

INITIAL EXEMPTION PROCESS

Section 480a - Real Property Tax Law

TO DEC

- ☐ 1. One (1) copy of your **480a Forest Management Plan** *(received from your Forester)*
- ☐ 2. One (1) Notarized **Application for Certificate of Approval** form
(available from your Forester or DEC)

NOTE: The Application w/ Mgt. Plan must be made by January 1st

TO COUNTY CLERK

- ☐ 1. One (1) copy of the **Certificate of Approval** *(received from DEC)*
- ☐ 2. Four (4) Notarized copies of the **Commitment of Land to Continued Forest Crop Production (Annual Commitment)** form *(available from your Forester or DEC)*
County Clerk records one copy
County Clerk certifies three (3) additional copies:
1- for Assessor, 2- for DEC, 3- for Landowner's records

TO LOCAL ASSESSOR(S)

- ☐ 1. One (1) copy of the **Certificate of Approval** *(received from DEC)*
- ☐ 2. One (1) certified copy of the **Annual Commitment Form** *(received from County Clerk)*
- ☐ 3. One (1) copy of the **Forest Type Map** *(received from your Forester)*
- ☐ 4. One (1) **Application for Real Property Tax Exemption for Forest Land:**
Form RP-480a *(available from your Forester or DEC)*

➡ **NOTE:** The filing procedure above must be completed before March 1st

TO DEC

- ☐ 1. One (1) certified copy of your **Annual Commitment Form** *(received from County Clerk)*

RETAIN FOR YOUR RECORDS

- ☐ 1. One (1) certified copy of your **Annual Commitment Form** *(received from County Clerk)*
- ☐ 2. One (1) copy of the **Certificate of Approval** *(received from DEC)*