



TOWN OF *Ogden*

Assessor's Office
269 Ogden Center Road, Spencerport, NY 14559-2076
(585) 617-6107 – (585) 352-4590 FAX

NEW AGRICULTURAL ASSESSMENT APPLICATION INSTRUCTIONS

- **Soil Group Request Form**
 - It is recommended that you do this step first, as it may take time to get the soil group worksheets to and from MCSW Conservation District.
 - Obtain a plat map of the parcel from the Assessor's Office.
 - Complete the Soil Group Request Form and submit the form, fee and plat map to:
Monroe County Soil & Water Conservation District
145 Paul Rd, Bldg. 5; Rochester, NY 14624
 - Two copies of the Soil Group and Worksheet will be sent to you from MCSWCD when they are completed (one copy is for you, one is for the Assessor's Office/application).

- **Application for agricultural assessment (Form RP-305) (see form instructions)**
 - Complete and sign the first page
 - Complete all other applicable parts
 - You may want to wait until you receive the soil group worksheet from MCSWCD and use the eligible acreage on the worksheet.
 - If rented land: be certain to complete Parts 1 and 8 to the best of your ability.

- **Lease and/or Agricultural Assessment Written Lease Affidavit for Rented Land**
 - You may submit either a written lease or the enclosed affidavit (must contain start and end dates - minimum five years (regardless of format), number of acres rented and being used for agricultural production, owner and renter's name, address and phone number).
 - Affidavits must be signed before a notary (notaries are available at the town offices at no charge). Lessee and Lessor may sign at different times (both do not need to be present).
 - Either give the lease affidavit to the renter to sign & notarize **or** return it with the application and we will contact the renter to complete it. (NOTE: again, the affidavit does **not** have to be signed and notarized with both parties present).

ADDITIONAL NOTES:

- All forms must be completed and returned to the assessor's office by March 1st.
- For rented parcels: farm woodland is not eligible for the exemption, only the portion being farmed is eligible.
- This exemption must be renewed annually
 - A renewal certification will be mailed to the owner in late November/December of each year and must be returned to the Assessor's Office by March 1st.
 - In certain circumstances the Assessor may ask for additional information including, but not limited to, the following:
 - Farm income documentation (i.e. receipts, Schedule F, etc.) when applicable
 - Updated Soil Group worksheets
 - Updated leases or lease affidavits
- See Page 4 of the application (RP-305) "**Notice to applicant**" regarding consequences for conversion of agricultural land.