

WRP Application Package to Send to State Office

The original file is housed at the State Office for all WRP applications and agreements. The following is a list of items that are to be included in the Application Package that is sent to the state office from the field office. No action will be taken on application until all items are received.

- Original application form, CCC-1200, signed by all landowners listed on the deed for the land on the application (place a copy in the field office file prior to sending)
- Location map and acreage of easement area clearly outlined (roads labeled).
- Right of way to easement shown on location map and right of way easement deed if available. Get landowner (if not participant) to sign agreement form for the right of way.
- Soils map of the proposed easement boundary
- Copy of the deed. Notify landowner that a waiver will be needed if they did not own the land for 7 years.
- All landowners listed on the deed have been entered into SCIMS and a copy of the subsidiary print for each landowner and the entity if applicable.
- If the applicant/landowner is an entity, provide the legal documentation to prove signature authority CCC-901A Members form or CCC-902 if client works with FSA. Also have landowner complete CCC-927 or CCC928 if entity and mail to IRS.
- Completed 1199 (Direct Deposit) form
- Copy of plat or lot map and/or survey if available from the landowner
- NEST information form completed with acreages.
- FSA form CCC-505, Voluntary Permanent Direct and Counter-Cyclical Program (DCP) Base Acres Reduction (landowner signs, but do not process with FSA until easement is closed)
- Verify with landowner that there is not an easement on the property. (If there is an easement already present then an appraisal will need to be done and the offer amount will be the lesser of the appraisal amount or the GARC calculation. If the easement is with FRPP they will not be eligible)
- Is the land enrolled in Current Use (Agricultural Land, Forest Land, Conservation Land and Farm Building Use Value Appraisal Lien)? If so the easement area will need to be disenrolled prior to closing the easement. The State of Vermont does not assess a lien or fine for disenrollment, as long as the area affected by the release is enrolled in a conservation easement program.
- Verify with landowner that there is not any gas, utility or other right of ways.