

ONONDAGA COUNTY
AGRICULTURE & FARMLAND PROTECTION BOARD

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Syracuse, NY 13202
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JAMIE MCNAMARA
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**Onondaga County Agriculture & Farmland Protection Board
PRE-APPLICATION & INSTRUCTIONS
for the NYS Farmland Protection Implementation Grant Program**

The following pre-application form has been prepared by the Onondaga County Agriculture & Farmland Protection Board (AFPB) as a tool in gauging the viability and competitiveness of projects seeking endorsement by the Board for application to the New York State Farmland Protection Implementation Grant (FPIG) program.

Current Funding Opportunities:

Please see ongov.net/planning.pdr.html for the most current information on open rounds of NYS funding through the Farmland Protection Implementation Grants (FPIG) Program for which the AFPB is accepting Pre-Proposals. You may be required to submit additional info relating to specific program criteria upon request.

Applicant Workshop:

An annual workshop for interested landowners/farmers will be held _____ at _____. The workshop will cover the following topics:

- the FPIG grants being offered by the State
- overview of the AFPB Pre-Application and full State application requirements and process
- landowner considerations in placing conservation easements on your land
- site planning overview and 1-on-1 assistance for those submitting site plans to NYS for review

Attendees must RSVP by _____ to _____ of Cornell Cooperative Extension of Onondaga County, at _____@cornell.edu, or (315)424-9485x____. Please provide a list of tax parcels for any lands you own, and those you are considering for site planning, so that base maps may be prepared for the site planning assistance portion of the meeting.

NYS Site Plan Review:

The NYS Department of Agriculture & Markets now requires a completed site plan as part of state project submissions. Site Plans are drawn to show all included parcels, exclusions, and designated use areas (farmstead areas, rural enterprise areas, resource protection areas, etc.)

While not required in order to submit a pre-application to the County, interested farmers are encouraged to begin initial site planning as early as possible, to save valuable time later in the application process. To begin the process, please plan to attend the abovementioned applicant workshop, or contact Cornell Cooperative Extension.

Submission Requirements:

Proposals must include:

- **Completed Pre-Proposal:** Please complete all relevant sections of the pre-proposal form to the best of your ability. Forms may be printed and filled in by hand, or form fields can be filled in on the digital copy, then saved and/or printed. Additional sheets may be used as necessary.
- **Onondaga County Farm Service Agency Maps (required):** Aerial photo maps identifying Highly Erodible Soils (HEL) can be obtained from the local Farm Service Agency office (315/677-3552 x2). Please make your request in advance so the maps may be submitted with your pre-proposal. For farm operators in the FSA system, please have your farm number and tract number available. For non-farm owners, please have tax map numbers available.
- **Photos (optional):** Up to four (4) photos of important scenic viewsheds or distinguishing features of the farm may be submitted. Photos may be prints, digital files on a CD/DVD/flash drive, or emailed if within file size limits above.

To Submit your Pre-Proposal:

- All Pre-Proposals (including emailed forms) must include the required signatures.
- **Via hand-delivery**, by 4:00pm on the announced deadline date.
- **Via Email**, by 4:00pm on the AFPB deadline date to countyplanning@ongov.net. If emailing, please ensure the email file size is 10MB or less, including photos. You are encouraged to call the Planning Agency at 315/435-2611 to ensure receipt of emailed proposals.
- **Via mail**, please postmark three days prior to deadline.
- Mailing/Delivery address:

*Onondaga County Agriculture & Farmland Protection Board
c/o Syracuse-Onondaga County Planning Agency
11th Floor Civic Center
421 Montgomery Street
Syracuse, New York 13202*

Multiple Landowner and Multi-County Projects:

Multiple Landowner Projects: Multiple landowners are eligible to submit a joint proposal to New York State under the FPIG program. For the purposes of the County's review, each individual landowner must fill out and sign a separate Pre-Application, with information pertaining to the land in your ownership. For questions that speak to the full farm operation or farm operator, co-applicants may defer to the Pre-Proposal of a lead applicant.

Multi-County Projects: Applicants with project acreage spanning outside Onondaga County are required to obtain endorsements from all counties involved. The applicant is advised to fill out the following pre-proposal, describing the full project, but also highlighting Onondaga County features about the project. For questions regarding the breakdown of land use, the applicant is asked to break out acreage totals by County.

Review Process:

Upon receipt of submitted Pre-Application:

- Farm project representatives will be invited to attend a meeting with the Board, at which each farmer may briefly summarize their application and answer questions from the AFPB to assist in scoring. Attendance is encouraged, but not mandatory. You will be notified via email of the meeting date and details once the meeting has been scheduled (anticipated _____).

- Members of the Onondaga Co. AFPB will score each farm proposal and consider any other relevant information in selecting one or more farm/farm projects to receive the AFPB's endorsement. This endorsement is required for ultimate submission of a state application.
- All farm owners submitting pre-proposals will be notified of endorsement decisions as soon as possible, so the full state application process may begin with selected owners and applicants.
- **IMPORTANT NOTE:** Endorsement of a farm project by the AFPB does not guarantee submission to the state. The landowner must also partner with an eligible applicant organization or municipality to prepare and submit a full State application. It is possible that the Board may endorse more projects than can feasibly be submitted by the limited local pool of applicant entities.

Links and Resources:

For questions and assistance with the Pre-Proposal process:

- Syracuse-Onondaga County Planning Agency – countyplanning@ongov.net or 315/435-2611
Staff support to the AFPB; submission assistance; mapping resources
- Cornell Cooperative Extension of Onondaga Co. – extendonondaga.org or 315/424-9485
Technical assistance to applicants; grant program workshops; site planning

Eligible Applicant Partners (not exclusive list):

- New York Agricultural Land Trust – info@nyalt.org or 315/657-0973
- Finger Lakes Land Trust – info@fllt.org or 607/275-9487 (Skaneateles / Otisco Lake watersheds)

NYS Department of Agriculture & Markets Farmland Protection Program:

- Program Info - <http://www.agriculture.ny.gov/AP/agsservices/farmprotect.html>
- State applications and supporting materials - <http://www.agriculture.ny.gov/RFPS.html>
- Call for Site Plans - https://www.agriculture.ny.gov/ap/agsservices/fp_impl_grants.html

Onondaga County Agriculture and Farmland Protection Plan (for use in question 34):

- <http://www.ongov.net/planning/farmland.html>

Notes:

To receive email announcements from the AFPB, send your contact info to countyplanning@ongov.net, or check ongov.net/planning/pdr.html for updates.

Some questions inquire as to the status of plans or other documents pertaining to the farm operation. These documents may be requested as part of the AFPB review.

In addition to the Pre-Application submitted by the applicant, the Board shall ask the Syracuse-Onondaga County Planning Agency to provide parcel data and mapping as part of the review process. The last two pages are not to be filled in by the applicant, but are provided for your information.

The AFPB reserves the right to reject applications deemed incomplete.

Onondaga County Agriculture & Farmland Protection Board
PRE-APPLICATION
for the NYS Farmland Protection Implementation Grant Program

FARM or FARMER NAME(S): _____

FARM TYPE: _____

TOWN(S): _____

PRIMARY CONTACT: NAME: _____

PHONE: _____

MAILING ADDRESS: _____

EMAIL (required): _____

1. PLEASE INDICATE WHICH ROUND(S) OF NYS FARMLAND PROTECTION IMPLEMENTATION GRANT (FPIG) FUNDING WHICH YOU INTEND TO APPLY (CHECK ALL THAT APPLY):

- PURCHASE** OF AGRICULTURAL CONSERVATION EASEMENTS
- TRANSACTION COSTS FOR **DONATED** AG CONSERVATION EASEMENTS
- DAIRY TRANSITIONS PURCHASE** OF AGRICULTURAL CONSERVATION EASEMENTS
- FARMLAND IN TRANSITIONS PURCHASE** OF AGRICULTURAL CONSERVATION EASEMENTS

2. IS THIS APPLICATION FOR: A SINGLE OWNER FARM OPERATION

A MULTIPLE-OWNER APPLICATION

LEAD APPLICANT NAME: _____

OTHER CO-APPLICANTS: _____

FOR JOINT APPLICATIONS, PLEASE DESCRIBE THE RELATIONSHIP BETWEEN FARM PROPERTIES AND APPLICANTS TO JUSTIFY A JOINT APPLICATION:

3. IS THIS A MULTI-COUNTY APPLICATION?

- YES, WITH THE FARMSTEAD/MAJORITY OF LAND IN ONONDAGA COUNTY
- YES, WITH THE FARMSTEAD/MAJORITY OF LAND IN _____ COUNTY
- NO

4. FARM BUSINESS ORGANIZATION:
(CHECK ALL THAT APPLY)

- SOLE PROPRIETORSHIP
- PARTNERSHIP
- LIMITED LIABILITY PARTNERSHIP
- CORPORATION
- LIMITED LIABILITY CORPORATION
- OTHER: _____

NAMES AND TITLES OF SOLE PROPRIETORS / PARTNERS / CORPORATE OFFICERS:

5. 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 PAST THREE YEARS

6. ARE ALL REAL PROPERTY TAXES CURRENTLY PAID? (SCHOOL, TOWN/VILLAGE, COUNTY)

- YES
- NO

IF NO, PLEASE EXPLAIN: _____

7. HAS THE FARM DECLARED BANKRUPTCY IN THE PAST 7 YEARS?

- YES
- NO

IF YES, PLEASE EXPLAIN: _____

8. DOES THE APPLICANT CURRENTLY RESIDE ON THE PROPOSED PROJECT PROPERTY?

- YES
- NO

IF NO, PLEASE EXPLAIN: _____

9. HAVE YOU SUBDIVIDED ANY PARCELS IN THE PAST FIVE (5) YEARS?

- YES
- NO

IF YES, PLEASE EXPLAIN: _____

10. HAVE YOU SUBMITTED A SITE PLAN AND NARRATIVE FOR REVIEW BY NYS DEPARTMENT OF AGRICULTURE & MARKETS?

- YES, PREVIOUSLY SUBMITTED AND FEEDBACK RECEIVED
- NO, BUT I INTEND TO SUBMIT A SITE PLAN PER THE CURRENT SOLICITATION BY NYS DAM
- NO

11. HAVE YOU ALREADY CONTACTED A LAND TRUST OR OTHER ELIGIBLE STATE APPLICANT REGARDING WORKING TOGETHER ON A STATE PROPOSAL FOR THIS PROPERTY?

- YES
- NO

IF YES, ORGANIZATION AND CONTACT NAME: _____

12. HAVE YOU ALREADY CONTACTED YOUR MUNICIPALITY(IES) REGARDING SUPPORT FOR THIS PROPOSAL? (ENCOURAGED, AND WILL BE REQUIRED FOR FULL STATE APPLICATION)

- YES
- NO

IF YES, PLEASE EXPLAIN: _____

13. HAVE YOU ATTENDED ANY WORKSHOPS OR INFORMATION SESSIONS REGARDING THE NYS FARMLAND PROTECTION IMPLEMENTATION GRANTS (FPIG) IN THE LAST 3 YEARS?

- YES
- NO

IF YES, PLEASE EXPLAIN: _____

14. DO YOU OWN ANY FARMLAND OR OPEN SPACE LANDS CURRENTLY PROTECTED THROUGH CONSERVATION EASEMENTS?

- YES
- NO

IF YES, PLEASE EXPLAIN: _____

15. ARE ALL PROJECT PARCELS LOCATED WITHIN A CERTIFIED NYS AGRICULTURAL DISTRICT?

- YES
- CURRENTLY SEEKING INCLUSION OF ANY NON-ENROLLED PARCELS
- SOME PLEASE EXPLAIN: _____
- NONE

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

TOWN	TAX ID NUMBER (eg. 001.-01-01.1)	PRIMARY LAND USE(S) (CROP, BARN, HOUSE, WOODS, ETC.)	TOTAL PARCEL ACRES	ANY EXCLUDED ACRES? (# ACRES, EXPLAIN BELOW)
			TOTAL	TOTAL

* Note: Farmsteads, support land, rural enterprise areas, buffers, etc. that contribute to the farm enterprise are generally eligible/encouraged for inclusion. See Site Planning Guidance on the NYS Agriculture & Markets web site referenced on pg. 3.

17. IF PORTIONS OF PARCELS ABOVE ARE TO BE EXCLUDED FROM THE EASEMENT, RENTED TO OTHERS, OR OWNER NAMES VARY BY PARCEL, PLEASE EXPLAIN: (MAPS OR PLANS TO ILLUSTRATE BOUNDARIES ARE ENCOURAGED; ATTACH ADDITIONAL SHEETS AS NECESSARY)

18. DO YOU HAVE ANY EXISTING EASEMENTS, RIGHTS-OF-WAY, OR OTHER ENCUMBRANCES ON THE INCLUDED PROJECT LANDS? (GAS/WIND/SOLAR LEASES, UNDERGROUND PIPES, BURIED CABLES, EASEMENTS, ETC.)

- YES, DESCRIBED BELOW
- NO

19. DO YOU OWN ADDITIONAL LAND, NOT TO BE INCLUDED IN THE EASEMENT PROJECT?
(ATTACH ADDITIONAL SHEETS AS NECESSARY):

TOWN	ACRES	PRIMARY LAND USE(S) (eg. CROP, BARN, HOUSE, WOODS, ETC.)	RENTED TO ANOTHER FARMER? (Y/N)
TOTAL ACRES			

20. DO YOU RENT ADDITIONAL LAND **FROM** OTHERS TO SUPPORT YOUR FARM OPERATION?

- YES, DESCRIBED BELOW
- NO

21. BRIEFLY DESCRIBE THE FARM BUSINESS. NARRATIVE SHOULD INCLUDE THE TYPE AND SIZE OF THE OPERATION, NUMBER OF EMPLOYEES, FARM HISTORY, RECENT PRODUCTION AND MARKETS FOR FARM PRODUCTS.

22. PLEASE DESCRIBE MAJOR IMPROVEMENTS / INVESTMENTS INTO THE FARM OPERATION (AND THEIR ASSOCIATED AVERAGE ANNUAL COSTS) MADE IN THE FARM BUSINESS IN THE PAST 10 YEARS THAT IMPROVED THE FARMS VIABILITY AND/OR INNOVATED YOUR FARM BUSINESS.
(EG. PURCHASED LAND, IRRIGATION OR DRAINAGE SYSTEMS, FRUIT TREES OR VINEYARDS, HERD EXPANSION, CONSTRUCTION OF BARNs, FARM MARKET, MACHINERY, DIVERSIFICATION, OTHER FARM MANAGEMENT PRACTICES)

23. PLEASE DESCRIBE ANY PLANNING FOR FUTURE OWNERSHIP.
(EG. ESTATE PLANS, TRANSITION PLANS, LEVEL OF INTEREST BY NEXT GENERATION OR OTHER FARMERS)

24. PLEASE DESCRIBE ANY THREATS TO THE LONG-TERM VIABILITY OF YOUR FARM.

25. PLEASE LIST OFF-FARM COMMUNITY AND AGRICULTURAL ORGANIZATION MEMBERSHIPS AND LEADERSHIP RESPONSIBILITIES, AND ANY PERTINENT RECOGNITION RECEIVED BY THE FARM BUSINESS OR FARM FAMILY.

26. PLEASE BREAK OUT LAND USES AND LAND COVER FOR PROJECT LAND BELOW:

	PROJECT ACREAGE WITHIN ONONDAGA CO.	PROJECT ACREAGE OUTSIDE ONONDAGA CO. <i>For multi-county apps</i>
TOTAL ACRES PROTECTED <i>Should match total acres of all project parcels in Question 16.</i>		
FARMED ACRES <i>Of your TOTAL ACRES PROTECTED above, how many of those acres are considered FARMED ACRES (tillable acreage, improved pasture, actively farmed muck land, etc. Farmsteads, developed areas, support lands, ponds, scrub/shrub lands etc. are NOT considered FARMED LAND):</i> Please break down FARMED ACRES by type: <i>Added together, these should equal FARMED ACRES above</i> TILLABLE ACREAGE IMPROVED PASTURE ACTIVELY FARMED MUCK LAND OTHER FARMED ACRES:		

27. DOES YOUR PROJECT CONTAIN ANY OF THE FOLLOWING USE AREAS?

- PRODUCTIVE FOREST (ACRES) ORCHARD / VINEYARD (ACRES)
 ACTIVE SUGAR BUSH (ACRES) SCRUB / SHRUB (ACRES)
 OTHER NON-TILLABLE: (DESCRIPTION & ACRES)

28. DOES YOUR PROJECT LAND CONTAIN ANY OF THE FOLLOWING WATER RESOURCES?

- CONSTANT FLOW STREAMS FOR DRAINAGE ONLY (LINEAR FEET)
 CONSTANT FLOW STREAMS (IRRIGATION, FIRE PROTECT, LIVESTOCK) (LINEAR FEET)
 SEASONAL STREAMS (LINEAR FEET)
 PONDS / WETLANDS (ACRES)
 OTHER WATER RESOURCES:

29. DOES YOUR PROJECT LAND CONTAIN A FARMSTEAD OR OTHER SIGNIFICANT STRUCTURES?

- MAIN FARMSTEAD ON SITE NO SIGNIFICANT STRUCTURES ON SITE
 NEARBY FARMSTEAD (____ MILES FROM SITE) WORKER HOUSING ON SITE
 OTHER BUILDINGS ON SITE (____ DESCRIBE)

30. IF YOU REPORTED WOODS OR FOREST, DO YOU (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 WOODS/FOREST, BUT NO PLAN FOR MANAGING FOREST LAND FOR REGENERATION
- HAVE NO WOODS OR FOREST

31. PLEASE DESCRIBE ON-FARM CONSERVATION PRACTICES:

- IMPLEMENTED WHOLE FARM PLAN OR TIER 3 AEM PLAN
- COMPLETED WHOLE FARM PLAN OR TIER 3 AEM PLAN
- COMPLETED TIER 1 OR TIER 2 AEM WORKSHEETS
- NO AGRICLUTURAL ENVIRONMENTAL MANAGEMENT (AEM) PLAN OR WHOLE FARM PLAN

DESCRIBE ANNUAL CONSERVATION PRACTICES TO REDUCE SOIL EROSION OF CROPLAND.
(EG. COVER CROPS, MINIMUM/ZONE TILLAGE, RIPARIAN BUFFERS, SUBSURFACE DRAINAGE, DIVERSION DITCHES, ETC.):

32: DO YOU CONDUCT ANY PUBLIC ACTIVITIES ON YOUR FARM? (AGRITOURISM, FARM BREWERY/
DISTILLERY, FARMSTAND)?

- YES, DESCRIBED BELOW
- NO

33. PLEASE DESCRIBE HOW PROTECTING THIS FARMLAND IS SIGNIFICANT IN ENHANCING THE AGRICULTURAL ECONOMY IN ONONDAGA COUNTY.

34. PLEASE DESCRIBE HOW PROTECTING THIS FARMLAND SUPPORTS THE ONONDAGA COUNTY FARMLAND PROTECTION PLAN AND OTHER LOCAL PLANS AND POLICIES.

35. PLEASE DESCRIBE HOW PROTECTING THIS FARMLAND BUFFERS AND ENHANCES IMPORTANT NATURAL RESOURCES AND NATURAL AREAS.

36. PLEASE EXPLAIN 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.)

37. AS THE FARMLAND PROPERTY OWNER, PLEASE EXPLAIN WHY PROTECTING THIS FARMLAND IS IMPORTANT TO YOU. (INCLUDE MOTIVATION AND READINESS IN NARRATIVE)

CERTIFICATION: *I (WE) CERTIFY THAT ALL INFORMATION PRESENTED IN THIS PRE-PROPOSAL IS TO THE BEST OF MY (OUR) KNOWLEDGE ACCURATE AND TRUE.*

PREPARER: _____

OWNER (IF DIFFERENT FROM PREPARER): _____

SIGNATURE: _____

SIGNATURE: _____

PRINT NAME: _____

PRINT NAME: _____

DATE: _____

DATE: _____

****This completes the landowner portion of the application. ****