

Attachment Checklist

This attachment checklist completes the 2010 Clean Ohio AEPP online application. Attach the following items **labeled clearly** to the printed online application for submission. The application may be deemed incomplete if applicable attachments are not submitted by the application due date. Any inaccuracies or incompleteness regarding the application is grounds for the ODA to invalidate the application.

Applications must be printed out and submitted by hard copy with signatures and attachments sent by registered mail, certified mail, or hand delivered to the Office of Farmland Preservation, 8995 East Main Street, Reynoldsburg, Ohio 43068, on or before the application deadline.



Attachment A: Resolution

Attach a resolution or ordinance from the political subdivision or a recorded action from a soil and water conservation district, charitable organization 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

Example Attachment B

An 8 1/2 x 11 inch map of the application property, including:

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



Attachment C: County Auditor Records

Provide County Auditor tax records and a map of the applicant farm's land values used in responding to Step 7 of this application e.g., the real estate taxes and assessments (tax bill), or other real property records. Be sure to include the most recent documentation showing:

- 1.) Market Value of the application
- 2.) CAUV enrollment
- 3.) Agricultural District enrollment
- 4.) County tax map that includes tax parcel numbers for the applicant property



Attachment D: Aerial

Example Attachment D

Include an 8 1/2 by 11 inch map, sketch or aerial photograph which showing a one mile radius of the application property. Include information claimed in Step 12 and questions 13A, 13B, 13C, and 13E. This includes, but is not limited to the proximity of the application farm from any protected properties (easement and non-easement), to neighboring applicant farms, distance to sewer and water, interchanges, pipelines, and accessible public roadway intersection(s).



Attachment E: Soils Map

Include an 8 1/2 by 11 inch soils map and soils legend with the farm's outer boundary outlined. The color-coded soils map must contain a list of soil mapping unit names, symbols and land capability classes on the application property. The soils map shall color code soil types as follows:

- (a) Class 1 = green
- (b) Class 2 = yellow
- (c) Class 3 = red
- (d) Class 4 = blue
- (e) Class 5-7 = uncolored
- (f) Wetlands = cross-hatch, or shown on a separate map

Attachment F: Historical Designation (if applicable)

For land or structures that have been historically designated and received points for question 14C, 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 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 IRS tax exemption
- 2.) A statement of the organization's stewardship endowment policy.
- 3.) An ordinance or resolution supporting the agricultural easement from the political subdivision(s) where the application property is located.

The Director of the Ohio Department of Agriculture *may* ask a charitable organization for the following additional information:

- (a) A copy of the organization's by-laws 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 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 ASA within Question 14B, 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: Property Description Certification

A letter or other form of documentation by the county or municipal engineer is needed that certifies the existing property description is accurate. If not, a property survey may be required.

Attachment L: Topographical Map

Provide a United States geological service topographical map with ten foot contour intervals.

Attachment M: Group Applications (if applicable)

A letter certifying that the application is part of a group of applications from a number of adjacent landowners if the application is within such a group. Any farm claimed in question 12C should be reflected in this letter.

Attachment N: Any Other Relevant Information

Additional information may be attached such as the Large Farm Exception Letter (if applicable).