California Department of Conservation  
Agricultural Conservation Acquisition   
Sample Applicant Letter to Planning Director

As part of the CFCP application process for easement acquisitions, applicants are required to send a notification letter to the planning directors of the relevant county or cities and every city within two miles of the property. The letter is required to include:

* The applicant’s intent to apply for a grant to acquire an agricultural conservation easement;
* The application deadline. For a rolling application cycle, applicant’s may instead include the applicant’s targeted grant application submittal date;
* A statement that the conservation easement may result in reduced property tax revenue pursuant to Article 1.5 (commencing with Section 421) of Chapter 3 of Part 2 of Division 1 of the Revenue and Taxation Code.; and,
* The jurisdiction’s right to submit comment to the department on the project within 30 days of the application deadline or applicant’s targeted grant application submittal date, including on the compatibility of the project with the general plan.

The sample letter begins on the next page.

< *Format on Applicant’s Letterhead* >

\_\_\_\_\_\_\_\_\_, 2025

Planning Director

Address Line 1

Address Line 2

Address Line 3

Subject: California Farmland Conservancy Program; Intent to Apply

Dear \_\_\_\_\_\_\_\_:

This letter is to inform you that \_\_< *applicant* >\_\_ intends to apply for easement acquisition grant funding under the California Farmland Conservancy Program (CFCP), as administered by the California Department of Conservation. The agricultural acquisition grant funding would be used to purchase an agricultural conservation easement on approximately \_\_ acres identified as \_\_\_\_ County assessor’s parcel numbers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as shown in the attached map.

An agricultural conservation easement is a recorded restriction on title that limits non-agricultural uses and prohibits subdivision of the property. The easement would ensure that, in perpetuity, this land would not be converted to non-agricultural uses. \_\_< *applicant* > would hold and monitor the easement to ensure its terms and conditions are adhered to and properly fulfilled. The conservation easement may result in a reduced property tax revenue pursuant to Article 1.5 (commencing with Section 421) of Chapter 3 of Part 2 of Division 1 of the Revenue and Taxation Code.

The \_\_< *applicant* >\_\_ is a private non-profit 501(c)3 corporation that exists to conserve agricultural land in \_\_\_\_\_ County by acquiring and holding agricultural conservation easements and/or fee title interests.

Please be aware of you right to submit written comments on the project to the Department of Conservation within 30-days of \_\_\_\_\_\_\_, < *applicant’s* > targeted grant application submittal date, including the compatibility of the project with the general plan. Please submit any written comments to [cfcp@conservation.ca.gov](mailto:cfcp@conservation.ca.gov) or:

Department of Conservation

Division of Land Resource Protection

715 P Street, MS 1904

Sacramento, CA 95814

Sincerely,

\_\_ < name > \_\_\_

\_\_ < title > \_\_\_\_

Easement Location Map

[insert map]