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

As part of the SALCP 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 SALCP 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 date of the Strategic Growth Council meeting at which the easement application will be considered for approval. 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: Sustainable Agricultural Lands Conservation Program; Intent to Apply

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

This letter is to inform you that \_\_< *applicant* >\_\_ intends to apply for easement acquisition grant funding under the Sustainable Agricultural Lands Conservation Program (SALCP), which is a component of the Strategic Growth Council’s Affordable Housing and Sustainable Communities Program. 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.

The Strategic Growth Council will consider the \_\_< *applicant* >\_\_’s grant application for funding at its December 2019, meeting. Questions or concerns may be directed to the Department of Conservation, which administers SALCP on behalf of the Strategic Growth Council and the Natural Resources Agency:

Department of Conservation

Division of Land Resource Protection

801 K Street, MS 14-15

Sacramento, CA 95814

(916) 324-0850

salcp@conservation.ca.gov

Sincerely,

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

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

Easement Location Map