

Land and Water Conservation Fund   
Virginia 2022 Application Checklist

*See Application Guidance section of* ***Virginia LWCF 2022 Application Manual*** *for details and guidance on each item listed.* Please name all files by adding *“ -(Project Sponsor Name)”* to the end of the template name. For example, *LWCF-01-DCR Application-City of Richmond*.

## Required Documents for all Applicants

| **Check** | **Document** | **Template** (found on DCR website) or **File Name** |
| --- | --- | --- |
|  | DCR Application Form | ***LWCF-01-DCR Application.docx*** |
|  | Project Budget Form | ***LWCF-02-Project Budget.docx*** |
|  | Revised A&R Form | ***LWCF-03-Revised A&R Form.docx*** |
|  | Project Timeline | ***LWCF-04-Project Timeline.docx*** |
|  | Location Map | Template n/a, use file name: ***LWCF-05-Location Map*** |
|  | LWCF Boundary Area Map | Template n/a, use file name: ***LWCF-06-Boundary Map*** |
|  | Site Development Plan (development) or Conceptual Site Plan (acquisition) | Template n/a, use file name: ***LWCF-07-Site Plan*** |

## Required Documents, if applicable

| **Check** | **Document** | **Template** (found on DCR website) or **File Name** |
| --- | --- | --- |
|  | Proof of ownership (development) and/or easements/ shared interests (development or acquisition) | Template n/a, use file name: ***LWCF-##-Ownership*** |
|  | Construction drawings, if complete or near complete (development) | Template n/a, use file name: ***LWCF-##-CDs*** |
|  | Letter of intent to sell/purchase/donate (acquisition) | Template n/a, use file name: ***LWCF-##-Letter of Intent*** |
|  | Appraisal summary (acquisition) | Template n/a, use file name: ***LWCF-##-Appraisal*** |
|  | Relevant pages from local and/or regional plans (if online source not provided) | Template n/a, use file name: ***LWCF-##-Local Plan*** |
|  | NEPA and NHPA Review Documents (agency correspondence to date) | Template n/a, use file name: ***LWCF-##-NEPA*** |

## Optional Documents

| **Check** | **Document** | **Template** (found on DCR website) or **File Name** |
| --- | --- | --- |
|  | Project Photos | ***LWCF-08-Project Photos.docx*** |
|  | General Letter(s) of Support – Letters from Congress and/or local community | Template n/a, use file name: ***LWCF-##-Letters of Support*** |