

# **LAEPP Landowner Application**

## **Attachment Checklist**

This attachment checklist completes the Clean Ohio Local Agricultural Easement Purchase Program (LAEPP) landowner application. Attach the following items labeled clearly to the printed online application for submission to the Ohio Department of Agriculture (ODA). See Local Sponsor Cooperative Agreement for details. The application may be deemed incomplete if applicable attachments are not submitted to ODA, and any inaccuracies or incompleteness regarding the application is grounds for ODA to invalidate the application.

Applications submitted to ODA for final funding approval must be printed out and submitted by hard copy with signatures and attachments within ten (10) business days of the close of the Local Sponsor's landowner application period, but in no event later than **April 29, 2020**. Applications may be submitted to ODA in person or by mail at the Office of Farmland Preservation, 8995 East Main Street, Reynoldsburg, Ohio 43068.

Examples of attachments can be found on the Clean Ohio LAEPP landowner application website.

### ☐ **Attachment A: Resolution**

Attach a resolution or ordinance (if Local Sponsor is a political subdivision), or a recorded action (soil and water conservation districts, charitable organizations) from the Local Sponsor supporting the landowner's application, certifying the availability and committing to pay the required local match (if applicable), and agreeing to monitor, supervise, and enforce the deed of agricultural easement on behalf of the director.

### ☐ **Attachment B: Farm Map**

An 8 ½ x 11 inch map or aerial photograph of the application property, including:

- 1) Delineated existing or reserved homestead area(s)
- 2) Existing roads and buildings
- 3) Boundaries
- 4) Total road frontage of the farm
- 5) Power easements
- 6) Any land excluded from the easement

### ☐ **Attachment C: County Auditor Records**

Provide County Auditor tax records of the applicant farm's land values used in responding to the County Auditor Records Step of the application. These values may be found on the real estate tax bill, CAUV and Ag District applications, or other real property records. Be sure to include the most recent documentation showing:

- 1) Market Value and Current Agricultural Use Value (CAUV) (100%) of the application by tax parcel
- 2) CAUV enrollment of the application
- 3) Agricultural District enrollment

☐ **Attachment D: Aerial Map**

Include an 8 ½ x 11 inch map, sketch, or aerial photograph showing an adequate radius of the applicant property. Include information claimed in the Proximity and Development Pressure Steps and questions. This includes, but is not limited to, the proximity of the applicant property from any other protected properties (easement and non-easement), to neighboring applicant farms, distance to sewer and water, interchanges, pipelines, and accessible public roadway intersections.

☐ **Attachment E: Soils Map**

Include an 8 ½ x 11 inch coded soils map containing a list of soil mapping unit names and symbols.

☐ **Attachment F: Historical Designation (if applicable)**

For land or structures that have been historically designated and received points in the Other Factors Step, attach written verification from the respective designating authority confirming that the land or building is significant and when it was designated as such.

☐ **Attachment G: Corporations, Partnerships, and Trusts (if applicable)**

If the applicant property's ownership consists of a corporation, partnership, and/or trust the following must be provided:

- 1) A copy of the incorporation papers, and
- 2) Certificate of authorization that the individual is authorized to act on behalf of the Corporation, Partnership, or Trust.

☐ **Attachment H: Charitable Organizations (if applicable)**

If the local sponsor is a charitable organization, it must be tax exempt and be organized for the purpose of the preservation of agricultural land. To demonstrate this, the organization must provide:

- 1) A copy of the organization's exemption under 26 U.S.C. 1, subsection 501(a) and 501(c).
- 2) A statement of the organization's stewardship endowment policy.
- 3) An ordinance or resolution supporting the agricultural easement from the township(s) and county(ies) where the applicant property is located.

\*Note: If Local Sponsor previously submitted Attachment H items 1 and 2 with their Local Sponsor Application for Certification, please include a page that states that these items were previously

submitted. Item Number 3 (Resolutions) is still required for every hardcopy landowner application submitted to ODA for final approval.

The Director of ODA may ask a charitable organization for the following additional information, although attaching it to the landowner application is not necessary –

- a) A copy of the organization's by-laws or regulations stating that farmland preservation is one of its purposes.
- b) A list of the organization's officers, board of directors, and members.
- c) The organization's financial condition, including a balance sheet, revenue and expense statement, and the financing available for monitoring and enforcing an agricultural easement.
- d) The organization's ability to provide the necessary managerial, legal, and financial expertise to co-hold, monitor, and enforce an agricultural easement.

☐ **Attachment I: ASA Enrollment Verification (if applicable)**

If the application claims that the applicant property is enrolled in an Agricultural Security Area (ASA) on the Other Factors Step, the resolution(s) approving the enrollment must be attached.

☐ **Attachment J: Current Owner's Deed of Record**

Provide a copy of the current owner's deed of record. Include the most current deed reference book, volume and page or other reference to the place of record of the deed. In the case of multiple deeds, numbers for all the deeds should be provided.

☐ **Attachment K: Site Visit Form**

Include Site Visit Form, available on the Clean Ohio LAEPP application site. Site Visit Form must include at least one landowner's initials and signature, as well as a Local Sponsor signature.

☐ **Attachment L: Photo of the Property/Any other additional information**

- 1) Provide a photo of the applicant property.
- 2) Any additional information may be attached such as the Large or Small Farm Exception Letter (if applicable).
- 3) Applicants may provide photos, maps, or other visual aids not to exceed page and size limits set by the Local Sponsor.

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