



Agricultural
Preservation
Restriction
Program

MDAR APR Program Application for

Certificate of Approval (COA) Subdivision

Certificate of Approval (COA) Application Requirements & Information

Upon review of this application, the APR Program reserves the right to request additional materials such as business plans, projected income, additional site plans, or a farm plan.

- Work related to this application may not begin prior to receiving a recordable Certificate of Approval (COA) from the Department.
- APR Regulations limit the area of impervious surface allowed on APR land. Please refer to your APR Stewardship Planner for additional details.
- For information regarding the location of prime agricultural soils on your APR, please visit: <https://websoilsurvey.sc.egov.usda.gov/App/WebSoilSurvey.aspx> or contact your assigned Stewardship Planner for assistance.

Landowner Contact (name, address, phone & email): _____

Name of Original Grantor of APR & Address of APR: _____

Is the APR Co-held by a municipality? Yes ☐ No ☐ Not Sure ☐

- The Co-holder is identified in the APR document or a separately recorded Co-holder Agreement. If yes, you may need to request additional approval from the Co-holder.

Does your APR have federal language? Yes ☐ No ☐ Not Sure ☐

-There may be federal language in the APR document. If yes, there may be additional subdivision requirements.

Describe need for approval. Explain how the proposed subdivision will maintain or improve the economic viability of your farming operation and the potentially sold operation: _____

Subdivision

1. Describe the current use of the APR land: _____

2. List the proposed owner's name and contact information for the subdivided land: _____

**Note: A subdivision application is not sufficient notice for a request for a waiver of the Department right of first refusal or option to purchase the land at agricultural value.*

3. Is either of the proposed subdivided parcels intended to be an "Add-on"? Yes ☐ No ☐

An Add-On is land that is intended to be removed from one APR and merged with (or added on to) a different, adjacent APR parcel.

-If Yes, list the proposed APR address information with which the Add-on will be merged: _____

4. For each proposed subdivided parcel, describe the resulting parcel arrangement, road frontage, acreage (total and land use breakdown), any existing buildings (including dwellings and labor structures), infrastructure (below and above ground, including utilities, alternative energy systems, waste disposal systems, irrigation systems, etc.) and other important agricultural infrastructure/features. Describe whether any structures or infrastructure crosses a parcel line (each subdivided parcel must have functionally separate Essential Structures): _____

5. Describe access for each subdivided parcel: _____

6. You must include the following attachments to this application:

- ☐ A map/layout plan showing the location and planned uses of the proposed subdivided parcel, as well as a map showing the location and planned uses of the remaining APR land.
- ☐ A farm plan for each intended subdivided parcel. If a subdivided parcel is intended as an Add-on, include a farm plan for the operation with which the Add-on will be merged. At a minimum, the plan describes how the Premises will be utilized to the fullest extent possible for commercial agriculture for a five (5) year period. The farm plan must include a narrative and a signed statement that identifies each new owner/operator, along with an agricultural resume. The plan must also outline proposed future business projections from the resulting subdivision.
- ☐ An example of a farm plan template can be found here: <https://www.mass.gov/doc/template-for-farm-business-plan/download>

7. You may include:

- ☐ A business plan reflecting past years of commercial agricultural sales/receipts and annual income generated from the existing agricultural operation.

Note: If either of the proposed subdivided parcels is intended to be an Add-On to another APR, the landowner(s) of each APR must sign the application.

Current APR Landowner signature: _____ Date: _____

Current APR Landowner signature: _____ Date: _____

Add-on APR Landowner signature (If Applicable): _____ Date: _____

Add-on APR Landowner signature (If Applicable): _____ Date: _____

NEED MORE SPACE FOR WRITING?



HOW TO SUBMIT:

Please send the completed application to your Stewardship Planner or email to apr.update@mass.gov.

If you prefer providing a hard copy you can mail or drop it off at one of our office locations:

Southborough:
225 Turnpike Road - 3rd Floor
Southborough, MA 01772

West Springfield: 413-726-2000
138 Memorial Avenue, Suite 42
(for GPS - 42 Century Way, West Springfield)
West Springfield, MA 01089



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Southborough, MA 01772

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West Springfield, MA 01089

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