

PTAX-334 Application for Open Space Purposes Assessment

Who should complete this form?

You should complete this form to request an alternate assessment if your property is more than 10 acres in area and is used for open space purposes. You must be liable for the property taxes and the property must have been used for open space purposes for the 3 years immediately preceding this assessment year. Property is considered used for open space purposes if it:

- is actually and exclusively used for maintaining or enhancing natural or scenic resources,
- protects air or streams or water supplies,
- promotes conservation of soil, wetlands, beaches, or marshes, including ground cover or planted perennial grasses, trees, shrubs, other natural perennial growth, and any body of water, whether man-made or natural,
- conserves landscaped areas, such as public or private golf courses,
- enhances the value to the public of abutting or neighboring parks, forests, wildlife preserves, nature reservations, sanctuaries, or other open spaces, or
- preserves historic sites.

You must file this form with the chief county assessment officer (CCAO), at the address shown below, **by January 31** of each assessment year.

Note: When any portion of this property is no longer used for open space purposes, the person liable for taxes **must** immediately notify the CCAO in writing, and will also be required to pay the county treasurer the difference in taxes based on the fair cash value of the property in each of the 3 preceding assessment years, plus 5 percent interest. Payment is due **by the following September 1.**

Step 1: Complete the following information

1 _____
Property owner's name

Street address

City State ZIP

() _____

Phone

Send notice to (if different than above)

2 _____
Name

Mailing address

City State ZIP

() _____

Phone

3 Write the assessment year for which you are requesting this open space purposes assessment. **3** _____

4 Write the date the property began to be used for open space purposes. **4** ____/____/____
Month Day Year

5 Has this property been used for open space purposes for three years preceding this assessment year? No Yes

6 Write the property index number (PIN) of the property for which you are requesting this open space purposes assessment. Your PIN is listed on your property tax bill or you may obtain it from the CCAO. If you are unable to obtain your PIN, write the legal description on Line b.

a PIN ____ - ____ - ____ - ____ - ____

b Write the legal description only if you are unable to obtain your PIN.

7 Write the total acreage of the property, to the nearest tenth of an acre. **7** _____

8 Write the street address of the property, if different than the address in Item 1.

Street address _____

City IL ZIP _____

Step 2: Sign below

Under penalties of perjury, I state that, to the best of my knowledge, the information contained in this application is true, correct, and complete.

Property owner's or authorized representative's signature _____ Date ____/____/____

Subscribed and sworn to before me this ____ day of _____, _____.

Notary public _____ Date ____/____/____

If you have any questions, please call:
(217) 253-3031

Mail your completed Form PTAX-334 to:
Douglas County Chief County Assessment Officer
401 S. Center, Room 103
Mailing address
Tuscola IL 61953
City ZIP

For use by the CCAO

Do not write in this space.

Attach one copy of this document to the property record card.

Date received ____/____/____
Month Day Year

Approved Yes No

Date approved ____/____/____
Month Day Year

Denied Yes No

Date denied ____/____/____
Month Day Year

Reason for denial _____