

Putnam County Agricultural District Application Form

ANNUAL APPLICATION PERIOD IS APRIL 1 THROUGH APRIL 30.

Background:

Under state law, Agriculture and Farmland Protection Boards (AFPB) are advisory boards to the county legislative body. Putnam County's AFPB's mission is to maintain the economic viability, and environmental and landscape preservation values associated with agriculture. The AFPB's largest responsibility is to advise the County Legislature on the proposed establishment, modification, continuation and/or termination of Putnam County's Agricultural District No. 1 as well as annual petitions to include additional land within the district.

New York State Agricultural Districts Law (Section 305-a) protects farm operations within an agricultural district from the enactment and administration of unreasonably restrictive local regulations unless it can be shown that public health or safety is threatened. It is important to note that Agricultural Districts Law does not give farm owners any as-of-right exemption or waiver from local regulations. Rather, the Agricultural Districts Law provides farm owners within an agricultural district assistance from the New York State Agriculture and Markets (NYS AGM) in case by case instances in which the farmer believes that local regulatory requirements are unreasonably restricting the farm operation. Should a situation arise where a farmer feels they are being unreasonably restricted, the matter is submitted to NYS AGM who works directly with the farmer and municipality on a resolution.

Application Review:

This application is intended for agricultural landowners seeking a recommendation from the Agriculture and Farmland Protection Board for inclusion of land within Putnam County Agricultural District No. 1. Submission of this application initiates a review by the AFPB to determine whether the proposed land meets the criteria established for district inclusion. The AFPB does not approve or deny applications. Instead, it reviews the information provided and makes recommendations to the Putnam County Board of Legislators in accordance with New York State Agriculture and Markets Law. Applicants should demonstrate an intent to maintain or develop agricultural use of the property and to pursue inclusion in the Agricultural District in support of an agricultural operation.

Application Review Process:

After you submit your application, the following review process will occur:

Site Visit: The Agriculture and Farmland Protection Board (AFPB) will schedule a visit to your property to review the agricultural operation and assess whether the land meets the criteria for district inclusion.

AFPB Meeting: The Board will meet to review your application, site visit findings, and supporting documentation. The AFPB will then vote on whether to recommend your property for inclusion in the Agricultural District to the County Legislature.

Physical Services Committee: All applications along with AFPB recommendations will be forwarded to the Physical Services Committee of the County Legislature for review.

Full Legislature Vote: If approved in the Physical Services committee, the application will go before the Full Putnam County Board of Legislators for a final vote on inclusion in Agricultural District No. 1.

The AFPB serves in an advisory capacity and makes recommendations to the Legislature in accordance with New York State Agriculture and Markets Law. The Legislature makes the final decision on whether to include your property in the district.

Applicants are encouraged to attend AFPB and Legislature meetings.

Please read the entirety of the application before completing.
If you have any questions, please contact AFPB@putnamcountyny.gov

Return this Application and attachments between April 1 and April 30:

Putnam County Legislature
% Legislative Clerk
40 Gleneida Avenue
Carmel, NY 10512

Or email application to putcoleg@putnamcountyny.gov

DISCLAIMER: Agricultural Assessments (Agricultural Tax Exemptions) are a separate program administered by the New York State Department of Taxation and Finance. Contact your local town assessor or Soil and Water Conservation District for further information.

Putnam County Agricultural District Application Form

Part 1: Contact Information

Which best describes the applicant submitting this application? (*check only one*):

- Farmer
- Non-Farmer Renting to a Farmer
- Both Farming and Renting to a Farmer

A. Landowner Name(s): _____

Mailing Address: _____

Phone: _____ E-Mail: _____

B. Name of Applicant (if different than landowner)

Name: _____

Relationship (i.e. lessee): _____

Mailing Address: _____

Phone: _____ E-Mail: _____

C. *Emergency Contact for natural or "other" disaster:

Contact Name: _____ Phone: _____

**This is needed for any natural or "other" disaster that might occur.
This is extremely important for animal and food safety.*

Part 2: Parcel Identification

IMPORTANT: Parcel identification numbers can be found on the tax assessment rolls for your municipality (*available online via your municipality’s website or via the NYS Office of Real Property Services website*). Parcel identification numbers may also be referred to as ‘Tax Map Numbers’ or ‘Section, Block, & Lot’. Once obtained, enter the parcel identification number and acreage for each parcel below. **The property must be located within Putnam County:**

A. List tax parcel identification numbers and acreage for all parcels **owned by the landowner:**

Parcel ID #	Acreage

Parcel ID #	Acreage

B. List tax parcel identification numbers and acreage for all parcels **rented from another landowner:**
(Note: an affidavit from the landowner is required to include parcels not owned by the applicant)

Parcel ID #	Acreage

Parcel ID #	Acreage

C. List tax parcel identification (Section, Block, & Lot) numbers and acreage for all parcels **rented to a farmer(s):**

Parcel ID #	Acreage

Parcel ID #	Acreage

Part 3: Identify the agricultural operations taking place on the property:

Identify Farm Enterprise	Principal (Choose only ONE)	Secondary (select as many as appropriate)	Existing	Proposed
Hay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equine (<i>Boarding</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equine (<i>Breeding</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equine (<i>Other</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Christmas Trees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Apiary (<i>Bees/Honey</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sugarbush (<i>Maple Products</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crops (<i>Grain</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crops (<i>Vegetable</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Orchard (<i>Fruit</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vineyard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eggs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poultry (<i>Meat</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Horticultural (<i>Nursery/Garden</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dairy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Livestock (<i>Meat</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Livestock (<i>Breeding</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aquaculture (<i>Fish Farm</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other:</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other:</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part 4: Agricultural Business Description

Briefly describe the agricultural business currently operated, or planned to be operated, on the property proposed for inclusion in the Agricultural District.

Additionally, attach a brief business plan (1-2 pages) that provides further details about the operation, including the major components of the farm business, estimated or actual gross sales for each component, and any planned future expansion or changes to the operation.

For guidance on writing a farm business plan, refer to the NYS Department of Agriculture and Markets resources at agriculture.ny.gov/farming/beginning-farmers or Cornell Small Farms Program business planning guides at smallfarms.cornell.edu/guide/guide-to-farming/business-plans. For more assistance, call Cornell Cooperative Extension Putnam County at 845-278-6738.

For more information on Start-Up Farm Operations, refer to the NYS Department of Agriculture and Markets resources at agriculture.ny.gov/system/files/documents/2019/11/agguideline-farmoperation.pdf

Are there any Deed Restrictions or Easements on the property? Yes No

If yes, please attach documentation.

Note: *The Putnam County Agriculture and Farmland Protection Board may request additional information and perform a site visit as part of the application review process.*

Part 5: Signature

I hereby certify that I am either the owner of record of the subject property or am duly authorized by the owner of record to submit an application to include additional land within the Putnam County Agricultural District. I further swear that all information submitted as part of this application is, to the best of my knowledge, correct and complete.

Signature: _____

Date: _____ Print Name: _____

Are you the landowner? Yes No

Note: *If the applicant is not the landowner, the following affidavit from the landowner giving the applicant authority to act on the landowner's behalf must be included with the application packet.*

AFFIDAVIT OF PROPERTY OWNERSHIP
AND AUTHORIZED REPRESENTATIVES

*Complete this form **ONLY** if the applicant is **NOT** the landowner.*

This affidavit grants the applicant, listed below as authorized representative, the authority to act on the landowner's behalf to submit an application to add the subject property, described below, to the Putnam Agricultural District. The Putnam County Agriculture and Farmland Protection Board may request additional information and perform a site visit as part of the application review process.

PROPERTY LOCATION

Farm Name: _____

Parcel Acreage: _____

Tax Parcel Identification (Section-Block-Lot): _____

Property Street Address: _____

Municipality: _____

PROPERTY OWNERSHIP

Landowner Name: _____

Mailing Address: _____

Phone Number(s): _____

Email: _____

AUTHORIZED REPRESENTATIVE(S)

Name: _____

Organization: _____

Mailing Address: _____

Phone Number(s): _____

I hereby swear that I am the owner of record of the subject property described above, and that I hereby authorize the representative(s) named above to file an application on my behalf to include the subject parcels of land within the Putnam County Agricultural District.

Landowner's Signature: _____ Date: _____

Print Name: _____