

Onondaga County Agriculture & Farmland Protection Board

BRIAN REEVES, Chairman JAMIE McNAMARA, Clerk

401 Montgomery Street • Court House • Room 407 • Syracuse, New York 13202

FARMLAND CONSERVATION EASEMENT PRE-APPLICATION INSTRUCTIONS 2023-2024

A farmland conservation easement is a voluntary agreement made between a landowner and an easement holder, in which the landowner surrenders their rights to develop the land and accepts restrictions that protect the agricultural land. The easement also conveys the right to enforce the restrictions to the easement holder.

The Farmland Conservation Easement Pre-Application is a tool used by the Onondaga County Agriculture & Farmland Protection Board (AFPB) to identify the most viable and competitive lands to receive the Board's required endorsement for the following Farmland Conservation Easement funding programs.

- NYS Farmland Protection Implementation Grant (FPIG) Program State funding for the Purchase of Development Rights (PDR), or to cover the transaction costs related to the Donation of Development Rights (DDR). See the Links and Resources section below for more information.
- Onondaga County Agriculture Council Local funding to cover the transaction costs related to the Donation of Development Rights (DDR).

The Cornell Cooperative Extension Onondaga County (CCE) and the Onondaga County Department of Planning (OCDOP) will be holding informational workshops on these programs as part of this Pre-Application solicitation. See the Workshops section below for more information.

Important To Note

Once a farmland conservation easement project is endorsed by the AFPB, landowners will be responsible for partnering with an eligible applicant entity to prepare and advance a full application to the State FPIG or Onondaga County Agriculture Council programs. This partner, often a land trust such as the NY Agricultural Land Trust (NYALT) or Finger Lakes Land Trust (FLLT), will assist in preparing a full application, and act as the ultimate holder of the farmland conservation easement. The OCDOP and the CCE can assist with reaching out to eligible partners, but it is entirely up to these entities to select projects and landowners to work with.

AFPB Pre-Application solicitation is typically conducted on an annual basis. State and local funding programs cycles vary, however, and there are often more AFPB endorsed projects than can be potentially advanced in one funding round. As such, it may take multiple funding rounds to move from endorsement to application advancement. Unless an endorsed project changes significantly, an AFPB endorsement does not expire. The OCDOP will reach out annually to the pool of endorsed projects to confirm continued interest. Pre-Applicants with endorsed projects are also encouraged to stay in contact with the OCDOP and eligible partners to remain in consideration.

Please note that an AFPB endorsement does not guarantee that a landowner will be successful in partnering with an eligible applicant entity, advancing a full application, or otherwise obtaining funding for their project.

Workshops

Workshops are offered to assist interested landowners/farmers in learning about farmland conservation easements, funding programs, and grant application details. **New applicants are strongly encouraged to attend!**

Pre-Application Workshop Thursday, November 16, 2023, 10:00 AM Online Meeting via Zoom

Learn about the programs and process to apply for farmland conservation easement grants.

Topics to be covered:

- What are my funding options?
- What is FPIG?
- What are the landowner considerations in placing their farmland in a conservation easement?
- What is a Pre-Application? What is the difference between this and a State FPIG application?
- What do I need to submit and where do I find the information?

Site Plan Workshop Thursday, December 7, 2023, 10:00 AM

Cornell Cooperative Extension Onondaga County

6505 Collamer Road East Syracuse, NY 13057

Site Plans illustrate how the property may be used once a farmland conservation easement is placed on the land. They are a key requirement for State FPIG applications and are strongly encouraged for Pre-Applications.

Please be prepared to provide a list of your Project's parcel Tax IDs when you register for the Site Plan Workshop.

Topics to be covered:

- What is a Site Plan and why is it necessary?
- What are the different "Use Areas?"
- How might these "Use Areas" affect a farm operation?
- How do I create a Site Plan? (Hint: we'll help you! Individual, one-on-one mapping sessions will be scheduled for December/January to help Pre-Applicants prepare a draft Site Plan.)

RSVP REQUIRED!

Janet Thomas Oppedisano, Agricultural Team Leader Cornell Cooperative Extension Onondaga County at 315-424-9485 x243 or ito32@cornell.edu.

Pre-Application Submission

- Deadline: FRIDAY, JANUARY 5, 2024 at 4:00 pm
- Email: Email all materials to <u>lisawelch@ongov.net</u>. Submission confirmation will be provided within one to two business days. If you do not receive confirmation, please call the OCDOP at 315-435-2611.
- Hand-Delivery: Bring all of the materials to the address below.
- Mail: Mail all materials to the address below. Mailed submissions should be postmarked at least two days in advance of the deadline to ensure timely delivery.

Onondaga County Agriculture & Farmland Protection Board c/o Onondaga County Department of Planning (OCDOP) Carnegie Building, 1st Floor 335 Montgomery Street Syracuse, New York 13202

Pre-Application Submission Requirements

Please note that the AFPB reserves the right to reject applications deemed incomplete.

- Completed Pre-Application: Please complete all relevant sections to the best of your ability. Preapplications may be filled in by hand, or digitally. Additional sheets may be used as necessary.
- Required Signatures: All Pre-Applications (including emailed forms) must include the required signatures.
- For Multi-County Projects Only: Multi-County projects (see below) are required to obtain letters of support from all counties outside of Onondaga County.
- Additional Information: Additional information relating to specific program criteria as may be requested by the AFPB.
- Photos (optional): Up to four (4) photos of important scenic viewsheds or distinguishing features of the farm may be submitted.

Multiple Landowner and Multi-County Pre-Applications

- Multiple Landowners: Multiple landowners are eligible to submit joint Pre-Applications. Each landowner must fill out and sign a separate Pre-Application. For questions that speak to the full farm operation or primary farm operator, co-applicants may defer to responses in a "lead applicant" Pre-Application.
- **Multi-County**: Projects with acreage spanning beyond Onondaga County are eligible. Applicants are advised to describe the project in full while highlighting Onondaga County features.

AFPB Pre-Application Review Process

On receipt of a Pre-Application, the following process will take place.

- Initial Review: An initial Pre-Application review will be conducted to verify completeness and minimum program eligibility.
- **Site Plan:** OCDOP staff will continue to work with applicants to prepare a draft Site Plan to accompany the Pre-Application.
- Landowner Presentation: Landowners will be invited to present their Project to the AFPB at a meeting to be scheduled in early 2024.
- Review: AFPB members will individually score each pre-application in March 2024.
- **Endorsement Notification:** Landowners will be notified of the AFPB endorsement decision as soon as possible.

Links and Resources

Questions and Assistance

- Onondaga County Department of Planning (OCDOP): Lisa Welch at <u>lisawelch@ongov.net</u>, 315-435-2611, http://ongov.net/planning/pdr.html AFPB staff support, Pre-Application submission assistance, mapping resources, and general information.
- Cornell Cooperative Extension Onondaga County (CCE): Janet Thomas Oppedisano at mito32@cornell.edu, 315-424-9485, x243, https://cceonondaga.org farmer outreach and education, grant program workshops, and technical assistance.

Eligible Applicant Partners (not an exclusive list)

- New York Agricultural Land Trust (NYALT) minfo@nyalt.org or 315-657-0973, https://www.nyalt.org/
- Finger Lakes Land Trust (FLLT) (Skaneateles/Otisco Lake Watersheds) minfo@fllt.org or 607-275-9487, https://www.fllt.org/

NYS Department of Agriculture & Markets (NYSDAM) Farmland Protection Program

- State FPIG Info and Guidance, https://agriculture.ny.gov/land-and-water/farmland-protection-implementation-grants-program
- State FPIG Land Planning (Site Plan) Guidance, https://agriculture.ny.gov/system/files/documents/2019/07/GD Land Planning.pdf

Onondaga County Agriculture and Farmland Protection Plan

- Agriculture and Farmland Protection Plan, https://agriculture.ongov.net
- Onondaga County Ag Mapper (an interactive mapping tool developed to identify important farmland in Onondaga County) https://storymaps.arcgis.com/stories/aa7e3c875cc24e1e9c5698eb51214d31

Parcel and Mapping Information

- SDG Image Mate Online (tax assessment information and tax maps), https://ocfintax.ongov.net/Imate/disclaimer.aspx
- GIS on the Web (tax parcel layer and additional map layers), https://spatial.vhb.com/onondaga/

Join the Onondaga County Agriculture Email List

■ Email agriculture@ongov.net

Onondaga County Agriculture & Farmland Protection Board FARMLAND CONSERVATION EASEMENT PRE-APPLICATION 2023-24

FARM or FARMER NAME:		
FARM OPERATION TYPE(S):		
TOWN(S)/VILLAGE(S)	:	
PRIMARY CONTACT:	NAME:	
	PHONE:	
	MAILING ADDRESS:	
	EMAIL (required):	
Required Signat	ures	
•	WE) CERTIFY THAT ALL OUR) KNOWLEDGE, AC	INFORMATION PRESENTED IN THIS PRE-APPLICATION IS, CURATE AND TRUE
OWNER (or authorized representative):		PREPARER (if different from owner):
SIGNATURE:		SIGNATURE:
PRINT NAME:		PRINT NAME:
DATE:		DATE:

Pre-Application Information

	IICH FARMLAND CONSERVATION EASEMENT FUNDING DO YOU INTEND TO APPLY FOR? (CHECK AT APPLY)
	STATE FPIG PURCHASE OF DEVELOPMENT RIGHTS (PDR) STATE FPIG PRE-EMPTIVE PURCHASE OF DEVELOPMENT RIGHTS (PPR) STATE FPIG DONATION OF DEVELOPMENT RIGHTS (DDR) TRANSACTION COSTS ONONDAGA COUNTY AGRICULTURAL COUNCIL DONATION OF DEVELOPMENT RIGHTS (DDR) TRANSACTION COSTS OTHER, PLEASE DESCRIBE
	NOT SURE, NEED MORE INFORMATION
2. IS T	THIS PRE-APPLICATION FOR: A SINGLE LANDOWNER PROJECT, OR A JOINT MULTIPLE LANDOWNER PROJECT LEAD PRE-APPLICANT NAME: OTHER CO-APPLICANTS:
	DINT PRE-APPLICATIONS, PLEASE DESCRIBE THE NUMBER OF FARM OPERATIONS AND THE IONSHIP BETWEEN FARM PROPERTIES AND OWNERS.
3. IS T	THIS A MULTI-COUNTY PRE-APPLICATION?
=	S, WITH THE PRIMARY FARMSTEAD/MAJORITY OF LAND IN ONONDAGA COUNTY, or S, WITH THE PRIMARY FARMSTEAD/MAJORITY OF LAND IN COUNTY
	VE YOU ALREADY CONTACTED A LAND TRUST OR OTHER ELIGIBLE PARTNER REGARDING ING TOGETHER ON A FARMLAND CONSERVATION EASEMENT PRE-APPLICATION FOR THIS CT?
☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐	NO YES YES, AND THEY HAVE REVIEWED A SITE PLAN FOR THE PROJECT ORGANIZATION AND CONTACT NAME:

FOR TH	/E YOU ALREADY CONTACTED YOUR MUNICIPALITY(IES) (TOWN/VILLAGE) REGARDING SUPPORT HIS PROPOSAL? (INTIAL CONTACT IS ENCOURAGED—A MUNICIPAL LETTER OF SUPPORT OR RESOLUTION IS A PIG APPLICATION REQUIREMENT, BUT IS NOT REQUIRED FOR THE AFPB PRE-APPLICATION)
☐ ☐ IF YES,	NO YES PLEASE EXPLAIN:
_	/E YOU ATTENDED ANY ONONDAGA COUNTY WORKSHOPS OR INFORMATION SESSIONS DING FARMLAND CONSERVATION EASEMENTS IN THE LAST 5 YEARS?
IF YES	NO YES PLEASE LIST:

Project Lands

7. PLEASE COMPLETE THE FOLLOWING FOR EACH PARCEL TO BE INCLUDED IN THIS PROJECT. (ATTACH ADDITIONAL SHEETS AS NECESSARY)

TOWN/VILLAGE	TAX MAP PARCEL ID NUMBER* (00101.01.1)	PRIMARY LAND USE(S) (CROP, PASTURE, FARMSTEAD, BARN, HOUSE, FOREST, ETC.)	PARCEL AREA (ACRES)	EXCLUDED AREA** (ACRES)
		tained on the Opendage County, we	TOTAL	TOTAL

^{*} Assessment Tax Parcel information can be obtained on the Onondaga County web site at SDG Image Mate Online (https://ocfintax.ongov.net/Imate/disclaimer.aspx) or GIS on the Web (https://spatial.vhb.com/onondaga/).

^{**} Farmsteads, support land, rural enterprise areas, resource protection areas, etc. that enhance farm viability are generally eligible and encouraged for inclusion. See the NYS Department of Agriculture & Markets Land Planning Guidance (https://agriculture.ny.gov/system/files/documents/2019/07/GD Land Planning.pdf)

ARE RENTED TO OT	HERS, OR IF LANDO	CELS ABOVE ARE TO BE EXCLU DWNER NAMES VARY BY PARO OURAGED; ATTACH ADDITIONAL SH	CEL, PLEAS	E EXPLAIN. (MAPS OR
	T PARCELS? (GAS/WII	MENTS, RIGHTS-OF-WAY, OR (ND/SOLAR LEASES, UNDERGROUND		
10. DO YOU OWN (ATTACH ADDITIONAL		ELS, NOT TO BE INCLUDED IN	THE PROJE	ECT?
TOWN/VILLAGE	TAX ID NUMBER (00101-01.1)	PRIMARY LAND USE(S) (CROP, PASTURE, FARMSTEAD, BARN, HOUSE, FOREST, ETC.)	PARCEL ACRES	REASON FOR NOT INCLUDING?

INCLUDED IN THE PROJECT?	
NO YES IF YES, PLEASE EXPLAIN:	

Farm Operation

12. PLEASE PROVIDE THE PERCENT (% ENTERPRISE(S) ASSOCIATED WITH YOU		
ENTERPRISE(S) ASSOCIATED WITH YOU	% FRUITS & BERRIES% ORCHARD% VINEYARD% SUGARBUSH% CHRISTMAS TREES% TIMBER OPERATION% HORTICULTURE FARM OPERATION(S) ON THE PODUCTION HISTORY, NUMBER OF NON SIE, AND SEASONAL PART-TIME EMPLO	% AVIARY% AGRITOURSIM% OTHER:% OTHER:% OTHER:% OTHER:% OTHER:% OTHER:% OTHER:
14. DOES YOUR PROJECT LAND CONT. (CHECK ALL THAT APPLY)	AIN A FARMSTEAD OR OTHER S	IGNIFICANT STRUCTURES?
OWNER/OPERATOR HOUSING MAIN FARMSTEAD ON SITE NEARBY FARMSTEAD (MILES FROM SITE) EASE DESCRIBE:	

15. PLEASE BREAK OUT LAND USES FOR YOUR PROJECT. (THE SUM TOTAL OF LAND USE ACRES SHOULD EQUAL THE SUM TOTAL OF PROJECT ACRES FROM QUESTION 7)

	ONONDAGA COUNTY ACRES	OTHER COUNTY ACRES	TOTAL LAND USE	PERCENT OF TOTAL PROJECT
		(IF APPLICABLE)	ACRES	ACRES
TOTAL PROJECT ACRES (FROM QUESTION 7)				100%
ACTIVE AG PRODUCTION LANDS				
LIVESTOCK & LIVESTOCK PRODUCTS DESCRIBE:				
IMPROVED PASTURE				
FIELD CROPS				
VEGETABLES				
MUCKLAND				
FRUITS				
ORCHARDS				
VINEYARD				
HORTICULTURAL SPECIALTIES				
MAPLE SAP/SUGARBUSH				
CHRISTMAS TREES				
OTHER (NUTS, AQUACULTURE, WOODY BIOMASS, AVIARY, MANAGED WOODLAND MUSHROOMS, INDUSTRIAL HEMP, ETC.) DESCRIBE:				
OTHER AG PRODUCTION LANDS				
FARM WOODLAND (TIMBER AND WOODLAND PRODUCTS) EQUINE / HORSE BOARDING (BARNS, PADDOCKS, ARENAS, SHEDS, TRACKS, COURSES, TRAILS)				
OTHER:				
TRANSITIONAL LANDS				
DESCRIBE:				
OTHER LANDS				
RESIDENCE(S) AND SUPPORT BUILDINGS				
FARMSTAND/AGRITOURISM FACILITIES				
FOREST				
SHRUB / SCRUB				
WETLANDS				
WATERBODIES				
OTHER:				

16. DOES YOUR PROJECT LAND CONTAIN ANY OF THE FOLLOWING WATER RESOURCES THAT PLAY A ROLL IN FARM OPERATIONS? (FIRE PROTECTION, IRRIGATION, LIVESTOCK, SPRAYING, CLEANING, DRINKING, PUBLIC ACCESS, ETC.) (CHECK ALL THAT APPLY)
SEASONAL STREAMS CONSTANT FLOW STREAMS (DRAINAGE ONLY) CONSTANT FLOW STREAMS PONDS / LAKES GROUNDWATER / WELLS OTHER PLEASE DESCRIBE:
PLEASE DESCRIBE HOW EACH OF THE ABOVE WATER RESOURCES PLAY A ROLE IN YOUR FARM OPERATION ON THE PROJECT LANDS (FIRE PROTECTION, IRRIGATION, LIVESTOCK, SPRAYING, CLEANING, DRINKING, PUBLIC ACCESS, ETC.)
17. DO YOU ENGAGE IN ANY WOODLAND/FOREST MANAGEMENT ON YOUR PROJECT LAND? (CHECK ALL THAT APPLY)
FOLLOW A WRITTEN MANAGEMENT PLAN THAT PROVIDES FOR FOREST REGENERATION CONDUCT HARVESTS AND OTHER MANAGEMENT PRACTICES THAT RESULT IN SUFFICIENT REGENERATION TO ENSURE FUTURE FOREST CROPS
HAVE WOODLANDS/FOREST, BUT NO MANAGEMENT PLAN HAVE NO WOODLANDS/FOREST
18. PLEASE SELECT THE FARM'S LEVEL OF PARTICIPATION IN THE NYS AGRICULTURAL ENVIRONMENTAL MANAGEMENT (AEM) PROGRAM (OR EQUIVALENT WHOLE FARM PLANNING) ON PROJECT LANDS. (COMPLETION OF AN AGRICULTURAL ENVIRONMENTAL MANAGEMENT (AEM) TIER 3 PLAN OR TIER 2 ASSESSMENT (OR EQUIVALENT) WITHIN THE PAST THREE YEARS WILL BE REQUIRED FOR STATE FPIG APPLICATION)
NO AEM PARTICIPATION (OR EQUIVALENT) TIER 5: EVALUATING PRACTICES AND PLAN (OR EQUIVALENT)
TIER 4: IMPLEMENTING PLAN (OR EQUIVALENT)
TIER 3: COMPLETED PLAN (OR EQUIVALENT)
TIER 2: COMPLETED ASSESSMENT (OR EQUIVALENT)
TIER 1: COMPLETED WORKSHEET (OR EQUIVALENT)

SSURFACE DRAIN	AGE, DIVERSION	DITCHES, ETC)		

Farm Business 20. FARM BUSINESS ORGANIZATION: **SOLE PROPRIETORSHIP** (CHECK ALL THAT APPLY) **PARTNERSHIP** LIMITED LIABILITY PARTNERSHIP **CORPORATION** LIMITED LIABILITY CORPORATION OTHER: NAMES AND TITLES OF SOLE PROPRIETOR / PARTNERS / CORPORATE OFFICERS 21. WHAT IS THE CURRENT STATUS OF YOUR FARM BUSINESS PLAN? NO WRITTEN PLAN IN PLACE PLAN IN PROCESS OF BEING WRITTEN WRITTEN, BUT NOT IMPLEMENTED, OR NOT RECENTLY UPDATED UPDATED AND IMPLEMENTED IN THE PAST THREE YEARS 22. PLEASE PROVIDE THE **AVERAGE ANNUAL COSTS** FOR MAJOR INVESTMENTS OVER THE PAST 10 YEARS THAT IMPROVED THE VIABILITY AND/OR INNOVATION OF YOUR FARM OPERATION. (PURCHASED LAND, IRRIGATION OR DRAINAGE SYSTEMS, FRUIT TREES OR VINEYARDS, HERD EXPANSION, CONSTRUCTION OF BARNS, FARM MARKET, MACHINERY, DIVERSIFICATION, OTHER FARM MANAGEMENT PRACTICES) \$0-\$10,000 ANNUALLY \$10,000-\$25,000 ANNUALLY \$25,000-\$50,000 ANNUALLY \$50,000-\$100,000 ANNUALLY \$100,000 + ANNUALLY PLEASE DESCRIBE THE NATURE OF INVESTMENTS:

23.	ARE ALL REAL PROPERTY TAXES CURRENTLY PAID? (SCHOOL, TOWN/VILLAGE, COUNTY)
☐ ☐ IF NO	YES NO D, PLEASE EXPLAIN:
24.	HAS THE FARM DECLARED BANKRUPTCY IN THE PAST 7 YEARS?
	NO YES
IF YE	S, PLEASE EXPLAIN:
25.	PLEASE IDENTIFY ANY FUTURE OWNERSHIP PLANNING FOR YOUR FARM.
	NO FUTURE OWNERSHIP PLANNING NEXT GENERATION INTEREST
	LIKELY FARMER INTEREST
	ESTATE/TRANSITION PLAN IN PROCESS OF BEING WRITTEN
H	ESTATE/TRANSITION PLAN IN PLACE DEFINITE FARMER INTEREST/PLANS TO PURCHASE
Ш	DEFINITE FARIVIER INTEREST/FLAINS TO FORCHASE
PLEA	SE DESCRIBE ANY FUTURE OWNERSHIP PLANNING:
LEAD	PLEASE LIST OFF-FARM COMMUNITY AND AGRICULTURAL ORGANIZATION MEMBERSHIPS AND DERSHIP RESPONSIBILITIES, AND ANY PERTINENT RECOGNITION RECEIVED BY THE FARM NESS OR FARM FAMILY.
1	

Farmland Protection

27. PLEASE DESCRIBE ANY THREATS TO THE LONG-TERM VIABILITY OF YOUR FARM OPERATION. (NARRATIVE CAN INCLUDE ECONOMIC, GENERATIONAL, FARM SIZE, OR OTHER SIMILAR TOPICS—ANY DEVELOPMENT PRESSURES CAN BE DESCRIBED BELOW IN QUESTION 28)
28. PLEASE DESCRIBE THE DEVELOPMENT PRESSURES YOUR FARM BUSINESS AND FARMLAND IS EXPERIENCING. (NARRATIVE CAN INCLUDE THE IMPACT OF DEVELOPMENT ON YOUR FARM BUSINESS, NEARBY CONVERSION OF LAND TO NON-FARM USES, DESIRE OF NEIGHBORS TO HAVE ACCESS TO PUBLIC WATER/SEWER, NEW DEVELOPMENT, ETC.)
29. PLEASE DESCRIBE HOW PROTECTING YOUR FARMLAND BUFFERS AND ENHANCES IMPORTANT NATURAL RESOURCES AND NATURAL AREAS.

30. PLEASE DESCRIBE HOW YOUR FARMLAND CONSERVATION EASEMENT PROJECT PROMOTES ONONDAGA COUNTY FARMLAND PROTECTION PLAN (https://agriculture.ongov.net) GOALS, AS FOLLOWS.
GOAL 1: ENHANCE AGRICULTURE-RELATED ECONOMIC DEVELOPMENT ACTIVITIES AND COLLABORATION TO CAPITALIZE ON EMERGING MARKETS, TECHNOLOGIES, AND INCENTIVES
GOAL 2: STRATEGICALLY PROTECT AGRICULTURAL LANDS THROUGHOUT ONONDAGA COUNTY TO SUSTAIN AND IMPROVE ITS VIBRANT AGRICULTURAL OPERATIONS
GOAL 3: PROMOTE THE IMPORTANCE OF LOCAL AGRICULTURE AND FOOD SYSTEMS THROUGHOUT ONONDAGA COUNTY

GOAL 4: SUPPORT THE NEXT GENERATION OF FARMERS AND AGRICULTURAL ENTREPRENEURS IN ONONDAGA COUNTY
GOAL 5: CONTINUE TO ENHANCE THE RELATIONSHIP BETWEEN AGRICULTURE AND THE NATURAL ENVIRONMENT
31. AS THE FARMLAND PROPERTY OWNER, PLEASE EXPLAIN WHY PROTECTING THIS FARMLAND IS IMPORTANT TO YOU. (INCLUDE MOTIVATION AND PROJECT READINESS IN NARRATIVE)