

## **Process for Preservation of Land in Millstone Township**

- Millstone Township Open Space/Agricultural Advisory Council Application
  - Supply copy of deed, last farmland assessment form, copy of survey (if one exists)
  - Other documentation may be requested on a case by case basis
- Site Assessment
- Ranking Evaluation
- Available Funding Round – Funds need to be available through Twp, County & State
- Selection of Properties to move forward to Appraisals by Open Space Preservation Committee & Township Committee
- Option Letter signed by Landowner/Farmer

### **Farmland Preservation Process:**

- State SADC Application filled out by Landowner, Township & County to be submitted to SADC for “Green Light” approval to move forward with Appraisals
- Bid Process (if over yearly limit) to select two independent appraisers to appraise property
- Appraisers Meeting on Property (appraisals to be completed in 30, 60 or 90 days from this date, specified in contract with appraisers)
- Appraisals received and reviewed by twp & county
- Submit Appraisals to SADC for Certification (CMV) can take 30 - 90 days
- Offer is made to Landowner
  - Twp can offer up to CMV value
  - Method of payment (cash, IPM, other)
  - Twp shares appraisal results with landowners
  - If landowner refuses offer equal to CMV, that landowner for that property cannot be considered for Farmland Preservation again for two years
- If agreement is reached, Contract is signed by Twp & Landowner
- Landowner needs to get Lenders to sign a Subordination Agreement, if applicable
- Bid Process (if over yearly limit) to select a surveyor
- Title Work ordered
- Surveyor on site meeting (survey to be completed in 30, 60 days as specified in contract)
- Survey received and reviewed by twp & county
- Final closing package compiled and submitted to SADC by twp & county
- All parties cut checks for funding of preservation
- Upon SADC approval, Closing scheduled by County & Township