

Instructions for Completing the Agricultural Use Verification Form / Green Acres Addendum Form

The following instructions are provided as a guide for completing the Agricultural Use Verification Form/ Green Acres Addendum Form. This information is considered to be private data and is not available to the public. It will be used by the Assessor's Office to determine the proper classification of land for assessment and taxation purposes. This information may also be shared with the county auditor, county attorney, Commissioner of Revenue, or other federal, state, or local taxing authorities to verify eligibility for the Green Acres program, if necessary. The form can be completed online, saved and printed; however it cannot be submitted electronically. It is also available as a printed copy at the Assessor's Office. Please use an ink pen when completing a printed copy of this form. It may be helpful to print these instructions before completing the form.

The property owner(s) or an authorized representative (i.e. member, partner, or shareholder of the farm entity) must complete the Agricultural Use Verification Form/Green Acres Addendum Form for each parcel of ownership (i.e. identified for tax purposes by parcel identification number associated with tax statements, notices of valuation and classification, and proposed property tax notices). This form must be returned via mail or in person to the Stearns County Assessor's Office, Administration Center, Room 37, 705 Courthouse Square, St. Cloud, MN 56303 to ensure proper handling for assessment purposes.

1.	Owner's Name: _____
2.	Parcel Number: _____
	Township/City located in: _____
3.	Total number of acres: _____
4.	Total number of acres attributable to the building site: _____

- 1. Owner's Name-** The name of the owner(s) or farm entity that owns the property.
- 2. Parcel Number-** The number used to identify a parcel of land for assessment and taxation purposes. It is generally located at the top of tax statements, notices of valuation and classification, and proposed property tax notices. This number may be labeled on these forms as: parcel number, parcel identification number, or PIN and formatted as "R XX.XXXXX.XXX (i.e. R 01.70236.924).

NOTE: Stearns County completed a parcel number conversion in 2008 that added a "0" after the second period in the sequence of numbers. The updated parcel number is now formatted as "R XX.XXXXX.XXXX" (i.e. R 01.70236.0924) and will appear on current assessment and tax systems as well as on the tax information forwarded to property owners. The reporting of the parcel identification number using either the old formatted number or the new formatted number is acceptable.

Township/City located in- The name of the township or city where this parcel is located.

- 3. Total number of acres-** The total number of deeded acres reported for this parcel.
- 4. Total number of acres attributable to the building site-** The total number of acres that comprises the building site (expressed as a whole number, such as 5 acres). This acreage typically supports the house, outbuildings, cattle and manure storage areas, silage storage areas, and shelter belts. To

assist the preparer, aerial maps with parcel identification numbers and navigation/measuring tools are available for use on the Assessor's website via the "Aerial Map with Tools" link.

5. The tillable land that I/we own is currently being actively farmed: Yes ___ No ___
If actively farmed, is it rented out? Yes ___ No ___ By whom? _____
Total number of tillable acres: _____

6. The tillable land that I/we own is enrolled in: CRP ___ RIM ___ CREP ___ NONE ___
How many acres are enrolled in CRP/RIM/CREP? _____
If enrolled in CRP/RIM/CREP, what year(s) do(es) the contract(s) expire? _____
The land that I/we own is partially or completely enrolled in a State or Federal conservation program type, other than CRP/RIM/CREP, which restricts its use: Yes ___ No ___
If yes, what year(s) do(es) the contract(s) expire, or do(es) it go into perpetuity? _____

Please carefully read the statements listed in Questions 5 and 6. Where applicable, make only one selection by choosing the appropriate space adjacent to "Yes" or "No." If completing a printed copy of the form, make the selection by putting a checkmark or "X" in the required space. The choice made by the preparer should be clear to the reader.

- 5. The tillable land that I/we own is currently being actively farmed-** Please select either Yes or No.
If actively farmed, is it rented out?- Please select either Yes or No.
By whom?- If you answered yes to the previous question, print the name of the renter(s) or farm entity leasing the property.
Total number of tillable acres- The total number of tillable acres on this parcel (expressed as a whole number, such as 40 acres). To assist the preparer, aerial maps with parcel identification numbers and navigation/measuring tools are available for use on the Assessor's website via the "Aerial Map with Tools" link.
- 6. The tillable land that I/we own is enrolled in-** Should the parcel be enrolled in a conservation program, the preparer must indicate the type listed here or later in a follow-up statement. If the parcel is not enrolled in a conservation program, then NONE should be selected. Please make only one selection.
How many acres are enrolled in CRP/RIM/CREP?- The total number of acres on this parcel enrolled in CRP/RIM/CREP (expressed as a whole number, such as 18 acres). If it is not enrolled in one of these three programs, please leave the space blank.
If enrolled in CRP/RIM/CREP, what year(s) do(es) the contract(s) expire?- The year or years that the conservation program contract expires on this parcel (i.e. 2009 or 2009, 2010).
The land that I/we own is partially or completely enrolled in a State or Federal conservation program type, other than CRP/RIM/CREP which restricts its use- Please select either Yes or No.
If yes, what year(s) do(es) the contract(s) expire, or do(es) it go into perpetuity?- The year or years that the conservation program expires on this parcel (i.e. 2009 or 2009, 2010). If the conservation easement granted in the contract is perpetual (unending, permanent) please indicate by printing "perpetuity" in the required space.

NOTE: if you answered yes to either of the above questions regarding CRP/RIM/CREP or a state or federal conservation program, please enclose a copy of the contract terms when this survey is returned. The preparer should provide a copy of the contract along with this form so that all factors of influence can be considered by the assessor when valuing this parcel for assessment purposes. This information is classified by M.S. 13.51, subdivision 2 as private or non-public data and will not be available for inspection by the public.

<p>7. How is your non-tillable, open land (i.e. excluding conservation land) currently being used? Please indicate the approximate number of acres being used for any of the following choices:</p> <p>_____ Active pasture land for dairy cattle or livestock produced for sale, other than horses</p> <p>_____ Cut for hay</p> <p>_____ Not used for agricultural purposes</p> <p>_____ Used for hunting and/or recreational purposes</p> <p>_____ Wetlands - Circle applicable type(s): Wet Meadow - Shallow Marsh - Deep Marsh - Shallow Open Water - Shrub Swamp - Wooded Swamps - Bogs</p> <p>_____ Other uses (e.g. pasture for horses) Specify: _____</p> <p>8. How is your wooded land currently being used? Please indicate the approximate number of acres being used for any of the following choices:</p> <p>_____ Active pasture land for dairy cattle or livestock produced for sale, other than horses</p> <p>_____ Not used for agricultural purposes</p> <p>_____ Covered by a forest management plan</p> <p>_____ SFIA (Sustainable Forest Incentive Act) or 2c Managed Forest Land</p> <p>_____ Used for hunting and/or recreational purposes</p> <p>_____ Other uses (e.g. pasture for horses) Specify: _____</p>
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7. How is your non-tillable open land currently being used?- Please provide an approximate total number of non-tillable acres (expressed as a whole number, such as 24 acres), excluding any conservation acres, in the required space for each identified use of this parcel. *If the parcel has wetlands, please circle all applicable types listed.* If this parcel has other uses that are not listed here, please indicate the type of use in the required space (i.e. pasture for horses). To assist the preparer, aerial maps with parcel identification numbers and navigation/measuring tools are available for use on the Assessor’s website via the “Aerial Map with Tools” link.

8. How is your wooded land currently being used?- Please provide an approximate total number of wooded land acres (expressed as a whole number, such as 24 acres), excluding any conservation acres, in the required space for each identified use of this parcel. If this parcel has other uses that are not listed here, please indicate the type of use in the required space (i.e. pasture for horses). To assist the preparer, aerial maps with parcel identification numbers and navigation/measuring tools are available for use on the Assessor’s website via the “Aerial Map with Tools” link.

9. Do you have any livestock? Yes ___ No ___ Please indicate number of each:
 Cattle _____ Hogs _____ Sheep _____ Poultry _____
 Other - please describe (including exotic animals) _____
10. Please list the approximate amount sold of the following during the current year:
 Cwt Milk: _____ Head of Livestock: _____ Bushels of Grain: _____
 Hay Bales: _____ Other agricultural products sold (type/amount): _____
11. Does your farm have an FSA number? Yes ___ No ___
NOTE: If yes, please include documentation with this survey.
12. Do you file a Schedule F with your income taxes? Yes ___ No ___
NOTE: If yes, please include a copy of your most current Schedule F with this survey.
 You only need to submit one copy of your Schedule F if you are completing a survey on more than one parcel.

Please carefully read the statements listed in Questions 9 through 12. Where applicable, make only one selection by choosing the appropriate space adjacent to "Yes" or "No" and provide whole numbers for units raised and average amounts for products sold or produced. If completing a printed copy of the form, make the responses by writing numbers or putting a checkmark or "X" in the required space. The choice made by the preparer should be clear to the reader.

- 9. Do you have any livestock?**- Please select either Yes or No. If the response is yes, please provide the approximate number of units in the required space for each animal type, such as cattle, hogs, sheep, and poultry. If there are other kinds of animals being raised, list the animal type by name and provide the approximate number (i.e. llama, elk, deer, ostrich, etc.).

NOTE: Only approximate livestock numbers need to be reported for the entire farm on one form if the preparer is completing a similar survey on more than one parcel that supports the farm operation. This information is classified by M.S. 123.51, subdivision 2 as private or non-public data and will not be available for inspection by the public.

- 10. Please list the approximate amount sold of the following during the current year-** Please provide the approximate number of units produced or sold, such as pounds of milk, livestock raised (i.e. cattle, hogs, turkeys, chickens, etc.), average bushels of grain (corn, beans, wheat, oats, etc.) produced per acre, and the number of hay bales (identify as small or large) or hay tonnage produced in a year. Please list any other type of agricultural products raised and sold by type and amount in the space required on this form.

NOTE: Only approximate production figures need to be reported for the entire farm on one form if the preparer is completing a similar survey on more than one parcel that supports the farm operation. This information is classified by M.S. 123.51, subdivision 2 as private or non-public data and will not be available for inspection by the public.

- 11. Does your farm have an FSA number?**- Please select either Yes or No. If the response is yes, please provide the documentation that identifies the Farm Service Agency number assigned to the farm.

NOTE: Only one copy of this FSA document needs to be submitted if the preparer is completing a similar form on more than one parcel that has the same farm number.

12. Do you file a Schedule F with your income taxes?- Please select either Yes or No. If the response is yes, please provide a current copy of Schedule F when submitting this form.

NOTE: Only one copy of this income tax form needs to be submitted if the preparer is completing a similar form on more than one parcel that supports the farm operation. This information is classified by M.S. 13.51, subdivision 2 as private or non-public data and will not be available for inspection by the public.

In your own words, please describe the use of your property/operation- If necessary, please provide a short description regarding the use of this parcel by printing any information considered to be helpful in describing the farm operation. Specifically, an explanation of land and building uses and/or machinery owned (i.e. a 75 cow dairy farm with 120 tillable acres and 40 acres of pasture). The preparer may attach a separate piece of paper with this survey if more space is needed.

Signature and Date- After all requested information has been provided, the preparer of this form must sign his/her name, indicate the date the form was completed, furnish a phone number and circle the type of phone (home/work/cell). If available, please also provide an e-mail address.

If there are any questions or concerns regarding the completion of the Agricultural Use Verification Form/ Green Acres Addendum Form, please contact the Assessor's Office for assistance.