

# Instructions for completing the initial Lancaster County Application for Preferential Assessment under Act 319, the Clean and Green Program

Please refer to the following instructions for assistance in completing your New Enrollment Application. Act 319 rules and regulations, definitions and other general information about Act 319 may be found on the Lancaster County website, [www.co.lancaster.pa.us](http://www.co.lancaster.pa.us) , by selecting the Property Assessment Department. Should you need further clarification regarding any part of these instructions, you may direct your questions to the Lancaster County Property Assessment Office by calling (717) 299-8381, or by mail and in person at 150 North Queen Street, Suite 310, Lancaster, PA 17603.

**\*In all instances, please complete your application clearly and legibly in either black type or ink.\***

1. All new applicants must complete The Application for Preferential Assessment under Act 319.
2. All questions need to be answered for your application to be considered.
3. Please provide a phone number in the space provided for us to be able contact you.
4. All owners of the property need to be named on the application. Legal entities need to identify their authorized agent(s), and state the relationship. If an owner is deceased, kindly provide a Death Certificate.
5. Please enter the total number of acres for which you intend to apply for preferential assessment. This may include multiple contiguous parcels. You may enroll each parcel in separate land use categories, as long as they meet the eligibility requirements. You must apply for enrollment of all deeded acres.
6. All signatures need to match the names on the deed(s) of the property you are enrolling, and be consistent throughout the document, including the Notary Statement. This is important. The Recorder of Deeds rejection fee is an additional \$5.00 charge.
7. All deeded property owners must sign and date the document in the presence of a Notary. If additional forms are necessary, you may copy them from our website, or contact us for assistance.
8. If you are applying for enrollment of a parcel less than 10.0 deeded acres in Agricultural Use, please include Proof of Income (POI) for the most recent three years. You may use the forms available on our website or from our office. These POI forms need to be notarized. IRS Farm schedule F is also acceptable. Farm Schedule F does not need to be notarized.
9. New applicants must enclose a non-refundable Application Fee of \$26.50 payable to the Lancaster County Treasurer. Your approved Application is considered a legal document and is recorded with the Recorder of Deeds Office. Their required fee is \$18.50, payable to the Recorder of Deeds, which also needs to be enclosed.
10. The filing period for new applicants is from January 1<sup>st</sup> through June 1<sup>st</sup>. Approved applications become effective January 1<sup>st</sup> of the following year. Applications that are postmarked beyond June 1 will be returned without review.

# Application for Preferential Assessment under Act 319, the Clean and Green Program for Lancaster County, Pennsylvania.

Tax Parcel/Account Number(s):

The filing period for this new Act 319 Clean and Green Valuation Application is **January 1 through June 1**. Approved applicants begin receiving preferential assessment January 1 of the following year: \_\_\_\_\_. Application number \_\_\_\_\_

Please do not write above this line.

Please Print or Type clearly in black ink.

Enrollment Land Use Category	Acreage	Tax Parcel/Account Number	Additional Account Number(s)
Agricultural Use:			
Agricultural Reserve:			
Forest Reserve:			
Total Application Acreage:			

Location of Property to be enrolled:

Address:

Township/Borough: \_\_\_\_\_ School District: \_\_\_\_\_

**Ownership Information** Ownership must match your deed. Please complete either section 1 or section 2.

**Section 1.** If the land represented on this application is owned by one or more individuals, ENTER ALL NAMES in the spaces indicated. If not, please GO TO SECTION 2.

Last Name/Suffix	First Name	Middle Initial	Daytime Phone No.

**Section 2.** (IMPORTANT: If you completed Section 1, SKIP this section and go to OWNER'S MAILING ADDRESS.) Check the appropriate box for the type of entity that owns the land represented on this application.

Partnership	Corporation	Trust	Co-op
Other	Please explain:		

Name of Entity:

Name of authorized agent(s) and relationship to entity, and contact information:

**Owner's Mailing address for the Tax Notice(s) for this property:**

Street or Box No:

City, State, Zip:

Please answer all the questions by indicating YES, NO or N/A (not applicable) in the right-hand box, and provide the requested information. If you need assistance completing this application, please contact the Property Assessment Office by calling (717) 299-8381. The Instructions are also available on our webpage, [www.co.lancaster.pa.us/ta](http://www.co.lancaster.pa.us/ta) . You should also refer to the current Rules and Regulations concerning Act 319.

1	Please indicate the total deeded acreage for the tax parcel(s) that you intend to enroll in this application							
2	Please indicate the acreage and land use categories under which you intend to apply:							
	<table border="1"> <tr> <td>Agricultural Use</td> <td></td> <td>Agricultural Reserve</td> <td></td> <td>Forest Reserve</td> <td></td> </tr> </table>	Agricultural Use		Agricultural Reserve		Forest Reserve		
Agricultural Use		Agricultural Reserve		Forest Reserve				
3	If land represented in this Application is for Agricultural Use and is <b>at least 10.0 deeded acres</b> , it must be currently and for the three prior years, devoted to Agricultural Use. Please describe the general type of agricultural production you are using this land for:							
4	If the land represented in this Application is for Agricultural Use and is <b>less than 10.0 deeded acres</b> , you must submit proof that for the three most prior years, this land generated at least \$2,000 in annual gross income, along with this application. This Proof of Income will be an annual requirement upon enrollment.							
5	If your deeded land is <b>at least 10 acres</b> or more and stocked by forest trees of any size and capable of producing wood or wood products, then you may enroll under the Forest Reserve category. How many residences are on this property?							
6	If you have <b>at least 10.0 deeded acres</b> that is noncommercial and is used for outdoor recreation or the enjoyment of scenic or natural beauty then you may enroll under the Agricultural Reserve category. This land must be open to the public, without fee or charge, for that use. How many residences are on this property?							
7	Do you have a business in operation on this land? If so, please identify all land (including buildings, parking etc) that is not in Agricultural Use, Agricultural Reserve or Forest Reserve, This area will not be eligible for preferential assessment.							
8	Do you have a wireless or cellular telecommunications facility on your property?							
9	Do you have a Tier I Alternative Energy System on your property? If you do, please contact us .							
10	Do you understand that once this application is approved, all changes in land use and ownership need to conform with the Rules and Regulations of Act 319 to stay eligible for preferential assessment. The applicant(s) hereby acknowledge(s) that rollback taxes and interest under the Act may be due for a change in use of the land, a change in ownership of a portion of the land or any type of division or conveyance of the land. <b><u>You must answer "YES" in the space provided.</u></b>							
11	Notice of Transfer Requirement. The applicant(s) for preferential assessment under Act 319, the Clean and Green Program, hereby agree(s) that if this application is approved, to submit (30) thirty days notice to the County Assessor of any proposed change in land use, ownership or any type of division or conveyance of any portion of the enrolled land. Failure to file this notification 30 days prior to any change may be subject to a \$100 civil penalty. <b><u>You must answer "YES" in the space provided.</u></b>							

**Filing requirements.**

1. This application must be signed in the presence of a Notary Public or your legal counsel (see page 3).
2. New enrollment applications are accepted between January 1st and June 1st and must include all applicable fees in order to be considered for enrollment effective January 1 of the following year. These fees are: a nonrefundable \$26.50 check payable to the Lancaster County Treasurer and an \$18.50 check payable to The Recorder of Deeds with your completed application.
3. After this application is properly notarized, please send it along with the applicable fees to the Lancaster County Property Assessment Office, 150 North Queen Street, Suite 310, Lancaster, Pennsylvania 17603.

**This application must be notarized** prior to submission for enrollment. All deeded property owners must sign and date this application in the presence of a Notary Public or their legal counsel.

**Instructions for the Notary:** All names in this document need to be consistent for it to be recorded. Please make sure that the owner information on page 1, their signature(s) and your declaration are identical. **Thank you for your service.**

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

Signature	date	Signature	date

**For Individual(s):**

Commonwealth of Pennsylvania:

County of Lancaster : ss

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, \_\_\_\_\_

the undersigned Notary Public, personally appeared (please print name(s) here) \_\_\_\_\_

known to me or satisfactorily proven to be the person(s) described herein, and whose name(s) is/are subscribed to the within instrument, and acknowledged that they executed the same for the purposes intended.

IN WITNESS THEREOF, I hereunder set my hand and official seal.

\_\_\_\_\_  
Notary Stamp:

Signature of Notary Public

**For Other Legal Entities:**

Commonwealth of Pennsylvania:

County of Lancaster : ss

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, \_\_\_\_\_

the undersigned Notary Public, personally appeared (please print name(s) here) \_\_\_\_\_

who acknowledged him/herself to be \_\_\_\_\_

of (insert entity name here) \_\_\_\_\_

and in that capacity, being authorized to do so, executed the foregoing instrument for the purposes contained therein, by signing the name of the entity by him/herself as such agent.

IN WITNESS THEREOF, I hereunder set my hand and official seal.

\_\_\_\_\_  
Notary Stamp:

Signature of Notary Public