

# Local Agricultural Easement Purchase Program Application

2013 Funding Year

# Tutorial

# Outline of Tutorial

- Part I: Overview Of The Clean Ohio Local Agricultural Easement Purchase Program (LAEPP)
- Part II: 2013 Landowner Application Instructions And Helpful Hints
- Part III: Overview of Guidelines and Policies Document
- Farmstead/Homestead Policy
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  - Multi-county Applications
- Part IV: Other Helpful Tools and Resources
- Handbook
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  - Points Estimator

Part I

# **OVERVIEW OF THE CLEAN OHIO LOCAL AGRICULTURAL EASEMENT PURCHASE PROGRAM**

# What Is LAEPP?

The **Clean Ohio Local Agricultural Easement Purchase Program (LAEPP)** provides funding to farmland owners for placing an agricultural easement on their property. Monies are issued for up to 75 percent of the points-based appraised value of a farm's development rights. A payment cap has been set at \$2,000 per acre, with a maximum of \$500,000 per farm. All easement transactions are recorded on the property deed and transfer with the land to successive owners

# What Is An Agricultural Easement?

- Agreement between farmland owner, the Ohio Department of Agriculture (ODA), and the Local Sponsor (LS) that limits usage of the land to predominantly agricultural activity
- While the landowner may sell or pass the property on at any time, the agricultural easement stays with the property in perpetuity
- A legal document that states the rights and prohibitions on the land, and documents the current state of the land
- Ensures that the easement is maintained and that annual monitoring occurs with the help of the LS



# General Eligibility Requirements

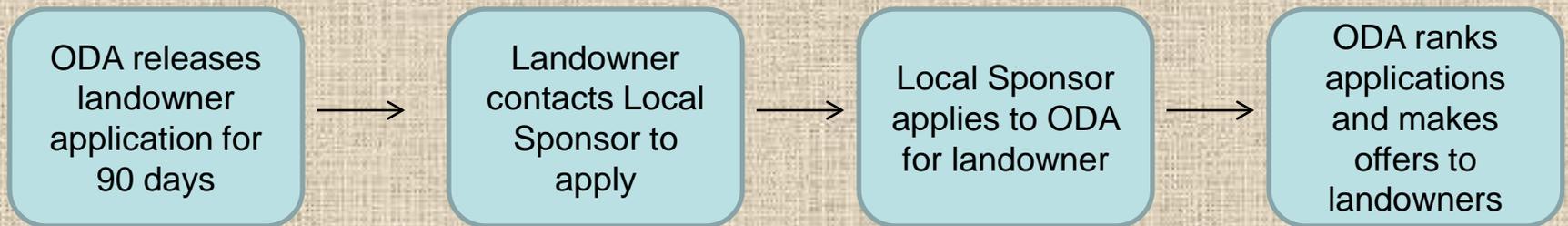
- The farm must be enrolled in CAUV and the Agricultural District Program through the county auditor's office
- The farm must be a minimum of 40 acres unless the farm is adjacent to a preserved farm, then it must be a minimum of 25 acres
- The farmland owner must certify that the property does not contain hazardous substances
- The farmland owner must have been in compliance with state and federal agricultural laws for the past five years
- The farmland owner must have possession of the clear title to the applicant property
- The LS must agree to share monitoring and enforcement responsibilities
- A minimum of 25 percent of the points-based appraised value of the agricultural easement must be provided either in cash match by the LS, donation by the landowner, or a combination

# Program Changes – 2013

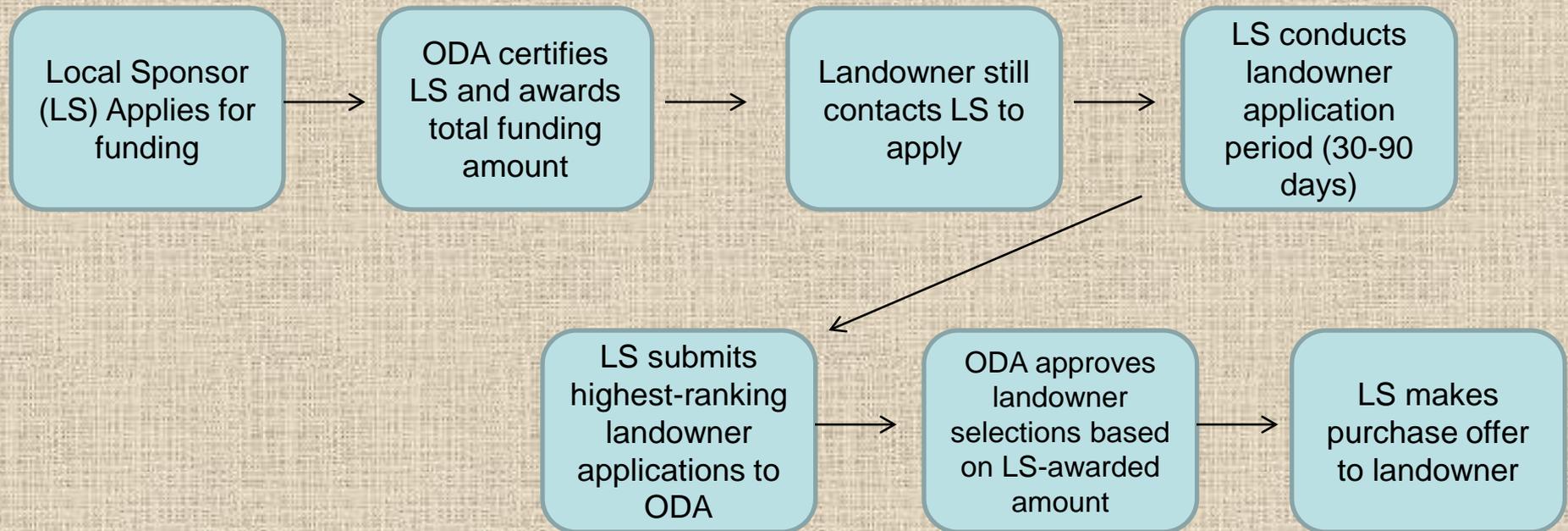
## From AEPP to LAEPP

- In early 2011, the Ohio Department of Agriculture (ODA) proposed localizing the selection of easements under AEPP. All previous funding rounds featured a funding round based on a centralized AEPP application. Under the LAEPP, ODA will certify land trusts, local governments and soil and water conservation districts to partner with the department to manage a local AEPP program to purchase agricultural easements from willing landowners.
- After input from the Technical Committee and the Ohio Farmland Preservation Advisory Board, changes to Ohio Administrative Code Section 901 were submitted and went into effect in January 2013.

# Centralized AEPP Application Process



# Localized AEPP Application Process



# Landowner Application Ranking System (100 Possible Points)

- 1.) **Soil type:** The rules give preference to farms that involve the greatest proportion prime soils, unique or locally important soils, microclimates, or similar features. This information must be approved by the local Soil and Water Conservation District (SWCD) or Natural Resources Conservation Service (NRCS) representative. A designation of 'unique' or 'locally important' may be pursued by working with the county's USDA district conservationist and the county commissioners. The purpose is to protect the most agriculturally productive and conducive soils. This section is Step 18 within the application (20 points)
- 2.) **Proximity to other agricultural land:** The rules give preference to land that is adjacent to or in close proximity to other agricultural land or land that is conducive to agriculture. This includes lands that are, or in the process of becoming, permanently protected from development by agricultural easement or otherwise, so that a buffer would exist between the land involving the proposed agricultural easement and areas that have been developed or likely will be developed for purposes other than agriculture. The purpose is to ensure long-term farm viability. This section is Step 12 within the application (15 points)

# LAEPP Ranking System (100 possible points) (cont)

- 3.) **Use of best management practices:** The rules give preference to farms which have federally or state approved conservation plans and a history of substantial compliance with applicable federal and state laws. The highest ranking is given to farmland with established and implemented conservation plans. This information must be approved by the local SWCD or NRCS representative. This section is Step 17 within the application (5 points)
  
- 4.) **Development pressure:** The rules give preference to land that is in proximity, but not currently in the direct path of urban development. This is often referred to as intermediate development pressure and includes farms that are neither directly in front of the bulldozer, nor far from development's fringe, but rather farms that are midway between intense pressure and no pressure at all. This section is Step 13 within the application (15 points)

# LAEPP Ranking System (100 possible points) (cont)

- 5.) **Local comprehensive land use planning:** The rules give preference to areas identified for agricultural protection in local comprehensive land use plans. These points are awarded as an acknowledgement of the importance of local efforts to manage growth and preserve productive farmland. This section is Step 15 within the application (16 points)
  
- 6.) **Other criteria:** The rules allow for the director to determine other preferential criteria for selecting applications. This section is Step 14 within the application (29 points)

## Other Criteria (Step 14) – Special Note

- Under the LAEPP, Local Sponsors (LS) are permitted to create their own questions and point ranges for Step 14 of the landowner application, otherwise known as “Other Factors.” LS looking to localize this section of the landowner application to meet their organization’s specific objectives for farmland preservation must first submit their questions and point ranges to ODA for pre-approval. LS may also choose not to create their own Step 14 questions, opting instead to utilize ODA’s existing Step 14 questions from the most recent funding round.
- Localized “Other Factors” point ranges must add up to 29 points, which is the maximum points allowed in ODA’s current Other Factors section (Step 14).

# Special Note: No more Tier Two Narratives

For landowners who applied in previous funding rounds – there is no longer a scored Tier Two (Step 16) requirement to the landowner application. However, selected farms (those scoring high enough in their LAEPP funding round to receive a agricultural easement purchase offer) will be asked to submit this information to ODA to help promote understanding of the program. The Office of Farmland Preservation draws upon landowners' responses to these questions in our Annual Report.

The now optional narratives focus on the following topics:

- 1.) Agricultural infrastructure, support services, and facilities specific to the farm's agricultural activities;
- 2.) Estate, farm succession, and business management plan and other long term investments made on the farm;
- 3.) Potential for the farm to be a good demonstration or showcase project for the promotion of farmland preservation in Ohio;
- 4.) Public commitments to farmland preservation taken by the local government; and
- 5.) Examples of sustainable agriculture on the farm

# Main Players - LANDOWNER

- The landowner decides if he or she wants to participate in the program and applies for LAEPP funding through a Local Sponsor (LS)



Photo courtesy of Fairfield SWCD

# Main Players –LOCAL SPONSOR (LS)

- The LS is the local sponsoring organization that conducts the landowner application round. The LS can be a government entity (such as a county, township, or county Soil and Water Conservation District (SWCD)), or charitable organization, and has been awarded funding for a Local AEPP application period for landowners.
- A landowner cannot submit an application to sell an agricultural easement directly to the ODA. The Ohio legislature requires applications to be submitted by a local sponsor on behalf of the landowner in order for the nominated property to be considered for agricultural easement purchase. Applications submitted directly by the landowner will not receive consideration.

## Main Players –LOCAL SPONSOR (LS)

- For those farms selected for funding in 2013, the LS will be responsible for ordering title work and submitting to ODA for review. Upon receipt of a title summary from ODA, the LS will work with the landowner in clearing exceptions to the title prior to the closing of the Deed of Agricultural Easement.
- For more information about the role of the LS throughout the closing and monitoring process (post-application), contact ODA with questions.

# Main Players – Ohio Department of Agriculture Office of Farmland Preservation

- The Ohio Department of Agriculture (ODA) directs the easement program. ODA also provides staff assistance for the Ohio Farmland Preservation Advisory Board, which makes recommendations regarding the application process and LAEPP program finalists. The director of agriculture receives the advisory board's counsel and makes the final decision on the program's funding recipients



# Local Sponsor Training and Landowner Meetings

- Upon completion of the Application for Local Sponsor Certification and the awarding of funds to LS, ODA will hold a training for entities preparing to conduct a LAEPP landowner application round.
- LS should consider holding landowner meetings in the counties in which they will be soliciting applications from landowners.

# Landowner Application Process

- The application will be open and available to applicants for no more than 90 days, opening and closing dates to be set by each LS for their landowner applicants
- Once applications are received and ranking is complete, landowners will be notified of their standing. Scoring information will be provided and finalists will be contacted by their LS. Further instructions will be provided once final selections have been made. Once finalists are chosen, it can take on average 12-24 months to close a farm and for the landowner to receive the purchase payment

# Getting Started

## **Landowner Should Seek Professional Advice**

An agricultural easement can be a major decision for a landowner and his or her family. In order to ensure that the best interests of the landowner are met, ODA highly recommends that the landowner seek independent legal counsel, as well as independent financial advice

Part II

**2013**

**APPLICATION INSTRUCTIONS  
AND HELPFUL HINTS**

# Logging On – Creating A New ID

- To reach the Clean Ohio LAEPP application Web site, go to [www.agri.ohio.gov/farmland](http://www.agri.ohio.gov/farmland)
- To create a new application or to work on one that you've already started, log into one of two accounts on the left menu within the application Web site- either a **Local Sponsor** account or a **SWCD/NRCS** account. This designation will depend upon your role in the application process. The first step is to create an account as one of these two entities (“New Local Sponsor” or “New SWCD/NRCS”)

# Logging On – Creating A New ID

- Once the account has been created, you will be able to return later to that account through the “Login” link, using your “User Name” and “Password” for that account
- Throughout the application process, it will be important to remember the “User Name” and “Password,” and the “LSID” (for a Local Sponsor) or “SWCD/NRCS ID” (for a SWCD/NRCS account)
- Note: In order to copy information from a previously submitted application, the original login must be used

# Logging On

- The Local Sponsor (LS), once logged into the system, will be able to create applications and enter the needed information. Once logged into the system as a LS, a “**Farm List**” will appear, listing all applications that have been started or submitted
- If you would like to work on an existing application, select “**Edit**” next to that farm. If you would like to create a new application, simply click on “**Add a New Farm.**” Once you have input the new Local Sponsor information (Step 2), that same information will automatically appear in all other applications, new and copied, if you choose the “**Add a New Farm with Local Sponsor**” button. This information may still be edited if necessary

## Logging On (cont)

- ***Important Log In Note for 2013 LAEPP:*** when logging in for the first time in a new funding round, the LS/SWCD/NRCS representative may encounter a message that reads: “**Local Sponsor is not confirmed. Please call (614) 728-6214.**” If you encounter this message, please contact the Office of Farmland Preservation for assistance.

# Moving Through The Application

- As each step of an application is completed, click “Save” at the bottom of the page. This will allow you to return to the application for editing at a later time. Please do not click “Submit” until you are ready to submit an entire application (The system will not allow a user to submit an application until steps 1-18 are complete)
- Do not use the “Back” button on your browser, as you may lose unsaved information
- Use the side bar located on the left of the application screen to navigate through the different steps of the application

## Application Steps

### \* Farm List

#### Initial Steps

- 1. Create Farm ID
- 2. Local Sponsor
- 3. Eligibility
- 4. Agreement

#### Application Steps

- 5. Ownership
- 6. Title Holder(s)
- 7. Farm Address Worksheet
- 8. County Auditor
- 9. Farmland Usage
- 10. Third Party Interests
- 11. Restrictions
- 12. Proximity\*
- 13. Development Pressure\*
- 14. Other Factors\*
- 15. Local Comprehensive Plan\*
- 16. Narratives

#### SWCD/NRCS Steps

- \* SWCD Farm List
- 17. Local Comprehensive Plan\*
- 18. Soil Type & Productivity\*

#### Appraisal Steps

- \* 19. Points Based Appraisal
- \* 20. Certification

\* Indicates Tier One Steps

# Moving Through The Application

- Once an application has been started, the SWCD/NRCS information can be completed. The LS is responsible for supplying the SWCD/NRCS representative with the needed information (Farm ID, Landowner Last Name, and the Farm Address, County, Township, and Acreage). With this information the SWCD/NRCS representative will have the ability to log into the system and complete Steps 17 and 18 of the application
- When all Steps have been completed, submit the application electronically. If an application is submitted in error, contact the OFP to un-submit. The Office can also delete applications if necessary

# Repeat Applications

- For Local Sponsors who submitted applications in past years and wish to submit those same farms again, the application system allows LS to access applications submitted in previous years. This function is intended to assist the LS in submitting a new application with less effort required to re-enter data from a previous year
- Please note that all submitted LAEPP applications are subject to the same requirements, regardless of whether information was duplicated from previous applications. Information such as tax records and CAUV tax records should be updated for the current funding round. Some questions will purposefully **not** copy over from year to year

# Repeat Applications



To utilize data from a previous year's application:

- 1.) Log into the system as a Local Sponsor
- 2.) From the "Farm List" that appears, select the desired farm and click "Copy"
- 3.) A copy of that farm will appear on the list. This will be the copy that you will re-submit (Note: This copy will be assigned a different "FarmID" than the original. You will effectively be submitting a new farm for the given funding round, but with a great deal of information from the previous year(s) automatically entered into it)
- 4.) Click on the "Edit" button of this copy, which will allow you to open, edit, and ultimately submit the application. Not all information will copy from year to year

# Transferring Login Information

Contact the Office of Farmland Preservation with the following requests:

- A LS would like to copy information from a repeat application but cannot because the farm was with a different LS in a previous year
- A LS would like to transfer the SWCD/NRCS login information to themselves for a repeat application so that they can input information that the year before was input by an SWCD/NRCS representative
- A LS representative that is new to the organization wishes to request new login information or does not know the previous representative's login information to continue or copy repeat applications

# Step 1 – Create Farm ID

- This section includes landowner's main contact name and contact information (home address, phone, and email)
  - The landowner “main contact” should be the individual that you would like notified first regarding a possible purchase offer and/or questions regarding the property
  - Use the Alternate Phone and Email Address to provide additional contact information about the landowner contact

## Step 2 –Local Sponsor Information

- Complete this section with official Local Sponsor (LS) contact information and representative (if applicable) contact information
- Official LS may have different information than their representative (i.e. Official Local Sponsor is the County Commissioners, but the representative is from the Soil and Water Conservation District)

## Step 3 - Eligibility

- Eligibility requirements can be found in OAC 901-2-02 and Guidelines and Policies document
- These questions represent basic eligibility requirements for the LAEPP

## Step 3 – Eligibility (cont)

- 3A: Is the land currently enrolled in CAUV?
  - The application property must be enrolled in CAUV at the time of application
- 3B: Is the land enrolled in the Agricultural District Program?
  - The application property must be enrolled in the Agricultural District Program at the time the application is made
- 3C: If the application covers more than one parcel, are the parcels contiguous?
  - All contiguous parcels owned by the same legal entity must be submitted as one farm (**Guidelines and Policies**)

Photo courtesy of The Black Swamp Conservancy

## Step 3 – Eligibility (cont.)

- 3D: Is the farm at least 40 acres in size, or, if less than 40 acres (but at least 25 acres) is it adjacent to farmland already held under a permanent agricultural easement so that the total acreage is at least 40 acres?
- 3E: Does the Local Sponsor have the financial ability to monitor this land for compliance with the terms of the Deed of Agricultural Easement?
- 3F: Is the applicant engaged in any non-agricultural commercial activities?
- 3G: Is the farm entirely located within one county?
  - If the farm is located within two or more counties, please refer to the Multi-County Farm Policy in the **Guidelines and Policies**

## Step 3 – Eligibility (cont.)

- 3H: Is the entire farm, including the homestead, included in this application?
  - No portion of the applicant farm, including the homestead, may be omitted from the application
  - Applicant must answer “Yes or Approved Exception” OR “No”
  - “Approved Exception” means that the applicant farm has received approval from the Director of ODA for a Large Farm Exception
  - Although covered later in this tutorial under the **Guidelines and Policies** section, a Large Farm Exception allows the landowner a one-time split based on the farm’s large size or value. The landowner can then submit one-half of the farm for the program or the whole farm as two separate applications
- 3I: Are all parcels in this application owned by the same legal entity?

## Step 4 – Conditions of Use Agreement

- Step 4 addresses the Ohio Department of Agriculture's conditions of use for the online application
- The LS must agree and accept the terms of the Conditions of Use Agreement

## Step 5 – Ownership

- Step 5 includes required background information regarding the applicant farm's ownership
  - 5A: Ownership Type – applicant must identify whether ownership is individual, joint, corporate, trust, partnership, or other
    - Complete step 5A by listing owners, title holders, entity, etc. depending on ownership type
  - 5B: Does anyone with a ownership interest in this applicant property also have an ownership interest in another 2013 applicant property?
  - 5C: If answer to 5B is yes, applicants must identify those owners applying other properties to the 2013 funding round
    - This includes the landowner's first and last name and acreage

**Note: No individual will receive more than one funded property in a given funding round (Guidelines and Policies)**

## Step 6 – Title Holder(s)

- This section requires applicant to complete information about all landowners on the title
  - This includes name and mailing address information



Photo courtesy of Tecumseh Land Trust

## Step 7 – Applicant Farm Address

- Put the applicant farm's physical address information into this step, as it may be different from one or more landowners' home addresses
- If the applicant farm is a Multi-County Farm, input the county that the farm will be applying under (see **Guidelines and Policies**)
- There are two township fields to accommodate those farms that lie in more than one township

## Step 8 – County Auditor Records

- This step asks for all of the applicant farm's parcel numbers, acreage of each parcel, as well as values of CAUV, Market Land, and Buildings for each parcel
- Information from this step will be utilized to calculate the Points Based Appraisal (Step 19)

## Step 8 – County Auditor Records (cont.)

- The per acre value is calculated automatically by using 100% of the Market Value of the land (including the homestead property) for each parcel, then dividing the Grand Total by the number of total acres on the farm. The same calculation is used for determining CAUV, using 100% of its value
- Be sure to use appraised value (NOT assessed). Contact the County Auditor's Office for more information. If the farm is submitted to ODA for funding by the LS, values input must be reflected in an attachment to the application

## Step 9 – Farmland Usage

“Briefly describe the applicant property’s agricultural activities.”

- Points will not be awarded for this Step
- This Step is optional during the landowner application period. However, applications submitted to ODA by the Local Sponsor for funding approval will be asked to include a response to this question

# Step 10 – Third Party Interests

- Step 10 asks more required background information
  - 10A: Likelihood of change or conversion:
    - Is the property currently under dispute?
    - Has the owner of record recently filed for bankruptcy or foreclosure?
  - 10B: Current Mortgage Information:
    - Is there currently a mortgage(s) or lien(s) on the property?
    - Is there a court judgment by the State of Ohio, or any agency thereof, against any party with an ownership interest in the LAEPP application property?
  - If the answer to the second question in 10B is “yes,” applicant must indicate these tax liens, civil judgments, and or environmental findings, including lien holder name, contact person, address, telephone, and the parcels associated with the lien

# Step 11 - Restrictions

- 11A is comprised of multiple questions regarding whether or not there are any restrictive covenants, leases, or easements on the applicant property:
  - Does the applicant property have a Surface Mining Lease?
    - If answer is yes, then the landowner will be asked to remove the surface mining lease prior to the closing of the agricultural easement. If there was a past lease, it could affect the property's entrance into the program
  - Is the applicant property participating in the permanent easement program of the Wetland Reserve Program?
    - If answer is yes, please enter the number of acres included in WRP. These acres will be deducted from the application. ODA will not purchase an easement on land which already has an easement

## Step 11 – Restrictions (cont.)

- Does the applicant property have a permanent Conservation Easement?
  - If answer is yes, please enter the number of acres included in a Conservation Easement. These acres will be deducted from the application. ODA will not purchase an easement on land which already has an easement
- Does the applicant property have a pipeline or utility easement?
- Is the landowner aware of any past or present oil/gas leases on the title for the applicant property?
- 11B: Does the landowner have existing housing (i.e. homestead, personal residence, or tenant house) on the application farm?
  - Applicants are encouraged to review the Homestead/Farmstead policy in the Guidelines and Policies document

## Step 12 – Proximity to Protected Land

- Step 12 is the beginning of the scored questions
- Maximum Points for Step 12 is 15 points
- The highest ranking is given to farmland that is located near other protected areas, which ensures a better chance of long term agricultural viability

# Step 12 – Proximity to Protected Land

- 12A: The applicant farm's physical location relative to other agricultural, natural resource, open space, or forested land permanently protected by agricultural or conservation easement . List each easement-protected property individually
  - Maximum Points for 12A = 7.5
  - Applicants must list Property Type (Agricultural Easement, Conservation Easement, etc.), Acres, and Proximity in Feet
  - Only portions of land within 10,560 feet of the applicant property may receive points

# Step 12 – Proximity to Protected Land

- 12B: The applicant farm's physical location relative to other non-easement protected land compatible with agriculture. List each non-easement protected land individually
  - Includes: wetlands, public parks/forests, airports, military bases, wildlife areas, natural preserves, prison farms, historic or archaeological sites, conservancy parks, reservoirs, wellfields, battlefields, flood pools, publicly-owned agricultural research lands, and protected well heads.
  - Maximum Points for 12B = 2.5
  - Applicants must list Property Type (park, airport, etc), Acres, and Proximity in Feet
  - Only portions of land within 10,560 feet of the applicant property may receive points

# Step 12 – Proximity to Protected Land

- The Proximity in Feet Legend that accompanies 12A-12C:

Adjacent (Multiplier = 1.0)

Less than or equal to 3,520 Feet (Multiplier = 0.75)

Between 3,521 & 7,040 Feet (Multiplier = 0.50)

Between 7,041 & 10,560 Feet (Multiplier = 0.25)

Greater than or equal to 10,561 Feet (Multiplier = 0.0)

Photo courtesy of Tecumseh Land Trust

## Step 12 – Proximity to Protected Land

- For 12C & 12D, total points cannot exceed 5 points. The applicant will be given credit for the points awarded for the response to either Question 12C or 12D, but not both, depending on which returns the higher point value. For example, if the applicant earns 3.0 points in Question 12C but only 2.0 points in 12D, the applicant will receive 3.0 points

# Step 12 – Proximity to Protected Land

- 12C: The applicant farm's proximity to two or more adjacent (within 10,560 feet) farms, including the applicant farm, that are applying in the 2013 funding round to sell an agricultural easement. List each farm individually
  - Maximum Points for 12C = 5.0
  - Applicants must list Property Type (Last name of application), Acres, and Proximity in Feet
  - Only portions of land within 10,560 feet of the applicant property may receive points
  
- 12D: Single Larger Farm – A single larger farm consisting of 100 acres or more applying to sell an agricultural easement, without any neighbors applying, can receive points under this section because larger farms contribute to a community's farmland preservation efforts
  - More than 350 acres = 5 points
  - 300 to 349 acres = 4 points
  - 200 to 299 acres = 3 points
  - 150 to 199 acres = 2 points
  - 100 to 149 acres = 1 point
  - Not applicable = 0 points

## Step 13 – Development Pressure

- This series of questions pertains to developmental pressures such as sewer and water access, freeway interchanges, public road frontage, and number of nearby homes
- The highest ranking is faced with intermediate development pressure

# Step 13 – Development Pressure

- 13A: Applicant property's proximity to nearest publicly available sewer line from the nearest public road frontage boundary of the property using public roadway distance
  - Maximum Points for 13A = 5.0 points
  
- 13B: Applicant property's proximity to nearest publicly available water line from the nearest public road frontage boundary of the property using public roadway distance
  - Maximum Points for 13B = 3.0 points

## Step 13 – Development Pressure

- 13C: Applicant property's proximity to any freeway interchange listed on the most current available form of the Ohio Department of Transportation's official statewide highway map at <http://www.dot.state.oh.us/maps/Pages/default.aspx> - to be measured by public roadway distance from the nearest road frontage boundary of the farm property
  - Maximum points for 13C = 2.0

# Step 13 – Development Pressure

- 13D: Public Road Frontage on the applicant farm
  - Maximum points for 13D = 3.0
- 13E: How many homes exist within a one-half mile perimeter of the farm boundary?

## Step 14 – Other Factors

- The rules allow for the director to determine other criteria for selecting applications such as enrollment in an Agricultural Security Area, historical designation, higher local match, or first farm in the county to receive statewide purchase program funding.
- Under the LAEPP, some LS may have an “Other” section of the landowner application that has been localized for their community’s needs. LS will notify their landowners of a localized “Other” section.
- The following slides regarding Step 14 are for those LS utilizing the standard Step 14 for their landowner applications.

## Step 14 – Other Factors (cont)

- Questions in Step 14 are varied and the highest ranking is given to those that influence local efforts to preserve farmland, including:
  - Population growth
  - Historic designation
  - Enrollment in an agricultural security area (ASA)
  - Bargain sales of agricultural easements
  - Established dedication of landowner to keeping land in agriculture

## Step 14 – Other Factors (cont.)

- 14A: Metropolitan Statistical Area (MSA)
  - Maximum points for 14A = 3.0
  - Highest points go to farms located within an MSA, but are not in the largest county of the MSA
  - Further explanation about MSAs and county populations are referenced in links within Question 14A

## Step 14 – Other Factors (cont.)

- 14B: Enrollment in an Agricultural Security Area (ASA)
  - Maximum points for 14B = 2.0
  - An ASA authorizes one or more landowners of at least 500 acres of contiguous farmland to request from the boards of township trustees and county commissioners to enroll into an Agricultural Security Area for a 10-year period. It provides certain benefits to farmers, including protection from non-agricultural development, a critical mass of land to help keep farming viable, and possible tax abatement on new real property
  - Information about the ASA program are available at the Office of Farmland Preservation's website at <http://www.ohioagriculture.gov/farmland/>



## Step 14 – Other Factors (cont.)

- 14C: Is the applicant farm or any part of the farm, including the homestead or buildings, listed on the National Register as an historic or archaeological site; documented on the Ohio Historic Inventory; or has the farm been accepted by ODA as a Century Farm since 1993? (attachment required)
  - Maximum points for 14C = 5.0
  
- 14D: Does the applicant farm have higher than the required 25% local match?
  - Maximum points for 14D = 12.0

## Step 14 – Other Factors (cont.)

- 14E: Has the landowner submitted this farm in any previous AEPP funding round without declining a full offer in the 2011 funding round?
  - Maximum points for 14E = 1.0
  - Application will receive a point if it is a repeat application that did not decline a full offer in the previous funding round (AEPP 2011)
  
- 14F: Since January 2010, has landowner sold or conveyed in fee simple any portion of the applicant farm wherein the resulting land use is non-agricultural?
  - Maximum points for 14F = 3.0

## Step 14 – Other Factors (cont.)

- 14G: How many AEPP Easements (or pending easements) are located in the applicant farm's county ?
  - Maximum points for 14G = 3.0
  - Note: Question was updated for the 2013 funding round. Instead of 3.0 points for no AEPP Easements and 0 points for any AEPP Easements, the applicant may now receive 1 point if there are only 1-3 AEPP Easements in that county.

## Step 15 – Local Government's Comprehensive Planning

- The highest ranking is given to farmland that the local government has designated for protection through planning, zoning, and other efforts, and has already taken some steps to protect this farmland
- Information entered in Step 15 will need to be certified by the County or Municipal Planner or Engineer. When their name is entered at the bottom of Step 15, it will be automatically populated in Step 20 (Certifications) for a signature line

# Step 15 – Local Government's Comprehensive Planning

- 15A: Has the local government adopted a comprehensive land use plan that was written or revised within the past seven years – **or** – approved a Watershed Balanced Growth Plan?
  - Maximum points for 15A = 3.0
- 15B: Is the applicant property located within a specific area designated for agricultural use by the comprehensive land use plan – **or** – is the applicant property located within a Priority Conservation Area (PCA) or Priority Agricultural Area (PAA) in an approved Watershed Balanced Growth Plan also approved by the applicant property's local government?
  - Maximum points for 15B = 5.0
- 15C: The applicant property's zoning type allows for no more than one house per:
  - Options range from no zoning to 41+acres
  - Maximum points for 15C = 4.0

# Step 15 – Local Government's Comprehensive Planning

- 15D: How much funding did the local government expend in 2012 for farmland preservation, including administration, planning, education, and/or purchase of agricultural easements?
  - Maximum points for 15D = 4.0
  - Time invested by the local SWCD or regional planning commission may be included if the work was approved and paid for by the local government and was specifically provided for farmland preservation purposes
  - If applicants mark that the local government did expend funding for farmland preservation, space is provided in the application for explanation

# Step 16 – Narratives

- Step 16 is no longer scored, but the information is useful. Applicants selected for funding are required to complete Step 16.
- These questions are designed to give the landowner the opportunity to showcase the unique characteristics of their land or operation, and will still be asked of landowner applications ultimately selected for funding
- Landowners are encouraged to complete the questions, but answers will have no impact on scoring or ranking

## Step 16 – Narratives (cont.)

- Questions focus on the following five areas:
  - Agricultural infrastructure, support services, and facilities specific to the farm's agricultural activities
  - Estate, farm succession and business management plan and other long-term investments made on the farm
  - Potential for the farm to be a good demonstration or showcase project for the promotion of farmland preservation in Ohio
  - Public commitments to farmland preservation taken by the local government
  - Examples of sustainable agriculture on the farm

Photo courtesy of The Black Swamp Conservancy

# Step 17 – Conservation Plan

- The Conservation Plan documents the applicant farm's best land use practices
- The highest ranking is given to farmland with established and implemented conservation plans
- Information for this section must be approved by a county Soil and Water Conservation District or county Natural Resources Conservation Service representative, and their signature will be required in Step 20 (Certifications)
- Ohio Revised Code Section 901.22 A. 1. b. iii requires a preference be given to farms that use the best management practices, including conservation plans and have a history of substantial compliance with applicable state and federal laws.

# Step 17 – Conservation Plan

- 17A: Has the farmer or landowner implemented one of four types of conservation plans as defined/developed by the Natural Resources Conservation Service (NRCS) or the local Soil and Water Conservation District (SWCD)? Or, if the farm is an organic operation, has a conservation plan been approved by a qualified organization that is acceptable to the Director of ODA? Choose one:
  - The Landowner has established and is implementing a complete whole farm plan that addresses all resource concerns, as defined by USDA/NRCS (5 points)
  - The Landowner has established and is implementing a plan that addresses multiple resources, but not all resource concerns (3 points)
  - The Landowner has established and is implementing a plan addresses a single resource, such as Highly Erodible Land Plan (2 points)
  - The farm does not have a conservation plan (0 points)

17A also asks for the Conservation Plan's date of last revision

# Step 17 – Conservation Plan

- 17B: Conservation Plan Certification
  - This is the place to input the contact information for the person certifying Step 17 for the application
  - Must be a SWCD or NRCS representative
  - This person will also sign in Step 20 (Certifications)

## Step 18 – Soil Type Productivity

- The highest ranking is given to farmland with those soils designated as prime, unique, or locally important
- Must be approved by a SWCD or NRCS representative and that person must also sign in Step 20 (Certifications)
- A score between 0 and 20 will be calculated based on the Soils Worksheet completed by the applicant in Step 18
- All soils for the applicant property must be included, less any acres already under permanent easement as reflected in Step 11

# Step 18 – Soil Type Productivity

- Bonus for unique or locally important (non-prime farmland): bonus points are awarded for unique or locally important farmland engaged in agricultural activities. A total of up to 5 bonus points is awarded, based on 1 bonus point for each 20% increment of the farm’s acreage so engaged
  - For example, if a 100-acre farm has up to 20 acres of unique or locally important farmland, it would be awarded 1 bonus point; 21 to 40 acres of such farmland, it would be awarded 2 bonus points, etc.
- Bonus points added to the Soil Type and Productivity Worksheet total cannot exceed a Grand Total of 20 points. County SWCD or NRCS representatives must verify eligibility, acres, & points

Map Symbol	Map Unit Name	# of Acres	Productivity Index *	Soil Designation **	Weighted Score
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	--Select Item-- ▼	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	--Select Item-- ▼	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	--Select Item-- ▼	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	--Select Item-- ▼	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	--Select Item-- ▼	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	--Select Item-- ▼	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	--Select Item-- ▼	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	--Select Item-- ▼	<input type="text"/>

## Step 19 – Points Based Appraisal

- The application site contains a link to a Points Based Appraisal Worksheet for you to compare your figures with those automatically populated from places elsewhere in the application
- The next slide shows an example of the Points Based Appraisal

**EXAMPLE ONLY - EXAMPLE ONLY**

1. ODA Agricultural Easement Base:	
a. Market Value <i>(From County Auditors Records, Step 7, Per Acre Value for 100% CAUV)     Land only; exclude value of homestead and buildings.</i>	\$1843.82
b. CAUV <i>(From County Auditors Records, Step 7, Per Acre Value for 100% CAUV)     Agricultural value; land only.</i>	\$408.12
c. ODA Agricultural Easement Base (per acre value) <i>(Number 1A - Number 1B)</i>	\$1435.70
2. ODA Adjusted Land Value <i>(Applicant Farm county's value from the County Listings.)</i>	15%
3. First Adjusted ODA Ag Easement Value Calculation <i>(Number 1C x Number 2)</i>	\$215.35
4. First Adjusted ODA Ag Easement Value <i>First Adjusted ODA Ag Easement Value</i>	\$1651.05
5. ODA Tier One Total Score <i>(After application has been scored, add 2% for every point above a score of 60, e.g., 60=0, 65=10%, 70=20%)</i>	68.3
a. Tier One Points Above "60" <i>(Number 5 - "60")</i>	8.3
b. ODA Tier One Ranking System Farmland Preservation Points <i>(Number 5A x 2%)</i>	16.6%
6. Second Adjusted ODA Ag Easement Value Calculation <i>(Number 4 x Number 5B)</i>	\$274.07
7. Second Adjusted ODA Ag Easement Value <i>(Number 4 + Number 6)</i>	\$1925.12
8. Local Match/Donation <i>(From Other Factors, Step 13, Question 13D)</i>	50%
9. Local Match/Donation Calculation <i>(Number 7 x Number 8)</i>	\$962.56
10. Final Adjusted ODA Ag Easement Value <i>(Number 7 - Number 9; cannot exceed \$2,000.)</i>	\$962.56
11. Total Amount of Farm's Acres, including Homestead Acres (excluding easements) <i>(From County Auditor records, Step 7, Grand Total of Number of Acres)</i>	397.33
<b>12. TOTAL VALUE OF THIS AGRICULTURAL EASEMENT</b> <i>(Number 10 x Number 11, cannot exceed \$500,000)</i>	<b>\$382,454.81</b>

**EXAMPLE ONLY - EXAMPLE ONLY**

## Step 20 - Certifications

- Every LAEPP application must be signed by the following:
  - All landowners
    - Key information about the LAEPP process has been added to Step 20 that the landowner must acknowledge with their signature
  - Local Sponsor
  - SWCD or NRCS representative (Step 17 Certification)
  - SWCD or NRCS representative (Step 18 Certification)
  - County or Municipal Planner/Engineer (Step 15 Certification)
- This page must be included with the printed application if submitted to ODA for final funding approval

## Step 20 – Certifications (cont.)

**Any inaccuracies or incompleteness regarding the application is grounds for ODA to invalidate the application**

# Printing The Application

In order to print a complete application, the LS must “Submit” the application. To submit and print, Steps 1-18 must be complete

- 1.) The LS will need to log in
- 2.) Click on Step 19: Points Based Appraisal, located on the left side menu
- 3.) Enter the LS ID and the FARM ID as directed
- 4.) Click on “Submit Electronic Application”
- 5.) Click “Next” on Step 20
- 6.) Click “Print Electronically Submitted Application”

**\*NOTE: ALL LANDOWNER APPLICATIONS INITIATED FOR LAEPP 2013 SHOULD BE ELECTRONICALLY SUBMITTED**

# Printing The Application

- The application is not ready for submission until the printed version of the application includes all necessary signatures for Step 20 and the Attachment Checklist has been completed. Multiple signature pages may be included as necessary
- To print a draft application, meaning an application that is not fully complete, login and click on the “Draft Print” button across from the farm to be printed. This will print all steps of the application, including parts that have been completed and some that have not been completed. “DRAFT” will appear behind the information, indicating the application has not been submitted



# Attachments

- Attachments are required documentation that complete the LAEPP application for applications being submitted by the LS for final funding approval
- Make sure to label the attachments by letter (A, B, etc.)
- Consider including a blank page for attachments that do not apply

# 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

**Board of Trustees**  
**Your Township, Your County, Ohio Department of Agriculture**

**Resolution No. ## ##**

A RESOLUTION to the extent permitted by law, Authorizing Participation in Ohio Agricultural Easement Purchase Program.

The Board of Trustees of Your Township, Your County, Ohio met in a regular session on the ## day of MONTH, 2009 at the office of the Board of Trustees of Your Township, Your County, Ohio at 123 Main Street, Your Town, Ohio ##### with the following members present

Board Member 1  
Board Member 2  
Board Member 3

Mr. Board Member 1 moved for adoption of the following Resolution:

WHEREAS, on ## day of MONTH, 2009 the Your Township Trustees, Your County, received a request from John A. and Mary B. Landowner for support of their application to the State of Ohio for purchase of an agricultural easement on the property located at 45678 County Road, Your City, Ohio #####

WHEREAS, the Your Township Trustees, Your County, has reviewed this request for support and determined that the nomination of the property for purchase of an agricultural easement is compatible with the long-range goals of the local government area regarding farmland preservation, and agrees to hold, monitor and enforce the terms of the easement; and,

WHEREAS, the Your Township Trustees, Your County, find the request for the agricultural easement acceptable; and,

WHEREAS, the landowner commits to donating at least 25% of the agricultural easement value; and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Your Township, Your County.

Ms. Board Member 3 seconded the motion and the role was called on the question of its adoption. The vote was as follows:

## Attachment A – Resolution (cont.)

- For single-county farms:
  - A political subdivision (county, township, or SWCD) must **only** attach a resolution from their organization
  - A charitable organization must attach their own organization's resolution **and** resolutions from the Township and County in which the farm sits

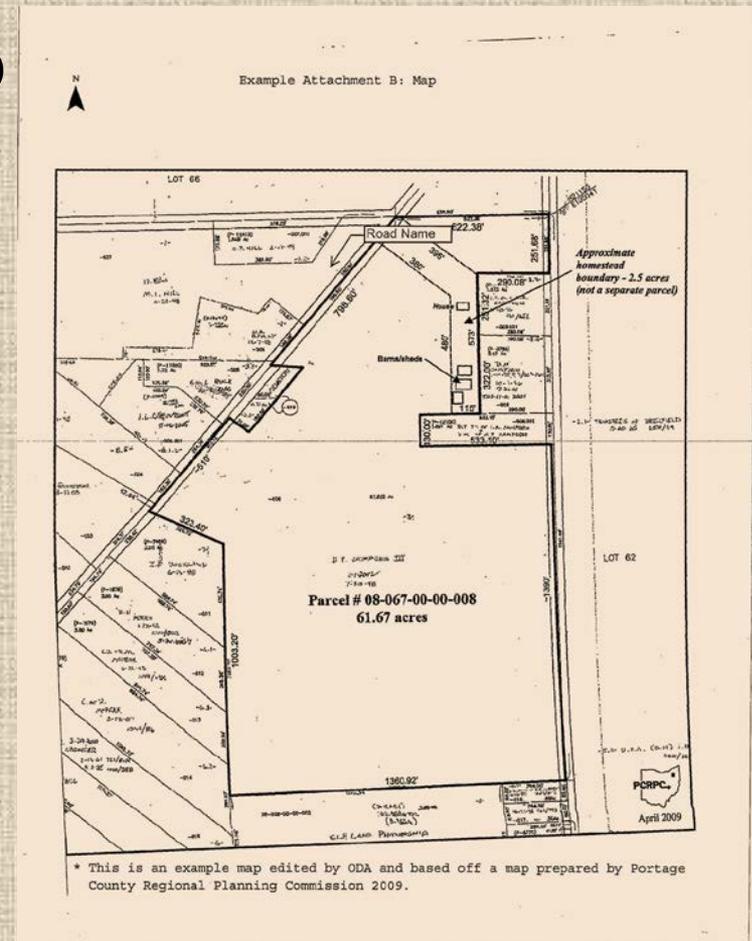
Policies have changed for 2013 in regards to multi-county farms. If your applicant farm sits in two or more counties, please refer to the **Guidelines and Policies** document and the **Guidelines and Policies** portion of this tutorial

## 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; and
  - (6) Any land excluded from the easement

# Attachment B – Farm Map

- Example available as a link in the online application



# 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 8 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 by tax parcel
  - (2) CAUV enrollment
  - (3) Agricultural District enrollment

## Attachment D - Aerial

- Include an 8 ½ x 11 inch map, sketch, or aerial photograph showing an adequate 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, pipelines and accessible public roadway intersections



## Maps – Helpful Hint

- For clarity, include a legend, as well as labeling the distances and type of item you are highlighting
  - For example: Sewer (2300 ft), Jones Farm (easement, x ft), Beekman Park (Parkland, x feet)
- Title the map and prominently label the attachment letter as well as a date of creation and author

## 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

- For land or structures that have been historically designated and received points for 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 the applicant property's ownership consists of a corporation, partnership, and/or trust the following must be provided:
  - (1) 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 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

# Attachment H – Charitable Organizations

- Note for 2013: If LS previously submitted Attachment H items 1 & 2 with their Application for Local Sponsor Certification, please include a page that states that these items were previously submitted to ODA. Item number 3 (Resolutions) is still required for every hard copy landowner application submitted to ODA for final approval.

# Attachment H – Charitable Organizations

- The Director of the Ohio Department of Agriculture *may* ask a charitable organization for the following additional information if it was already submitted with the LS Application for Certification:
  - (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 hold, monitor, and enforce an agricultural easement

# Attachment I - ASA Enrollment Verification

- 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

**WARRANTY DEED**

**QUIT-CLAIM DEED**

**SURVIVORSHIP DEED**

## Attachment K – Any Other Relevant Information

- Additional Information may be attached such as the Large Farm Exception Letter (if applicable). According to the OAC 901-2-07(D)(5), applicants may provide photos, maps, or other **VISUAL** aids not to exceed limits set by the LS.

# Accuracy is Key!

- Ensuring that the contact information is accurate and complete will aid in the notification process, and assist both the LS and ODA should there be any issues with the application
- Accuracy in the first steps of the application will speed processing if the application is successful

Part III

# **OVERVIEW OF THE 2013 GUIDELINES AND POLICIES DOCUMENT**

# Guidelines and Policies

- The next few slides present important sections and changes in the 2013 Guidelines and Policies for LAEPP
- Don't forget to reference the Guidelines and Policies document before and while you complete the application
- The Guidelines and Policies are available on the main Clean Ohio LAEPP webpage and on the left-hand side bar of the application's main page

## Guidelines and Policies – **Farmstead/Homestead Policy**

- Permits one homestead to be reserved if no housing currently exists on the applicant property. The reservation allows for one single-family home to be built in the future. If housing exists on the property at the time of application, then no additional residences may be built. Any future or existing house on the preserved farm may not be subdivided from the farm

## Guidelines and Policies – **Large Farm Exception Policy**

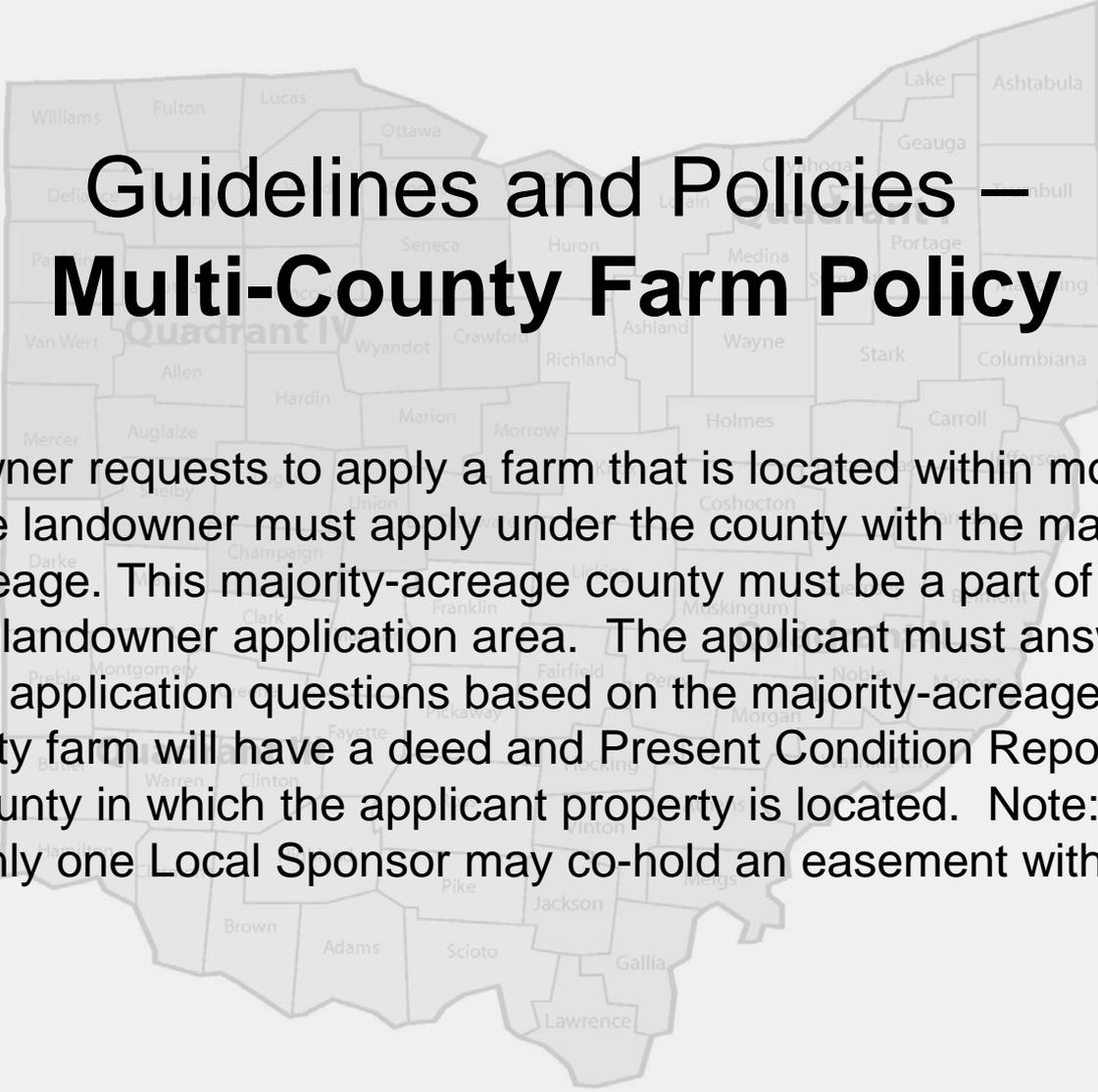
- A large farm exception, if approved by the Director, **may** allow the landowner to request one of the following exceptions based on the farm value or the farm size. The Director of ODA, at his discretion, shall determine whether to grant this exception. The Director's approval **must be obtained prior to the submission of an application and a copy of such approval shall be submitted with the other required attachments to the application.** If the request for a future one-time split of the farm ground is granted, a description of the proposed split must be provided and approved by ODA directly prior to the proposed division

## Guidelines and Policies – **Large Farm Exception Policy**

- To request an exception, write to the Director of ODA and the Executive Director of Farmland Preservation. The letter should indicate which exception is requested, include aerial or topographic maps distinguishing the property, and associated parcel number
- If an exception is granted, the landowner can then submit **one or both halves of the farm as individual applications** *or* **submit the whole farm, reserving the one time split for the future**. Please keep in mind only one farm per landowner may be funded in a given year

# Guidelines and Policies – **Large Farm Exception Policy**

- Large Farm **Size** Exception: Farms comprised of no less than 400 acres may request the one-time option to split the farm into two parcels of approximately equal size
- Large Farm **Value** Exception: If the applicant farm's points-based appraisal is greater than \$1 million, the landowner may request the one-time option to split the farm into two parcels of approximately equal size



# Guidelines and Policies – Multi-County Farm Policy

- If a landowner requests to apply a farm that is located within more than one county, the landowner must apply under the county with the majority of the farm's acreage. This majority-acreage county must be a part of the Local Sponsor's landowner application area. The applicant must answer landowner application questions based on the majority-acreage county. A multi-county farm will have a deed and Present Condition Report recorded in each county in which the applicant property is located. Note: Under the LAEPP, only one Local Sponsor may co-hold an easement with ODA.

# Guidelines and Policies – **Multi-County Farm Policy**

The following additional steps for a multi-county farm need to be addressed:

- Local Sponsors that are political subdivisions: **Obtain your own organization's resolution** (per Attachment A) *as well as* resolutions supporting the agricultural easement **from all other townships and counties in which the farm sits**
- Example: Smith County SWCD is the Local Sponsor, submitting an application for a farm that sits in both Smith County (Roberts Township) and Jones County (Wilson Township). They must attach 1) Smith SWCD resolution, 2) Jones County resolution, and 3) Wilson Township resolution

# Guidelines and Policies – **Multi-County Farm Policy**

The following additional steps for a multi-county farm need to be addressed:

- Local Sponsors that are charitable organizations: Obtain resolutions supporting the agricultural easement from **all counties and townships** in which the farm sits (per Attachment H), *along with your own organizational resolution* (per Attachment A)
- Example: Able Land Trust is the Local Sponsor, submitting an application for a farm that sits in both Smith County (Roberts Township) and Jones County (Wilson Township). They must attach 1) Able Land Trust resolution, 2) Smith County resolution, 3) Roberts Township resolution, 4) Jones County resolution, and 5) Wilson Township resolution

# Guidelines and Policies – **Multi-County Farm Policy**

- Note: Only one Local Sponsor may co-hold an easement with ODA and be named on the deed. Therefore, Resolutions from minority-acreage entities must include reference that the funded Local Sponsor will be holding the easement with ODA
- The Adjusted Land Value may have different values for the multiple portions of the farm. If this is the case, Step 19 will need to be calculated by hand in order to recognize the different values of the land. A calculation worksheet and example is available online or contact the Ohio Department of Agriculture for assistance

Part IV

# **OTHER HELPFUL TOOLS AND RESOURCES**

# Don't forget these useful tools and documents!

- Handbook
- FAQs
- Sample Deed of Agricultural Easement
- Points Estimator

# Handbook

- The Application Handbook provides further detail about the Clean Ohio Local Agricultural Easement Purchase Program and its history
- Provides a breakdown of the various players and roles in the LAEPP application process
- Goes into further detail about the selection process and timeline for completing an agricultural easement



# FAQs

- FAQs can be accessed at <http://www.agri.ohio.gov/AEPP/FAQ.aspx> or on the left-hand side bar of the application page
- FAQ page allows users to look for FAQs by step number and category
- New FAQs will be added for the 2013 Funding Round, and a new category called “New FAQ” has been created

# Sample Deed of Agricultural Easement

- Sample Deed of Agricultural Easement available on ODA's website at <http://www.agri.ohio.gov/Farmland>
- Note that it is a “sample” and there may be changes to the final deed signed at closing. The Local Sponsor and Landowner will receive a copy of the final deed before closing

**OHIO AGRICULTURAL EASEMENT PURCHASE PROGRAM**

**Agricultural Easement**

# Points Estimator

- Available in the left-hand side bar menu in the application
- The purpose of this informational tool is only to provide interested landowners and local sponsors with an estimate of what the total score of the of an application in the 2013 funding round of the LAEPP may be

The screenshot shows a web browser window displaying the "2013 CLEAN OHIO LOCAL AGRICULTURAL EASEMENT PURCHASE PROGRAM APPLICATION" website. The page features the Ohio Department of Agriculture logo, the "Ohio PRESERVED FARMLAND" logo, and the "CleanOhioFund" logo. The main heading is "Points Estimator Scoring". Below this, there is a disclaimer: "Please be advised that this is not the official landowner application for the LAEPP. As this is not an application, the information submitted by the user will in no way be applied toward any future LAEPP application." The page explains that the primary scoring mechanism is based on a maximum possible score of 100 points, composed of six sections:

- Proximity of farm to other Protected Land.
- Development Pressure.
- Other Factors.
- Local Government's Comprehensive Planning.
- Conservation Plan of farm.
- Farm's Soil Type and Productivity.

A "Start" button is visible at the bottom of the main content area. The left-hand side bar menu includes sections for "Local Sponsors", "SWCD/NRCS", and "LAEPP Information".

Ohio Department of Agriculture  
Office of Farmland Preservation  
8995 E. Main Street  
Reynoldsburg, OH 43068-3399  
614-728-6210  
farmlandpres@agri.ohio.gov  
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