

# CONSERVATION EASEMENT CHECKLIST

1. Is the application on the standard form?

Yes  No

2. Is the application complete (must be reviewed within 15 days)

Yes  No (inform the applicant in writing what is needed to complete the application)

3. Has the fee been submitted?

Yes  No

4. Is the property under the ownership or control of the United States of America, Commonwealth of Virginia or agency or instrumentality of either?

Yes  No

5. Is the applicant(s) the owner/agent of the parcel?

Yes  No

6. Is the easement appurtenant or in gross?

Yes  No

7. Is the use of the parcel consistent with the Comprehensive Plan?

Yes  No

8. Does the easement conform to the requirements of the Virginia Open-Space Land Act of 1966?

Yes  No

9. Does the easement restrict division of less than 100 acres?

Yes  No

10. Are there other easements or right of ways on the parcel?

Yes  No

11. Does the easement have a no buy-back option? (Owner cannot reacquire any property rights)

Yes  No

12. Is the easement perpetual?

Yes  No

13. Does the easement contain, at a minimum the following restrictions?

- a. Prohibition on accumulating trash and junk  
 Yes  No
- b. Display of billboards, signs and advertisements  
 Yes  No
- c. The management of forest resources  
 Yes  No
- d. Grading, blasting or earth removal  
 Yes  No
- e. Number and size of residential outbuildings  
 Yes  No
- f. Number and size of farm buildings and structures  
 Yes  No
- g. Conduct of industrial or commercial activities on the parcel  
 Yes  No
- h. Provisions for monitoring the easement  
 Yes  No

14. Is the deed of easement in a form approved by the County Attorney?

- Yes  No

15. Has staff recommended approval?

- Yes  No

16. Has the Board of Supervisors Approved the easement?

- Yes  No Date of approval/denial \_\_\_\_\_

17. If approved, have certified copies of the easement together with notice as to the date and place of recordation been sent to:

- a. local jurisdiction  
 Yes  No
- b. the Attorney General of the Commonwealth  
 Yes  No
- c. the Virginia Outdoors Foundation  
 Yes  No
- d. any public body named in such instrument  
 Yes  No
- e. Virginia Historic Landmarks Board (if a historic landmark)  
 Yes  No