



## Virginia Department of Historic Resources Historic Preservation Easement Application Form

Please fill out the following form as completely as possible. The information and material provided will be utilized when evaluating your easement offer. All applications are reviewed by the Virginia Department of Historic Resources Easement Acceptance Committee. Your completed application form and supporting materials must be received one week prior to the scheduled Easement Acceptance Committee meeting to be placed on the meeting agenda.

Please contact Wendy Musumeci, Easement Program Coordinator, at 804-367-2323, ext. 136 if you have any questions regarding completion of this form.

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Date: \_\_\_\_\_

Name of the Property: \_\_\_\_\_

County: \_\_\_\_\_

Your Name: \_\_\_\_\_

Legal names/owners of property as they appear on the property deed:

\_\_\_\_\_

Mailing Address (please include both your mailing address and the address of the property if these are different)

\_\_\_\_\_

\_\_\_\_\_

Telephone Numbers:

Day: \_\_\_\_\_ Evening: \_\_\_\_\_

Other: \_\_\_\_\_

Fax: \_\_\_\_\_

Email address: \_\_\_\_\_

Approximate acreage of property to be protected \_\_\_\_\_

Do you own additional acreage that you do not intend to put under easement? Y / N

If Yes, please let us know why.

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What is the primary use of land associated with the property (residential, farming, forestry, etc.)?

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What, briefly, is the historic significance of the property?

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Is the property listed on the Virginia Landmarks Register? If so, is the property individually listed or is it listed as a contributing resource to a historic district?

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Is the property a battlefield with a rating from the Civil War Sites Advisory Commission of the National Park Service?

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What other conservation values do you feel are important about the property (e.g. wetlands, natural habitat, prime farmland)?

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What is it about the property that you feel should be preserved in perpetuity (e.g. the landscape, the gardens, the main house)?

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Please list all buildings and structures on the property and their approximate age.

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Please list any repairs that are needed on the property.

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Are you planning to make significant changes or alterations to existing buildings, structures, and/or landscape features either now or in the near future? If yes, please describe.

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Are you planning to build any additional primary or secondary dwellings on the property? If yes, please describe and include proposed size.

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Are you planning to construct a new non-residential building or structure on the property? If yes, please describe and include the proposed size.

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Would you like to reserve the right to make any divisions/subdivisions of the property? If yes, please indicate the number of divisions.

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Is the property open to the public at any time during the year (e.g. Garden Week, house tour, small groups)? Y / N

If yes, please give examples:

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Are there adjacent properties that are threatened by development or demolition? Y / N

If yes, please describe:

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Are there adjacent properties that are protected by conservation or historic preservation easements or another form of protection? Y / N

If yes, please list:

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Do you plan to claim a state tax credit or federal income tax deduction for donation of the easement? Y / N

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Will you be using any grant funding? If yes, please specify.

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Is there are mortgage, home equity loan or other lien on the property? Y / N

If Yes, please name the lender(s): \_\_\_\_\_

Note: The existence of a mortgage or other lien does not prohibit placing an easement on the property. It does, however, require that the mortgage be subordinated to the easement. Please see the enclosed materials regarding the requirements for donation of an easement.

Are there any other encumbrances on the property (e.g. oil or gas lease, right-of-way easement)? Y / N

If Yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Note: Prior to the execution of an easement, the Department requires that you complete a title search, which will identify any such encumbrances. As with a mortgage, other interests must be subordinated in order for the easement to be executed.

Do you have an attorney that will be reviewing your easement? Please provide their contact information below. Note: it is highly recommended that you have an attorney represent you.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

How did you hear about the Historic Preservation Easement Program?

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\_\_\_\_\_

Is there any additional information about which we should be aware?

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\_\_\_\_\_

Signature of Property Owner(s):

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Please ensure that you have included the following with this form:

\_\_ photographs showing all structures on property are included (digital images are preferred) and any other images that you feel will assist the staff in evaluating the property.

\_\_ map showing location of property.

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Thank you for your interest in the Historic Preservation Easement Program. We will contact you if additional questions arise and will inform you of next steps.