



**APPLICATION FOR
APPROVAL OR
INTERPRETATION
REQUESTS**

For Official Use Only

Date Stamp

Section A – Landowner Information

Primary Owner Name (<i>Last, First, Middle Initial</i>)		or	Business Entity Name	
Mailing Address (<i>Street Address or P.O. Box Number</i>)				
City		State		Zip Code
Day Time Phone		Evening Phone		
Email Address				

Section B – Easement Property Information

Easement, Property, or Historic Building Name		MET File Number (<i>if known</i>)		
Property Address(es) (<i>if different than mailing address</i>)			County	
City		State		Zip Code
Tax Map and Parcel Number(s) (<i>Map #, Parcel #'s</i>)				

Section C – Detailed Description of Request

Describe the activity you are proposing for your conservation easement property in as much detail as possible.

- Use the check box to indicate what kind of request you are making (*only choose one*)
- Use the same activity name or number below on any supplemental documents and graphics you submit (e.g. Subdivision)

Do you need more room to write? Do you have more than one activity planned for this property?

- Make a second copy of this sheet and label it “activity name/number continued...” (e.g. Subdivision continued...)
- Or, you can attach a separate sheet of paper and also label it “activity name/number continued...”

Activity:

- | | | |
|---|---|---|
| <input type="checkbox"/> Request for Interpretation | <input type="checkbox"/> Request for Approval | <input type="checkbox"/> Request for Verification |
|---|---|---|

Detailed description:

Do you believe the proposed activity is permissible under the easement? MET is not responsible for searching the title of your property to uncover documents beneficial to you. If you are aware of a recorded or other document (ex. right-of-way) that you believe gives permission for what you plan to do, please provide book and page of recording information and/or attach document(s).

Section D – Signatures

Please see page 3 of the instructions for more information on what signatures are required on this page.

Your signature below, as either the current owner or authorized agent, indicates that:

- You have read and understand all of the information provided in this application and its instructions,
- You understand that the review period described in your Deed of Conservation Easement does not begin until MET receives all documents it requires and determines your application to be complete,
- You understand that if the easement property is co-held with a co-grantee, you or your agent must inform them directly about your request.
 - MET will not contact your local land trust for you
 - You can send them a copy of this application, unless your co-grantee is Maryland Historical Trust (please see page 1 & 2 of the instructions for more information)

Current Owner Certification

Current Owner (*Sign in ink, Do Not Print*)

Date (*mm/dd/yyyy*)

____ / ____ / _____

Authorized Agent Certification

I hereby certify that I am the authorized agent of _____ and I have the authority to make a request on his/her/its behalf.

Authorized Agent Name (*Last, First, Middle Initial*)

Position or Role

Attorney
 Executive

Managing Member
 Power of Attorney

Property Manager...
 Other _____

Mailing Address (*Street Address or P.O. Box Number*)

City

State

Zip Code

Day Time Phone

Email Address

Authorized Agent (*Sign in ink, Do Not Print*)

Date (*mm/dd/yyyy*)

____ / ____ / _____

Section E – Additional Landowner Signatures

If the conservation easement property is owned by more individuals or business entities than the current owner making the request, please do the following:

- The current owner should send the other owners a copy of the completed/filled-out application
- The other landowners should sign this page or send a letter to MET stating that:
 - They have received a copy of the application, and
 - They approve of the request or they give permission to the current owner to make the request

Additional Landowner Information

Additional Landowner Name (<i>Last, First, Middle Initial</i>)		or	Business Entity Name	
Mailing Address (<i>Street Address or P.O. Box Number</i>)				
City		State		Zip Code
Day Time Phone		Email Address		

Application Information

Name of the Requester (i.e. the current owner submitting the application)

Easement Property Address

Additional Owner Certification

I hereby certify that I have received a copy of this application. I have read and understand all of the information provided in this application and its instructions. By signing this document, I hereby give my permission to the requestor, named above, to make his/her/its request.

Additional Landowner (<i>Sign in ink, Do Not Print</i>)	Date (<i>mm/dd/yyyy</i>) ____ / ____ / _____
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Section F – Agent Authorization (for use by current owner)

If you are granting authorization for an agent to complete/submit your application, your signature below indicates that:

- You are authorizing the agent, named below, to act on your behalf,
- You have read and understand all of the information provided in this application and its instructions,
- You understand that the review period described in your Deed of Conservation Easement does not begin until MET receives all documents it requires and determines your application to be complete,
- You understand that if the easement property is co-held with a co-grantee, you or your agent must inform them directly about your request.
 - MET will not contact your local land trust for you
 - You can send them a copy of this application, unless your co-grantee is Maryland Historical Trust (please see page 1 & 2 of the instructions for more information)

Authorized Agent Information

Authorized Agent Name (*Last, First, Middle Initial*)

Position or Role	<input type="checkbox"/> Attorney <input type="checkbox"/> Executive	<input type="checkbox"/> Managing Member <input type="checkbox"/> Power of Attorney	<input type="checkbox"/> Property Manager... <input type="checkbox"/> Other _____ _____
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Mailing Address (*Street Address or P.O. Box Number*)

City	State	Zip Code
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Day Time Phone	Email Address
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Current Owner (<i>Sign in ink, Do Not Print</i>)	Date (<i>mm/dd/yyyy</i>) _____/_____/_____
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Instructions for the Approval or Interpretation Request Application

General Information & Instructions

What is the purpose of this application form?

This application form should be used to make one of the following types of requests about your conservation easement:

- **Request for Interpretation** – make an interpretation request when you are not sure if the activity you want to conduct is allowed by the terms in your easement deed.
 - For example, if you would like to build a new residence but you are not sure if you are allowed to, submit a request for interpretation.
- **Request for Approval** – make an approval request when you want to conduct an activity on your easement that requires MET and the Board of Trustees approval before you can begin the activity.
 - For example, if you want to expand the current residence and the deed states you need approval prior to starting construction, submit a request for approval.
- **Request for Verification** – make a verification request when you want to conduct an activity that MET needs to verify that the activity is within the conservation easement guidelines.
 - For example, if you need to replace an existing building and your deed states that MET needs to verify that the new building will be built to the proper dimensions or for the same purpose, submit a request for verification.

Who should use this form?

- **Current owners**, including individuals, corporations, or other business entities, who hold conservation easement properties with the Maryland Environmental Trust (MET) or co-hold properties with MET and another local land trust.
- **Authorized agents** of a current landowner may submit a request on the current owner's behalf. Agents include, but are not limited to:
 - Attorneys
 - Executives
 - Individuals with power of attorney
 - Managing members of business entities
 - Property managers

Who does not need to use this application (in its entirety)?

If your conservation easement property is co-held with the Maryland Historical Trust (MHT), you do not need to complete both MHT's and MET's applications.

- You may send us a copy of MHT's application, and
- You **must** submit our "Additional Signature" pages, if your property is owned by more than one individual (please see page 3 of the instructions for more information on signatures).

Who needs to sign the signature pages at the end of the application form?

Please read page 3 of the instructions to determine who needs to sign the Signature and Additional Signature pages of the application.

What should I send to MET in addition to the application?

Send any information that can help the MET staff evaluate your application. This can include, but is not limited to:

- Photos
- Aerial photos
- Plats
- Maps
- Subdivision plans
- Architectural plans
- Drawings
- Written specifications

Can I submit requests for more than one easement property on the same application form?

No. Please submit a separate application for each easement property you own.

Do I need to contact my local land trust about my request myself (if my easement is co-held by MET and a local land trust)?

Yes, you need to contact your local land trust about your request. Please follow the local land trust's procedures for making requests.

Where do I send completed applications?

Please send your completed application to:

Maryland Environmental Trust
Jon Chapman, Stewardship Manager
100 Community Place, 1st Floor
Crownsville, MD 21032

When must I submit my application to MET?

Applications must be submitted at least three weeks before a regularly scheduled Board of Trustees meeting.

Please see <http://www.dnr.state.md.us/met/> for the dates of upcoming meetings.

Specific Instructions

What signatures are required with this application?

Please read the following table to determine which pages you need to sign to complete this application.

If the property is owned by ...	and ...	then you must submit ...	and also submit...
only <u>one</u> owner (either an individual or business entity)	you are the current owner	your signature in “Section D – Signatures”	
	your business entity is the current owner	the signature of a managing member or executive in “Section D – Signatures”	
	you are the agent of the current owner (either an individual or business entity)	your signature & contact information in the authorized agent section in “Section D – Signatures”	
<u>more than one</u> owners (either individuals or business entities)	you are one of the current owners	your signature in “Section D – Signatures”	the signatures of the other owners of the property in “Section E – Additional Landowner Signatures” or on a letter giving consent
	your business entity is one of the current owners	the signature of a managing member or executive in “Section D – Signatures”	
	you are the agent of one of the current owners (either an individual or business entity)	your signature & contact information in the authorized agent section in “Section D – Signatures”	

Please note: If you are using an agent to complete & submit your application, you must also submit your signature on “Section F – Agent Authorization (for use by current owner)” naming the agent you intend to use.