

**POTTER COUNTY, PENNSYLVANIA**

OFFICIAL USE ONLY		
Agricultural Use	Forest Reserve	
Agricultural Reserve	Disapproved	
Assessment Office		Date
Recorded:		
Record Book	Page	Date

**I  
N  
S  
T  
R  
U  
C  
T  
I  
O  
N  
S**

**Any questions regarding the proper completion of this application are to be directed to the Potter County Assessment Office by calling (814) 274-0517.**

- This application must be completed and executed by all owners of the property for which application is being made. Should the property be titled in the name of a corporation, the application must be executed by the individual authorized by corporate resolution to do so. Should the property be titled to an entity other than a corporation, the application must be executed by an individual duly authorized to act on behalf of that entity. A copy of the appropriate corporate resolution or authorization must be attached to this application.
- All signatures on this application must be notarized.** This application may be filed in person or by mail with the Potter County Assessment Office, 1 North Main Street, Suite 111, Coudersport, Pennsylvania 16915.

Act 319 of 1974 was amended by Act 156 of 1998, and requires that this application be **RECEIVED** by the Assessment Office on or before **June 1<sup>ST</sup>** of the year immediately preceding the tax year for which the property owner wants to enroll the property. Exceptions: In a year when a County implements a County- Wide Reassessment, or a County- Wide Reassessment of enrolled land, the application deadline shall be extended to either a date 30 days after the final order of the County Board of Assessment Appeals, or by **October 15** of the year sought.

A one- time application fee of **\$40** must be remitted with this application, payable to **“Potter County Commissioners.”**

If the landowner changes the use to an ineligible use, the rollback tax; in addition, six- percent interest (compounded annually) will be charged against all parcels/ deeds included in the application. Landowners who request any portion of their land to be declared ineligible for *Use Value* assessment must attach a site map showing the location and boundaries of the proposed ineligible land.

- Qualification for enrollment of your property into the “*Clean and Green*” preferential assessment program is determined by meeting the minimum requirements established for any one of three land use categories: *Agricultural Use, Agricultural Reserve, or Forest Reserve*. The specific eligibility requirements are described in the *Potter County Clean and Green Booklet, “Understanding the Clean and Green Program”*. The program is administered by the County. **ALL QUESTIONS MUST BE ANSWERED.** You may attach separate explanatory sheets should you feel your responses require additional detail.

This application complies with the uniform standards developed for use value assessment applications by the Commonwealth of Pennsylvania, Department of Agriculture – Form AAO – 82. For more information, refer to Act 156 of 1998 and the Department of Agriculture’s Rules and Regulations. You may obtain these documents from the Department of Agriculture.

**O  
W  
N  
E  
R  
  
I  
N  
F  
O  
R  
M  
A  
T  
I  
O  
N**

Property Identification Number (district, map, and parcel)			Daytime Telephone  (      )
Last Name( individual or entity representative)	First	MI	Home Telephone  (      )
Last Name( individual or entity representative)	First	MI	Land for which application is being made is owned by (✓): Individual Partnership Corporation Institution Cooperative Other (explain)_____
Last Name( individual or entity representative)	First	MI	
Entity: partnership, corporation, institution, cooperative, or other name (if applicable)			
Mailing Address- Street			
Mailing Address- City, State, Zip			
Location Address – Street, City, Town / Borough		County	School District

LAND INFO

1. List the total number of acres represented on this application (if known). \_\_\_\_\_
2. Is the land currently assessed under Act 515 (1965 P.L. 1292, NO. 515)(16 P.S. § 11941 et seq.)? Yes \_\_\_\_\_ No \_\_\_\_\_
3. Is the land in this application leased for minerals? Yes \_\_\_\_\_ No \_\_\_\_\_
4. Under which category do you intend to apply (check all that apply)?
  - \_\_\_\_\_ **Agricultural Use** (Land in agricultural production for at least three (3) years preceding the application for use- value assessment, and is either (1) comprised of ten (10) or more contiguous acres or (2) if less than ten (10) acres, is an individual tract of land contiguous to an eligible tract of land ten (10) acres or more in size or has anticipated yearly gross agricultural production income of at least \$ 2,000.)
  - \_\_\_\_\_ **Agricultural Reserve** (Land that is open space land. In order to qualify, the land must be at least ten (10) contiguous acres in area, non-commercial, and must be open to the public for outdoor recreation or enjoyment of the land's scenic or natural beauty. The owner may not charge for public access to his or her property.)
  - \_\_\_\_\_ **Forest Reserve** (Land that is presently stocked with trees such that the land is capable of producing annual growth of 25 cubic feet per acre, and the land is either (1) comprised of ten (10) or more contiguous acres, (2) if less than ten (10) acres, is an individual tract of land contiguous to an eligible tract of land ten (10) acres or more in size, or (3) if less than ten (10) acres, is used as a farm wood-lot and adjoins land that is an agricultural use and has the same owner as the farm wood-lot.)
5. If you have documentation supporting soil types, such as a conservation plan or a forestry management plan, please supply copies of this information with your application. This is not, however, a requirement for submitting an application.
6. For an additional land you own which might be eligible for use – value assessment, but for which you do not intend to apply, list amount of acreage. \_\_\_\_\_
7. Has the land represented on this application been actively devoted to agricultural use for the past three (3) years? Yes \_\_\_\_\_ No \_\_\_\_\_  
**Agricultural Use** is defined as "land which is used for the purpose of producing an agricultural commodity or is devoted to and meets the requirements and qualifications for payments or other compensation pursuant to a soil conservation program under an agreement with an agency of the Federal Government (at least 51% of tillable land must be farmed)."

SIGNATURE

The applicant for use-value assessment hereby agrees, if the application is approved for use-value assessment, to submit 30 days written notice to the County Assessor of a proposed changed in use of the land, a change in ownership of any portion of the land, any type of division or conveyance of the land, or commencement of direct commercial sales of agriculturally- related products and activities on the enrolled land. The applicant for use-value assessment acknowledges that, if the application is approved for use-value assessment, it will remain in effect continuously until the landowner changes the use from the approved category or until an ineligible split or separation occurs. At that time, a rollback tax, plus interest (72 P.S. §5490.5a) shall be paid for a period not to exceed seven (7) years. All owners of record must sign this application in the presence of a notary.

The undersigned declares that this application, including all accompanying schedules and statements has been examined by him, and to the best of his/her knowledge and belief is true and correct.

Owner Signature (Individual)	Date
Owner Signature (Individual)	Date
Owner Signature (Individual)	Date
Owner Signature (Individual)	Date
Officer Signature (Entity: partnership, corporation, institution, cooperative, or other)	Date

NOTARY

COMMONWEALTH OF PENNSYLVANIA :  
 COUNTY OF \_\_\_\_\_ : SS.

On this , the \_\_\_\_\_ day of \_\_\_\_\_ , 20\_\_\_\_\_, before me, a Notary Public, the herein signed, did personally appear \_\_\_\_\_

Known to me (or satisfactorily proven) to be the person whose name is sworn and subscribed and executed the same for the purpose therein contained.

IN WITNESS WHEREOF, I have hereunto set my hand and notarial seal.

Notary Public: \_\_\_\_\_

My Commission Expires:  
(SEAL)

Notary: Please attach additional sheets, if needed

