

# EASEMENT APPLICATION



Before completing this form, please contact Jane Myers, CRLC Land Conservation Manager, at 804-745-3110. Forms may be submitted electronically to [jane@capitalregionland.org](mailto:jane@capitalregionland.org). Please mail original signed form to PO Box 17306, Richmond VA 23226.

## I. LANDOWNER AND PROPERTY INFORMATION

County/City:		Acres:	
Name(s) of Owners as listed on deed(s). <i>Indicate relationship of owners, if applicable (single, married, siblings, etc.) If owner is a partnership, limited liability company, or other business structure, CRLC requires verification that such entity does not violate IRS Notice 2017-10.</i>			
Contact Person(s):			
Mailing Address:			
City/Town:		State:	
		Zip Code:	
Home Phone:		Work:	
		Cell:	
Fax:		E-mail:	
Preferred Contact Method:			

Address of property (if different from above):			
Street:		City/Town:	
		State:	
		Zip:	

Tax Map or PIN (adjoining parcels to be included in easement)	Parcel Acreage (by county records)

Road Frontage (please list route numbers and road names on which the property lies)	
Route No.:	Road Name:
Route No.:	Road Name:

1. Is this property being considered by any other organization for a conservation easement? YES  NO   
If yes, which group?

2. When did you acquire the property? Has it been family owned for 25-100 years  100+ years

3. Do you own other property in the immediate area or plan to withhold contiguous land out of the easement? If so, please list the tax map parcel(s) or PIN(s):

4. Is there a mortgage on the property or any other liens? (Lender will need to agree to the easement donation.)  
YES  NO  Lender(s): \_\_\_\_\_

5. To the best of your knowledge, is there a survey of the property or of any portion of the property?

YES  NO  Describe: \_\_\_\_\_

6. Do you have a 60-year Title Report or Title Insurance for this property?

YES  NO  Describe: \_\_\_\_\_

**II. PROPERTY FEATURES & PUBLIC CONSERVATION VALUES**

PLEASE CHECK ALL THAT APPLY

Agriculture and Forestry	Agriculture and Forestry Uses
<input type="checkbox"/> Land is currently being farmed by the owner <input type="checkbox"/> Land is currently being farmed by a renter <input type="checkbox"/> Conservation Reserve Enhancement Program <input type="checkbox"/> Wildlife Habitat Incentives Program <input type="checkbox"/> Environmental Quality Incentives Program <input type="checkbox"/> Conservation Plan <input type="checkbox"/> Forest Management Plan <input type="checkbox"/> Other Farm Plan	<input type="checkbox"/> Beef Cattle <input type="checkbox"/> Dairy <input type="checkbox"/> Orchard <input type="checkbox"/> Tree Farm <input type="checkbox"/> Vineyard <input type="checkbox"/> Horticulture <input type="checkbox"/> Crops _____ <input type="checkbox"/> Other _____
Natural	Historic
<input type="checkbox"/> Frontage on tidal waters <input type="checkbox"/> Contains wetlands <input type="checkbox"/> Contains perennial streams <input type="checkbox"/> Contains lakes or ponds <input type="checkbox"/> Lies on waterway used for public drinking water	<input type="checkbox"/> Located in National Rural Historic District <input type="checkbox"/> Listed on National Register of Historic Places <input type="checkbox"/> Listed on Virginia Landmarks Register <input type="checkbox"/> Known archaeological sites <input type="checkbox"/> Eligible for listing
Scenic	Open Space
<input type="checkbox"/> Visible from designated Virginia Byway <input type="checkbox"/> Visible from designated Virginia Scenic River <input type="checkbox"/> Visible from public road(s) <input type="checkbox"/> Visible to public from recreational waters <input type="checkbox"/> Visible from public greenway or trail	<input type="checkbox"/> Adjacent to local, state or federal park <input type="checkbox"/> Adjacent to private conserved lands <input type="checkbox"/> Adjacent to existing conservation easement <input type="checkbox"/> Highly visible scenic landscape

**III. ADDITIONAL INFORMATION**

1. Number of dwellings (houses) on the property: Occupied \_\_\_\_\_ Vacant \_\_\_\_\_ Uninhabitable \_\_\_\_\_

2. Are there any buildings larger than 10,000 square feet in ground area? YES  NO

3. Do you own your mineral rights (i.e., oil, gas, coal)? YES  NO  NOT SURE

4. Do you have a Phase I Environmental Site Assessment completed in the past year? YES  NO

5. Set forth below any additional information relating to the property that might be important for Capital Region Land Conservancy (CRLC) staff to know, such as boundary line dispute with adjacent owner, significant trash dump(s), family ownership issues, outstanding life estates, third party access easements through the property, utility easements, liens, matters involving pending takings by the Commonwealth or any public utility, etc. Failure to provide this information could result in delays in processing the project or recording the deed of easement.

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#### IV. ATTORNEY INFORMATION (if an attorney has been selected)

Landowner's Attorney:					
Address:					
Phone:		Fax:		E-mail:	

#### V. CRLC CONSERVATION EASEMENT STEWARDSHIP POLICY

All conservation easements either held or co-held by CRLC will be monitored annually per the CRLC Stewardship Policy by a CRLC staff member or a co-holder's staff member conducting an on-site inspection.

**A. Monitoring – Prior to Inspection**

CRLC stewardship staff will contact landowner to set up date and time of visit. Landowners will be invited to join stewardship staff if they are available

**B. Monitoring – Site Inspection** – CRLC shall undertake annual monitoring visits unless a co-holding agreement obviates the need for this.

1. CRLC stewardship staff will document and/or photograph any changes on the property since the last visit, including but not limited to new structures, new roads, forest cuts, earthwork, etc. making note of the number and type of structures on the property, natural features, land uses, forest health, etc.
2. At a minimum staff shall document with photographs the condition of the subject property every fifth year at this time.

**C. Monitoring – Follow-Up**

1. CRLC stewardship staff will send a thank you letter to the landowner acknowledging that the site inspection has been completed.
2. In the event of a possible violation of the easement terms, CRLC shall follow all protocols and procedures found in the CRLC Violations and Enforcement Policy with the belief that landowner education and relationship building are the best immediate and long-term methods to guarantee that conservation easements are upheld.

## VI. CRLC CONSERVATION EASEMENT APPRAISAL POLICY

### I. Introduction:

A landowner's desire to protect their land is the primary reason for donating property or a conservation easement to the Capital Region Land Conservancy (CRLC). However, it is frequently the tax incentives that make it possible to give generously and accomplish significant land protection goals. In order to claim a federal tax deduction or a state tax credit for a non-cash charitable gift, the landowner must engage an independent appraiser to determine the value of the gift. CRLC strongly recommends the use of a *Certified General Appraiser* but does not make specific recommendations. CRLC does not require an appraisal and is not involved in the appraisal process.

### II. IRS Appraisal Requirements for Gifts of Land and Conservation Easements

The IRS has specific requirements for reporting on and determining the value of charitable gifts. CRLC must ensure that you as the donor are aware of these requirements. Appraisals of land, especially land with subdivision potential, are substantially different from typical residential property appraisals. Appraisals of conservation easements are highly specialized. While the appraisal is the donor's responsibility - not CRLC's - we advise you to use a state-licensed or state-certified appraiser who follows the Uniform Standards of Professional Appraisal Practice (USPAP).

CRLC will require a signed copy of your appraisal. While CRLC cannot pass judgment on the appraisal, it does have an interest in helping to see that your appraisal will meet the IRS's requirements and that the appraisal value does not appear unreasonably high and thus likely to attract an IRS challenge. If CRLC believes the appraisal value is significantly overstated or the project does not conform in some other way with the tax law, CRLC staff will share its concerns with you and decide whether to proceed with the transaction.

### III. Appraisal and Substantiation Requirements

The regulations pertaining to substantiation of charitable gifts of property in excess of \$5,000 are outlined in Treasury Department regulations (Treas. Reg. 1.170A-13(c)). Gifts of property valued in excess of \$5,000 must meet the following requirements:

- **The donor must obtain a written qualified appraisal.** The treasury regulations outline specific information that must be included. The timing of the appraisal is essential: it cannot be made earlier than 60 days before the date of the gift (recordation date) and must state the fair market value of the gift as of the date of the contribution. The entire written appraisal and the Appraisal Summary (IRS Form 8283) must be received by the donor on or before the due date (including extensions) of the tax return on which the deduction is claimed.
- **A qualified appraiser must prepare the appraisal.** Generally, a qualified appraiser cannot be the donor, donee, a party to the transaction in which the donor acquired the property, an employee of or related to any of the forgoing persons, or any person whose relationship to the taxpayer would cause a reasonable person to question the appraiser's independence. An appraiser who is regularly retained by any of the above and who does not perform a majority of his or her yearly appraisals for other people is not a qualified appraiser. The appraisal fee must not be based on a percentage of the appraised value of the property.
- **An Appraisal Summary (IRS Form 8283),** signed by the appraiser and the donee, must be attached to the federal income tax return on which the deduction for the contribution is first claimed. This form is required by treasury regulations.
- **The donor must maintain records** containing certain information required for the property contributions in general, including the complete written appraisal.
- For charitable donations of property valued at more than \$500,000, the donor must include the full, unabridged appraisal with the tax return. This is a federal requirement enacted in October 2004.

There are specific Treasury regulations governing the determination of the value of the conservation easements. (See Treas. Reg. 1.170A-14(h)(3).)

#### IV. Informing the Donor of the Requirements

While helping you, the donor, understand the complexities of the appraisal and substantiation requirements, CRLC must make clear that meeting those requirements and the determination of the value of the contribution, are the donor's, not CRLC's, responsibility. **CRLC will reserve its right to decline to sign a donor's 8283 Form.**

- CRLC will review for accuracy and credibility the completed IRS Form 8283 for each transaction where a charitable donation is being claimed.
- CRLC's acceptance of a gift of conservation land or easement and its signing of the Form 8283 does not represent agreement with the fair market value claimed on that Form.
- CRLC will sign a donor's IRS Form 8283 indicating receipt of a gift of conservation land or a conservation easement **only if all** of the following conditions have been met:
  - a. In the case of a "qualified conservation contribution", as defined in IRC 170(h), the Form 8283 as provided to CRLC must have all relevant information completed, including the identification of the property donated, the physical description of the condition of the property donated, the appraisal fair market value both before and after the gift, the contribution purpose furthered by the gift, the declaration of the appraiser and the donor's social security/taxpayer identification number. This must be provided at least 30 days in advance of requiring CRLC's signature.
  - b. The donor has provided CRLC with a complete copy of a signed qualified appraisal commissioned by the donor that is the basis for the Appraisal Summary (Section B) of the Form 8283, also at least 30 days in advance of requiring CRLC's signature on the Form 8283.
  - c. CRLC is unaware of any factual errors contained in the Form 8283.

Fees paid by a donor to determine the value of donated property are not treated as part of the charitable contribution. However, such fees can be claimed by the donor as incurred in the determination of tax under Section 212 of the Internal Revenue Code—at least to the extent that they and other "miscellaneous deductions" exceed 2 percent of gross income limitation. This can help offset the appraisal cost.

**The IRS issued a notice in 1990 warning that a significant percentage of taxpayers fail to attach Form 8283 to their tax returns. Failure to comply with any aspect of the substantiation regulations could cause the deduction to be disallowed entirely.**

**CAPITAL REGION LAND CONSERVANCY DOES NOT PROVIDE LEGAL, TAX, OR FINANCIAL ADVICE – Please consult with your attorney, accountant, financial advisor, and other professionals**

#### Certification Statement

The undersigned applicant understands and hereby acknowledges that all determinations by CRLC regarding proposed conservation easements or other land donations/transfers shall be made at CRLC's sole discretion and further that CRLC reserves the right to accept or deny any proposed gift, donation or transfer at any point during its due diligence phase based on its own internal policies and procedures or other factors deemed relevant by CRLC. The applicant further certifies hereby that (i) it has received and reviewed the Capital Region Land Conservancy's Conservation Easement Stewardship and Appraisal Policies, (ii) the information set forth above is true and accurate to the best of applicant's knowledge and (iii) that any material change of fact or circumstance thereto shall be made known to CRLC prior to recordation of the easement. Failure to comply with any portion of the above Certification Statement shall constitute grounds for rejection or revocation of the associated land transfer by CRLC.

SIGNATURE: Landowner(s)

\_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_