



STEPS TO CONVEYING AN EASEMENT TO THE BOARD OF HISTORIC RESOURCES

The following outline describes the basic steps for conveying an easement to the Virginia Board of Historic Resources and is intended to be a summary overview. Please note that the timeline for donation of an easement may vary, but plan for a minimum of 12-18 months depending on the complexity of the project and applicable grant funding sources.

- 1. PLANNING AND GATHERING INFORMATION:** Owner contacts VDHR Easement Program staff to request information and discuss the Easement Program and donation process. Staff conducts research to confirm the historic significance of the property and its eligibility for the Easement Program as well as identify associated conservation values. Staff provides owner an Easement Information Packet, the [Easement Program Policies](#), and [Easement Application Form](#). **To determine whether an easement is a good fit for you and your property, VDHR recommends that owners consult with an attorney who has experience with conservation easements.**
- 2. PRELIMINARY SITE VISIT (OPTIONAL):** At staff discretion, a preliminary site visit may be made to discuss the program with a potential donor, review the standard easement template, and tour the property.
- 3. EASEMENT APPLICATION FORM:** Owner or designated representative submits completed, signed, and dated [Easement Application Form](#) and [\\$500.00 Application Fee](#) at least thirty (30) calendar days prior to Easement Acceptance Committee meeting. Staff processes application and reviews all title documents and deeds, plat of boundary survey, leases, licenses or other rights held by third parties to access or use the property being offered for easement, copies of all liens and encumbrances, grant agreements and any associated review required pursuant to Section 106 of the National Historic Preservation Act, environmental site assessment (if applicable), and state and local planning documents to identify supporting policies and potential conflicts.
- 4. EASEMENT ACCEPTANCE COMMITTEE REVIEW:** Upon receipt of a completed Easement Application Form and application fee, staff will notify the owner and the easement offer will be placed on the next meeting agenda of the Easement Acceptance Committee ("EAC" or "Committee"). The Committee will review easement applications in a two-step process. A complete easement application will be presented to the EAC at the first meeting, during which the EAC will consider whether the property meets the threshold requirements for participation in the easement program as well as the historic significance and integrity of the property and its character defining architectural, archeological features and/or setting and landscape features. The Committee will also determine what additional information is required to fully evaluate the proposed easement; and what issues must be addressed in order to make a formal recommendation to the Board concerning acceptance of the easement. Following this first review by the EAC, Easement Program staff will advise the applicant of any determination made by the EAC.

The EAC may take one or more of the following actions:

1. Recommend approval of the easement offer as proposed;
2. Recommend that any approval be conditioned on specific requirements or actions;
3. Not recommend acceptance of the easement offer as proposed; or
4. Defer making a recommendation where insufficient information is provided or where conditions affecting the property require prior resolution.

Pending receipt of additional information and resolution of all identified issues, the EAC will again consider the proposed easement at a second meeting, at which the EAC may make a formal recommendation concerning acceptance to the Board. Staff will again inform the applicant/owner of the Committee's recommendation. Written correspondence to owner includes summary of proposed easement provisions and any conditions for approval recommended by the EAC. VDHR's goal is to resolve issues early in the easement application process and present a final easement proposal to the Board with no conditions attached to approval. *If a comprehensive application is received and the project presents no potential issues to be resolved, it is possible that the EAC may make a recommendation during the first meeting.*

5. **VIRGINIA BOARD OF HISTORIC RESOURCES REVIEW:** Per evaluation and recommendation from the EAC, the easement offer is added to the agenda for the next quarterly Board meeting. Easement Program staff will notify the property owner of the meeting date and location and will provide information regarding the agenda. At the public Board meeting, Easement Program staff will present the offer, describe the property's historic significance and the formal documentation of that significance, highlight any special features of the property, specify any reserved rights,

Per [Easement Program Policy #2: Criteria for Acceptance of Easements](#) standard approvals issued by the Board of Historic Resources are valid for two calendar years from the date of the Board's approval. Each approval of an easement offer by the Board will contain this sunset clause, or timeframe within which the easement must be recorded or the Board's approval reauthorized. Reconsideration of the offer will be subject to a \$1,500 fee.

and address the EAC's recommendations, including any recommended conditions of approval. The Board may take the following actions, including, but not limited to: (i) approve the easement offer as proposed; (ii) approve the easement offer with conditions requiring specific requirements or actions; (iii) decline acceptance of the easement offer as proposed; or (iii) defer making a recommendation where insufficient information has been provided by the property owner or his/her designated agent, or where conditions affecting the property require prior resolution. Staff informs the owner of the Board's decision. Written correspondence sent to the owner documents

approval by the Board of an easement offer, including any conditions for the approval, as well as a sunset clause, or a timeframe within which the easement must be recorded.

6. **DRAFTING EASEMENT DEED:** After Board approval, the draft deed of easement is prepared by Easement Program staff based on VDHR's current standard template, proposed reserved rights, grant funding requirements (if applicable), and any conditions for approval imposed by the Board. Once the document is reviewed internally, the draft easement is given to the owner(s) and his/her attorney. The owner(s) provides VDHR with comments and modifications on the draft deed of easement. After resolving any questions with the owner(s), the revised draft deed of easement and title work are reviewed by the grant funding organization (if applicable) and VDHR's counsel at the Office of the Attorney General.
7. **BASELINE DOCUMENTATION REPORT & SITE VISIT:** The Baseline Documentation Report describes the characteristics and conditions of the property at the time of easement recordation as well as the features and conservation values that are the subject of the easement. Staff will schedule a site visit to the property within six months of easement recordation to obtain baseline documentation. Documentation will incorporate comprehensive photographic coverage of property, including historically significant interiors. The draft report is sent to the owner for review and the owner provides VDHR with comments and modifications. Staff then prepares final report for signature. As Grantor, the owner(s) must sign the acknowledgment page indicating agreement that the baseline documentation accurately depicts the appearance and condition of the property prior to or at the time of recordation of the easement.
8. **EASEMENT RECORDATION:** Once the final easement draft is approved by the owner, owner's attorney, grant funding organization (if applicable), Office of the Attorney General, and Easement Program staff, the final draft is signed and notarized in counterpart by the owner(s) and VDHR on behalf of the Board. The owner(s) obtains subordination for any mortgages, leases, or other liens. If applicable, an Appraisal Summary is provided to VDHR 30 days in advance in recordation and completed IRS Form 8283 provided to VDHR for review (see [Easement Program Policy #11: Appraisals](#)). The executed deed of easement is sent by owner's attorney or by VDHR to the Circuit Court Clerk's office for recordation. VDHR archives the original recorded easement according to recordkeeping policies established by the Board and VDHR.

ADDITIONAL INFORMATION:

To allow for adequate processing time, the completed application form and supporting materials must be received via postal mail or electronic submission **no later than thirty (30) calendar days** prior to a scheduled Easement Acceptance Committee meeting (see below). Any applications received after the deadline will automatically be placed on the agenda for the subsequent meeting. Email completed Easement Application Forms to: EasementApplication@dhr.virginia.gov or submit via postal mail to: Karri Richardson, Easement Program Specialist, Virginia Department of Historic Resources, 2801 Kensington Avenue, Richmond, Virginia 23221, karri.richardson@dhr.virginia.gov.

2023 VDHR EASEMENT PROGRAM SCHEDULE	
Easement Application Form Due	Easement Acceptance Committee Meeting Date
December 21, 2022	January 23, 2023
January 20, 2023	February 22, 2023
<i>Board of Historic Resources Meeting: March 16, 2023</i>	
March 17, 2023	Monday, April 17, 2023
April 14, 2023	Monday, May 15, 2023
<i>Board of Historic Resources Meeting: June 15, 2023</i>	
June 16, 2023	Monday, July 17, 2023
July 14, 2023	Monday, August 14, 2023
<i>Board of Historic Resources Meeting: September 21, 2023</i>	
September 1, 2023	Monday, October 2, 2023
October 13, 2023	Monday, November 13, 2023
<i>Board of Historic Resources Meeting: December 14, 2023</i>	

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Review of projects on easement properties and management of easement program

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New easement drafting, program administration, and easement program questions

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New easement applications and donation process

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DHR
Department of Historic Resources