

**General Procedures for NYS Farmland Protection Program in
Saratoga County**

- 1) Landowner contacts the Saratoga County Planning Department or other interested agency below for information on the program and an application. Typically application periods begin in late summer and will close sometime in October.
- 2) Landowner informs their Town Supervisor and the Saratoga County Agricultural and Farmland Protection Board (AFPB) of their interest in the program. The municipality offers its support for the project and planning staff will begin work on the application.
- 3) Compile information and submit grant application to New York State Department of Agriculture and Markets.
- 4) An application is submitted to the AFPB, which will be reviewed and ranked by AFPB in accordance with selection criteria prior to submission deadline to the state.
- 5) Once the application is submitted, it is reviewed and ranked by Department of Agriculture and Markets.
- 6) Department of Agriculture and Markets visits the farm and if the farm is selected, develops contracts. The contract is then sent to the municipality so that closing work such as appraisals, baseline surveys and title searches can begin.
- 7) The terms of the easement are negotiated between the grantee and grantor and the easement is drafted. If the landowner decides to accept the terms, the easement is signed and recorded and the funds are transferred from the municipality to the landowner.

Interested Agencies

Saratoga County Planning Department 50 West High Street Ballston Spa, NY 12020 Jaime L. O'Neill, Planner	884-4705
Saratoga County Agricultural And Farmland Protection Board 50 West High Street Ballston Spa, NY 12020 Paula Shafer, AEDP	885-8995
American Farmland Trust 6 Franklin Square Suite E Saratoga Springs, NY 12866 David Haight, New York Director	581-0078
New York State Department of Agriculture & Markets 10B Airline Drive, Albany, NY 12230 David Baim	457-2713
Open Space Institute 307 Hamilton St., 3 rd Floor Albany, NY 12210 Dan Luciano	427-1564
Saratoga PLAN 110 Spring St. Saratoga Springs, NY 12866 Alane Ball-Chinian	587-5554

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