

# MEMO

COUNTY OF ERIE  
DEPARTMENT OF ENVIRONMENT AND PLANNING

TO: Municipal Clerks  
Chief Elected Officials c/o Municipal Clerks  
Municipal Assessors c/o Municipal Clerks

FROM: Elias Reden, Planner

DATE: August 20, 2019

SUBJECT: AGRICULTURAL DISTRICT ANNUAL ENROLLMENT PERIOD

In 2014, the Erie County Legislature designated September 1 through September 30 each year as the annual thirty-day period during which a landowner may request the inclusion of predominantly viable agricultural land into a certified agricultural district in accordance with Section 303-b of New York State Agricultural and Markets Law.

Landowners interested in agricultural assessment may also be interested in enrolling in an agricultural district at this time. We encourage you to provide this information to anyone expressing interest in this or other agricultural programs.

In order to make this information available to landowners in your municipality, we request your assistance with the following items:

- *Municipal Clerks* – Please post the enclosed public notice in a prominent location within the Town or Village Hall, and if possible, post on your municipality's web site.
- *Supervisors and Mayors* – Please read the enclosed public notice into the meeting minutes for any Town or Village Board meetings held between now and September 30 as part of the Board's record.
- Please provide a copy of the enclosed worksheet to anyone who requests it.

A copy of this form can also be found on our website at [www.erie.gov/environment](http://www.erie.gov/environment). Should any questions arise, please contact me by phone at (716) 858-1911 or by email at [agriculture@erie.gov](mailto:agriculture@erie.gov).

Thank you for your anticipated cooperation and attention to this matter.

# **PUBLIC NOTICE**

## **30-DAY PERIOD FOR INCLUSION OF PREDOMINANTLY VIABLE AGRICULTURAL LANDS INTO EXISTING AGRICULTURAL DISTRICTS**

Per New York State Agriculture and Markets Law Section 303-b, the Erie County Legislature designated September 1 through September 30 as the annual thirty-day period during which landowners may submit requests to include predominantly viable agricultural land into an existing certified agricultural district.

Copies of the application form have been provided to Municipal Clerks, Assessors, and Chief Elected Officials for distribution to interested landowners. The application is also available on the DEP website at [www.erie.gov/environment](http://www.erie.gov/environment).

The Erie County Department of Environment and Planning will accept applications from September 1 through September 30. Any questions on this process should be directed to the Erie County Department of Environment and Planning.

A public hearing will also be scheduled at a later date to consider all inclusion requests and the recommendations of the Erie County Agricultural and Farmland Protection Board.

### **CONTACT:**

Elias Reden, Planner  
Erie County Environment & Planning  
95 Franklin Street, 10<sup>th</sup> Floor  
Buffalo, NY 14202  
Phone: (716) 858-1911  
Fax: (716) 858-7248  
Email: [agriculture@erie.gov](mailto:agriculture@erie.gov)

# AGRICULTURAL DISTRICT OPEN ENROLLMENT FORM

This form is to be completed by agricultural landowners who wish to request inclusion in an existing agricultural district. The information obtained from this form will be used by the County and State to determine the significance and viability of agriculture.  
(NYS Agriculture and Markets Law 25AA, §303-b)

**REQUESTS WILL BE ACCEPTED FROM SEPTEMBER 1 TO SEPTEMBER 30.**

**APPLICANTS MUST FILL OUT ALL APPLICABLE SECTIONS.  
UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED.**

PART I: LANDOWNER INFORMATION	
OWNER NAME:	PHONE: (    )
ADDRESS:	ALT. PHONE: (    )
CITY, ST, ZIP:	EMAIL:
RENTER CONTACT INFORMATION (IF APPLICABLE)	
RENTER NAME:	PHONE: (    )
MAILING ADDRESS:	ALT. PHONE: (    )
CITY, ST, ZIP:	EMAIL:

PART II: PROPERTY DESCRIPTION	
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Please describe the property proposed to be added to the Agricultural District and list the SBL (tax identification) numbers and the Town in which they are located for all parcels that you wish to be included in the Agricultural District Program. If you are unsure of your SBL numbers or whether or not a parcel is currently receiving an Agricultural Assessment, please check with your local assessor.

**FARM DESCRIPTION**

Total number of acres owned	
Total number of acres farmed/cropped	
Total number of acres rented (from another landowner as part of the subject farm)	
Did you file a Schedule F - Form 1040 (Profit or Loss From Farming) with last year's Federal taxes?	Y / N
Annual gross income from agricultural operation	
Capital investment in agricultural operation over past 5 years: <i>(please check one)</i>	
<input type="checkbox"/> N/A (e.g. a proposed operation/start-up) <input type="checkbox"/> Below \$10,000 <input type="checkbox"/> \$10,000 - \$50,000 <input type="checkbox"/> Greater than \$50,000	

SBL Number (Tax ID)	Street Address	Town	Size (acres)	Agricultural Assessment (Y/N)
<i>100.01-1-1.01</i>	<i>1 Sample Street</i>	<i>Anytown</i>	<i>10.2</i>	<i>No</i>

**PART III:****AGRICULTURAL BUSINESS DESCRIPTION**

Describe the business that is operated or will be operated on the parcel(s) proposed to be added to the Agricultural District.

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Identify the operating status of the farm operation on the subject land

- Proposed/Start-up (If yes, please attach a "5-year business plan" and a "5-year financial projections plan")
- Existing/Established

**CURRENT USE OF SUBJECT PARCEL(S)** *Check all that apply*

AGRICULTURAL USE	ACRES (estimated)
<input type="checkbox"/> Dairy	
<input type="checkbox"/> Cash Crop (Grain)	
<input type="checkbox"/> Cash Crop (Vegetable)	
<input type="checkbox"/> Orchard/Vineyard	
<input type="checkbox"/> Livestock (other than dairy)	
<input type="checkbox"/> Poultry	
<input type="checkbox"/> Sugarbush/Maple	
<input type="checkbox"/> Horticultural Specialties/Christmas Tree	
<input type="checkbox"/> Aquaculture	
<input type="checkbox"/> Other	

**PART IV:****SIGNATURE**

I attest that I am the legal owner of the above properties and that the above information is correct to the best of my knowledge and hereby officially request that my property, which is **predominantly viable agricultural land**, be included in the Agricultural District Program. I recognize that such land, once officially included in the Agricultural District Program, may not be removed from this program until the eight-year review period for the Agricultural District in which my land is placed. I understand that this is not an application for an agricultural tax assessment. I also acknowledge that this request is subject to a public hearing; review by the Erie County Agriculture and Farmland Protection Board; action by the Erie County Legislature; and certification by the NYS Department of Agriculture and Markets.

Property Owner \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE SEND COMPLETED REQUEST FORM TO:**

Elias Reden, Planner  
 Erie County Department of Environment & Planning  
 95 Franklin Street, 10<sup>th</sup> Floor, Buffalo, NY 14202

OR

[agriculture@erie.gov](mailto:agriculture@erie.gov)

Questions? Contact Planner Elias Reden at (716)858-1911 or [elias.reden@erie.gov](mailto:elias.reden@erie.gov)