Please sign the Conservation Use application in the center under the Authorized Signature box of the front page and have it notarized. If there are more than one owner, each owner will need to sign only once on the two lines provided. If there are multiple owners and one owner has power of attorney to sign on behalf of the others, a power of attorney will need to be provided. Only one application can be recorded, so only one application needs to be signed by all parties. The remainder of the application will be completed by the Tax Assessors Office. Do not sign this form under the release area on the second page.

 Please print, sign, add a phone number and have the Conservation Use Rules and Regulations sheet notarized as well by all owners or authorized agent.

 If there is an improvement such as a house, mobile home or multiple improvements, a Cuva Affidavit will be provided. It should be printed in every highlighted area on the front page and back and then print, sign by all parties and have the back page notarized. Also, if there is an improvement on the property, a map will be provided so that the owner can draw a box around each for our future records. Each dwelling will have one acre set out of the Conservation Use and be taxed at fair market value. This page should also be signed.

 There is a $25 recording fee for each application. All checks should be made payable to the Coffee County Clerk of Court.

 The deadline to return this application to the Tax Assessor’s Office is April 1st of the current year. Please use the prepaid postage envelope to return the application, rules and regulation sheet and Affidavit via United States Postal Service if one is provided.

 If you have any other questions or concerns, please contact the Tax Assessor’s Office.

Thanks,

Monty Vickers

Chief Appraiser

Coffee County, Ga.