

DUTCHESS COUNTY

**soil & water**  
CONSERVATION DISTRICT  
*Since 1945*

**2715 Route 44, Suite 3, Millbrook, NY  
12545  
(845) 677-8011 x 3  
www.dutchessswcd.org**

For Office Use Only:  
Date Paid: \_\_\_\_\_  
Cash \_\_\_\_\_ Check # \_\_\_\_\_

**Soil Group Worksheet Request Form**

**Date:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

**Contact Phone #:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_

*Please check the box that is applicable*

New Worksheet  Revised Worksheet **Delivery Method:**  Pick Up  Mail

Address: (If you selected Mail above) \_\_\_\_\_

Is the property in an Ag District?  Yes (District # \_\_\_\_\_)  No ( Individual Commitment)

Was the property purchased or subdivided within the past year? \_\_\_\_\_

Owners Name: \_\_\_\_\_

Owners Mailing Address: \_\_\_\_\_

Property Location: \_\_\_\_\_

Town where taxes are paid: \_\_\_\_\_ Total property acres: \_\_\_\_\_

Parcel #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Section Block Lot

**Farm Type - check all that apply or write in if not listed:**

Crops  Hay  Pasture  Livestock  Horses  Other \_\_\_\_\_

Leased: Y / N if yes to whom: \_\_\_\_\_ Contact # of Lessee \_\_\_\_\_

**Estimate Your Acreage Breakdown**

**IF YOU DO NOT FARM THE FULL PARCEL, THE TOTAL AG ACRES ARE NOT THE SAME AS THE TOTAL PROPERTY ACRES.**

**Please indicate the amount of acres in production and as farm woodlands below.**

Total Acres = Ag Acres \_\_\_\_\_ + Total Farm Woodland Acres: \_\_\_\_\_

+Non Ag Acres \_\_\_\_\_

**Support Map-** *Please print and submit a map from Parcel Access and draw in areas used. We can assist you when request is dropped off. Please note farmed acres may not be easily visible or were cleared/fenced more recently then the current aerials.*

Please Indicate the Following on Map- (Please describe location, shape or circle on map and below)

- Is there an Owner Occupied House: Y / N
- Are there barns or other ag buildings: Y / N Describe: \_\_\_\_\_
- Are there newly cleared land or newly fenced acres Y/N
- All land in production (mark out sugar bush and silvopasture)

Are you participating in the **Agricultural Environmental Management Program (AEM)**? Y / N

Check here if you are interested in participating

# Request Form for Soil Group Worksheet for an Ag Value Assessment

## Instruction Page

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1. Soil Group Worksheet request forms submitted are due to DCSWCD no later than February 1st.
2. New Soil Group Worksheets should be requested when a landowner changes, property lines change, land use changes, or a new map is requested by your assessor. New worksheets do not need to be requested annually.
3. Each parcel needs its own request form. A check made out to DCSWCD for \$40.00 per parcel must accompany your request. One check for multiple parcels is acceptable.
4. If you already receive an ag assessment and landowner information has not changed, select revised worksheet needed.
5. We do not mail worksheets to assessors. If you have selected the mail option, please write the correct mailing address below if it is other than the owner's mailing address. Soil Group Worksheets and maps cannot be emailed.
6. Parcel numbers, acreage information and Ag District status can be found on the county's website— [gis.dutchessny.gov/parcelaccess/parcelaccess\\_map.htm](http://gis.dutchessny.gov/parcelaccess/parcelaccess_map.htm) . After locating your parcel, please print a copy of the map to submit with this application. For assistance with printing, please bring your information and request form to the District Office.
7. Estimate the acres of land used for agriculture to the best of your ability. Please also outline these areas accurately on the map. The ag acres, acres of woodland used to support production and non ag acres (ex: residential use) should equal the total number of acres of your parcel.
8. The Agricultural Environmental Management Program— The DCSWCD administers the AEM program in our county. The goal of the AEM program is to help producers become environmental stewards by assessing, identifying and implementing best management practices to reduce soil impact and water quality issues caused by operations. Indicate if you are interested in participating in this program, and our AEM Technician will contact you.
9. Completed Soil Group Worksheets, RP-305 forms and supporting documents must be to your tax assessor no later than March 1.