



O'ahu Soil & Water Conservation Districts

99-193 Aiea Heights Dr., Suite 109
Aiea, HI 96701

Aloha,

Enclosed with this letter, you will find the paperwork needed to apply for a Conservation Plan. The O'ahu Soil & Water Conservation Districts work with the Natural Resources Conservation Service to prepare conservation plans.

A conservation plan includes practices designed to protect the land against deterioration, such as cover cropping, grazing systems, irrigation water management, pest and nutrient management, and noxious weed control. Approved conservation plans may be used to apply for agricultural exemptions to the City & County Grading and Grubbing Permit or to come into compliance with an agricultural lease. In order to prepare the plan, we are requesting that you submit complete the following forms:

1. Cooperative Agreement
2. Applicant Information Form
3. Privacy Act Statement for NRCS & Authorization for NRCS Release
4. Conservation Plan Worksheets, with a map/layout of your farm

Information about permitting, the O'ahu SWCDs and our monthly District meetings are also enclosed. When you have completed the paperwork, bring it to the next District meeting.

We ask for your patience since conservation plans are completed on a date of request basis. At the appropriate time, we will call to schedule a visit and prepare a conservation plan based on your decisions. If you have any questions, please contact our office.

Sincerely,

O'ahu Soil & Water Conservation Districts
808.483.8600 x. 3
808.483.8619 (fax)

Enclosures (9)



Windward O'ahu Soil and Water Conservation District

99-193 Aiea Heights Drive, Suite 109
Aiea, HI 96701



Cooperative Agreement

Farm Name: _____

Cooperator's Name _____ E-mail address: _____

Mailing Address _____

Home Phone _____ Business Phone _____ Fax _____

Description of Project Area (attach map of area)

Location:	Tax Map Key (TMK) Number:	Acreage:	Zoning Designation:
_____	_____	_____	_____

Describe proposed agricultural activity. (Attach additional information, if necessary)

The Cooperator Agrees To:

1. Develop a conservation program for the project area as needed;
2. Maintain all appropriate conservation structures established in acceptable condition and to continue the use of all other conservation measures put into effect;
3. Be responsible for securing the required permits for work regulated by any other ordinance, code, or agency;
4. Refrain from starting any ground work or installing any conservation practices until a completed conservation plan is developed and approved by the District or before obtaining a grading/grubbing permit from the Honolulu City and County Department of Planning and Permitting;
5. Permit access to the District and Natural Resources Conservation Service to monitor work.
6. Develop a Grading plan where large scale filling and grading is involved.

The District Agrees To:

1. Provide information and technical assistance to prepare and implement a conservation plan.

It is Further Agreed That:

1. This agreement will become effective on the date approved and signed by the District Director, and may be terminated or modified by mutual agreement in writing of parties hereto; or by the violation of any provision of this agreement by the cooperator.
2. The provisions of this agreement are understood by the cooperator and the District. The District shall not be liable for damage to the other's property resulting from carrying out this agreement.
3. The District shall not be responsible or liable for any fines or punishment due to any violations of the cooperator.

Cooperator

Date

District

Date

APPLICANT INFORMATION FOR USDA PROGRAMS

Form HI-SCIMS

****Note: FSN & Tract #'s assigned by Farm Service Agency (FSA)**

FSN #:

TRACT #:

ENTITY FILING REQUEST FOR ASSISTANCE IS AN: (Please check applicable box.)

INDIVIDUAL

CORPORATION

TRUST

Articles of Inc.

Trust Documents

PARTNERSHIP (or joint venture)

Partnership Docs

Irrevocable or Revocable:

TAXPAYER IDENTIFICATION NUMBER: #

*SPOUSE TAX IDENTIFICATION NUMBER: #

*Note: Only if spouse has an interest in the farm and will be signing documents on your behalf.

U.S. CITIZEN

REGISTERED ALIEN

FOREIGN PERSON

ENTITY NAME:

RACE:

SEX:

Employee or Committee Member of FSA? Y/N

DATE OF BIRTH:

MAILING ADDRESS:

Street:

VETERAN? (Y/N):

City:

Zip:

DISABLED? (Y/N):

If disabled, what type?

PHONE: Business:

Residence:

FARM ADDRESS (if different from mailing address):

Tax Map Key:

Street:

City:

Zip:

DO YOU HAVE ANY OUTSTANDING FARM LOANS WITH FSA? (Y/N)

DO YOU LEASE OR OWN THE SUBJECT PARCEL? (Please Check one box)

LEASE

OWN

OTHER (family farm, etc.)

Copy of Lease

Copy of Deed

Verification of Lease (FSA approved)

SUBLEASED? (Y/N)

Prop. Tax Assmnt Card

TYPE OF FARM (vegetable, livestock, nursery, etc.):

TYPE OF CROP/LIVESTOCK (crops, hog, orchid, etc.):

Total Farmland Acres

Cropland Acres:

Other Acres (forest, grazing, etc.)

Previous NRCS determinations on farmland? (Y/N):

***** COMPLETE BOTTOM SECTION ONLY IF LEASING FARMLAND *****

LANDOWNER NAME:

TAX ID NUMBER:

MAILING ADDRESS: Street:

City:

Zip:

PHONE:

MASTER LESSEE NAME: (if producer is subleasing)

TAX ID NUMBER:

MAILING ADDRESS: Street:

City:

Zip:

PHONE:

Privacy Act Statement for NRCS Conservation Program Applications

Name: _____

Background: In order to process the attached conservation program application, the Natural Resources Conservation Service (NRCS) and Soil and Water Conservation District (SWCD) employees, director and board members while acting for NRCS may be required to release a minimum amount of your personal information. This release of information will only be in the course of processing the application, and will only consist of the information stated below and will only be released to the person(s) listed below.

Do not release any of my application information

NRCS has my permission to release the following information:

Name: _____

Address: _____

Other Information: _____

NRCS has my permission to release the above information in the following situations:

Soil and Water Conservation District open meetings and the minutes from these meetings _____

Other Situations or Persons: _____

Privacy Act of 1974 Compliance Information: Solicitation of information contained herein is authorized by Executive Order 10450, and/or Section 231 of the Crime Control Act of 1990 (42 U.S.C. 13041), and may be used as a basis for suitability determinations. Disclosure of the information by you is voluntary. Information may be transferred as a routine use to appropriate federal, state or local agencies when relevant to the issuance of a license, grant, or approval for participation in a conservation program. Failure to provide information requested on this form may result in the government's inability to determine your suitability for the program you are applying for.

USDA Nondiscrimination Statement: The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice or TDD.) USDA is an equal opportunity provider and employer.

Authorization and Release: I hereby authorize the Natural Resources Conservation Service (NRCS) to release certain information contained in the enclosed application. The information released will only be information needed to process my application. I have been informed of my rights under the Privacy Act of 1974 and the protection of my personal information under USDA NRCS General Manual Part 408.

Signature: _____ Date: _____



O'ahu Soil and Water Conservation Districts

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808.483.8600 x. 3 808.438.8619 (fax)

Conservation Plan Worksheets

In order to assist us in preparing your conservation plan, please complete the following information to the best of your ability. Our goal is to best serve the needs of your operation through a comprehensive conservation plan created according to your goals, philosophies, crops and soil needs.

Cooperator(s) Information:

Name(s): _____		
Mailing Address: _____		
Business phone: _____	Home phone: _____	Cell phone: _____
Fax: _____	Email: _____	

Property Information:

Business name: _____		
Physical address: _____		
TMK: _____	Acres: _____	Zoning: <input type="checkbox"/> Ag-1 <input type="checkbox"/> Ag-2 <input type="checkbox"/> other: _____
Type of Operation: <input type="checkbox"/> farm <input type="checkbox"/> ranch <input type="checkbox"/> nursery <input type="checkbox"/> other _____		
Ownership: <input type="checkbox"/> owned <input type="checkbox"/> leased from _____		When was the property acquired? _____
Previous uses? <input type="checkbox"/> sugar cane <input type="checkbox"/> pineapple <input type="checkbox"/> other _____		

About your operation:

What are the goals of your operation?

Why are you seeking a conservation plan?

- To incorporate conservation practices into my operation Lease requirement
 Agricultural exemption from C&C permits Other: _____

What do you grow on your property?

Do you fertilize? no yes:

Do you have a current (3 years or newer) soil test result? yes no

Do you apply pesticides? no yes

Water/Irrigation:

What is your water source: C&C / Board of Water Supply other: _____

Are there any nearby bodies of water (streams, etc) or wells?

- no yes:

Are any forested or streamside areas located in or near you property?

- no yes:

What type of irrigation system do you use?

- I don't irrigate drip sprinkler hand-water

Will you be seeking a new/larger water meter and/or agricultural rates from the Honolulu Board of Water Supply?

- yes no

Resource Concerns:

Have you noticed any erosion on your property?

no yes, if so where? _____

Are you aware of any other resource concerns on your property?

ponding flooding irrigation limitations pests soil quality

other: _____

Have you noticed any threatened or endangered plants or animals on your property?

no yes: _____

Do you have any historic sites on your property?

plantation structures rock walls or heiau other _____

Are there any other factors we should consider for your conservation plan?

labor constraints equipment available financial resources neighboring properties

lease requirements other: _____

Mapping Your Farm:

Please draw a sketch of your property. Label fields, storage areas, fences, wells, roads, water bodies, etc.

A large, empty rectangular area defined by a dashed black border, intended for the user to draw a sketch of their farm property. The box is centered on the page and occupies most of the lower half of the document.