type="checkbox"/>	Additional information if an alternative deed is provided for any of the proposed parcels
<input type="checkbox"/>	Map of proposed conservation easement that includes the following: <ul style="list-style-type: none">- Prime, unique, or soils of statewide importanceConservation Easement Boundary- All Existing Structures- Access from a public road or evidence of an insurable, unconditional, and transferable legal right of recorded access- All Proposed Building Envelopes broken down by:<ul style="list-style-type: none">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
<input type="checkbox"/>	If the entire parcel is not accessible from a public road, upload documents to prove there is an insurable, unconditional, and transferable legal right of recorded access for the term of the easement
<input type="checkbox"/>	Google Maps Pin of Easement Location for Site Visit (Share, send, or print directions from Google Maps - Computer - Google Maps Help)

Proposed Conservation Easement Description

<input type="checkbox"/>	<p>Verification of minimum acreage requirements. At least one tract must meet the following minimum acreage requirements:</p> <ul style="list-style-type: none"> - 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). <p>Upload one of the following documents to verify minimum acreage requirements. The upload must clearly display the acreage and land use.</p> <ul style="list-style-type: none"> - 2025 tax card showing enrollment in present-use value - 2025 satellite imagery with land uses and acreage identified - USDA FSA-578 Producer Print/Crop Report with attached map - USDA CCC-902 Farm Operating Plan Form - Forest management plan
<input type="checkbox"/>	<p>Number of acres in the proposed conservation easement based on land use</p> <ul style="list-style-type: none"> - Agriculture - Horticulture - Forestry - Aquaculture - Natural areas - Water - Residential - Farm structures - Other
<input type="checkbox"/>	<p>Species and acres of crops and forestry</p>
<input type="checkbox"/>	<p>Species and approximate number of livestock, poultry, and aquaculture on the farm</p>
<input type="checkbox"/>	<p>Verification of working lands use.</p> <p>Upload one of the following documents to verify working lands use. The upload must clearly display the date on the document.</p> <ul style="list-style-type: none"> - Tax card showing enrollment in present-use value - USDA FSA-578 Producer Print/Crop Report with attached map - USDA CCC-902 Farm Operating Plan Form - Livestock Bill of Sale - Receipt of timber sale - Crop Sales Receipt - Honey Sales Receipt - Farm Income Ledger (tax ID redacted) - Agritourism Income Ledger (tax ID redacted) - Crop Warehouse Receipt

	<ul style="list-style-type: none"> - Milk Sales Receipt - Plant Bill of Sale
<input type="checkbox"/>	<p>USDA Web Soil Survey report of identifying the proposed easement area with percentages of prime, unique or soils of statewide importance within the boundary.</p> <ul style="list-style-type: none"> - Letter from USDA-NRCS or a local soil and water conservation district (SWCD) certifying percentage of prime, unique, or soils of statewide importance within the boundaries of the proposed conservation easement ONLY if: <ul style="list-style-type: none"> o the total soils of these categories are over 90%; o the Web Soil Survey report is not provided.
<input type="checkbox"/>	<p>Is the proposed conservation easement enrolled in present-use value?</p> <ul style="list-style-type: none"> - Upload a 2025 tax card showing enrollment in present-use value.
<input type="checkbox"/>	<p>Highly Erodible Land (HEL) Certification</p> <ul style="list-style-type: none"> - Upload a filed NRCS-CPA-026 Highly Erodible Land (HEL) and Wetland Conservation Determination form

Narrative

<input type="checkbox"/>	What is the history of the farm, including its establishment, ownership changes, and key milestones?
<input type="checkbox"/>	Describe the current operations of the farm, including operators or producers, crops or livestock raised, production methods, and any diversification efforts.
<input type="checkbox"/>	How does the farm use soil management practices to protect and enhance the productivity of the soil?
<input type="checkbox"/>	What limitations on production exist due to a lack of, or distance from, farm and agribusiness infrastructure, or available land for the expansion of operations?
<input type="checkbox"/>	What are the potential threats that may lead to the conversion of the proposed conservation easement to non-agricultural development within the next five years?
<input type="checkbox"/>	How does the proposed conservation easement foster the growth, development, and sustainability of family farms?
<input type="checkbox"/>	How does the landowner serve as a resource for other farmers or organizations that support North Carolina agriculture?
<input type="checkbox"/>	What transition plans are in place to continue operations in the future?
<input type="checkbox"/>	Photographs of typical landscapes, structures, and equipment on the proposed conservation easement.
<input type="checkbox"/>	Permission to publicly use photos submitted with the application and photos taken during site visits.

<input type="checkbox"/>	Any additional supplemental documentation to support the application.
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Legal and Environmental Pre-Screen

<input type="checkbox"/>	Completed Legal and Environmental Pre-Screen
<input type="checkbox"/>	Description of any deeds of trust, liens, mortgages, judgements, etc., on the property
<input type="checkbox"/>	Photos of any non-compatible land uses on the proposed agricultural conservation easement acreage, such as trash piles, waste dumps, soil erosion, or alternative management that has diminished soil production, which will inhibit or diminish future agricultural production.

Budget

*Please review the "Conservation Easement Application Budget Instructions" and "Conservation Easement Budget Worksheet" before proceeding with this portion of the application.

Full Donation of Conservation Easement Value

<input type="checkbox"/>	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, 2024, or a 2025 tax card.
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Select One of the Following to Determine the Estimated Easement Purchase Value

<input type="checkbox"/>	Certified Development Rights Appraisal by a Qualified Appraiser with an effective date since January 1, 2024.
<input type="checkbox"/>	Comparable Certified Development Rights Appraisal from previous projects since January 1, 2024. The Comparable Certified Development Rights Appraisal must be within the same county or within 50 miles of the applicant's property.
<input type="checkbox"/>	For property enrolled in Present-Use Value (PUV), the difference between the fair market value and the PUV as determined by the 2025 tax card.
<input type="checkbox"/>	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 2025 tax card.
<input type="checkbox"/>	Letter of Opinion or Restricted Use Report by a Qualified Appraiser with an effective date since January 1, 2024.

Documentation of Secured Matching Funds for Easement Purchase

<input type="checkbox"/>	USDA-NRCS Parcel Contract
<input type="checkbox"/>	Signed letter from USDA-NRCS staff confirming secured easement purchase funds
<input type="checkbox"/>	Signed letter from county staff confirming secured easement purchase funds
<input type="checkbox"/>	Signed letter from the appropriate outside contact confirming secured easement purchase funds from a private source
<input type="checkbox"/>	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.

Additional Evaluation 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 2025 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 Business Operation Plan
- Agritourism Liability Insurance Policy or Premium Payment:
- Forestry management plan (dated 2015 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 2025 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 Business Operation Plan
- Agritourism Liability Insurance Policy or Premium Payment
- Written farm lease agreement
 - o The farm lease agreement must include the following:
 - Parties to the lease
 - Description of the property
 - Term of the lease
- Forestry management plan (dated 2015 or later)
- Receipt of timber sale

Please note: Poultry and livestock integrators do not qualify as additional economic producers; only the producer who manages the on-farm operation qualifies.

<input type="checkbox"/>	<p>As defined by the U.S. Department of Agriculture, are any of the landowners or other private entities with an economic interest as producers in agricultural production on the proposed conservation easement acreage identified as:</p> <ul style="list-style-type: none"> - a limited resource farmer or rancher (https://lrftool.sc.egov.usda.gov/DeterminationTool.aspx?fyYear=2025) - a beginning farmer or rancher (https://lrftool.sc.egov.usda.gov/BFRP_Definition.aspx) - a Veteran farmer or rancher (https://lrftool.sc.egov.usda.gov/VFR_Definition.aspx) <p>Upload a copy of USDA Form CCC-860 that was filed with the USDA Farm Service Agency (FSA) within the last five years. The form must be filed with the USDA FSA to be eligible.</p>
<input type="checkbox"/>	<p>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/Goodness Grows in NC?</p> <p>Upload one of the following documents:</p> <ul style="list-style-type: none"> - A copy of a Got to Be NC membership acceptance letter - A screenshot of the specific company/farm/group on the Got to Be NC website (https://gottobenc.com/find-local/)
<input type="checkbox"/>	<p>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:</p> <ul style="list-style-type: none"> - A member of American Tree Farmers, - Forest Stewardship Program, - Sustainable Forestry Initiative Certification. <p>Upload one of the following documents:</p> <ul style="list-style-type: none"> - A certificate of participation or membership - A forest stewardship program that is no more than ten (10) years old
<input type="checkbox"/>	<p>Are the proposed agricultural conservation easement acres currently enrolled in the Century Farm program?</p> <p>Upload one of the following documents:</p> <ul style="list-style-type: none"> - 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)
<input type="checkbox"/>	<p>What is the proximity of existing farmland to the proposed agricultural conservation easement area?</p> <p>Upload a distance radius map with the following elements:</p> <ul style="list-style-type: none"> - The proposed conservation easement boundary centered on the map - Boundary of the closest farmland parcel as determined by a county property record card - Landowner name and acres of the closest farmland parcel - Radius at half-mile, mile, two-mile, and four-mile intervals - Interstates, highways, roads, and municipalities, as applicable <p>Upload a county property record card for the existing farmland closest to the proposed conservation easement. The landowner's name and acres must match the parcel identified on the map.</p>

<input type="checkbox"/>	<p>Are the proposed agricultural conservation easement acres currently enrolled in Voluntary Agricultural District or Enhanced VAD?</p> <p>Upload a letter from the Voluntary Agricultural District program administrator confirming enrollment of the proposed agricultural conservation easement acres in a VAD or EVAD. An active conservation agreement is required for enrollment.</p>
<input type="checkbox"/>	<p>Are the proposed agricultural conservation easement acres in the immediate vicinity of another agricultural conservation easement allowing the production of agricultural commodities as defined in NC Statute 106-581.1?</p> <p>Upload a distance radius map with the following elements:</p> <ul style="list-style-type: none"> - The proposed conservation easement boundary centered on the map - Boundary of the closest agricultural conservation easement as determined by a deed of conservation easement and county property record card - Landowner or easement name and acres of the closest agricultural conservation easement - Radius at half-mile, mile, two-mile, and four-mile intervals - Interstates, highways, roads, and municipalities, as applicable <p>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 acres must match the parcel identified on the map.</p> <p>Please 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.</p>
<input type="checkbox"/>	<p>Are conservation land management plans being used on the proposed agricultural conservation easement acreage?</p> <p>Upload one of the following documents:</p> <ul style="list-style-type: none"> - 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. - A signed letter from USDA-NRCS or a local SWCD stating that a current conservation plan older than five (5) years old is still the management plan on the proposed conservation easement - A copy of the forest management plan, no more than 10 years old, signed by the landowner and the NC Forest Service or a private forester - 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

<input type="checkbox"/>	<p>Are there any local, state, or federally owned lands that are managed for the protection and use of agriculture, plants, forestry, wildlife, historic, or cultural sites within two (2) miles of the proposed agricultural conservation easement area?</p> <p>Upload a distance radius map with the following elements:</p> <ul style="list-style-type: none"> - The proposed conservation easement boundary centered on the map - Boundary of the protected land as determined by a county property record card - Protected land name and the unit of government that owns the land - Radius at a two-mile interval - Interstates, highways, roads, and municipalities, as applicable <p>Upload a county property record card for the protected land closest to the proposed conservation easement. The protected land name and the unit of government that owns the land must match the parcel identified on the map.</p>
<input type="checkbox"/>	<p>Does the proposed conservation easement acreage fall under a designated military training route (MTR) or adjoin a military base or designated training parcel?</p> <p>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.</p> <p>Navigate to https://repi.osd.mil/map/, and turn on the following layers:</p> <ul style="list-style-type: none"> - Military Training Routes (MTRs) - Special Use Airspaces (SUAs) <p>Under Eastern North Carolina, click the right-point arrow beside the checkbox to show additional options:</p> <ul style="list-style-type: none"> - Select REPI Partnership Opportunity Area(s) and DoD Installations. - Unselect Counties and North Carolina Counties. <p>Center the location of the proposed conservation easement on the screen and capture a screenshot with the MTRs and SUAs layers.</p>
<input type="checkbox"/>	<p>Are there recognizable threats of conversion from agricultural land use to urban or highly developed?</p> <p>Upload a distance radius map with the following elements:</p> <ul style="list-style-type: none"> - The proposed conservation easement boundary centered on the map - Boundary of the corporate limits of a municipality - Boundary of the municipality's extraterritorial jurisdiction (ETJ) - Protected land name and the unit of government that owns the land - Radius at one and two-mile intervals - Interstates, highways, and roads, as applicable

<input type="checkbox"/>	<p>Are there recognizable threats of conversion from agricultural land use to low density residential development?</p> <p>Upload a distance radius map with the following elements:</p> <ul style="list-style-type: none">- The proposed conservation easement boundary centered on the map- Boundary of a residential development or planned development- Boundary of an official NC Megasite (https://edpnc.com/find-a-site/megasites/)- Location of an Interstate or U.S. Highway- Location of a recent or ongoing expansion of a two-lane road for additional lanes or turn lanes- Radius at half-mile, mile, and two-mile intervals- Roads and municipalities, as applicable <p>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.</p>
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