

INSTRUCTIONS

1. This form is to appeal your Clean & Green values only. The filing fee for the Clean & Green appeal is \$50.00. If you received a notice that indicates a change in Market Value and you wish to appeal the Market value, you must file a separate appeal form and filing fee of \$15.00.
2. You may appeal multiple parcels on a single form if they are contiguous and on the same Clean & Green application.
3. Please read all instructions carefully. Your appeal may be rejected if the form is not completed correctly.
4. The form must be completed in its entirety. Do not leave any blanks. If a question does not pertain to your appeal, please fill in "n/a".
5. If you are challenging the allocation of acreage to each of the categories, you must provide either orthographic photos indicating the proper use category (these may be obtained from the US Farm Service Agency, 542 County Farm Rd, Montoursville, PA, (570) 433-3902), IRS schedule "F" if you filed as a farm, or IRS schedule "C" if you filed as a tree farm.
6. If you are challenging the rate per acre some specific understanding of Clean and Green values is required. The Clean & Green rates are established by the Pennsylvania Department of Agricultural in cooperation with Penn State University. They are the accumulation of information supplied by the Farm Bureau and other reporting agencies. The formulas used by the Department of Ag are available and may be challenged, however these formulas are used statewide and you will be required to provide expert analysis to challenge them. If you wish to examine the formulas, please make a separate request in writing to the Assessment Office.
7. If you are challenging the base acre value you must show the cost to acquire one acre and the cost to improve that acre. Improvements include, but are not limited to a water system, a sewer system, access driveways, culverts, site preparation, power line cost from the pole, telephone line cost from the pole, and general landscaping. These costs may be obtained from a reputable contractor.
8. All appeals must be signed and dated. Please include a telephone number where you may be reached.
9. Please include any supporting documentation with your appeal. (See above for required documentation.)
10. The deadline to file an appeal is September 1 of any given year. All appeals are effective for the following tax year.
11. If you have received a change of value notice, you must file your appeal within 40 days of the date of that notice.

LYCOMING COUNTY CLEAN & GREEN APPEAL FORM

Under the provision of Commonwealth law (72 P.S. 4844.1), any person (to include taxing districts) aggrieved by any assessment and desiring to appeal, shall file a statement of intent, in writing, to the Board of Assessment Appeal. Such statement shall designate the assessment appealed and the address to which the Board shall mail notice of when and where to appeal for a hearing. The official appeal form must then be filed within 10 days of the written statement or the appeal will be assumed to be abandoned. NO APPEAL SHALL BE HEARD BY THE BOARD UNLESS THE PROPERTY OWNER SHALL FIRST HAVE FILED THE APPEAL AND REQUIRED DOCUMENTS IN THE APPROPRIATE TIME FRAME.

OWNER(S) OF RECORD _____

MAILING ADDRESS _____

PARCEL NUMBER(S) _____

TOWNSHIP/BOROUGH/CITY _____

PROPERTY ADDRESS _____

REASON FOR APPEAL: _____ # OF ASSESSED ACRES INCORRECT _____ # OF OPEN ACRES INCORRECT
 _____ # OF WOODED ACRES INCORRECT _____ RATE PER ACRE INCORRECT
 _____ BASE ACRE VALUE INCORRECT _____ USE CATEGORY INCORRECT

IF YOU HAVE IMPROVEMENTS, ARE THEY SURROUNDEED BY LAND CLASSED AS **AR**, **AU**, OR **FR**? _____
(AR = Agricultural Reserve, AU = Agricultural Use, FR = Forest Reserve)

HOM MANY ACRES ARE CURRENTLY BEING USED FOR FARMING OR PASTURELAND? _____
(Must have been actively farmed for the last three years)

WHAT CROPS ARE GROWN? _____ LIVESTOCK? _____

HOW MANY ACRES ARE FOREST LAND THAT PRODUCE WOOD PRODUCTS? _____
(Do not include land with sumac, brush, wetlands, etc)

IF YOU HAVE FOREST LANDS, ARE YOU ENROLLED IN ANY FOREST MANAGEMENT PROGRAM? _____

IF YES, PLEASE PROVIDE A COPY OF THE PLAN AND THE FORESTER'S NAME _____

HOW MANY ACRES ARE NON-PRODUCTIVE SUCH AS SUMAC, WETLANDS, SHALE, ETC? _____

ARE ANY OF THE ACRES REGISTERED AS WETLANDS? _____ IF YES, HOW MANY? _____
(Please provide a copy of DCNR or Farm Service Agency Report)

ARE ANY OF THE ACRES ENROLLED IN ANY OTHER GOVERNMENT PROGRAM? _____ IF YES, WHICH PROGRAMS? _____
(Agricultural Security Area, Conservation Easement, CRP, etc)

BASIS FOR APPEAL

STATE SPECIFIC REASONS AND THE BASIS FOR YOUR APPEAL.

ALL NOTICES OF HEARINGS WILL BE MAILED TO THE OWNER(S) OF RECORD AND SUCH OTHER AS IDENTIFIED BELOW:

NAME: _____

ADDRESS: _____

NAME: _____

ADDRESS: _____

CERTIFICATE OF APPEAL

I/we hereby declare my/our intention to appeal the Clean and Green assessed valuation of the property described above and do hereby verify that the statements made in this appeal are true and correct. I/we understand that false statements herein made are subject to the penalties of 18 Pennsylvania C.S. Section 4904, relating to unsworn falsification to authorities.

SIGNED _____

DATE _____

PHONE (HOME) _____

PHONE (WORK) _____

OWNER(S) OF RECORD

FOR OFFICE USE ONLY

DATE RECEIVED _____

TYPE OF APPEAL

(annual or change notice)

FEE PAID _____ CHECK # _____

EFFECTIVE YEAR
