

## **Instructions for completing the Acknowledgement of Continuation, a revision to an existing Lancaster County Application for Preferential Assessment under Act 319, the Clean and Green Program**

Please refer to the following instructions for assistance in completing your Acknowledgement of Continuation. Act 319 rules and regulations, definitions and other general information about Act 319 may be found on the Lancaster County website, [www.lancastercountypa.gov](http://www.lancastercountypa.gov), by selecting the Property Assessment Department. Should you need further clarification regarding any part of these instructions, you may direct your questions to the Lancaster County Act 319 Administrator by calling (717) 209-3153, by emailing [lostewart@lancastercountypa.gov](mailto:lostewart@lancastercountypa.gov) or by mail and in person at 150 North Queen Street, Suite 310, Lancaster, PA 17603.

**In all instances, please complete your application in either black type, or black or blue ink.**

1. Please provide a phone number in the space provided for us to be able to contact you promptly, if needed.
2. All owners of the property need to be listed on the AOC. Legal entities need to identify their authorized agent(s) and state the relationship. If an owner is deceased, please provide a Death Certificate.
3. Please enter the total number of deeded acres for the listed Clean & Green enrolled parcel(s) for which you are receiving preferential assessment. This must match your resultant or remaining acres. This may include multiple contiguous parcels and must include all contiguous parcels that are deeded together.
4. All signatures need to match the names on the deed(s) of the property you are enrolling, and be consistent throughout the document, including the Notary Statement.
5. All deeded property owners must sign and date the document in the presence of a Notary or your legal counsel. If additional forms are necessary, you may copy them from our website or contact us for assistance.
6. If you are acknowledging enrollment of a parcel that is **less than** 10 deeded acres and in Agricultural Use, please remember that each year you will be required to prove that at least \$2,000 in Annual Gross Income was derived from an Agricultural commodity grown or generated on this property.
7. Please list the rural enterprises or direct commercial activities that will continue to occur on your land. The Act allows for limited changes to enrolled property for this specific use, but said land is subject to rollback taxes and interest. Please refer to Rule/Regulation 137b.72. If there is no such activity on the property, please list "None" or "N/A".
8. There is no additional application fee charged for this document. The Recorder of Deeds does require a reduced fee of \$18.50. Please send this along with the completed AOC.
9. This document may be either sent to the Property Assessment Office for approval and recording, or directly to the Recorder of Deeds Office. Should you be sending the form directly to Recorder of Deeds, you **must** first email or fax a copy of the form to the Act 319 Administrator for approval.

Acknowledgements of Continuation may be submitted throughout the year upon the recording of the owner's subdivision plan or any transfer of enrolled land to new ownership. This revision will not be recognized until deeds have been recorded and necessary GIS Maintenance has taken place.

**STOP: THIS DOCUMENT MUST BE APPROVED BY THE PROPERTY ASSESSMENT OFFICE PRIOR TO RECORDING, PLEASE CHECK FOR APPROVAL**

**Please Note: We will return the document to the submitter if there are any corrections that need to be made.**

**Acknowledgement of Continuation of Preferential Assessment under Act 319, the Clean and Green Program for Lancaster County, Pennsylvania. Re-Enrollment: Y/N**

**Application Number:**

**Effective Date:**

Pursuant to 137b.61, 137b.108 of Act 319, a Revision is required due to split off, separation, transfer or change of ownership of land enrolled in Act 319 and receiving preferential assessment. All owners of land previously enrolled in the Clean and Green program and receiving preferential assessment must complete an Acknowledgement of Continuation of Preferential Assessment (AOC) for their resultant or remaining lands. This is most conveniently accomplished at settlement, as all deeded owners need to sign the Acknowledgement, and it must be notarized.

**PLEASE ENCLOSE YOUR \$18.50 PAYMENT OF THE RECORDER OF DEEDS FEE WHEN YOU RETURN THIS COMPLETED DOCUMENT**

Only write above this line should you have been approved to do so by the Act 319 Administrator. Print or type clearly in blue or black ink.

Land Use Category	Acreage	Tax Parcel/Account Number	Additional Account Number(s)
Agricultural Use:			
Agricultural Reserve:			
Forest Reserve:			
Total Application Acreage:			

**Location of Property to be enrolled:**

Address:

Township/Municipality:

School District:

**Ownership Information Ownership must match your deed. Please complete either section 1 or section 2.**

Section 1. If the land represented on this application is owned by one or more individuals, ENTER ALL NAMES in the spaces indicated. If not, please GO TO SECTION 2.

Last Name/Suffix	First Name	Middle Initial	Daytime Phone No.

Section 2. (IMPORTANT: If you completed Section 1, SKIP this section and go to OWNER'S MAILING ADDRESS.) Check the appropriate box for the type of entity that owns the land represented on this application.

Partnership	<input type="checkbox"/>	Corporation	<input type="checkbox"/>	Trust	<input type="checkbox"/>	Co-op	<input type="checkbox"/>
Other	<input type="checkbox"/>	Please explain:					

Name of Entity:

Name of authorized agent(s) and relationship to entity, and contact information:

**Owner's Mailing address for the Tax Notice(s) for this property:**

Street or Box No:

City, State, Zip:

**Rural Enterprise/Direct Commercial Activity Declaration.** Are there any businesses or home occupations on this property? If so, please describe and provide the amount of area being used in such a capacity. If there are not, please indicate so by listing "None" or "N/A".

### Signature Page

This is a revision reflecting current ownership, acreage and/or land use category. All restrictions, requirements and qualifications for preferential assessment of this land continue. Current owners hereby **agree** to submit 30 days notice to the county assessor of a proposed change in use of the land, ownership of all or a portion of the land or of any type of division or conveyance of the land, and hereby **acknowledge** that roll-back taxes and interest under the act in 72P.S. 5490.5a may be due as a result.

**This application must be notarized** prior to submission for enrollment. All deeded property owners must sign and date this application in the presence of a Notary Public or their legal counsel.

<b>Instructions for the Notary:</b> All names in this document need to be consistent for it to be recorded. Please make sure that the owner information on page 1, their signature(s) and your declaration are identical. <b>Thank you for your service.</b>			
The undersigned declares that this application, including all accompanying schedules and statements, has been examined by him/her, and to the best of his/her knowledge and belief, is true and correct.			
Signature	date	Signature	date

#### For Individual(s):

Commonwealth of Pennsylvania:

County of Lancaster : ss

On this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, before me, \_\_\_\_\_  
the undersigned Notary Public, personally appeared (please print name(s) here) \_\_\_\_\_

known to me or satisfactorily proven to be the person(s) described herein, and whose name(s) is/are subscribed to the within instrument, and acknowledged that they executed the same for the purposes intended.

IN WITNESS THEREOF, I hereunder set my hand and official seal.

\_\_\_\_\_  
Notary Stamp:

Signature of Notary Public

#### For Other Legal Entities:

Commonwealth of Pennsylvania:

County of Lancaster : ss

On this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, before me, \_\_\_\_\_  
the undersigned Notary Public, personally appeared (please print name(s) here) \_\_\_\_\_

\_\_\_\_\_  
of (insert entity name here)

and in that capacity, being authorized to do so, executed the foregoing instrument for the purposes contained therein, by signing the name of the entity by him/herself as such agent.

IN WITNESS THEREOF, I hereunder set my hand and official seal.

\_\_\_\_\_  
Notary Stamp:

Signature of Notary Public