

1) What is a soil group worksheet? How does your office put one together?

A soil group worksheet is the form that tax assessors use to adjust your taxes for an agricultural exemption. Since not all parcels or types of soils are equally productive, not all exemptions are granted at the same rate. As a result, some types of soil will receive a higher discount than others.

When we put a SGW together, we start by identifying the parcel based on the most recent Real Property Tax data. After we have located the parcel, we outline it using mapping software. We then divide the parcel into Agricultural land, Farm Woodland, and Non Agricultural Land. Definitions of these land classifications can be found on the back of the SGW form (ADP-1).

The acreages of the various types of soil are only recorded for those found within the agricultural land. The total acreages of all ag land, farm woodland, and non-agricultural land are included in the worksheet, but the soil acreage is only recorded for the agricultural land.

When you receive your copy of the SGW you will receive a map with the parcel and different land uses (Ag land, woods, & non-Ag) outlined. Along with the map, you'll get the ADP-1 Form which has the acreages of the different soil types.

2) My assessor said I needed to contact your office in order to provide a SGW to their office. Why do I have to contact multiple offices?

To put it simply, we can tell you what is out in the field, but we can't tell you what it's worth and vice versa for the assessors. Although the tools used to construct a SGW are all public information, due to the sensitive nature of the report New York State law mandates that Districts provide this service to local landowners.

3) I haven't changed anything on my farm. Why do I need a new worksheet?

There are a few situations where a new SGW must be completed. These include:

- Selling/Transferring the property to a new owner
- Splitting the parcel, or selling off a portion
- Inheriting a property

In any of these aforementioned situations, the information regarding the parcel's ID number, total acreage, or the owner information has changed. The assessor needs a new SGW with updated information to match their new records.

In addition to these, Tax Assessors will routinely review their rolls and have any older SGW's updated, or require all soil group worksheets to be updated for the entire town. For more information regarding these situations, please contact your assessor.

4) How much does this cost me?

The District charges \$30 for each soil group worksheet. This covers the technical time for assembling and reviewing the worksheet, administrative time processing payments and paperwork, postage, as well as materials to print out both maps and worksheets. If you have more than one parcel you will be charged \$30 for each parcel.

The \$30 fee can be paid when you request the worksheet, or we can send you an invoice once we finish your SGW. Please note that SGW's will not be sent to the assessor if the district has not been paid.

5) Will someone need to come out to the farm to take samples?

No. We can complete the SGW's using tax parcel maps and soil maps along with the most recent aerial images for the county.

6) When will my Soil Group Worksheet be Ready?

It will take a minimum of 2-3 weeks for each SGW request. We understand there is a March 1st deadline for you to return your paperwork to the assessor's office. Prepaying for your SGW when you order it and ensuring that all of the requested information (especially tax parcel ID #, and landowner contact information) is filled out correctly will help ensure a speedy process.

If you have a new parcel ID #, have split or sold part of the parcel, The District will have to update its records with the new information/tax map from Real Property Taxes. Please let us know if you have sold a piece of the parcel, split the parcel or changed the boundary in any way in the "additional information/recent changes" section at the bottom of the worksheet. When these situations occur, the district must contact the Real Property Tax office to get the most recent information. This step will not change the final result of your SGW, but it will lengthen the process.

If you have any other questions, please feel free to contact:

Wayne County Soil and Water Conservation District

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