



**Landowner Pre-Application**  
for the Ohio Department of Agriculture's (ODA)  
Clean Ohio Local Agricultural EASEMENT PURCHASE Program (LAEPP)  
**DEADLINE: is 4th Friday of January**

**I. CONTACT INFORMATION (Please Print)**

- A. Contact Name: \_\_\_\_\_
- B. Mailing Address: \_\_\_\_\_  
(address, city, state, zip code)
- C. Email: \_\_\_\_\_
- D. Phone: Daytime: \_\_\_\_\_ Cell: \_\_\_\_\_

**II. FARM INFORMATION**

- A. Farm Name (if applicable): \_\_\_\_\_
- B. Farm Address: \_\_\_\_\_  
(address, city, state, zip code)
- C. County: \_\_\_\_\_ D. Township: \_\_\_\_\_

E. List farm parcel numbers (must consist of parcel(s) held by the same legal interest) and acreage:  
If unsure, visit <http://www.lcounty.com/OnTrac/> and/or contact the Licking County Auditor's CAUV Office at (740) 670-5050.

<u>Parcel Number:</u>	<u>Acreage:</u>	<u>CAUV (Yes/No)</u>	<u>Agricultural District (Yes/No)</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
(Attach a separate sheet if more space is needed.)			
Total Acreage:	_____		

F. Legal name of farm ownership entity (if applicable): \_\_\_\_\_

**G.** List the names of all individual owners, members or trustees of the corporation, trust, or other legal entity:

<u>Name:</u>	<u>Signing Authority (can legally sign for other owners):</u>
_____	Yes    No _____
_____	Yes    No _____
_____	Yes    No _____
_____	Yes    No _____

(Attach a separate sheet if more space is needed.)

**H.** List all mortgages, lines of credit and other liens or encumbrances against the farm:  
(Note: Your list of encumbrances may not be complete without a title search.)

<u>Name of Bank/Mortgage Company:</u>	<u>Parcel(s) Covered (use Part II E.)</u>
_____	_____

(Attach a separate sheet if more space is needed.)

**I.** List all Active oil & gas leases on the farm:  
(Note: Your list of encumbrances may not be complete without a title search.)

<u>Name of Oil &amp; Gas Company:</u>	<u>Acres Covered:</u>	<u>Parcel(s) Covered (use Part II E. #s 1 - 4 above)</u>
_____	_____	_____
_____	_____	_____

(Attach a separate sheet if more space is needed.)

**J.** List approximate acres for each current land use for the entire farm:

Grain:            Acres:	Livestock:        #:	Pasture Acres:
Grain:            Acres:	Livestock:        #:	Hay Acres:
Grain:            Acres:	Livestock:        #:	Woodlot/Forested Acres:
CRP, Stream Buffer, Pond Acres:		
Other:            Acres:	Other:            Acres:	Other:            Acres:
Homestead Acres:	Forestry Management Plan:	Whole-Farm Conservation Plan:
Number of Homes:	When (if required):	When (in last 5 years):

**K.** Does the farm have any historical designations (buildings or archeological sites) from the National Register of Historic Places: Y \_\_\_ N \_\_\_, Ohio Historic Inventory: Y \_\_\_ N \_\_\_, or ODA Historical Farm: Y \_\_\_ N \_\_\_? Check all that apply and attach documentation.

### III. LANDOWNER ACKNOWLEDGMENT

By signing this **Pre-Application**, I understand and acknowledge the following:

- A. Licking County Soil & Water Conservation District (Licking SWCD) is a Licking County Certified Local Sponsor for the Ohio Department of Agriculture's (ODA) Clean Ohio Local Agricultural Easement Purchase Program (LAEPP). All available ODA documents, including program requirements and examples of draft easement deeds (subject to revisions), are available to me at: <https://agri.ohio.gov>. (Scroll to bottom of page and click on "Farmland Preservation Office", under "Our Programs").
- B. If an agricultural easement is placed on my land, I understand that I will still own my land and may sell, gift or otherwise convey it to others. I also understand that **the farm cannot be subdivided after the agricultural easement is placed on it**. Once my application is submitted, and if selected, I understand that the Local Sponsor has the right to terminate application if avoidable changes to ownership or new encumbrances occur that could delay the easement acquisition process including but not limited to the following examples; not owning the mineral rights on property, acreage that has fallen out of CAUV or other required programs.
- C. I have reviewed and understand the ODA: *LAEPP Policies and Guidelines*, for Landowner Application requirements for the year applying, from ODA's website (noted above), and my farm meets ODA's minimum requirements:
1. My farm is at least 40 acres (or 25 acre minimum located adjacent to permanently protected land; see ODA *Small Farm Policy*).
  2. My farm is enrolled in the Current Agricultural Use Valuation (CAUV) program.
  3. My farm is enrolled in an Agricultural District. If not, I will enroll during Licking County Auditor's application period and reapply to LEAPP when my farm has been accepted.
  4. My farm consists of all contiguous parcels (sharing property lines and/or roadway frontage) with the same legal ownership.
  5. My farm has a Conservation Plan through NRCS that has been updated in the last five years and I can demonstrate that multiple best management practices have been established on my farm.
- D. I understand ODA's Farmstead/Homestead Policy which "*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.*". A Reserved homestead can be up to two acres.
- E. Funding for this Program is not guaranteed. Funding for my farm is not guaranteed. This Pre-Application is non-binding. If I receive an agricultural easement purchase offer, I will be asked several times to confirm my willingness to proceed with the agricultural easement purchase process.
- F. I understand that certain expenses are associated with placing an agricultural easement on my land, and that neither ODA, nor Licking SWCD will pay for these expenses. These estimated costs to me, as the landowner, are listed in **Attachment A, Landowner Cost Estimator**, of this form. **I am responsible for costs incurred in the process even if the farm is withdrawn by either party.**
- G. I have reviewed and understand the requirements of the ODA Program. Licking SWCD may submit the application to ODA on my behalf. ODA does not allow me to submit the application on my own.

H. I understand that Licking SWCD cannot and does not provide legal or financial advice, and encourages landowners to do research and seek information from their own advisors.

I. Licking SWCD expects **me**, the landowner, to seriously consider the costs, noted in **Attachment A**. Use this document to assist in calculating the expenses of required items, and then plan with your family/partners the minimum amount willing to accept if an offer is made. The maximum amount ODA will pay is \$2,000 per acre, using ODA's points-based application. In Licking County, the amount offered has ranged from roughly \$400 to \$2,000 per acre. The minimum amount per acre that you are willing to accept is: \$\_\_\_\_\_ and those involved understand that the minimum amount I have written here is not binding.

K. As the Landowner(s), it is understood that the information provided or referenced by Licking SWCD in this Pre-Application is current and that all information, timelines and deadlines are subject to change yearly and it is my responsibility to keep up to date with those. The process of gathering any copies of documents from other organizations and/or legal counsel, necessary for submission and referenced here in this Pre-Application form, is my responsibility.

\_\_\_\_\_  
Landowner Signature or Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Landowner Signature or Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Landowner Signature or Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

(Attach a separate copy of this page if more space is needed.)

This form, **with original signatures**, must be received at Licking SWCD no later than 4:30 p.m. of the 2nd Friday in January of the year of applying. Mail or drop off form to:

Briana Hodgson, Program Coordinator, Licking SWCD  
771 E. Main St., Suite 100, Newark, Ohio 43055

For additional information or questions, please contact Briana Hodgson at **BrianaHodgson@LickingSWCD.com** or **(740) 670-5335**.

Please make a copy of this signed form for your records or ask for a copy when submitting this form.

**Attachment A. Landowner Cost Estimator**

<b>1. Estimated costs to me IF my farm is selected for an Agricultural Easement with ODA:</b>		
<b>Item:</b>	<b>Estimated Cost:</b>	<b>Notes:</b>
Easement Closing Costs (Some costs may be deducted from easement payment at closing)	\$5,000 - \$15,000	Standard title and closing services (title search, examination, title insurance policy, recording fees, copies, etc.) will be deducted from proceeds at closing. Title clearing costs <b>must be paid for separately by the landowner.</b>
Possible survey of the farm (If required by ODA, or Licking Co. Engineer or Auditor)	\$6,000 - \$10,000	Estimate only (may vary based on several factors). <b>The landowner is solely responsible for the survey and its cost. The survey must be completed as soon as possible.</b>
Licking SWCD LAEPP Application Preparation Fee, if farm is selected and offer is accepted (Required)	\$1,000	Paid to Licking SWCD to assist in the cost of applying on behalf of the landowner. <b>Due after signing a Notice of Selection Letter with ODA.</b>
Forestry Management Plan (if needed)	\$950 - \$2,500+	Needed if property is more than 20% forested or has more than 40 contiguous wooded acres. Can possibly be funded through NRCS as well.
Mortgage Subordination or Payoff	Ask Your Lender	Lenders will need to complete documentation for subordination. Some, but not all, charge a fee for mortgage subordination or might insist on receiving an early payoff. <b>The landowner is solely responsible for this cost.</b>
Licking SWCD Farmland Preservation Program Management Fund Fee (Required)	2% minimum of easement purchase price	This fee can be a tax-deductible expense (confirm with your tax advisor) is payable to Licking SWCD to help cover future costs of annual monitoring and enforcement. It is <b>due after closing, via invoice.</b>
<b>Estimate your total costs:</b>	<b>\$</b>	

<b>2. Estimated costs if I am eligible for and choose to take advantage of federal income tax incentives for conservation easement donations (IRS Section 170, Form 8283):</b>		
<b>Item:</b>	<b>Estimated Cost:</b>	<b>Notes:</b>
IRS Appraisal	\$4,500 - \$10,000+ (Depending on several factors)	Need to discuss with your financial advisors. The IRS requires an appraisal for charitable donation purposes. <b>The landowner is solely responsible for this cost.</b>