



## Howard County Agricultural Land Preservation Program

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### 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](mailto: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.

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

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**Estimated Acreage**

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

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

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

Agricultural structure type/use	Approximate dimension or capacity
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<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

**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.**

<hr/> Signature	<hr/> Date
<hr/> Print Name & Address	
<hr/> Signature	<hr/> Date
<hr/> Print Name & Address	
<hr/> Signature	<hr/> Date
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