

Steps to Follow in Applying for Agricultural Assessment

More information is available at:
www.orps.state.ny.us/pamphlet/exempt/agassess.htm

Landowner contacts the Soil and Water Conservation District (SWCD) by calling 692- 9940, extension 3, with the following information:

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

The SWCD office is located in the USDA Service Center, 2530 State Route 40, Greenwich

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 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.

**Request for Soil Group Worksheet
(for Agricultural Assessment)**

Please supply the following information:

Parcel owner's name: _____

Parcel owner's address: _____

Contact person and telephone #: _____

Parcel Tax ID #: _____

Township where property is located: _____

Amount of non-agricultural land in acres (house and yard acreage, gravel pit, sand pit, air strip, golf course,

etc.): _____

**This form may be dropped off at our office, or mailed to
Washington County SWCD, 2530 State Route 40, Greenwich, NY 12834.
It may also be faxed to 518-692-9942.**

For SWCD Use Only

Amount Due: _____

Amount Paid: _____ Date Paid: _____

SWCD Representative: _____