

INSTRUCTIONS FOR ENROLLING IN AN AGRICULTURAL SECURITY AREA

1. Each person whose name appears on the deed must complete the ASA form. If the land is owned by some other entity (an estate, trust, partnership, corporation, etc) the name of the entity would be used on the form as the owner.
2. In the first set of blocks, print owners name and sign the block below the printed name. If the owner is another entity (an estate, trust, partnership, corporation, etc), then the person or persons authorized to sign for the entity must sign the form and indicate the capacity in which they sign (executor, trustee, CEO, etc.).
3. In the second block, put the address of the landowner(s).
4. In the third block, place the tax parcel number. A separate set of blocks must be used for each tax parcel.
5. In the last block place the acreage of the tax parcel. This should be the full acreage of the tax parcel. If not, the landowner must provide an accurate identification of the land to be included. If necessary, the included land should be surveyed if it is not the entire tax parcel. This is especially important if the applicant intends to apply to the county agricultural land preservation program as only land enrolled in an ASA is eligible.
6. The complete form should be mailed to the municipality by certified mail. The applicant will receive a green card back from the post office verifying the date of delivery. The municipality must act upon the application within 180 days of the date of receipt or the application is deemed automatically approved.
7. It is recommended the landowner check with the municipality periodically to monitor the status of the application.
8. Many municipalities will wait 180 days for automatic approval rather than go through a formal review process. Whether the municipality waits 180 days or formally reviews the application, when it is approved it must be recorded in the Recorder of Deeds office to be valid. It is recommended that the landowner verify with the municipality that the application, if approved, has been recorded.
9. If you are enrolling your land in an ASA in a municipality other than where it is located, approval from the municipality in which the land is located must also be obtained. This can be in the form of a resolution by the governing body of the municipality. This is needed if all of the land or any portion of the land is located in another municipality.