California Department of Conservation  
Agricultural Conservation Easement   
Sample Applicant Letter to Planning Director

As part of the ALMP application process, applicants are required to send a notification letter to the Planning Director of the local government in whose jurisdiction the project is located. The letter should indicate the applicant’s intent to apply for a ALMP grant to acquire an agricultural conservation easement in that jurisdiction, the Department of Conservation’s contact information in case the local government has concerns, and the proposed timeframe of application review and approval by DOC/HSRA. The notification should include the applicant’s name rather than the landowner’s.

The sample letter begins on the next page.

< *Format on Applicant’s Letterhead* >

\_\_\_\_\_\_\_\_\_, 2019

Planning Director

Address Line 1

Address Line 2

Address Line 3

Subject: Agricultural Land Mitigation Program; Intent to Apply

Dear \_\_\_\_\_\_\_\_:

This letter is to inform you that \_\_< *applicant* >\_\_ intends to apply for easement acquisition grant funding under the Agricultural Land Mitigation Program (ALMP). The easement acquisition grant funding would be used to purchase an agricultural conservation easement on approximately \_\_ acres identified as \_\_\_\_ County assessor’s parcel numbers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as shown in the attached map.

An agricultural conservation easement is a recorded restriction on title that limits non-agricultural uses and prohibits subdivision of the property. The easement would ensure that, in perpetuity, this land would not be converted to non-agricultural uses. \_\_< *applicant* > would hold and monitor the easement to ensure its terms and conditions are adhered to and properly fulfilled.

The \_\_< *applicant* >\_\_ is a private non-profit 501(c)3 corporation that exists to conserve agricultural land in \_\_\_\_\_ County by acquiring and holding agricultural conservation easements.

Grant applications are due \_\_\_ 2019. Award announcements are anticipated in \_\_\_ 2019. Questions or concerns may be directed to the Department of Conservation, which administers ALMP on behalf of the High Speed Rail Authority:

Department of Conservation

Division of Land Resource Protection

801 K Street, MS 14-15

Sacramento, CA 95814

(916) 324-0850

almp@conservation.ca.gov

Sincerely,

\_\_ < name > \_\_\_

\_\_ < title > \_\_\_\_

Easement Location Map