

FY 2025 Parcel Application Packet Checklist

Entity Name:_____Date:_____

Entity Contact (name, phone number, email address):_____

Legal Name of Parcel:_____

IMPORTANT:

The legal name of each person listed on a deed, or as members of an entity must be used on all forms and maps. If there is a reference name, please list it as “aka,” following the legal name.

Parcel Application Document Packet must contain the following:

☐ CPA – 41A “Parcel Sheet”, one for each parcel submitted for funding.

☐ Proof of Ownership

Include **at least one** of the following three forms of documentation:

- ☐ Most recent recorded ownership deed(s) that encompasses entire offered area
- ☐ Fully executed Purchase Agreement to purchase the offered area in fee title.
- ☐ Title commitment/search that encompasses entire offered area

AND

- ☐ Supporting documentation confirming the legal description in the proof of ownership matches the offered easement area (e.g., county tax maps, plat book, or easement maps with section, township, and range or other unique locators matching ownership documentation legal descriptions).

☐ Written pending offer to acquire agricultural land easement - Ensure the written pending offer covers the entire offered area.

☐ Eligible entity must certify at the time of application that they have the required funds available for each parcel

☐ Landowner, be it an individual/couple or a business such as an LLC must file to establish AGI and HEL/WC compliance*

Completion of the following forms:

CCC – 941 - Average Adjusted Gross Income (AGI) Certification & Consent to Disclosure of Tax - [Complete through Farm Service Agency \(FSA\)](#)

Name on form must legal name/match name on deed.

***If landowner is an entity**, all members documented on the CCC-901/902 or FSA Business File screen print must have subsidiary print documenting their eligibility as required by eligibility matrix.

AD-1026 – Food Security Act Documentation Form for EACH person on the property deed - [Complete through FSA](#)

CCC-902 E for entities, including member information - [Complete through FSA](#)

Please note, all members of an organization, such as an LLC, must file, including members of an embedded organization

Or

CCC-902 I for individuals - [Complete through FSA](#)

Maps

All maps should include:

- 1) The legal name of the parcel
- 2) Total acres of farm, based on either the tax map or survey
- 3) County Name
- 4) Road Names
- 5) North Arrow

Required Maps

- ☐ Locator map showing the location of the parcel
- ☐ A map showing the location of other protected land in relation to parcel, if applicable.
- ☐ Tax map with tax parcel ID number and acres to be enrolled
- ☐ A map delineating the proposed easement boundary and tax parcel if proposed easement is less than the full tax parcel.
- ☐ A map showing one of the following, based on CPA – 41A Land Eligibility Category Selection
 - ☐ The location and acres of the prime, unique, or statewide and locally important soil in each parcel. Include the acre breakdown on the map.
Soils map should include acre sub-total for each of the following: Prime, Soils of Statewide Importance and Other, followed by total acres which needs to match total easement acres.
 - ☐ The location and acres of lands where grazing uses and related conservation values would be protected.
 - ☐ The location and acres of grasslands of special environmental significance

- ☐ The location, number, and acreage of historical or archaeological sites proposed to be protected
- ☐ Proof of Recordable/Existing Access
 - Note:** Access to the offered parcel follows program policy and guidance.
 - Access map must identify:
 - ☐ Location of the offered easement
 - ☐ Public Road and associated name road from which access to the farm parcel/s is obtained
 - ☐ **If applicable**, the location of any access route between the public road and the easement showing all underlying ownership of lands crossed and documentation confirming access rights across any adjoining landowners (e.g., executed rights of way or executed agreement for granting right of way after survey).

Narrative

- ☐ If the presence of historical or archeological sites is the basis for land eligibility, a brief description of the site's significance and documentation of the site's formal listing on the national, Tribal, or State register or eligibility for listing in the national register must be included in the application.
- ☐ A narrative description of how the protection of the parcel will further a State or local policy that is consistent with ACEP, if this is the basis for the parcel's land eligibility.
- ☐ Estimated agricultural land easement value, costs, and contributions for each parcel. At the time of submitting parcel application, the eligible entity must provide an estimate of the following for each parcel:
 - ☐ The estimated acres
 - ☐ The fair market value of the agricultural land easement;
 - ☐ The total estimated entity non-Federal contribution
 - ☐ The requested Federal share
 - ☐ The estimated purchase price
 - ☐ The qualified contribution from the landowner
- ☐ Narrative statement or map showing the parcel's accessibility to agricultural markets.
- ☐ Narrative statement or map showing the parcel's access to existing agricultural infrastructure, on- and off-farm, and other support systems.
- ☐ Narrative statement or map showing the threat of conversion or fragmentation (either from nonagricultural development or conversion of grassland to non-

grassland uses) for each parcel.

- ☐ Ownership of subsurface mineral rights indicating whether the rights are held by the landowner or held by a third party and any required water rights for each parcel.
- ☐ Will measures been taken to increase agricultural viability, either through:
 - ☐ Pre-emptive purchase rights will be included in the conservation easement deed.
 - ☐ Entity conservation easement deed terms will address long-term agricultural viability concerns.
- ☐ Has a farm/ranch succession plan or similar plan been developed that will address farm viability for future generations?
 - ☐ A succession plan or similar plan has be developed and executed by an industry professional.
 - ☐ A succession plan or similar plan has been developed by an industry professional but has yet to be executed
 - ☐ Another type of plan has been developed
 - ☐ They do not have a plan
- ☐ Completion of Farmland type/Soils type acreage spreadsheet, which includes:
 - ☐ Prime Soil Acres
 - ☐ Unique Soil Acres
 - ☐ Other Productive Soil (Soils of Statewide Importance)
 - ☐ Acres Cropland Acres
 - ☐ Rangeland Acres Pastureland Acres
 - ☐ Grassland or land that contains Forbs
 - ☐ Shrub land for which grazing is the predominant use
 - ☐ Acres that contain Historical or Archeological Resources
- ☐ Letter from **Landowner and Entity** requesting Impervious Surface Waiver, **if applicable**.
- ☐ Include in narrative and provide a map identifying the Agricultural District in which the farm/ranch is located.

Farm and Population Census data

- ☐ Ag Census Data - <https://www.nass.usda.gov/AgCensus/>
 - ☐ What is the ratio of the total acres of land in the parcel to be protected to average farm size in the county according to the most recent USDA Census of Agriculture?

- ☐ What is the decrease in the percentage of acreage of farm and ranch land in the county in which the parcel is located between the last two USDA Censuses of Agriculture?

- ☐ Census Bureau Home Page - <https://www.census.gov/en.html> - [U.S. Census Bureau QuickFacts: United States](#)
 - ☐ What is the percent population growth in the county as documented by the most recent United States Census (Census Bureau Home Page)
 - ☐ What is the population density (population per square mile) as documented by the most recent United States Census (Census Bureau Home Page)

NRCS will complete the following forms:

- ☐ Landowner disclosure worksheet – completed and signed
- ☐ Hazardous materials field inspection worksheet – completed and signed
- ☐ Hazardous materials landowner interview – completed and signed
- ☐ Ranking worksheet – completed and signed