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.

The 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 where property is located

The SWCD will complete a Soil Group Worksheet, along with a soil map of the property. 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.

Fee Schedule for Soil Group Worksheet:
- $35.00 fee for the time period between November 1st to March 1st
- $50.00 fee for the time period between March 2nd to October 31st

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** also requires a written lease agreement for the parcel between the landowner and the farmer; SWCD does **not** require a copy of the lease. The **assessor** determines eligibility of the parcel (there is a 7-acre agricultural use minimum, and if landowner is applying on their own a $10,000 gross income is required, and 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.