

Steps to Follow in Applying for Agricultural Assessment

A fillable request form is available on our website: washingtoncountyswcd.org
Look under Programs, then Agricultural Assessment.

Landowner contacts the Soil and Water Conservation District (SWCD) by calling Bob Kalbfliesh at 692- 9940, extension 116. Please have the following information:

- Tax identification number
- Owner's name and address
- Township

Boundaries will be outlined on a soil map using the tax map as a guide; a Soil Group Worksheet will be completed within 2-7 days. Washington County SWCD charges \$25.00 per parcel for all new parcels and those revisions involving acreage modifications, such as land sold or purchased, or a change in land use. Simple revisions in *ownership only* will be completed for \$5.00 per parcel. The Worksheet must be signed and picked up at the Washington County SWCD office in the USDA Service Center, 2530 State Route 40, Greenwich, NY 12834.

The worksheet will indicate the number of acres per soil type and soil group. **Assessors** use this information to compute the parcel's Agricultural Assessment value. The landowner submits an Agricultural Assessment Application, along with the Soil Group Worksheet and soil map, to the **assessor**. The **assessor** determines eligibility of the parcel (this may require copies of two years' tax returns to prove financial eligibility) and calculates the Ag Assessment on the eligible land.

If the landowner furnishes a self-addressed, stamped envelope with the application, the **assessor** must notify the landowner of approval, modification or denial of the application at least 10 days before the date for hearing assessment complaints.

Each year the eligible landowner must file a renewal form with the **assessor** prior to March 1st. **It is not necessary to contact the SWCD for renewals** unless parcel size, land use or ownership has changed.

