



Howard County Agricultural Land Preservation Program

APPLICATION FOR EASEMENT SALE

Attached is an application packet containing the forms and information you will need to complete the application process. The enclosed Application form and Soil Conservation and Water Quality Plan Status form must be completed and returned, along with the other items listed below, to the Agricultural Land Preservation Program (ALPP) Administrator.

CHECKLIST

Please fill out the following checklist when returning your application. All items must be included for your application to be considered complete.

- _____ **Application form** - Fill out as completely as possible. Add extra pages as needed to explain any special circumstances. All owners listed on the deed must sign this form.
- _____ **Application fee** - A non-refundable application fee of \$200 should accompany this application. Make check payable to Howard County Director of Finance.
- _____ **Deed(s)** – Attach copies of all deeds that pertain to the property being offered for easement sale.
- _____ **Survey** - A field run survey of the land described in the deed(s) must be prepared by a licensed surveyor and must accompany this application. The survey must clearly represent the land being offered for easement sale and show any changes (i.e. parcels combined, interior lot lines moved, subdivision) you intend to make before easement settlement.
- _____ **Soil Conservation and Water Quality (SCWQ) Plan Status form** - If you do not presently have a SCWQ Plan on the property being offered for easement sale, you must have one prepared by the Howard Soil Conservation District. The Plan must be completed before easement settlement. A form is included with the application that should be delivered to the District office for completion. Return the completed form with your application. Please note that the status of your Plan as of the application submission date is what will be used for the purposes of awarding points on the pricing formula.
- _____ **Subordination letter(s)** - All lien and mortgage holders of the property being offered for easement sale must submit a letter indicating that they are aware of your application and are willing to subordinate to the deed of easement.

APPLICATION SUBMISSION

Please mail or bring this application to the address below. Contact the Program Administrator if you have any questions.

Joy Levy, Agricultural Land Preservation Program Administrator
Howard County Department of Planning and Zoning
3430 Court House Drive
Ellicott City, MD 21043
410-313-5407 (phone)
410-313-3042 (fax)
jlevy@howardcountymd.gov

Howard County Agricultural Land Preservation Program

APPLICATION FOR EASEMENT SALE

Applicant's Name _____

Mailing Address _____

Phone _____ **Fax** _____ **Email** _____

All Owners of Record (including life tenants and remaindermen)

Farm Name, Corporate or Business Name _____

Type of Ownership (sole owner, partnership, LLC, corporation, etc.) _____

Farm Address _____

Tax Map _____ **Grid** _____ **Parcel(s)** _____ **Acres** _____

Zoning _____ **Liber/Folio** (deed reference) _____

Legal/Property Information (use additional sheets if necessary to explain fully)

List the names and telephone numbers of lawyers or consultants you wish to receive information on your behalf:

List all holders of mortgages and liens (attach a subordination letter from each holder)

Is the land presently subject to any court proceedings (bankruptcy, etc.)? _____ If yes, describe below:

Is the land subject to any easement restrictions (pipeline, transmission tower, historic or environmental easement)? _____

If yes, describe: _____

Are there any special exception/conditional uses currently on the farm? _____ Case Number _____

If yes, describe: _____

Farm Information

Agricultural uses – describe numbers/types of livestock and type of crops, specialty crops, forest products, etc.

Historic land use - describe previous agricultural land uses if different from current or proposed uses.

Estimated Acreage

Tillable Cropland	_____
Nursery/Orchard	_____
Pasture	_____
Woodland	_____
Wetlands	_____
Ponds	_____
Land in dwellings and farm buildings	_____
Other	_____
Total acres offered for easement sale	_____

Acres on this farm owned by applicant and rented to others _____

Acres elsewhere rented from others and farmed by applicant _____

Soil Conservation and Water Quality Plan Yes _____ No _____

Status if Yes: In Process _____ Approval Date _____ Revision Date _____

Forest Management Plan Yes _____ No _____ Approval Date _____

Status if Yes: Non-commercial Acreage _____ Commercial Acreage _____

Employees Full Time _____ Part Time _____ Seasonal _____

Structures Information

Does the landowner dwell on the property? Yes _____ No _____

Residences – List the dwellings and their use (principal dwellings, tenant houses, etc.) on the property

Structure type/use

Approximate size and age

Name and phone number of person(s) in residence, if different from owner

Agricultural and Other Buildings - List barns, storage buildings, greenhouses, roadside stands, etc.

Agricultural structure type/use	Approximate dimension or capacity

APPLICANT AUTHORIZATION

I/We hereby agree to offer the above-referenced property for easement sale to Howard County, Maryland, pursuant to Title 15 of the County Code. We understand that the attached application fee is non-refundable.

I/We hereby certify that all of the above information is correct to the best of our knowledge. We agree to allow Program staff and Board members to inspect our property with advance notice.

All owners of record must sign. Use additional sheet if necessary.

Signature	Date

Print Name & Address

Signature	Date

Print Name & Address

Signature	Date

Print Name & Address

Signature	Date

Print Name & Address

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