



# 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
- Preserves historic sites

You must file this form with the Chief County Assessment Officer (CCAO) at the address above, 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% 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

\_\_\_\_\_  
Daytime Phone

2. Send Notice to: (if different than above)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Daytime Phone

3. Assessment year for which you are requesting the open space purposes assessment \_\_\_\_\_

4. Date property began use for open space purposes \_\_\_\_\_

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

6. Write the parcel number of the property for which you are requesting this open space purposes assessment. The parcel number is listed on the property tax bill, or you may obtain it from the CCAO.  
\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

7. Write the legal description of the property for which you are requesting this open space purposes assessment.  
\_\_\_\_\_  
\_\_\_\_\_

8. What is the total acreage of the property to the nearest tenth of an acre? \_\_\_\_\_

## Step 2: Sign below

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

\_\_\_\_\_  
Property owner or authorized representative Date

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Notary Stamp:

\_\_\_\_\_  
Notary Public

**Mail the completed PTAX-334 to:**  
McLean County Supervisor of Assessments  
PO Box 2400  
115 E. Washington St. RM 101  
Bloomington, IL 61702-2400

**If you have any questions, please call:**  
(309) 888-5130