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| **CALIFORNIA****AGRICULTURAL LAND MITIGATION PROGRAM****GRANT APPLICATION** **FOR AGRICULTURAL CONSERVATION EASEMENTS****FINAL****June 17, 2019**

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For additional information, please contact:**California Department of Conservation** **Division of Land Resource Protection**(916) 324-0850<http://www.conservation.ca.gov/dlrp>BorinaJuly06 007.jpg |

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| **ALMP At-A-Glance****Program**The Agricultural Lands Mitigation Program is administered by the Department of Conservation behalf of the California High-Speed Rail Authority.**Funding Source**This program is funded through the California High-Speed Rail Authority.**Critical Dates** (proposed, subject to change)* Draft Guidelines released for comment—May 9, 2019
* Guidelines adopted—June 17, 2019
* Pre-proposal summaries due—July 22, 2019
* Full Applications due—October 31, 2019

Anticipated approval of projects by the HSRA—January 2020  **Contact for Questions**Department of ConservationDivision of Land Resource ProtectionVirginia Jameson, Program ManagerALMP@conservation.ca.gov(916) 324-0868 |

Cover Photo: Borina Farms Conservation Easement Project, Santa Cruz and Monterey counties, photo courtesy of California Farmland Conservancy Program staff. Agricultural conservation easements in this location are among the many farms and ranches protected in perpetuity by grants administered by the Department and partner organizations.

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| **Agricultural Land Mitigation ProgramGrant Application for Agricultural Conservation Easements** |

Submitting an Application

This is the application form for Agricultural Conservation Easement (Easement) Grants under the ALMP Guidelines, as approved for release on June 17, 2019. These ALMP Guidelines detail the background and eligibility requirements for funding under the program. Applicants should familiarize themselves with the ALMP Guidelines prior to completing this grant application and refer to them for questions regarding this form. ALMP staff are available prior to the application deadline to provide technical assistance to eligible applicants interested in submitting an application.

**Initial Screening–Pre-proposals**
Eligible applicants are not limited in the number of proposals they can submit; however, because the easement grant application process entails a significant amount of work, applicants are required to submit a pre-proposal to the Department prior to submitting an application.

A pre-proposal consists of a structured summary of the proposed easement project, preliminary title report(s) less twelve months old, as well as maps of the project boundaries, location, and building envelopes. The pre-proposal worksheet is available on the Department’s website.

Department grant managers will utilize pre-proposal information to assist the applicant in determining whether the project meets the Eligibility Criteria; identifying what, if any additional information will be needed in the full application; and ascertaining whether the project has title complexities or other issues that should be addressed prior to submitting a full application.

**Grant Application Submission**
Please use the ALMP Grant Application Checklist found on page 4 below to ensure that all necessary materials are submitted to facilitate prompt application review. Incomplete applications may not be evaluated or considered for funding at the sole discretion of the State. Early consultation with Department staff regarding proposed easements is strongly encouraged to achieve the most efficient review process possible.

The application process for Easement grants is detailed in Section 2 of the ALMP Guidelines. Pre-proposals and applications must be submitted electronically by 11:59 p.m. on the deadlines specified in “ALMP At-a-Glance,” located above.

Applicants are required to submit the entire application to the Department via email (almp@conservation.ca.gov).

**Receipt of the digital application by the Department determines the official submittal date and time.** The ALMP team will acknowledge receipt of the digital application via email to the Contact Person listed on the Easement Grant Application Cover Sheet.

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| **Agricultural Land Mitigation ProgramApplication Components** |

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| **Agricultural Conservation Easement Acquisition Applications*****(All components are required unless otherwise noted)*** |
| * Grant Application Checklist
* Grant Application Cover Sheet
* Executive Summary (1-page maximum)
* Easement Acquisition Summary Sheet
* Certification of Acceptance of Conditions of Funding
* Detailed Characteristics of the Proposed Project (6 page maximum)
* Applicant Resolution of Support
* Letter to Planning Director
* Preliminary Title Report, Underlying Documents, and Assessor’s Parcel Maps
* Landowner Letter of Intent
* Environmental Documents
* First Opportunity Landowner Supplement (if applicable)
 | * Appraisal or Support for Estimated Easement Value
* Project Geographic Area Map(s)
* Building Envelope Map
* Documentation of Organizational Capacity\*
* Documentation of Organizational Eligibility\* (documents differ for nonprofit and governmental applicants)
 |
| \*Applicant may certify that the most current versions of the starred documents are on file with the Department in lieu of submitting the documents themselves. |

For proposals where the easement holder is not the applicant, the applicant must provide the following from the easement holder in the application:

* Certification of Acceptance of Conditions of Funding
* Easement Holder Resolution of Support
* Documentation of Easement Holder’s Organizational Capacity
* Documentation of Easement Holder’s Organizational Eligibility

Easement holders may certify that the most current versions of the relevant documents are on file with the Department in lieu of submitting the documents themselves.

# **Easement Grant Application Checklist**

Required Components:

All Grant Applications must include the following:

|  |  |
| --- | --- |
|  | Completed Grant Application Checklist (*this document*) |
|  | Application Cover Sheet |
|  | Executive Summary (1-page maximum) |
|  | Budget |
|  | Easement Acquisition Summary Sheet |
|  | Certification of Acceptance of Conditions of Funding |
|  | Detailed Characteristics of the Proposed Project (7-page maximum) |
|  | Applicant Resolution of Support |
|  | Letter to Planning Director |
|  | Preliminary Title Report, Underlying Documents, and Assessor’s Parcel Map(s) |
|  | Landowner Letter of Intent |
|  | Environmental Documents |
|  | Appraisal or Support for Estimated Easement Value |
|  | Project Geographic Area Map |
|  | Building Envelope Map |
| Documentation of Organizational Capacity*I certify here that the most current versions of the documents below are on record at the Department or attached:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_*Name, Title Date |
|  | Proof of Land Trust Accreditation Commission Accreditation **OR** copies of all policies listed below. |
|  | Easement Amendment Policy |  | Conflict of Interest Policy |
|  | Easement Monitoring Policy |  | Easement Enforcement Policy |
|  | Easement Stewardship Policy |
| Documentation of Organizational Eligibility*I certify here that the most current versions of the documents below are on record at the Department or attached:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_*Name, Title Date |
|  | IRS 501(c)3 status  |
|  | Articles of Incorporation |
|  | Bylaws |
|  | Adopted Policy or Statement of Purpose for conservation of agriculture, rangeland, or farmland *(if different from above)*  |
|  | Copy of relevant statute *(governmental applicants only)* |

Additional components:
Applicants may submit the following as relevant to their application.

|  |  |
| --- | --- |
|  | First Opportunity Landowner Supplement |
|  | Maps showing parcel number(s), proximity to Spheres of Influence, and proximity to protected lands. |

Easement Holder Documentation *(applicable when the applicant is not the intended easement holder)*

|  |  |
| --- | --- |
|  | Certification of Acceptance of Conditions of Funding |
|  | Easement Holder Resolution of Support |
| Documentation of Organizational Capacity*I certify here that the most current versions of the documents below are on record at the Department or attached:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_*Name, Title Date |
|  | Proof of Land Trust Accreditation Commission Accreditation **OR** copies of all policies listed below. |
|  | Easement Amendments Policy |  | Conflict of Interest Policy |
|  | Easement Monitoring Policy |  | Easement Enforcement Policy |
|  | Easement Stewardship Policy |
| Documentation of Organizational Eligibility*I certify here that the most current versions of the documents below are on record at the Department or attached:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_*Name, Title Date |
|  | IRS 501(c)3 status  |
|  | Articles of Incorporation |
|  | Bylaws |
|  | Adopted Policy or Statement of Purpose for conservation of agriculture, rangeland, or farmland *(if different from above)*  |
|  | Copy of relevant statute *(governmental applicants only)* |

# **Easement Grant Application Cover Sheet**

|  |
| --- |
| **Basic Information** |
| Project Title |  |
| Location (County and Nearest City) |  |
| First Opportunity Landowner? | **Y N** | *Refer to Page 26 below* |
| **Project Funding** |
| ALMP Easement Request Amount*(easement only)* | $  |
| Associated Costs Request (including Stewardship Funds) | $ |
| Total ALMP Grant Request | $ |
| Matching Funds Amount (if applicable) | $ |
| Estimated Easement Value | $ |
|  |  |
| **Applicant Information** |
| Applicant[[1]](#footnote-1) |  |
| Federal Employer ID Number |  |
| Mailing Address |  |
|  |
|  |
| Contact Person |  |
| Title |  |
| Phone Number |  |
| Email Address |  |

# **Easement Grant Application Cover Sheet (continued)**

*Complete if applicable:*

|  |
| --- |
| **Co-Applicant/Easement Holder Information** |
| Co-Applicant[[2]](#footnote-2) |  |
| Federal Employer ID Number |  |
| Mailing Address |  |
|  |
|  |
| Contact Person |  |
| Title |  |
| Phone Number |  |
| Email Address |  |

Nonprofit applicants that intend to be the easement holder must be accredited by the Land Trust Accreditation Commission (LTAC) or have adopted equivalent or greater policies regarding conflict of interest, amendments, monitoring, endowments, and enforcement prior to submission of an application. Those that haven’t must apply with either a co-applicant that have such policies in place or a government entity.

# **Executive Summary**

This section (**one** **(1) page** maximum) should provide a brief but thorough description of:

* The proposed easement and its scope (farmland quality, location, size, and type of agricultural use).
* General description of location as it relates to the right of way or maintenance facilities for the high-speed rail project.
* An explanation of the development pressure that may be impacting the surrounding area.
* Any environmental, economic, or public health co-benefits for California associated with the proposed easement acquisition.
* Whether the landowner must meet any critical deadlines for concluding the transaction.

# **BUDGET**

|  |
| --- |
| **Easement Acquisition Costs** |
|  | **ALMP****Funding** | **Other Funding** | **Total** |
| Agricultural Conservation Easement | $ | $ | $ |
| *Subtotal (Easement Acquisition)* | $ | $ | $ |
|  |  |  |
| **Associated Costs***Please see Section 2 of the ALMP Guidelines for a complete list of eligible associated costs. Details regarding subcontractors and staff will be entered on the next page* |
|  |
| Appraisal | $ | $ | $ |
| Title, Escrow & Closing | $ | $ | $ |
| Baseline Conditions Report | $ | $ | $ |
| Staff & Subcontractors | $ | $ | $ |
| Surveys | $ | $ | $ |
| Stewardship Funds | $ | $ | $ |
| *Subtotal (Associated Costs)* | $ | $ | $ |
|  |  |  |  |
| **Total Funding***Use the subtotals from the tables above to complete the table below* |
| Subtotal: Easement Acquisition | $ | $ | $ |
| Subtotal: Associated Costs | $ | $ | $ |
| **GRAND TOTAL** | **$** | **$** | **$** |

**Subcontractors and Staff**

|  |  |  |  |
| --- | --- | --- | --- |
| **Staff** | **Rate****($/hr)** | **Hours** | **Funding Request** |
|  |  |  | $ |
|  |  |  | $ |
|  |  |  | $ |
|  |  |  | $ |
|  |  |  | $ |
|  |  |  | $ |
| **Subcontractors** |  |  |  |
|  |  |  | $ |
|  |  |  | $ |
|  |  |  | $ |
|  |  |  | $ |
|  |  |  | $ |
|  |  |  | $ |
| **Subtotal** |  |

Additional explanations:

# **Easement Acquisition Summary Sheet**

All fields in this section must be filled out in order for the application to be considered complete.

|  |  |
| --- | --- |
| Project Title |  |
| Landowner Name(s)/ Ownership Structure |  |
| Street Address of Property (or nearest cross streets) |  |
|  |
| Total Project Acreage (Assessor’s Acreage) |  | Important Farmland[[3]](#footnote-3) |
|  | Prime Farmland Acres |  |
| Farmland of Statewide Importance Acres |  |
| Farmland of Local Importance Acres |  |
| Unique Farmland Acres |  |
| Other Acres |  |
|  |
| Project APN(s) |  |
| Current Zoning/ Minimum Parcel Size |  |
| Number of existing legal parcels[[4]](#footnote-4) |  |
| Proposed number of easements |  |
| Would proposed easement(s) prohibit further subdivision of existing legal parcels? (please explain) | **Y N** |  |
| Would proposed easement(s) prohibit sale of existing legal parcels separately from other parcels in easement area? (please explain) | **Y N** |  |
|  |

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|  |
| Water Rights and Source(s) |  |
| Third party mineral rights holder(s)? | **Y N** |  |
| Severed mineral rights? | **Y N** |  |
| Evidence of past mining? | **Y N** |  |
|  |
| Number of **single-family (SF) residences** currently on the property |  |
| Approximate size of each **SF residence** (square footage of living area) |  |
| Number of additional **SF residences** to be reserved in easement (if any): |  |
| Size restriction (sq ft), if any, on reserved and/or existing **SF residences** |  |
|  |
| Number of **farm labor residential** structures/units currently on property |  |
| Approximate size of each **farm labor residence** (square footage of living area) |  |
|  |
| **Existing Building Envelope(s)[[5]](#footnote-5)** on the property? | **Y N** | Approximate Acres: |  |
| **Additional Building Envelope(s)** to be reserved (e.g., residential, ag. employee, agricultural infrastructure)? | **Y N** | Approximate Acres: |  |
| **Other Reserved Rights[[6]](#footnote-6)** (e.g., oil and gas site, solar, communication towers)  | **Y N** | Please list:  |
| **Any critical deadlines?** | **Y N** | Please describe: |

# **Certification of Acceptance of conditions of funding**

This Certification must be signed by the President of the applicant’s Board of Directors, or similar governing body, or their authorized designee. An unsigned Certification Sheet may be cause for rejection of the application. By signing this Certification, the applicant [and co-applicant] is/are declaring that:

* All required attachments are included with this Application;
* The signature affixed hereon and dated certifies compliance with all the requirements of this solicitation;
* The signature below is that of the authorized signer and authorizes the verification of this certification;
* Clear title to the agricultural conservation easement can be conveyed at close of escrow;
* The applicant and seller of the agricultural conservation easement agree to restrict the use of the land in perpetuity;
* For projects on cultivated lands, the easement will prohibit permanent restrictions of agricultural use on existing cultivated lands. Projects may restrict uses on non-cultivated portions of the property, including within or adjacent to riparian or wetlands areas or complexes;
	+ For the purposes of this program, sustainable management practices are not considered restrictions on agricultural use;
* The total purchase price of the proposed easement shall not exceed the appraised fair market value of the easement;
* The easement appraisal will comply with the Department’s published Overview and Preparation of Agricultural Conservation Easement Appraisals;
* The appraisal used to establish the easement value must be approved by DGS and the Department;
* The easement acquisition can be completed within 2 years of grant agreement signature;
* The applicant uses accepted accounting practices as promulgated by either the Financial Accounting Standards Board or any successor entity for nonprofit organizations, of the Governmental Accounting Standards Board or any successor entity for public agencies, to the extent those practices do not conflict with any requirement for special districts in statute for local governmental financial affairs.

|  |
| --- |
| Applicant |
|  |  |  |  |  |
| Authorized Signature |  | Name/Title (Print or Type) |  | Date Signed |

|  |
| --- |
| Co-Applicant (If Applicable) |
|  |  |  |  |  |
| Authorized Signature |  | Name/Title (Print or Type) |  | Date Signed |

# **Detailed Characteristics of the Proposed Project**

This section should be used to explain attributes of the proposed easement, the applicant’s capabilities, and regional policies that are relevant to the goals of the Agricultural Land Mitigation Program. This section should not exceed **six (6) pages**. Please answer the following questions, maintaining the lettering format below.

1. Is the parcel proposed for conservation expected to continue to be used for, and is it large enough to sustain, commercial agricultural production? Describe the market, infrastructure, and agricultural support services around the property. How will the surrounding parcel sizes and land uses support long-term commercial agricultural production?
2. Is the property within strategic proximity to other permanently protected property (e.g., other agricultural conservation easements, habitat conservation easements, or other fee-title protection)?
3. Would the property act as or add to a community separator between two communities or a green-belt along the edge of a single community?
4. Describe the current agricultural operation on the property. Include a description of the existing infrastructure that supports the agricultural use, such as irrigation systems, fencing, agricultural employee housing, and other agricultural buildings and facilities.
5. Does the property have adequate water availability and water quality for agricultural purposes? Is the property subject to any known agricultural constraints due to soil or water contamination?
6. Does the property fall within the Applicant’s Priority Area or within a larger, comprehensive permanent protection plan?
7. Does the property have adequate water availability and water quality for agricultural purposes? Is the property subject to any known agricultural constraints due to soil or water contamination?
8. Is the property subject to any known agricultural constraints due to soil or water contamination?
9. Describe any environmental conservation values or co-benefits that may result from the conservation of this property (e.g., protection of open space, viewshed, wildlife habitat, biodiversity, riparian corridor, habitat along an elevational gradient; reduction in the potential for catastrophic wildfire).
10. Is the property surrounded by other parcels with sizes and land uses likely to support long-term commercial agricultural production?
11. Describe any innovative conservation approaches being utilized by the applicant that might have wide application in the state.
12. Describe any public health co-benefits that may result from the conservation of this property (e.g., reduction or elimination of pesticide use; access to affordable, nutritious foods; reductions in food waste; reduction in the risk of wildfire-related health impacts).
13. Is the proposed project currently within a Williamson Act Agricultural Preserve? Is the property currently under a Williamson Act contract or in a Farmland Security Zone?

# **Applicant Resolution of Support**

The applicant is required to submit a signed resolution of support from its board of directors or similar governing body authorizing the submittal of an easement grant application to ALMP. The resolution must:

1. Authorize the submittal of an easement acquisition grant application to ALMP;
2. Authorize entrance into a grant agreement with the Department for the project and agree to accept the template terms and conditions available at <https://www.conservation.ca.gov/dlrp/grant-programs/Pages/grant.aspx>, if the project is awarded funding;
3. Certify that no conflict of interest or appearance of conflict of interest exists for any member of the applicant’s Board of Directors as relates to the project; and,
4. Authorize a designated individual to execute tasks, such as signing documents, related to the application, grant agreement, and acquisition, if the project is awarded funding.

# **Notification Letter to the Planning Director**

In order to ensure local support for the project, the applicant must notify the local government’s Planning Director about their application to the program via letter. The letter should indicate the applicant’s intent to apply for a grant to acquire an agricultural conservation easement, the Department’s contact information in case the local government has concerns, and the anticipated date of project approvals by HSRA per the ALMP At-A-Glance above. The notification should include the applicant and not the landowner’s name.

# **Preliminary Title Report and Assessor’s Parcel Map(s)**

A preliminary title report that is less than twelve (12) months old and a plan to address any potential title concerns must be submitted with the application. The title report should be submitted as a separate file from the application and should be accompanied by all relevant underlying documents and associated assessor’s parcel maps. Underlying documents should be submitted as hyperlinks in the preliminary title report unless extenuating circumstances exist.

In the space below, please describe how you intend to address any potential title concerns, as well as your timeframe for doing so.

# **Applicant-Landowner Letter of Intent**

The applicant must provide a letter from the landowner(s) stating the landowner’s intent to work with the applicant to conserve the property via sale of an easement. All landowners listed on title must sign the letter of intent. This letter should address the following items:

1. Landowner’s pursuit of sale of the easement, 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 conserved under easement includes some forest lands, the letter must also indicate that the landowner agrees to the conditions outlined in Civil Code Section 815.11.

The applicant may provide an option agreement in lieu of a letter of intent if the option agreement includes the above information.

Sample documents are posted on the Department website.

# **Environmental Documents**

The Department is required to comply with the California Environmental Quality Act (CEQA). Applicants should consider whether their proposed project will trigger the need for an environmental impact report or negative declaration, or whether a CEQA exemption applies. How CEQA applies and the status of CEQA compliance must be addressed here.

# **Appraisal/Support for Estimated Easement Value**

A current appraisal is not a required component of the Application. However, the applicant must provide support for the easement acquisition value identified in the application cover sheet. This support may be in the form of a preliminary or complete appraisal, or a detailed estimate for the anticipated cost of the easement and material to support the valuation estimate. The Department reserves the right to require that a current easement appraisal accompany the grant application if, in its sole discretion, it determines that insufficient data is available to support an estimate.

ALMP will only fund the appraisal that is approved by the state and used for the actual easement acquisition. This cost will only be covered if the project is approved for funding.

# **Project Geographic Area Map(s)**

In addition to the required assessor’s parcel map(s), applicants must submit a pdf map of the easement boundary with their application.

Applicants may also submit maps depicting the proposed easement parcel boundaries relative to Important Farmland data, nearest Sphere of Influence, priority planning areas, and other protected lands in the vicinity. If the applicant can document additional conserved lands or resource values that support the proposal, they are encouraged to provide supplemental maps to that effect.

Applicants are encouraged to provide GIS shapefiles of any data included in their maps.

# **Map of Building Envelope(s) and Excluded Area(s)**

If building envelope(s) is/are to be designated within the easement area, applicants must submit a map depicting the location and size/dimensions of existing and/or proposed envelope(s). Building envelopes must be designated around existing residences, as well as sites for proposed future residences.

Similarly, if certain areas of the property are to be excluded from the easement, applicants should identify the location and, if possible, approximate acreage of such proposed exclusions on the map.

# **Documentation of Organizational Capacity**

Applicants must provide proof of organizational capacity to acquire and steward easements for their agricultural conservation values as part of their application. Applicants may meet this requirement by:

1. Providing proof of LTAC accreditation; or,
2. Providing copies of the following documents, as relevant:
	1. Conflict of Interest Policy
	2. Easement Amendment Policy
	3. Easement Monitoring Policy
	4. Stewardship Policy
	5. Enforcement Policy

Applicants that have submitted documentation of organizational capacity through a previous application may certify that the most current versions of these documents are on file with the Department in lieu of submitting the documents themselves.

# **Documentation of Organizational Eligibility**

Applicants that have submitted documentation of organizational eligibility through a previous application may certify that the most current versions of these documents are on file with the Department in lieu of submitting the documents themselves.

For non-profit applicants, the Department requires the following documentation:

* + 1. Internal Revenue Service 501(c)3 status as a charitable non-profit;
		2. the organization’s Articles of Incorporation and by-laws documenting the principal charitable or public purposes of the nonprofit organization; and,
		3. an adopted policy that details the organization’s goals and purposes, including the organization’s commitment to conservation of agriculture, rangeland, or farmland.

Governmental applicants should submit a copy of the relevant statute or other policy outlining their purpose and authority regarding the conservation of agricultural land.

# **Additional Components and Certifications**

**First Opportunity Landowner Supplement – If Applicable**
This supplement applies only to an application for an easement submitted on behalf of a landowner whose farmland has been purchased in fee for the construction of the high-speed rail system’s right of way or maintenance facilities.

|  |  |
| --- | --- |
| **Project Name** |  |
| APN(s) of property proposed for conservation easement  |  |
| Landowner name(s)/ ownership structure |  |
| APN(s) to be purchased by the High-Speed Rail Authority (Authority) |  |
| Purchase date(s) by Authority (if purchase has already occurred) or expected date of purchase. |  |
| Approximate number of acres to be purchased by Authority |  |
| Are there any differences in the ownership structure of the proposed easement property from that of the property to be purchased by the Authority? If so, please explain. |  |
| Approximate distance of property proposed for conservation easement from land to be purchased by the Authority. |  |
| **Additional Explanations** |
|  |

1. Refer to Section 2 of the ALMP Program Guidelines for a complete list of “Eligible Applicants”. [↑](#footnote-ref-1)
2. Refer to ALMP Guidelines Glossary for the definition of a “Co-Applicant”. [↑](#footnote-ref-2)
3. Important Farmland as mapped by the California Department of Conservation [Farmland Mapping and Monitoring Program](http://www.conservation.ca.gov/dlrp/fmmp/Pages/Index.aspx). [↑](#footnote-ref-3)
4. Please confirm this information with the relevant County Planning Department. [↑](#footnote-ref-4)
5. The term “building envelope”, also known as a farmstead area, refers to an area delineated in the easement within which the structures on the property are located and building may occur. Building envelopes must be designated around existing residences, as well as sites for proposed future residences. Applicants must submit a map showing the general location, size and shape of existing and/or proposed building envelopes. [↑](#footnote-ref-5)
6. Other reserved rights listed here are subject to review and approval by the Department. In order to be considered in the easement, other reserved rights must be included here. [↑](#footnote-ref-6)