

Instructions for completing the soils information for the “Application for Valuation, Assessment and Taxation of Land Under the Farmland Assessment Act”

Using the New Castle County Website

Using your Internet Browser go to the New Castle County Parcel Search website at <https://www3.newcastlede.gov/parcel/search/>

Type in the Parcel Number (only numbers) or the Street Number and Name (do not include road, street or lane in the name). Click on Search.

On the next screen, next to the parcel number select “Details”.

Click on “View Map” at the top left on the next screen.

On the right side of the blue banner across the top of the screen, click on the icon that looks like 4 window panes. In the “Basemap Gallery” box that opens, click on the “Imagery” to add the aerial basemap. Close the “Basemap Gallery” box by clicking on the X in the upper right corner.

On the screen is the Parcel ID box. The “lot size” is the answer to the question #1 on the form. Close this box by clicking on the X on the top right.

Zoom out so you can see the entire parcel by clicking the “-“ on the top left of the aerial map.

If the parcel is shaded orange so that you cannot see the aerial map, go to the white box in the upper left corner of the aerial map. The box has your parcel number in it. Click on the “X” that is just to the left of the magnifying glass there. Now the parcel is just outlined.

Measure the area in the landuses for House (does not include farm buildings), Forest, Cropland (all tillable acres including hay and pasture without trees), and Other (marsh, ponds, wooded pastures, farm bldgs., lane) areas. See definitions in State of Delaware booklet, page 5.

- Start with the House area
- To do measurements, in the blue header at the top of the screen, click on the triangle. In the “Measurement” box, click on the “Area” icon (1st on the left) it should default to “acres” but you can change it if you need to. With your cursor arrow click around the landuse area to create a polygon. When you reach the end the acreage will show below the “Measurement” box. To start a new area, in the “Measurement” box click on the “Clear” button and then click on the “Area” icon twice.
- Enter the House acreage on the “Application” line #2. Subtract that from the total acreage and enter that amount on line #3. All the other landuses should add up to the amount on line #3.
- Enter the rest of the land use acreages on the “Application” form at line #4 and on the “Total” line for #5. Make sure that they total up to the amount on line #3.

In the “Layers” box on the left side of the screen, click on the box for “Environmental”, then click on the arrow on the left of that box to open up the list. Now click on the box for “Soils”. You can click off any of the layers that are bothersome. The 2-4 letter abbreviations that are now shown within different colored units are the soils for the area (example HoA, IaA, WdA...).

Look at the soils on your parcel and check the soils groupings on the “Soils for Farmland Assessment Rev 2017” sheet. If all the soils are in one soil group, enter the landuse acreage on the “Application” form in that “Soil Group” under #5.

If there are different soil groups in a landuse then measure the soils for each. Make sure that they add up to the totals that you previously entered. Use the same measuring tool and method that you used for the landuses.

Using the Web Soil Survey

Using your Internet Browser go to the USDA, NRCS Web Soil Survey website at <http://websoilsurvey.sc.egov.usda.gov/App/HomePage.htm>

Click on the big green “Start” button.

On the left side of the screen, under quick navigation, select “address” or “state and county” to have the map zoom into your area.

Each landuse area will have to be done separately and there is no layer showing your property lines. Decide where each of your landuses are such as; Cropland (includes all tillable acres including hay and pasture without trees), House area (does not include farm buildings), Forest, and Other (marsh, ponds, wooded pastures, farm bldgs., lane) areas.

Create an Area of Interest (AOI) on the “Area of Interest Interactive Map” by clicking on the AOI polygon button that is furthest to the right under the title. With the cursor, click around the house area. Double click when you have ended.

The acreage of the house area will show in the “AOI Information” white box to the left.

Enter the House acreage on the “Application” line #2. Subtract that from the total acreage and enter that amount on line #3. All the other landuses should add up to the amount on line #3.

Decide on another landuse area (Cropland, Forest or Other) to work on. Using the tab for AOI, select the button “Clear AOI” that is to the left of the map. Create a new AOI as you did before...double click when you are done.

Click on the yellow tab “Soil Map” near the top of the screen. The soils information will drop in. The acreages for the landuse and each of the soils will be in the white box to the left.

Copy this information on a separate piece of paper or keep a copy of the map and information by clicking on the "Printable Version" button that is directly above the map. You can give it a "Custom Subtitle" if you'd like. Then click on the "View" button on the lower right of the screen. When you print from the next screen you will get three pages...one with the map, one with the legend, and one with the soils map unit legend and acres.

Repeat for all the other landuses by returning to the AOI tab, clearing the AOI and creating a new one.

Adjust the acreages to make sure that the landuse acreages add up to the total on the "Application" form, line #3 before entering on the "Application" form, line #4 and on the "Total" line for #5.

Look at the soils on your parcel and mark the soils groupings from the "Soils for Farmland Assessment Rev 2016" sheet. Add the acreage for all the ones of the same landuse and same group together. Adjust the soil group acres so that they add up to the landuse acres that you used on line 4.