

APPENDIX A LANDOWNER APPLICATION PACKAGE

Deadline to Submit Landowner
Application Package is
September 30, 2023

All the items mentioned in the following paragraphs, plus a qualified appraisal, are considered to be part of the application package by the State Office.

The following **items must be completed and submitted** by the landowner to the County office before an application will be reviewed:

1. **Form A** - general application (application fee \$50.00 made payable to Washington County).
2. **Form B** - crop production and livestock report
3. **IRS W-9 Form**
4. **School, County, local property tax receipts or other similar documentation.**
5. **A copy of your approved conservation plan, including the number of harvested cropland, pasture, and grazing land acres.**
6. **A copy of your Nutrient Plan, if required under the Nutrient Management Act.**

The following items will be completed by the County office in consultation with the landowner and other specialists as may be needed:

1. **Form C** - soil report and land capability class table
2. USGS topographic map of farm
3. Tax map of farm
4. Color coded soils map of farm

After review of the previous information to determine if the farm meets the State and County program requirements the County office will then complete the following information in consultation with the landowner and other specialists for those farms that qualify.

1. Soil mapping unit descriptions with Land Capability Classes (LCC) units listed.
2. Site Assessment report
3. Ranking worksheet

The following items will be obtained once the landowner has accepted an offer to purchase and signed an Agreement of Sale:

1. Title report and title insurance commitment
2. Error of closure check on property deed or 1' = 10000' error of closure survey, if required
3. List of all adjoining landowners

The County office staff will provide information and help in completing the forms.

Please note:

- **The application cannot be part of a current or future subdivision of the entire property that would result in any part of the subdivision being less than 50 acres.**
- **Landowner may exclude up to five (5) acres from the easement. The five (5) acres must be noted on the application as well as providing a map of the location. The five-acre exclusion is a one-time only exclusion.**

WASHINGTON COUNTY FARMLAND PRESERVATION PROGRAM

APPLICATION FORM: FORM A

GENERAL INFORMATION: (PLEASE PRINT)

Landowner Name _____ Social Security # _____
(As listed on Deed)

Landowner Name _____ Social Security # _____

Landowner Name _____ Social Security # _____

Landowner Name _____ Social Security # _____

Mailing Address (Street) _____ (City) _____ (State) _____ (Zip) _____

Farm Address (Street) _____ (City) _____ (State) _____ (Zip) _____

Telephone Number _____ Best Time to Call _____

Name, address, and telephone number of persons to contact to view farmland tract, if different from above:

FARM INFORMATION:

County _____ Municipality _____

Agricultural Security Area Name _____ DBV _____ Page _____ Instrument No. _____

Total acreage of farmland: _____ Total acreage offered for easement purchase: _____

Tax Parcel ID:	Deed Reference:	DBV	Page	or Instrument No.:
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Date Conservation Plan was approved and/or updated by the Conservation District: _____

Soil Conservation practices currently in use:

FARM INFORMATION: (CONTINUED)

Directions to the farmland tract (starting from the nearest state route or main road):

LIENS AND MINERAL RIGHTS:

Please list all mortgage holders and lien holders:

Who owns the surface-mineable/deep mineral rights to the farm? _____

Has any portion of the farm been surfaced mined for coal? _____ Yes _____ No

- If yes, provide years (s) and acreage: _____
- Please identify portion of farm map that has been mined on tax or topographic map.

CROP/LIVESTOCK REPORT:

Applicant is required to complete a crop/livestock report (Attached Form B) for the farmland tract as part of the application.

Internal Revenue Service W-9 Report Form – Applicant must submit a copy of this form before application will be reviewed.

School, County, and Local Property Tax Receipts – Applicant must submit copies of these receipts for the two previous years before an application will be reviewed.

SIGNATURES: All persons whose names appear on the Deed must sign the application: I/We hereby give our approval and consent to the validity of information contained within this application package.

I/We hereby authorize the Conservation Plan preparer to release copies of the Conservation Plan and Nutrient Management Plan (Act 6, if applicable), to the County Agricultural Land Preservation Board and the Bureau of Farmland Preservation as required under Act 43 criteria for easement purchase.

Signature *Date*

Signature *Date*

Signature *Date*

Signature *Date*

Signature *Date*

Signature *Date*

**WASHINGTON COUNTY FARMLAND
PRESERVATION PROGRAM
APPLICATION FORM: FORM B**

CROP PRODUCTION/LIVESTOCK REPORT

Name: _____ Township: _____
 Total Acres: _____ Acres Offered: _____

CROP REPORT 20__

Crop	Acres	Yield	Average County Yield
Total Crop Receipts:			

LIVESTOCK REPORT 20__

Type	Number	Products Sold	Receipts
Total Livestock Receipts:			

RECEIPTS - ADDITIONAL SOURCES

Source	Receipts
Total Additional Receipts:	

Receipts for Parcel:

\$	
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Receipts for Entire Operation:

\$	
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