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Town Supervisor

TOWN OF GUILDERLAND  
ALBANY COUNTY, ROUTE 20  
P.O. BOX 339  
GUILDERLAND, N.Y. 12084-0339  
(518) 356-1980  
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### Town of Guilderland Conservation Easement Program Application

Thank you for your interest in exploring a voluntary partnership with the Town of Guilderland Conservation Easement Program. Applications are accepted on an ongoing basis throughout the year.

**Step 1:** Please review the Town’s webpage that describes the Conservation Easement Program.

**Step 2:** Submit application – Please complete and submit the according pages of the application which will help the Conservation Easement Review Board (CERB) evaluate your proposal and determine its eligibility. The CERB is the advisory body for this program, which meets as needed to evaluate and make recommendations to Town staff, and the Town Board.

**Step 3:** Application meeting – Upon submitting this application, Town staff will schedule a meeting with you to discuss your application. Each potential project and parcel of land is unique, and we look forward to collaborating with you at this informal meeting.

**Step 4:** Statement of Intent – Should you choose to proceed with a conservation project, the next step is to have all landowners sign the statement of intent below.

Your application will be reviewed by the CERB, which will provide its recommendation to the Town Board.

**Please note:** *The Town cannot provide legal or tax advice. It is recommended that you consult with an attorney that can help advise you on the legal and tax benefits or implications of any proposed conservation project.*

#### **TO BE COMPLETED FOLLOWING APPLICATION MEETING**

**Statement of intent:** I \_\_\_\_\_, hereby propose to explore a Conservation Easement with the Town of Guilderland for the above described lands. I certify that all statements made on this application are true and to the best of my belief. I agree to allow Town of Guilderland staff and members of the Conservation Easement Review Board to visit my property for purposes of evaluating the land for its conservation benefits to the Town. (Please have all landowners, if there are more than one sign below or on additional sheet, if necessary.)

Landowner signature: \_\_\_\_\_ Date: \_\_\_\_\_

Landowner signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mail or bring this application to:

Town of Guilderland  
Attention: Conservation Easement Review Board  
5209 Western Turnpike  
Guilderland, NY 12084

Questions, need help?

Call: 518-356-1980 x 1061  
Email: Ken Kovalchik, Town Planner  
[kovalchikk@togny.org](mailto:kovalchikk@togny.org)  
Visit: <https://www.townofguilderland.org>

**Thank you! We look forward to working with you.**



## Conservation Easement Agreement Exemption

### Application

*(To be completed by Landowner applying for conservation easement)*

Please answer the following questions to the best of your knowledge. Assessor's Office can help you with tax parcel ID# and other technical information. Enter "Unknown" if information is unknown.

1. Applicant's Name:	
2. Applicant's Address:	
3. Applicant's Phone Number and Email (if available):	
4. Property Address:	
5. Tax Parcel ID #:	
6. Zoning District:	
7. School District:	
8. Total Property Acres:	
9. What is the current use of Land?	
10. What is the open space benefit of an easement being placed on this parcel of land?	
11. Is the property located in an Agricultural District?	
12. Proposed Acres to be Conserved:	
13. Proposed length of easement:	<input type="checkbox"/> 15-29 Years (50% Exemption on Assessment) <input type="checkbox"/> 30-49 Years (75% Exemption on Assessment) <input type="checkbox"/> 50-75 Years (85% Exemption on Assessment) <input type="checkbox"/> Perpetual (90% Exemption on Assessment)

In order for your application to be considered complete and reviewed by the Conservation Easement Review Board the following documents are required to be attached to this application:

- Copy of property deed
- Map of the property to be conserved; usually a property survey map will be sufficient. If you do not have such a map, the Assessor's Office or Planning Department can provide you with the property tax map. If you are not proposing to conserve the entire parcel, please indicate on the map what areas of the property you propose to conserve.

I \_\_\_\_\_, hereby propose to enter into a conservation easement agreement with the Town of Guilderland for the above described lands. I certify that all statements made on this application are true and to the best of my belief.

I \_\_\_\_\_, hereby agree to allow members of the Conservation Easement Review Board to visit my property for purposes of evaluating the land for its open space benefits to the Town of Guilderland.

Owner(s) Signature

Date

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# Application for Conservation Easement Agreement Exemption: Certain Towns (Guilderland and Danby)

Attach a copy of the conservation easement agreement as adopted by the town board.

File this form with your local assessor by March 1.

Do **not** file this form with the Office of Real Property Tax Services.

Name(s) of owner(s)		
Mailing address of owner(s) <i>(number and street or PO Box)</i>		Location of property <i>(street address)</i>
City, village, or post office	State      ZIP code	City, town, or village      State      ZIP code
Daytime contact number	Evening contact number	Tax map number of section/block/lot: Property identification <i>(see tax bill or assessment roll)</i>
Email address		

Mark an **X** in the appropriate box.

**1. Conservation easement encumbers:**

- the entire parcel identified above .....
- a portion of the parcel identified above (attach survey or other documentation identifying the portion subject to easement) .....

**2. The property to which the conservation easement applies is subject to a commitment for the preservation of open space for open area for a period of:**

- 15 to 29 years
- 30 to 49 years
- 50 to 75 years
- perpetuity

## Certification

I (we), \_\_\_\_\_ hereby certify that the information on this application and any accompanying pages constitutes a true statement of facts.

Signature <i>(All owners must sign this application)</i>	Phone number	Date

Return this form to the **local assessor** by the taxable status date. *(See Deadline below.)*

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**For Assessor's Use Only**

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1. Date application filed: \_\_\_\_\_
2. Applicable taxable status date: \_\_\_\_\_
3. Action on application: Approved  Disapproved
4. New parcel identification if exemption applicable to portion of property only: \_\_\_\_\_
5. First assessment roll to which exemption is to be applied: \_\_\_\_\_
- 6a. Last assessment roll to which exemption is to be applied: \_\_\_\_\_
- 6b. Exemption is to be gained in perpetuity
7. Amount of exemption in first year: \_\_\_\_\_

	Percent	Amount
County		\$
City/Town		\$
School District		\$

Assessor's signature	Date
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## Instructions

### Authorization for exemption

Real Property Tax Law § 491-b authorized the Towns of Guilderland and Danby to adopt a local law offering a partial tax exemption from town taxes and town special ad valorem levies to property subject to a conservation easement agreement between the property owner and the town. Albany County and Tompkins County, and any school district in which the Towns of Guilderland and Danby are partially located, may also offer the exemption by adoption of a county local law or school district resolution.

### Duration and computation of exemption

The percentage of exemption to be granted is dependent on the length of the commitment in the conservation easement agreement. The following table illustrates the computation of the exemption:

Commitment	Percentage of exemption
15 to 29 years	50%
30 to 49 years	75%
50 to 75 years	85%
Perpetual	90%

The conservation easement agreement cannot be canceled unilaterally by the town or the property owner, although the property owner may petition the Town Board for cancellation for good cause. If a conservation easement is violated or canceled upon petition, a payment will be assessed against the property equal to five times the taxes saved in the last year the property benefitted from the conservation easement agreement, plus interest

of 6% per year compounded for each year in which the exemption was granted, not to exceed five years.

### Applicable charges

The partial exemption applies to town taxes and town special ad valorem levies. It also applies to county taxes and county special ad valorem levies, and school taxes where applicable.

### Where to file

Applications for the partial exemption must be filed with the town assessor, **not** with the Office of Real Property Tax Services.

### Deadline

The application must be filed in the Town Assessor's Office on or before the applicable taxable status date. In the Towns of Guilderland and Danby, the taxable status date is March 1.