California Department of Conservation  
Fee Title Purchases   
Sample Applicant-Landowner Letter of Intent

As part of the application process, the Applicant-Landowner Letter of Intent serves to document details of the proposed transaction and the intent to pursue the purchase of fee title to agricultural land. Land Trusts or other applicants may use different terminology or formats. The Letter of Intent is customized to the property under consideration, and to the parties involved in the easement transaction. All landowners listed on title must sign the letter of intent.

Letters should address the following items:

1. Landowner’s pursuit of sale of the property, as applicable, is voluntary;

2. Use of the property will be restricted to agricultural and compatible conservation uses in perpetuity; and

3. No government agency has conditioned the issuance of an entitlement to use on the landowner’s granting of the proposed easement.

For projects where the land proposed to be purchased includes some forest lands, the letter must also indicate that the landowner agrees to the conditions outlined in Public Resources Code 4751-4752.

A sample Letter of Intent is provided on the next page.

Dear [SALCP]:

This Letter of Intent applies to the proposed fee title acquisition on agricultural land (Acquisition) on property located in \_\_\_\_\_ County, as described below. The *[applicant]* (“Land Trust”) and *[landowner]* (“Landowner”) have agreed that the proposed transaction be based on the following preliminary terms and conditions:

1. The property contains approximately X acres and consists of the following assessor’s parcels (APNs): yyy-yy-yyy and yyy-yy-zzz (“Property”). Landowner represents that they are the sole owners of the Property and are fully authorized to sell the Property to Land Trust without the approval of any other party, agency, or court.
2. Landowner’s sale of the Property is voluntary.
3. The use of the Property will be restricted to agricultural and compatible conservation uses in perpetuity.
4. No government agency has conditioned the issuance of an entitlement to use on Landowner’s granting of the Easement.
5. The Acquisition will designate <?> building envelope(s) in which all residential uses must be located. The Acquisition will allow <?> future single family residence(s) with a maximum living area that is consistent with grantee’s policies, local building codes, and the surrounding neighborhood.
6. [*For properties that include forest lands only, include the following:* Landowner agrees to the conditions outlined in Public Resources Code 4751-4752.]
7. *[For local government applicants only, include the following:* The local government applicant has not acquired, nor proposes to acquire, the property through the use of eminent domain, unless requested by the owner of the land*]*
8. Land Trust and Landowner agree that this Letter of Intent is not contractually binding on the parties and is only an expression of the intent of the parties to pursue fee title purchase to the Property. This Letter of Intent does not obligate either party to proceed to the completion of the transaction.

Organization Landowner

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