ARM-LWR-456 (Rev. Dec. 2021)

Wisconsin Department of Agriculture, Trade and Consumer Protection

Division of Agricultural Resource Management

P.O. Box 8911

Madison, WI 53708-8911

Phone: (608) 224-4611



**2023 Agricultural Enterprise Area - Modification Petition**

*The undersigned persons hereby petition the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP), pursuant to s. 91.86, Wis. Stats., to modify the designation of an Agricultural Enterprise Area (****AEA****) under s. 91.84, Wis. Stats. We have read the guidance[[1]](#footnote-1) provided and submit the following information in support of the petition:[[2]](#footnote-2)*

**PETITION CHECK LIST**

Petitions are due to DATCP by July 28, 2023. Submit an electronic copy to DATCPWorkingLands@Wisconsin.gov of the following:

|  |  |
| --- | --- |
| **[ ]**  | This completed petition form (including any supporting pages and documentation) |
| **[ ]**  | A map of the proposed AEA expansion(PDF format) |
| **[ ]**  | Spatial location/GIS shapefile data used to create map (emailed ZIP file) |
| **[ ]**  | A signed signature page for each owner of an eligible farm who is signing the petition |
| **[ ]**  | A political subdivision signature page signed by an authorized officer or representative of every political subdivision (county, town, city or village) in which any part of the AEA (current and expansion) is located |
| **[ ]**  | A signature page for the county conservationist |
| **[ ]**  | Non-petitioner cooperator signature pages or letters of support |

**PETITION INSTRUCTIONS**

What is a Modification Petition:

These petitions are meant to give communities a way to grow and expand designated AEAs into new areas to allow neighboring communities the opportunity to participate in the Farmland Preservation program. This modification should build upon the original petition and strive to reinforce and enhance the original goals and activities laid out in the original petition. For a copy of the previous petition(s) for the designated AEA you would like to modify, please contact DATCP staff at DATCPWorkingLands@wisconsin.gov.

Please note that a petition for modification is not necessary for a minor map correction. A minor map correction is an adjustment to the boundary of a designated AEA to correct a mistake that occurred during the development or designation of that AEA. A minor map correction will be limited to resolving the identified boundary error. Examples of a boundary error include but are not limited to the following: part of a farm inadvertently excluded from the AEA, a technical mistake that occurred during the mapping process, or updating the boundary to comply with changes to the county farmland preservation plan.

Who Can Complete the Application:

A petition application can be completed by one or multiple individuals interested in creating an AEA for their community, however, we highly recommend that the petition is split up among multiple individuals and one person assigned as the petition lead contact. The lead contact will be in charge of putting together all the portions of the petition filled out by the other contributors and submitting the full application to DATCP. Contributors can include any combination of community members, petitioning landowners, local officials, community organizations, municipality staff, and county staff.

Modification Petitions and Landowner Petitioners:

Like a new AEA petition, a modification petition requires 5 petitioning landowners. These petition landowners can include new landowner within the proposed modification and previous petitioners located within the original AEA boundary. The number of petitioners should be logical for the size of the proposed expansion and the distribution should be logical within the proposed modified AEA boundary.

Proposed AEA Petition Interview Process:

In order to accurately capture the community voice of each petition, a recorded interview will be conducted during the petition process. This recorded interview will be between 15 and 20 minutes and will be shared with the petition evaluation committee during the petition review process. To schedule your interview, please contact DATCP staff at DATCPWorkingLands@wisconsin.gov.

Filling out the Petition Application:

At the beginning of each section and subsection of the petition there will be instructions to follow when filling out the necessary information. If you have any questions about the instructions or the questions in any section, please contact DATCP staff at DATCPWorkingLands@wisconsin.gov.

Review and Decision to Designate:

Petitions to modify an existing AEA will be evaluated at the same time as petitions to designated new AEAs. If recommended for designation, AEA modifications will go through the same designation process as new AEAs. DATCP must designate AEAs by order. An AEA is designated once DATCP signs an order creating the AEA and publishes notice of the order in the official state newspaper. The designation of an AEA takes effect on January 1 of the calendar year following the year in which the order is published. DATCP may also modify or terminate an AEA by order. If the AEA is chosen for designation, eligible landowners within the AEA may enter into a farmland preservation agreement with the state.

Petition Application Timeline:

The Petition application process includes public outreach, petitioner education, community involvement, map making process, and an evaluation. It can take a few months to fully complete a petition application. A sample timeline for submitting an AEA petition can be found in Appendix A at the back of this application.

Both DATCP and County staff may be able to offer support in the petition application process. If you are interested in petitioning for a new AEA for your community, please contact DATCP staff at DATCPWorkingLands@wisconsin.gov and your county Conservation Department (county contact information found within the [WI Land + Water Directory](https://wisconsinlandwater.org/files/pdf/WILandWaterDirectory.pdf)).

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| **1. GENERAL INFORMATION**INSTRUCTIONS:1. Fill in the name of the existing AEA that you are petition to modify.
2. Indicate where the proposed modification will be located. Include where the
3. Record the number of acres in the proposed AEA boundary modification. There are no size restrictions for modifications, however DATCP must give preference to proposed AEA modifications 1,000 acres or more. DATCP may only designate 2 million AEA acres statewide, therefore DATCP may require the proposed boundary be adjusted for designation.
4. The petition must be jointly filed by at least 5 eligible farm owners within the boundaries of the proposed AEA, and by each county, town or municipality in which any part of the proposed AEA is located. They must sign a signature page attached to the back of this application. Digital signature pages are available at [Petitioning for Agricultural Enterprise Area (AEA) Designation](https://datcp.wi.gov/Pages/Programs_Services/AEAPetitionInfo.aspx).
 |
| NAME OF EXISTING AEA TO BE MODIFIED      |
| COUNTY/COUNTIES IN WHICH PROPOSED AEA MODIFICATION IS LOCATED      | TOWNS, CITIES OR VILLAGES IN WHICH PROPOSED AEA MODIFICATION IS LOCATED      |
| TOTAL ACRES IN PROPOSED AEA MODIFICATION      | TOTAL NUMBER OF ELIGIBLE PETITIONERS       |

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| **2. PETITION CONTACT INFORMATION**INSTRUCTIONS:1. Fill out the County Staff contact information. This person will serve as DATCP’s main county contact during the petition and evaluation process.
2. Fill out the Landowner Representative. This person should be one the petitioners and will serve as DATCP’s main landowner contact during the petition and evaluation process. This person should be ready and willing to answer questions and provide additional information for the petition if needed.
3. Indicate the names and contact information of any individual, not already indicated above, who also contributed to the petition application process. If no other contributors, please leave blank.
 |
| COUNTY STAFF CONTACT      | EMAIL      | PHONE NUMBER      |
| MAILING ADDRESS STREET      | CITY      | STATE      | ZIP      |
| LANDOWNER REPRESENTATIVE      | EMAIL      | PHONE NUMBER      |
| MAILING ADDRESS STREET      | CITY      | STATE      | ZIP      |
| PETITION CONTRIBUTER       | EMAIL      | PHONE NUMBER      |
| PETITION CONTRIBUTER       | EMAIL      | PHONE NUMBER      |

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| **3. ELIGIBILITY REQUIREMENTS**INSTRUCTIONS: Answer the following questions. If “No” is selected for any question, this application is currently ineligible. Questions resulting in “No” should be addressed prior to submitting the application. DATCP is willing assist you in resolving any issues in order to facilitate an AEA modification petition. |

|  |  |  |
| --- | --- | --- |
| 1. All parcels in the proposed AEA modification are located within a farmland preservation area designated in the certified county farmland preservation plan.
 | [ ]  **Yes** | [ ]  **No** |
| 1. All parcels in the proposed AEA modification are contiguous\* and connected to the original AEA boundary.
 | [ ]  **Yes** | [ ]  **No** |
| 1. The proposed AEA modification is primarily in agricultural use.
 | [ ]  **Yes** | [ ]  **No** |
| 1. At least5 eligible farm owners signed the “Petitioning Landowner Signature Page(s)”
 | [ ]  **Yes** | [ ]  **No** |
| *\*Contiguous means “adjacent to or sharing a common boundary.” For the purpose of AEA designation under s. 91.84, Wis. Stats. Parcels that are only separated by a lake, stream, transportation or utility right-of-way are contiguous. Parcel boundaries that meet at a single point are not contiguous.*  |

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| **4. BACKGROUND INFORMATION**INSTRUCTIONS:Fill in the following background information of the proposed AEA modification. Provide as much detail as possible in order to create a clear picture of the area where the AEA modification is proposed. Assume everyone on the evaluation committee is unfamiliar with the community and local culture of your proposed AEA. You may include maps and photos to support your narrative. Additional instructions are included under each subsection.  |
| A. CURRENT LAND USE AND LAND USE TRENDSINSTRUCTIONS:While filling out the following information, consider citing existing information or maps from the county’s farmland preservation plan or local comprehensive plans.1. Describe ALL current land uses (both agricultural and non-agricultural) within the proposed AEA modification OR attach a current land use map with a table or short narrative that explains what the map depicts. For assistance in creating a land use map, please contact DATCP staff at (608) 224-4611 or DATCPWorkingLands@Wisconsin.gov.
2. Provide information about land use trends in and around the existing AEA and modification area. This can include, but not limited to, information about development trends, number of new septic systems, population growth, infrastructural changes, agricultural trends, local zoning, protected natural areas, and external pressures to agriculture.
3. Select ALL of the main types of agricultural production and agricultural activities within the proposed AEA modification. Provide a short description where applicable.
 |
| CURRENT LAND USE WITHIN THE AEA      |
| LAND USE TRENDS IN AND AROUND THE AEA      |
| TYPES OF AGRICULTURAL PRODUCTION (*Select all that apply*) |
| [ ]  Row Crops (*specify*)      [ ]  Specialty Crops (*specify*)      [ ]  Vegetable (*specify*)      [ ]  Organic (*specify*)       | [ ]  Grazing[ ]  Dairy[ ]  Beef[ ]  Other Livestock (*specify*)       | [ ]  Federal Conservation Programs (*specify*)      [ ]  State Conservation Programs (*specify*)      [ ]  Local Conservation Efforts (*specify*)      [ ]  Other (*specify*)       |
| B. LAND USE CONTROLS AND PLANS IN PROPOSED AEAINSTRUCTIONS:Select ALL of the land use controls and plans in the proposed AEA modification. Provide a short description, map or additional information where applicable. If there are no or few land use controls or plans within the proposed AEA modification, you may include a rational as to why additional land use controls or plans do not exist in the “Other Programs or Activates” section.  |
| [ ]  Farmland preservation zoning ordinance  |
| [ ]  Subdivision ordinances  |
| [ ]  Other zoning ordinances (Manure Storage, Livestock Facility Siting, Wellhead protection, etc.) (*specify*)       |
| [ ]  Purchase of development rights and/or easements (donated or purchased) |
| [ ]  Transfer of development rights |
| [ ]  Farmland preservation agreements  |
| [ ]  Cooperative boundary agreements/inter-municipal agreements |
| [ ]  Natural area protections or conservation program activities (state and/or federal) (*specify*)       |
| [ ]  Comprehensive plan (*specify*)       |
| [ ]  Other programs or activities showing a commitment to water quality and/or soil health (*specify*)       |
| C. CONSERVATION COMPLIANCEAgricultural performance standards used help to reduce agricultural non-point source pollution of surface water resources, to protect agricultural resources including farmland soils, surface waters, and groundwater, protect air quality, and keep applied nutrients in the soil for plant growth. Conservation compliance is monitored by the county conservation department. Your local county conservation department should be your main point of contact when filling out this section. INSTRUCTIONS:1. Indicate the approximate level of petitioner conservation compliance within the proposed AEA modification.
2. Provide a brief rational describing the factors contributing to this level of conservation compliance (or lack thereof). Please address any changes that have occurred to the level of conservation compliance within the existing AEA boundary since its designation.
 |
| LEVEL OF PETITIONER CONSERVATION COMPLIANCE[ ]  Nearly all petitioners are in compliance[ ]  More than half of the petitioners are in compliance[ ]  Half or less than half of the petitioners are in compliance[ ]  Few or no petitioners are in compliance[ ]  Compliance status of petitioners is unknown |
| FACTORS CONTRIBUTING TO LEVEL OF CONSERVATION COMPLIANCE      |

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| **5. PURPOSE AND RATIONALE**INSTRUCTIONS:Fill in the following information for the purpose and rationale for the proposed AEA. Provide as much detail as possible to justify the creation of this proposed AEA. Since DATCP may only designate 2 million AEA acres statewide, use this section to justify to the evaluation committee why this proposed AEA modification should be a part of this 2 million AEA acres. You may include maps and photos to support your narrative. Additional instructions are included under each subsection.  |
| A. MAIN JUSTIFICATION FOR PROPOSED AEA MODIFICATION INSTRUCTIONS:State the main justification for creating the proposed AEA modification and how this modification is consistent with and beneficial to the existing AEA. Consider including information from the original petition, information about land use conflicts, development pressures, promotion of conservation practices, interest in preserving farmland or rural character of proposed modification, interest in tax credit and conservation compliance, and other external pressures contributing to the desire to preserve farmland. |
|       |
| B. GOALS FOR AGRICULTURAL PRESERVATION AND AGRICULTURAL DEVELOPMENTINSTRUCTIONS:1. Describe any activities that have taken place within the existing AEA since it has been designated. Include any planned activates, investments, grants, development incentives, cooperative agreements, land or easement purchases, or public outreach activities. Please note if any of these activities directly relate to the goals stated in the original petition.
2. State specific goals for agricultural preservation, development, and/or innovation in the modified AEA. Include goals, plans, and agreements planned to promote economic sustainability, resilience and/or growth.
3. Explain how you plan to enact the goals identified for the proposed modification. Briefly described ALL activities including in person or virtual meetings with landowners, planned investments, grants, development incentives, cooperative agreements, land or easement purchases, public outreach activities, and any other activity that supports the proposed AEA’s goals. You can also discuss goals and plans from the original petition as they relate to this modification petition and plans to enact those goals.
 |
| COMPLETED GOALS AND ACTIVITIES      |
| GOALS FOR AGRICULTURAL PRESERVATION AND DEVELOPMENT      |
| PLANS TO MEET AGRICULTURAL PRESERVATION AND DEVELOPMENT GOALS      |
| C. PROPOSED AEA BOUNDARYINSTRUCTIONS:Describe the decision making process and the information used to draw the boundary of the proposed AEA modification. Factors used to determine the proposed modified AEA Boundary should not be limited to subjective criteria (i.e. landowner personal interests). You should consider and include objective criteria such as watershed boundary, soil types, historical land use, future land use plans, and proximity to agricultural infrastructure. Please note that the modified AEA boundary MUST include the original AEA boundary, follow parcel lines, and be contiguous. This means that the boundary contains parcels that are connected and are not otherwise separated except by roads, utility right-of-ways or bodies of water. *See Appendix B for additional information on creating an AEA boundary.* |
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| **6. PETITION PUBLIC PROCESS AND OUTREACH**INTRODUCTION:Provide information about the public outreach strategy that was used during the modification petition development process as well as the future process to encourage landowner participation within the AEA if the modification is designated. You may include any flyers, advertisements, informational/educational materials or photos from your public process to support the narrative. Additional instructions are included under each subsection. |
| A. AEA PETITION PUBLIC PROCESSINSTRUCTIONS:Describe the process used to involve the public within the petition process and publicly share information about the proposed AEA modification, establish the boundary expansion, identify farm owner petitioners, identify non-petitioning co-operators, and notify non-petitioners within the proposed boundary. Provide details on the number and dates of public meetings held (both virtual and in person), number of mailings, door-to-door outreach efforts, newspaper advertisements or articles, and/or any other efforts made to connect with the community. |
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| B. UPDATED OUTREACH STRATEGYINSTRUCTIONS:1. Describe the current level of participation within the AEA. Refer back to the original petition and note if you have met your sign-up agreement goal. You may also include discussion about any areas of concentrated agreements,
2. Describe a future outreach strategy to encourage landowners to participate in the modified AEA, sign Farmland Preservation Agreements, and achieve conservation compliance. Include details about any virtual or in person future informational meetings, mailings, one-on-one meetings, nutrient management planning classes, and/or any other future efforts made to promote the proposed AEA.
 |
| CURRENT AEA PARTICAPATION      |
| UPDATED OUTREACH PLANS TO MEET AGRICULTURAL PRESERVATION AND DEVELOPMENT GOALS      |
| C. DATCP SUPPORT FOR ACTIVITIES AND OUTREACHINSTRUCTIONS:Describe any type of assistance DATCP can provide to aid future activity and outreach efforts within the AEA regardless if this modification is approved. DATCP can assist with a wide variety of outreach efforts including but not limited to informational mailers, educational materials, speaking presentations, innovative projects, grant proposals and many other activities done to promote the AEA or provide educational opportunities. |
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| **7. PROPOSED AEA MAP AND SPATIAL LOCATION DATA**INSTRUCTIONS:1. Submit a PDF map of the proposed AEA modification. The map should meet the following criteria:
	1. Title with the name of the AEA that is being modified.
	2. Clearly delineate the boundary of the proposed AEA modification. This area:
		1. Must include and connect to the original AEA boundary.
		2. Must exclude all areas not planned for farmland preservation in the county’s certified farmland preservation plan.
		3. Must follow existing parcel boundaries.
		4. Should, to the extent possible, exclude publicly owned lands within the proposed boundary. Omission of road right of ways is acceptable, but not required.
		5. Show petitioner parcels as an “overlay” within the proposed boundary, or submit a second map that shows the petitioner-owned parcels.
	3. Have a map scale that clearly shows the proposed AEA modification.
	4. Show political boundaries (county, city, town, village), section lines, section numbers, roads and water bodies.
	5. Have a map legend that includes symbols for all data represented on the map including political boundaries, section numbers and lines, roads, publicly owned land and water bodies.
	6. Identify map scale, north arrow, map date and map producer.

*Below is an example of a proposed AEA Boundary Map that meets these criteria.*1. Submit the spatial location data for the modified AEA boundary used to create the modified AEA Map. The spatial location data should meet the following criteria:
	1. Be a single polygon boundary of the proposed AEA that follows parcel boundaries.
	2. Be projected in the WTM83 (meters), NAD83 (1991) coordinate reference system. (Contact the department for the projection file if needed)
	3. Have a filename that clearly identifies it as the data submitted for the proposed AEA (ex: ModifiedAEA\_2015.shp).
	4. Include metadata including data source, producer, contact, and attribute definitions. Metadata should also indicate that the map information is provided as a part of the petition requesting designation of an agricultural enterprise area.
	5. Be submitted in vector shapefile, Geodatabase layer, or equivalent file format.

*If you have any problems meeting these preferred mapping and data standards, please contact DATCP at* *608-224-4611 or by email at* *DATCPWorkingLands@Wisconsin.gov**.* |

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| **8. PHOTOS AND ADDITIONAL SUPPORTING DOCUMENTATION**INSTRUCTIONS:Photos can be a great way to provide additional context to your petition. Please include at least one photo of the proposed AEA that illustrates the agricultural resources within the community. Please note, any photos that are submitted to the DATCP may be used in materials related to the AEA program or for the Farmland Preservation Program. Additional information can also be submitted to further support your petition and narrative. Examples of additional supporting documentation can include: event flyers, advertisements for programing related to this AEA petition, informational/educational materials used at public meeting or events, maps (current or historic), news articles about the propose AEA or petition process, historic pictures, or any other materials that can support your narrative.  |

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| **9. SIGNATURE PAGES**INSTRUCTIONS:Fill out the required signature pages for this AEA modification petition. The purpose of the signature pages is to show there is adequate support in the area by landowners, local governments and agricultural-related business to modify the existing AEA. The following signature pages are found at the back of this application: “Petitioning Landowner Signature Page”, “Political Subdivision Signature Page”, “County Conservationist Signature Page” and “Non-Petitioning Cooperator Signature Page.” A letter of support can be submitted in lieu of any signature page. 1. Submit a minimum of five (5) “Petitioning Landowner Signature Page(s)”.
	1. The amount of petitioners should make sense in light of the boundary size, and there should be a logical distribution of petitioners within the proposed boundary.
	2. Five landowner petitioner signature pages are require but submitting additional petition signature pages shows increased landowner support for the petition.
	3. You can include both new petitioners from the expanded areas of the modification and petitioners from the original petition to show support for the modification process.
2. Submit a “Political Subdivision Signature Page” for each political subdivision within the modified AEA boundary, including all those in the original AEA boundary and new ones being added to the boundary through this modification process. This includes both counties, towns, cities, villages, ETZ and any municipality the within proposed AEA boundary.
3. Submit a “County Conservationist Signature Page” signed by the county conservationist for each county included within the modified AEA boundary, including all those in the original AEA boundary and new ones being added to the boundary through this modification process.
4. Submit “Non-Petitioning Cooperator Signature Page(s)” from supports of the proposed AEA who are not eligible to sign a “Petitioning Landowner Signature Page”.
	1. A minimum of 3 signature pages/letters of support for non-petitioner cooperators is highly recommended.
	2. Examples of non-petitioner cooperators include local UW-Extension educators, Co-ops, conservation groups, agricultural businesses, Producer Led-Groups, agronomists, agricultural suppliers, businesses, non-profits, Land Trusts, Regional Planning Commissions, etc.

*Signature pages are located at the back of this application. For a digital signature page, please email DATCP at* *DATCPWorkingLands@Wisconsin.gov* *or visit the Farmland Preservation Program website at* [DATCP Home Petitioning for Agricultural Enterprise Area (AEA) Designation (wi.gov)](https://datcp.wi.gov/Pages/Programs_Services/AEAPetitionInfo.aspx). |

***Signature pages are located on the following pages.***

**Petitioning Landowner Signature Page**

*A separate signature page, in the following form, must be signed by the owner of each farm. An authorized individual may sign on behalf of a legal entity. If a farm is jointly owned by a legally married couple, both individuals must sign.*

Farm owner (correct legal name(s) or legal name of business entity):

     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of business entity, if applicable (check one):

Individual or married couple [ ]  LLC [ ]

Corporation [ ]  Other (describe)

Partnership [ ]

Authorized signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Farm owner address (street, city, zip):      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail OR Phone Number:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| I (we) currently claim a farmland preservation tax credit (either under farmland preservation zoning or through a farmland preservation agreement). | [ ]  Yes  | [ ]  No | [ ]  Don’t Know |
| I (we) are interested in maintaining our existing farmland preservation agreement or entering into a new farmland preservation agreement. *(Note: To claim the farmland preservation tax credit under a farmland preservation agreement, the farm must meet state soil and water conservation standards.)*  | [ ]  Yes  | [ ]  No | [ ]  Maybe |

**Political Subdivision** **Signature Page**

*This signature page must be signed by an authorized officer or representative of every political subdivision (county, town, city or village) in which any part of the proposed AEA is included.*

Political subdivision name:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type (check one): County [ ]  Town [ ]  City [ ]  Village [ ]

Printed name of authorized officer or representative:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of authorized officer or representative:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Principal mailing address:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**County Conservationist** **Signature Page**

*All county conservationists for the county or counties in which the proposed AEA is located must sign a signature page. If a single AEA is located across multiple counties, a separate signature page is required for the county conservationist in each county.*

County Conservationist name:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Principal mailing address:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Non-Petitioner Cooperator Signature Page**

*Persons or entities other than the petitioners may sign in support of the petition. These persons/entities can include local UW-Extension educators, Co-ops, conservation groups, agricultural businesses, Producer Led-Groups, agronomists, agricultural suppliers, non-profits, Land Trusts, Regional Planning Commissions, or any other person or group with an interest in protecting local agriculture. A separate signature page, or letter of support, may be submitted for each cooperator. An authorized individual may sign on behalf of a legal entity.*

Legal name of cooperator:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relevant interest (farm owner, business, nonprofit or community organization, government entity, other):

Principal mailing address:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail OR Phone Number:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Briefly describe your interest in signing this petition requesting designation of an agricultural enterprise area:*

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_

Authorized signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_

***Appendix A. Sample Timeline***

|  |  |
| --- | --- |
| ***Timeframe*** | ***Activity*** |
| December 2021 – February 2022 | * Identify coordinator to help with petition process
* Identify other potential AEA partners
* Host public informational meeting(s) on AEAs
* Form AEA petition committee
* Find mapping assistance
* Review certified farmland preservation plan map
* Begin to draw boundaries
 |
| February – March 2022 | * Hold public meeting(s) to gather input, identify petitioners and get petitioner signature pages
* Hold petition committee meeting to work on map and petition content
* Start to get signature pages and letters of support
 |
| March – April 2022 | * Request DATCP sponsor a petition workshop
* Continue to work on petition and to collect signature pages
* If passing resolutions, get on agendas to have resolutions passed in April or May
 |
| May 2022 | * Continue to work on petition
* Continue to collect signature pages and letters of support
* Hold petitioner meeting to review petition draft
 |
| May – June 2022 | * Host final public meeting on petition content and AEA boundary
 |
| June – July 29, 2022 | * Double check petition to ensure completeness
* Send final petition to DATCP for evaluation by AEA evaluation team
 |
| August 2022 | * Petitions evaluated
 |
| Fall 2020 | * Recommended areas announced
* Order designating areas signed by department
* Notice of order published in the official state newspaper
 |
| January 1, 2023 | * Designations become effective
* Eligible landowners may enter into a farmland preservation agreement
 |

***Appendix B. Creating the AEA Boundary***

When creating the boundary for your AEA, there are three rules you need to follow: 1) the boundary must follow parcel lines, 2) the boundary must be contiguous, and 3) all petitioning landowners must be included within the boundary.

In order to cluster farmland and prevent isolated islands of farmland, the AEA boundary must be contiguous. This means that the parcels included in the boundary share common boarders and are not otherwise separated except by roads, utility right-of-ways and/or bodies of water. A common misconception about the AEA is that all of the landowners who join the petition as petitioners have to be contiguous. This is not the case; in fact your boundary will be strengthened if the petitioning landowners are well distributed throughout the proposed boundary.

When looking at parcels to include to create the contiguous boundary, to the extent possible, the boundary should exclude publicly owned lands, such as DNR managed lands, federally owned land and town and county owned lands. These areas may be included to connect blocks of farmland, but the included public land should be minimal. In addition, try to minimize areas of privately owned woodland or wetlands that are not in agricultural use or otherwise associated with agricultural land, especially if the owners of this land are not eligible to claim the farmland preservation tax credit on these acres.

Petitioning landowners should all be represented within the boundary. The boundary should include land owned by each of the petitioning landowners. You should also consider the number of petitioners and their distribution throughout the proposed boundary. The number of petitioners should be reasonable to support the proposed size (acres) and they should be logically distributed throughout the proposed boundary. Below are some examples of an AEA boundary with different number of petitioner participation and distributions.

Example 2: There are a low number of petitioners represented in the boundary but they are well distributed throughout the boundary. Additional petitioners should be identified to strengthen the boundary.

Example 3: There are a high number of petitioners represented in the boundary and they are well distributed throughout the proposed boundary.

Example 1: There a high number of petitioners represented in the boundary but they are not well distributed throughout the boundary. The boundary should be drawn closer to the petitioners.

The boundary, like the petition, should be developed through a public process, with the help of public meetings or open houses. When developing the boundary, try to involve other stakeholders and experts, including local and regional economic development specialists, county UWEX agents, county conservation staff, and local and regional planning organizations. Public involvement aids in identifying the appropriate boundary and ensures local support for the petition while reducing the potential for boundary errors.

1. *Guidance available at* [*https://datcp.wi.gov/Pages/Programs\_Services/AEAPetitionInfo.aspx*](https://datcp.wi.gov/Pages/Programs_Services/AEAPetitionInfo.aspx)*.*  [↑](#footnote-ref-1)
2. *Personal information you provide may be used for purposes other than that for which it was collected, s. 15.04(1)(m), Wis. Stats.* [↑](#footnote-ref-2)